

H o l y M a c r o !

Version 5

A Handbook of Macros for WordStar 4.0, 5.0, 5.5, 6.0 and 7.0

Charles Maher

Copyright 1992 Charles Maher

**WordStar is a registered trademark
of WordStar International Incorporated**

James Burton of WordStar International
reviewed the macros in this handbook.
His assistance is gratefully acknowledged.

C o n t e n t s

1/To Begin With 1

2/Creating Macros 4

Function Keys 4

Shorthand 8

WordStar 7.0 Macros 13

3/Checklist 16

4/Macro Library 22

Backing Up Files 22

Blocking Lines 27

Blocking Paragraphs 29

Blocking Sentences 32

Blocking Words 37

Boldfacing and Italicizing 39

Case Conversion 44

| | |
|--------------------------------------|----|
| Changing Fonts | 47 |
| Dating and Signing Letters | 51 |
| Deleting BAK Files | 54 |
| Deleting to the End of a File | 55 |
| Deleting to the End of a Page | 57 |
| Deleting to the End of a Paragraph | 58 |
| Deleting to the End of a Sentence | 60 |
| Deleting Paragraphs | 62 |
| Deleting Sentences | 63 |
| Deleting to the Start of a File | 65 |
| Deleting to the Start of a Paragraph | 66 |
| Deleting to the Start of a Sentence | 68 |
| Deleting Words | 69 |
| Directory A: | 70 |
| Directory C: | 72 |
| Directory Swapping | 74 |
| Ellipses | 76 |
| Finding a Specified Page | 78 |
| Footnotes | 79 |
| Headings | 81 |
| Highlighting Lines and Paragraphs | 83 |
| Importing BAK Files | 85 |
| Importing Other Files | 87 |
| Indenting Blocks of Text | 89 |
| Junk Closet | 93 |

| | |
|----------------------------------|-----|
| Line Spacing | 95 |
| Marking and Finding a Place | 96 |
| Moving Files Between Directories | 99 |
| Name-and-Address Lists | 102 |
| Name Lists and Merge Printing | 112 |
| Numbering Pages in Letters | 116 |
| Opening Windows | 119 |
| Parking | 121 |
| Printing Blocks of Text | 123 |
| Printing Envelopes | 125 |
| Printing Files | 129 |
| Reforming Files | 131 |
| Reforming Paragraphs | 133 |
| Reopening Files | 135 |
| Running DOS Programs | 137 |
| Saving and Returning | 139 |
| Scrolling Continuously by Screen | 140 |
| Scrolling by Page | 141 |
| Scrolling by Paragraph | 142 |
| Scrolling by Sentence | 144 |
| Searching | 146 |
| Searching and Replacing | 148 |
| Searching Plus | 150 |
| Spellchecking Files | 151 |
| Spellchecking and Previewing | 152 |

Spellchecking a Word 154
Speller/Thesaurus 155
Swapping Shorthand Files 156
Synonyms 158
Telephone Numbers 159
Time and Date 161
Transposing Paragraphs 164
Transposing Words 165
Viewing Shorthand Definitions 166
Window Sizing 167
Word Counts 168

5/Testing, Testing 169

6/Batch Files 176

Access Menu 176
Changing Directories 181
Deleting **CRT** files 182

Notes 184

Index 286

1 / T o B e g i n W i t h

If you use macros only sparingly, or not at all, you may be doing a lot of work WordStar could do for you.

A macro can carry out dozens of orders one after another and get the job done in a fraction of the time it would take you to type the instructions one by one. Using macros, you can:

- Delete a word, a sentence or a paragraph.

- Delete all **BAK** files in the logged directory (whether you're at the opening screen or at the editing screen).

- Delete to the end of a sentence.

- Delete to the end of a paragraph.

- Delete to the beginning of a paragraph.

- Block a line, sentence or paragraph.

- Boldface or italicize a word, sentence or paragraph.

- Change directories.

- Move a file to a different directory.

- Display the list of files on Drive A.

Display lists of files in all WordStar directories, one directory at a time.

Call up a list of names, addresses and telephone numbers while a file remains onscreen.

Copy a name and address from an address list to a letter.

Copy an address from a letter to an envelope.

Store a block of text in a junk file.

Start a utility program (while working at the opening screen or at the editing screen).

Display two files at once with WordStar 4.0, using a substitute for the windows feature found in later WordStar releases.

Save a copy of a file on the hard disk and send a backup copy to a floppy disk in Drive A.

For ease of illustration, it will be assumed that you use a computer with one hard-disk drive, designated Drive C, and one floppy-disk drive, designated Drive A. Most of the macros to be described later will also work on dual-floppy systems, though they may not work as fast. (Drive A on a dual-floppy system is the counterpart of Drive C on a hard-disk system. Drive B on a dual-floppy system is the counterpart of Drive A on a hard-disk system.)

Important: If you're using WordStar 5.0, 5.5 or 6.0, it will be assumed that you use the traditional opening menu, not the optional opening screen with pull-down menus. You can program WordStar to display the traditional menu automatically. (Procedure: At the pull-down screen, press **F X**. Type **WSCHANGE** and press **Return**. Press **DBAA**. Type the number **1** and press **Return**. Hit **X**'s to back out of **WSCHANGE**.) Some macros won't work if you use the pull-down menus.

If you're using WordStar 7.0, you can work from the traditional menu or from the new opening screen with pull-down menus.

If you're using WordStar 4.0, the traditional menu appears when you start the program.

Please read the parts of chapter 2 that refer to your WordStar release. Then read all of chapter 3. (It's a short one.)

All the macros in the **Holy Macro!** package are described in chapter 4.

Chapter 5 explains how to test a sampling of macros for WordStar 4.0, 5.0, 5.5 and 6.0. If you're using one of those releases, you may want to skip the fourth chapter for the time being and try the sample macros. You can later refer to chapter 4 for more information about those macros and for descriptions of many other macros.

Chapter 6 describes some simple batch files. It is followed by an extended notes section in which all the macros introduced in chapter 4 are broken down step by step. This is not a section you'll want to read from start to finish. It's there in case you're curious about how some macros work.

Finally, a few terms:

Define. To enter the characters of a macro sequence so that they can be stored by WordStar.

Definition. What you get after defining a sequence. Example: `^QS^KB^KH^QD^KK` is the definition of a macro that works with WordStar 4.0, 5.0, 5.5 or 6.0

Return. The key you press at the end of a paragraph. On many keyboards it's called **Enter**.

2 / C r e a t i n g M a c r o s

The first two sections of this chapter are for users of WordStar releases 4.0 through 6.0. The third section is for users of WordStar 7.0.

1. Function Keys

If you already know how to define function keys, turn to **Shorthand** on page 8. If you're not familiar with the procedure, follow these steps:

At the opening menu in the main WordStar directory, press **X**.

At the prompt, type **WSCHANGE WS** and press **Return**. You'll see the main WSCHANGE installation menu.

Press **A**, then **B**. You'll see a display similar to the one on the next page. (Note: The display is supposed to be in a box. Some printers may use odd characters, rather than unbroken straight lines, to create a border around this and other displays.)

Use arrow keys to move the cursor to the function key you want to change and press Return. When done, type X. To turn onscreen function key labels on or off here and on the editing screen, type L.

| | | | | |
|-------------|-----|----------|-----------|---------|
| | F1 | Ctrl+F1 | Shift+F1 | Alt+F1 |
| | F2 | Ctrl+F2 | Shift+F2 | Alt+F2 |
| Highlighted | F3 | Ctrl+F3 | Shift+F3 | Alt+F3 |
| if already | F4 | Ctrl+F4 | Shift+F4 | Alt+F4 |
| defined. | F5 | Ctrl+F5 | Shift+F5 | Alt+F5 |
| | F6 | Ctrl+F6 | Shift+F6 | Alt+F6 |
| Remaining | F7 | Ctrl+F7 | Shift+F7 | Alt+F7 |
| space: 135K | F8 | Ctrl+F8 | Shift+F8 | Alt+F8 |
| | F9 | Ctrl+F9 | Shift+F9 | Alt+F9 |
| | F10 | Ctrl+F10 | Shift+F10 | Alt+F10 |

| | | | | | | | |
|----------------|---------|---------------|------------------------|---------|-------------|---------|---------------|
| Display Center | ChkRest | ChkWord | Del Blk | HideBlk | MoveBlk | CopyBlk | BegBlk1EndBlk |
| 1Help | 2Undo | 3Undrlin4Bold | 5DelLine6DelWord7Align | 8Ruler | 9Save&0Done | | |

Move the cursor to **F1** in the first column of key numbers and press **Return**.

Below the column of **F** keys, you'll see a new line confirming your key selection (**F1**). Two lines below that, you'll see the definition of the key's present function, as shown on the following page.

```

      /\          /\          /\          /\          /\          /\
     /\          /\          /\          /\          /\          /\
    /\          /\          /\          /\          /\          /\
   /\          /\          /\          /\          /\          /\
  /\          /\          /\          /\          /\          /\
 /\          /\          /\          /\          /\          /\
\          \          \          \          \          \
 \        /          /          /          /          /          /
  \      /          /          /          /          /          /
   \    /          /          /          /          /          /
    \  /          /          /          /          /          /
     \/          /\          /\          /\          /\          /\
      F9         Ctrl+F9       Shift+F9       Alt+F8      Alt+F9
      F10        Ctrl+F10      Shift+F10      Alt+F10
                                     |
Function Key: F1
Characters: 1
Definition: ^J
Change it (Y/N)?

Display Center  ChkRest ChkWord Del Blk HideBlk MoveBlk CopyBlk BegBlk1EndBlk
1Help    2Undo    3Undrln4Bold   5DelLine6DelWord7Align  8Ruler  9Save&0Done

```

The next line will ask if you want to change the definition. Answer **Y**. Two new lines will appear. The first will say "WordStar keystrokes?" Hold down **Ctrl** and press **K**. Release **Ctrl** and type **Q**. (You'll see **^KQ**.) Press the **End** key.

The cursor will appear at the extreme lower left corner of the screen, on the letter **H** in **Help**. You may now label the **F1** key, using seven characters or less. **^KQ** is the command used to abandon a file and return to the opening menu. Give it the label **Abandon**. Then press the **End** key. You've finished defining **F1**.

The cursor will return to the first column of key numbers in the upper part of the screen. Move the cursor to **F2**. Press **Return** and tell WordStar you want to change the definition. You'll define a macro that reopens the most recently active file and returns the cursor to the last position it occupied while the file was active. For present purposes, the definition **D^R^M^QP** will work with all WordStar releases (though a different definition may be prescribed for your release in the **Reopening Files** section of chapter 4). After entering the definition, press the **End** key. Type the label **Reopen** after the number 2 in the bottom row of the display. Press the **End** key again. **F2** is defined.

If you don't want function-key labels displayed at the bottom of the editing screen, press **L** before leaving the function-key screen. Suggestion: Leave the labels on for the time being.

To work your way back to the opening menu, press **X** three times and answer **Y** when asked if you're finished making changes. Then type **WS** and press **Return**.

To test the two function keys you've just defined, open a file called **TEST** and type "The quick brown fox jumped over the lazy dogs." Position the cursor on the letter "b" in "brown" and press **^KS** to save the text without closing the file. Now press **F1**. The file will be abandoned and you'll be returned to the opening menu.

Press **F2**. The file should reopen and the cursor should be where you left it, on the "b" in "brown."

If you haven't switched off the function-key labels at the bottom of your editing screen, you'll notice that **Abandon** appears after the number 1 and **Reopen** after the number 2 in the lower row of labels.

If you want to restore the two keys to their original settings, reopen **WSCHANGE** and press **AB** to display the function-key screen. For **F1**, the default definition is **^J** and the label is **Help**. For **F2**, the definition is **^U** and the label is **Undo**.

WordStar comes from the factory with 40 function-key macros already defined. Ten are first-level macros, meaning that you can execute any one of them by pressing a single key--one of the **F** keys. To execute one of the other 30 macros, you press a function key while holding down **Ctrl**, **Shift** or **Alt**. You can redefine the keys to perform more elaborate functions, or you can leave the settings as they are and use Shorthand keys to execute customized macros. Or you can load some macros into function keys and some into Shorthand keys. We'll take a closer look at Shorthand in the next section.

Note: The **Alt+F** keys are used for drawing boxes. It's probably not a good idea to redefine any of those keys. If you do, you'll need to reinstall WordStar to restore the original settings.

Some of the macros described in chapter 4 are too long to fit on the function-key definition line. But you can still execute these macros with function keys (by defining the macros on the Shorthand screen and then assigning the macros to function keys). See the **Shorthand** section, below.

If you redefine some function keys and later decide you want to restore the default key functions, you can copy the original command characters from the chart on the following page.

| | F keys alone | Ctrl plus F | Shift plus F | Alt plus F |
|------------|--------------|-------------|--------------|------------|
| F1 | ^J | ^Q^F | ^O^D | |
| F2 | ^U | ^Q^A | ^O^C | — |
| F3 | ^P^S | ^L | ^Q^L | ┌ |
| F4 | ^P^B | ^Q^I | ^Q^N | └ |
| F5 | ^Y | ^Q^S.LM^N | ^K^Y | └ |
| F6 | ^T | ^Q^S.RM^N | ^K^H | └ |
| F7 | ^B^Q^P | ^Q^S.PM6^M | ^K^V | └ |
| F8 | ^Q^S^O^O | ^Q^S.PA^M | ^K^C | └ |
| F9 | ^K^S | ^Q^S | ^K^B | └ |
| F10 | ^K^D | ^Q^D | ^K^K | └ |

Note: Some printers may not properly reproduce the box-drawing characters in the **Alt plus F** column.

If you're not sure what functions are performed by some of the commands in the chart, consult the index of your WordStar manual. (In some manuals, commands are listed in a special index of their own.)

o

2. Shorthand

A Shorthand macro is much like a function-key macro. It just has a different name and address. Most macros can be executed either with Shorthand keys or with function keys.

You can define up to 36 Shorthand macros, assigning one to each of the 26 letter keys and one to each of the 10 number keys. You can also create a second set of Shorthand macros and switch between the two sets. (See **Swapping Shorthand Files** in chapter 4.)

Programming Shorthand keys is simple, even faster than programming function keys. If you already know the procedure, skip to the indented paragraph on page 11. If you're unfamiliar with Shorthand, follow these steps:

At the opening menu, press **Esc**. The Shorthand menu will appear. A facsimile of the menu used by WordStar 5.0, 5.5 and 6.0 is shown below. The WordStar 4.0 version is nearly the same.

| WordStar | |
|---|----------------|
| S H O R T H A N D M E N U | |
| ? display and/or change definitions | F1 help |
| = result from last ^QM or ^KM math | @ today's date |
| \$ formatted result from last ^QM or ^KM math | ! current time |
| # last ^QM math equation | |

Note the first line in the menu box. Press the ? key. You'll see a new display. The upper part will look like this if you're using WordStar 5.0, 5.5 or 6.0:

| S H O R T H A N D | |
|---|--|
| Type the shorthand character for the macro to create or modify. Press Return if finished making macro changes. | |
| Shorthand character | |
| Press F1 for help, ^U to cancel. | |

MENU & KEY DEFINITIONS Bytes available: ^W scroll up ^Z scroll down

Or like this if you're using WordStar 4.0:

| S H O R T H A N D | |
|--|--|
| To change a definition, enter a number or letter from the table below. To create a new definition, enter a new number or letter. To include control commands, press ^P before each control character. Character to be defined? (Press Return when done, ^U to cancel.) | |

MENU & KEY DEFINITIONS Bytes available: ^W scroll up ^Z scroll down

Several Shorthand keys have already been defined for you. **C**, for example, has been set up to perform a centering function. If you type a title at the left end of a line and then use the **C** macro, the title will be centered on the line. Let's program **C** to do something else. When asked which Shorthand character you want to define, press **C**. You'll be asked for a description. The description will be like one of the labels used for function keys, except that it may contain more than seven characters. For practice, we'll have **C** execute a macro that sends the cursor to the center of a 65-character line (if the tabs are at their default settings). Type **CtrlLine** on the line reserved for the macro description. Then press **Return**. WordStar will ask for a definition. You want the macro to run these commands:

```
^QS^V^I^I^I^I^I^I^D^D^D^V
```

But you can't enter the definition exactly the way you would if you were setting up a function key. Shorthand uses **^P** as a command prefix. Whenever you see a control character (^) in front of a letter, you must hold down **Ctrl** while you press **P** and whatever letter follows the control character. To enter the **^Q** at the start of the **CtrlLine** definition, press **^P^Q** (holding down **Ctrl** while you strike **PQ**). Then release **Ctrl** and type the following **S** (which is not preceded by a control character). To enter the next command, **^V**, press **^P^V**. To enter **^I**, press **^P^I**. And so on. The **^P** prefix keeps WordStar from reading your entries as commands to be executed immediately rather than as commands to be stored. If you tried to enter a carriage-return command by holding down **Ctrl** and pressing **M** (instead of keeping **Ctrl** down while you pressed **PM**), WordStar would execute a **Return** on the spot and terminate the sequence you were trying to enter. So the **CtrlLine** definition has to be entered like this:

```
^P^QS^P^V^P^I^P^I^P^I^P^I^P^I^P^I^P^D^P^D^P^D^P^V
```

The **^P**'s won't show on your screen. Note how the definition comes out at the bottom of the WordStar 4.0 box:

— S H O R T H A N D —

To change a definition, enter a number or letter from the table below.
 To create a new definition, enter a new number or letter.
 To include control commands, press **^P** before each control character.
 Character to be defined? **C** (Press **Return** when done, **^U** to cancel.)
 Description for Esc menu: **CtrlLine**
 Definition? **^QS^V^I^I^I^I^I^I^D^D^D^V**

After entering the definition, press **Return**. Then look below the Shorthand box. After the letter **C**, you'll see the descriptive name **CtrlLine**. And, on the next line, you'll see the macro sequence you just entered. Press **Return** again. When asked whether to store the changes on disk, press **Y**.

Now open any file containing a full line of text. With the cursor at the left end of the line, tap **Esc**, then press **C**. (**Esc** is the trigger key for all macros.) The cursor should move to the center of the line. For most people, such a macro probably serves no useful purpose. So, for practice, you might reopen Shorthand and get rid of the definition. When asked which character you want to define, press **C**. If you're using WordStar 4.0, just hit **Return** three times and answer **Y** when asked whether to store the changes. If you're using WordStar 5.0, 5.5 or 6.0, use **^Y** to clear the two lines reserved for the macro description and definition. Then press **Return** twice and answer **Y** when asked whether to store the changes. That will leave **C** undefined. If you want to reinstate the command that came installed on the **C** key, the definition is **^OC**.

A Shorthand macro can handle just about any job a function key can. One exception: You'll have problems if you use a Shorthand command in place of a function-key command to run Word Finder, the WordStar 4.0 synonym program. The command **^QP** also presents a problem. Programmed as a function-key command, **^QP** returns the cursor to the position it occupied one step before the command was given. **^QP** can be used **after** other characters in a Shorthand sequence, but it won't work as a free-standing Shorthand macro. (Reason: The **Esc** code used to trigger a Shorthand macro blots out WordStar's memory of the last cursor position. Once WordStar has executed any part of a Shorthand sequence, however, it can remember where the cursor was one step earlier in the same sequence. So **^QP** can be used in step 3 of a sequence to return the cursor to the position it occupied at step 2. But WordStar can't remember where the cursor was one step before the first part of the macro was triggered by **Esc**.)

Note: Some of the macros described in chapter 4 are too long to fit on the Shorthand definition line if entered in the usual way. But you can get around that limitation by using a variation of an approach suggested in Walter A. Ettlin's "WordStar 4 Made Easy" (Osborne McGraw-Hill, 1987). If there's not enough room on the definition line for all the characters in a macro, pick out a character roughly halfway through the definition. Make a pencil mark before that character. Then, on the Shorthand definition line, enter the **last part** of the sequence first, beginning with the character after the pencil mark. When finished, use the **left-arrow** key to move back to the start of the definition line. Then enter the **first part** of the definition, stopping when you reach the pencil mark. By the time you get there, one or more characters at

the end of the sequence will have been pushed off the right side of the screen. Don't worry. All the characters will be stored when you save the definition.

When a macro is so long that it must be entered on the Shorthand definition line as described in the previous paragraph, you'll be told that a two-step Shorthand definition is required.

Caution: Only so many characters will fit on the Shorthand definition line even when a macro is entered in two steps. After entering the last part of a very long definition and moving back to the start of the line to define the first part, erase any incorrectly typed characters as soon as you enter them. Don't push them along in front of the cursor and wait until you've finished the definition before deleting them. If you do, some characters at the end of the definition may be lost because they've been pushed too far right.

Tip: Though defining a macro in two steps leaves some characters offscreen, you can still look at an entire two-step definition at once. If you're using WordStar 5.0, 5.5 or 6.0, you'll notice that characters entered on the definition line are mirrored on the next line up. With the help of the mirror, you can display complete definitions. To begin, place the cursor on the definition line and start deleting characters at the left end of the definition. Keep deleting until the right end of the definition comes into view. The first part of the definition will still be displayed in the mirror just above the definition line, and the last part will be displayed on the definition line itself. Important: After looking over the definition, switch off the Shorthand screen by pressing **^U** twice. If you clear the screen by entering two **Returns** and pressing **Y** to save your changes, you'll lose part of the definition.

If you're using WS4.0, you can accomplish the same thing with a different approach. Assume you want to see a two-step definition that has been assigned to the **S** key. To begin, display the Shorthand definition screen. Without entering any characters, press **^Z** until the **S** definition appears on the lower part of the screen. Then display the **S** definition on the upper part of the screen by typing **S** and pressing **^R Return ^R**. Delete characters until the right end of the definition comes into view. You can then read the first part of the definition on the lower part of the screen and the last part on the definition line. Important: Press **^U** twice after looking over the definition.

3. WordStar 7.0 Macros

The WordStar 7.0 macro system is described in detail in the program documentation. See the sections beginning on pages 12-21 and D-1 of the WordStar **Reference** manual. Also see chapter 8 of **Using WordStar**. The new system is quite different from the one used by earlier WordStar releases. You'll find it helpful to know the basics of the system before attempting to use the WordStar 7.0 macros described in chapter 4 of this handbook.

About the macro formats:

As the documentation explains, you can create WS7.0 macros with "classic commands"--the ones you're familiar with if you have used WordStar's traditional opening menu. Or you can use the **Alt**-key combinations that work with pull-down menus.

You can enter many commands in a macro file using any of several styles. Example: To enter the command that advances the cursor one space, you can:

1. Type **{CTRL+D}** or **{CTRL-D}** or **{CTRL D}**. (Note that the command characters are enclosed by braces, not parentheses. To enter left and right braces, hold down **Shift** and use the two keys to the right of the **P** key.)
2. Hold down **Ctrl** and press **PD**. (This produces the characters **^D** on the screen. It's the old WordStar Shorthand method.)
3. Hold down **Shift**, press the **6** key to type a control character (**^**) and then press the letter **D**. (This also produces the characters **^D** on the screen.)

The last method was used to produce most of the commands in the macro files supplied with the **Holy Macro!** package. If you've created many Shorthand macros with past WordStar releases, you may be more comfortable with the second method. The first method is clearly the least simple of the three. Typing **{CTRL+D}** instead of **^D** requires you to use eight characters when two would do. This method may give macro files a more techie look. Apart from that dubious virtue, it appears to have little to recommend it.

After consulting the program documentation to get a grasp of the WordStar 7.0 macro system, look through chapter 4 of this handbook and decide which macros you want to try out. You'll find files for those macros in the **Holy Macro!** package. Each macro is in a separate file.

All the macro files have **WSM** extensions. (Examples: The **LineBlk** macro is in a file called **LINEBLK.WSM**. The **GrafBlk** macro is in a file called **GRAFBLK.WSM**.) You can use WordStar or DOS to copy macros from the **Holy Macro!** package to the WordStar 7.0 macro

subdirectory (whose default name is **\WS\MACROS**). Two methods will be described. In the following illustrations, it will be assumed that the macros in the **Holy Macro!** package have been copied to a WordStar subdirectory called **\WS\HOLYMAC**.

Method 1: Copy the macro files one at a time. Example: To copy the **LineBlk** macro to the WordStar macro subdirectory, follow these steps:

Press the letter **O** at the opening screen to display the file-copy box.

Type **\WS\HOLYMAC\LINEBLK.WSM**.

Press the **Tab** key.

Type **\WS\MACROS\LINEBLK.WSM**.

Press **Return**.

Method 2: If you don't mind loading a lot of files into your WordStar 7.0 macro subdirectory, you can save time by copying the files wholesale. Procedure:

At the opening screen, press **R** to display a DOS command line.

Type **COPY \WS\HOLYMAC*.WSM \WS\MACROS*.***

Press **Return**.

That will copy all the macro files to the WordStar macro subdirectory.

If you like, you may next assign hotkeys to some of the macros, following the instructions in the WordStar documentation. (See pages 12-22 and 12-23 of the **Reference** manual.)

Note: Numbers are appended to the labels of some macros in chapter 4. Examples: **CopFlop-1**, **DownZap-2**. The numbers are retained in the names of the macro files, but the hyphens are omitted. The **CopFlop-1** macro, for instance, is in a file called **COPFLOP1.WSM**. **DownZap-2** is in a file called **DOWNZAP2.WSM**.

A few of the macro files may require simple modifications. You may need to change a directory name, for example, if you run WordStar out of a directory called **WS7** instead of **WS**. You may need to change a subdirectory name so that it will match one of the names you use. Or you may need to change the name of a utility program used as an example in a macro definition. To

edit a macro file, press **MD** at the opening screen or **Ctrl MD** at the editing screen.

You may also want to change the names of some macros. Creating your own names may make it easier for you to identify the macro functions. Many of the macro names in chapter 4 were contrived so that they would begin with certain letters. In sample Shorthand setups for WordStar 4.0-6.0, the first letters of the names were matched with the keys to which the macros were assigned. That made it possible to use all 26 letter keys in the sample setups. But it also produced some names that could easily be improved on.

3 / C h e c k l i s t

To ensure proper operation of the macros described in the next chapter, you may need to modify several settings in WSCHANGE. At the DOS prompt in the WordStar directory, type **WSCHANGE WS** and press **Return** to display the WSCHANGE main installation menu.

If you're using WordStar 4.0, press **DBFL**. If you're using a later release, press **DBFB**. You'll see an eight-column display. With one exception, each entry from **21** (in column 3) through **7E** (in column 8) should be preceded by an asterisk. **5C** should **not** be preceded by an asterisk. These settings are needed to ensure proper cursor movement during the execution of some macros.

Again at the WSCHANGE main installation menu, press **DBEA**. Type the number **2,500**. Purpose: to enlarge the unerase buffer. Some macros delete blocks. You can restore a deleted block by pressing **^U** (if you do it before deleting anything else). By default, **^U** will restore a maximum of about 80 words. But a macro may delete more than that. If the buffer size is 2,500, you'll be able to restore nearly a page of single-spaced text.

Unless you're using WordStar 7.0, press **DCDB** at the main installation menu. Type **12** and press **Return**. This will enlarge your Shorthand buffer so that you'll have ample room to store all macro definitions.

If you're using WordStar 7.0, press **CCG** at the main installation menu. Type **12** and press **Return**. This will enlarge your macro hotkey buffer.

Each of the macros described in chapter 4 has been given a label of seven characters or less. Longer labels won't fit in the allotted space when macros are assigned to function keys and the labels are displayed at the bottom of the editing screen. (Note: This display is not used by WordStar 7.0A.) If macros are assigned to Shorthand keys, longer labels may be used.

o

Macro definitions appear below the labels. The definitions are preceded by appropriate release numbers.

References to "WordStar 5.x" and "WS5.x" apply to WordStar releases 5.0 and 5.5. A WS5.x macro will work with WS5.0, WS5.5 and Revision C of WS5.5. If you're using WordStar 5.5C and you find no WS5.5C version of a macro, use the WS5.5 version, or, if there is none, the WS5.x version.

References to "WordStar 6.0D" and "WS6.0D" apply to Revision D of WordStar 6.0. If you use WordStar 6.0D and find no WS6.0D version of a macro, use the WS6.0 version. In sections where there are no WS6.0D macros, references to 6.0 apply to Revision D as well as to earlier versions of 6.0.

References to "WordStar 7.0C" and "WS7.0C" apply to Revision C of WordStar 7.0. If you use WordStar 7.0C and find no WS7.0C version of a macro, use the WS7.0 version. In sections where there are no WS7.0C macros, references to 7.0 apply to Revision C as well as to WS7.0A (the only earlier version generally available to single users).

o

Each macro definition is followed by a parenthetical number. Example: `^QS^KB^KH^QD^KK (12)`. The number refers to the notes section after chapter 6. Some of the techniques described there can be used in many macros.

o

Below the definition field is a description of the function the macro performs. The description may be followed by a parenthetical note telling users of WordStar 4.0, 5.x and 6.0 that a macro sequence requires Shorthand definition. That means the macro **must** be defined first on the Shorthand screen, though it may later be assigned to a function key (as will be described below). A Shorthand definition is required when a sequence is too long to fit on the function-key definition line.

To assign a Shorthand macro to a function key, follow these steps:

At the DOS prompt in the WordStar directory, type **WSCHANGE WS** and press **Return** to display the WSCHANGE installation menu. Press **AB** to display the function-key screen. Choose the function key you'll use to execute the macro. Let's say you've used the Shorthand key **D** to define the macro and you want to execute it with function key **F4**. When asked for a definition for **F4**, hold down **Ctrl** and press **Esc**, then release **Ctrl** and type **D**. (On your screen, you'll see **^[D**.) Save the definition. WordStar will run the macro whenever you press **F4**.

WordStar 6.0D users: Revision D of WS6.0 provides reduced space for storage of function-key definitions. To avoid running out of space, you may want to define all but the briefest macros on the Shorthand screen. If you wish, you can execute the macros with function keys, using the procedure described above.

o

In many macro definitions you'll notice the characters **<SP>**. If you see **<SP>** while copying a macro definition, enter a blank space by pressing the **Spacebar** once. If you see **<SP><SP>**, press the **Spacebar** twice. Do not type the characters **<SP>**. Note: **<SP>** is not used when there is little danger that the amount of spacing required will be misunderstood.

o

If you're using WordStar 4.0, 5.x or 6.0, you'll notice the command **^Q<DELETE>** in some macros. To enter the command on the Shorthand definition screen, hold down **Ctrl**, press **PQP**, then release **Ctrl** and press the **Delete** key. A small delta-shaped character will appear on the screen after **^Q**.

If you're using WordStar 7.0, you'll notice the characters **^Q{DEL}** in some definitions. These characters must be entered exactly as shown in the definitions. (Note that **DEL** is enclosed by braces, not parentheses. See the fifth paragraph on page 13.)

o

Text-blocking macros in early versions of **Holy Macro!** presented a minor problem. If a block created with one of these macros was hidden with the **^KH** command, the same macro could not be used to reblock the text so long as the hidden block markers were in place. The problem has been cured. If you execute a

text-blocking macro, then hide the block with **^KH**, then decide you want the text blocked after all, you can reblock it with the same macro.

o

Some blocking macros won't work properly with WordStar 4.0 when executed in a paragraph that is not **preceded** by a **Return**. This should rarely cause problems. Before typing the first paragraph of a document, you'll normally enter one or more **Returns** (after the date and salutation in a letter, or after a heading).

o

Some macros use **^B** to reform paragraphs or to advance the cursor. WordStar 4.0 users may occasionally have line-spacing problems if they use these macros after switching between single spacing and double spacing with the commands **^OS1** and **^OS2**. Illustration: In WSCHANGE, you have set default line spacing at 2. You want the fifth paragraph of a WordStar 4.0 document single-spaced. So, before that paragraph, you press **^OS1**. After the paragraph, you press **^OS2** to resume double spacing. If you later go back to the first line of the fifth paragraph to make a change, and use **^B** to reform the paragraph, the spacing will be changed from single to double. The same thing will happen if you go back to that paragraph and execute a macro with a **^B** in it. Solution: Use the dot commands **.LS1** and **.LS2** to change spacing. Once spacing is set with a dot command, it stays set so long as the command remains in place. (Later WordStar releases automatically insert **.LS** dot commands when the **^OS** spacing commands are used.)

o

A macro may come in two or more configurations. When that happens, numbers are appended to the labels (e.g., **CopFlop-1**, **CopFlop-2**) so that one configuration can be distinguished from another in the text and endnotes. Note: Hyphens are not used before the numbers in the names of WordStar 7.0 macro files. (Example: The **CopFlop-1** macro is in a file called **COPFLOP1.WSM**.)

o

All letters used as command characters in macro definitions are capitalized (on the theory that **^QS^KB^KH^QD^KK** looks less jumbled than **^Qs^Kb^Kh^Qd^Kk**). To avoid confusion between the capital letter **O** and the number **0**, the letter is underlined in macro definitions when there is any danger of ambiguity. For the

same reason, the letter O is underlined in illustrative dot commands. (The underline characters are of course visible only on printouts. You won't see them if you read the **Holy Macro!** files onscreen.)

o

Many WordStar commands can be entered two ways. You can order a file abandoned, for example, by pressing either **^KQ** or **^K^Q**. (In the former instance, the **Ctrl** key is released before **Q** is pressed; in the latter, it is not.) Using double control characters (as in **^K^Q**) is sometimes undesirable in Shorthand sequences because each control character takes up space on the Shorthand definition line.

o

Important: If you're using WordStar 4.0 or 5.x, it's assumed your WordStar program files are in a directory called **WS4** or **WS5**. If you're using WordStar 6.0 or 7.0, it's assumed the program files are in a directory called **WS** (the name used by default during the WS6.0 and 7.0 installation procedures). If your WordStar directory name doesn't fit this pattern, **you'll need to change some macro definitions**. Example: If you run WordStar 7.0 out of a directory called **WS7**, the directory designation **WS** in a WordStar 7.0 macro definition must be changed to **WS7**.

o

There will be many references to directories and subdirectories. Sometimes, for ease of illustration, the term "directory" will be used to mean either the main WordStar directory or a subdirectory. To move to "another directory," for example, may mean to move to a subdirectory from the main directory, or to the main directory from a subdirectory, or to one subdirectory from another.

o

WordStar 5.0 users: If you store a Shorthand macro that includes the command **^OA** or **^OK** and later redisplay the macro definition on the Shorthand screen, you won't be able to see the **O**. The **O** will reappear if you run the cursor through the definition line with the **right-arrow** key. But that's not necessary. The macro will work as is.

o

^PP is used in the definitions of some macros for WordStar 5.5C, 6.0 and 6.0D. To enter **^PP** while copying a definition onto the Shorthand screen, hold down **Ctrl**, press **P** twice, release **Ctrl** and type **P**. To enter any other two-letter combination beginning with **^P**, hold down **Ctrl**, press **P** twice, release **Ctrl** and type the second letter.

^PP is also used in some WordStar 7.0 macros. If you use the Shorthand method to enter commands on the WS7.0 macro editing screen, enter **^PP** as you would on the Shorthand screen.

o

Some paragraphs in the next chapter are indented five spaces on either side.

Like this one. The purpose is to indicate that the paragraphs contain cautionary notes or other information that may merit special attention.

o

It's assumed that you work with **Insert** on and that you have the auto-align feature on if you're using a release later than WordStar 4.0. It's also assumed that your documents are single-spaced or double-spaced and that you leave a blank line after each paragraph in single-spaced documents.

4 / M a c r o L i b r a r y

Backing Up Files

Label: CopFlop-1

WS4.0: ^KDP^R^M^M^UO^R^MA:^R^MY^MP^R^G^G^M
 ^M^U (1)

WS5.x, 6.0: ^KS^KTA:^X (2)

WS6.OD: ^KDP^LNUL^MP^UO^QD^A^Q<DELETE>^MA:^R
 ^MR^Y^M (3)

WS7.0A: Sub Main
 WSQuiet (On)
 Key ("^KD")
 WSQuiet (Off)
 Key ("Q^QD^A^Q{DEL}")
 PauseForInput ("{ENTER}", ' Check filename. ')
 Key (" {TAB}A:^R{F10}")
 IfException
 Def: Key ("Y")
 End IfException
 WSQuiet (On)
 Key ("D^G^G{F10}^KQ")
 WSQuiet (Off)
 End Sub (4)

```

WS7.0C:      Sub Main
              WSQuiet (On)
              Key ("^KDQ^QD^A^Q{DEL}{TAB}A:^R{F10}")
              IfException
              Def: Key ("Y")
              End IfException
              Key ("D^G^G{F10}^KQ")
              WSQuiet (Off)
              End Sub (5)

```

Function: Saves a file and makes a backup copy on a floppy disk in Drive A. (Shorthand definition required for WS6.0D macro.)

The macros for WordStar 4.0, 6.0D and 7.0C are fully automatic. Any previous backup version of a file on Drive A is overwritten.

The other macros are semiautomatic. The WS5.x/6.0 macro saves the file on Drive C, then places the cursor in a directory file list. The user moves the cursor to the name of the file being backed up and presses **Return** to send a copy of the file to Drive A. Tip: You can move to the filename quickly by pressing the first character in the filename. (If more than one filename begins with that character, you may have to repeat the keystroke.) If there is a previous backup version of the file on Drive A, you'll be asked whether to overwrite.

The WordStar 7.0A macro pauses after displaying a file-copy screen. If you're working on the file **WOMBAT** and have not opened any windows, the filename **WOMBAT** will appear on the copy screen. Just press **Return** to back up the file. If you've opened a window while working on **WOMBAT**, the name of the window file will appear on the copy screen. If that's not the file you want to back up, enter the right name and press **Return**. A message at the top of the screen will remind you to check the filename before pressing **Return**.

If you're using WordStar 4.0 or 6.0D, don't run **CopFlop-1** while printing.

Label: CopFlop-2

```

WS4.0:      ^KDP^R^M^M^UQ^R^MA:^R^MY^MP^R^G^G^M^M^UR
              DIR A: | SORT | MORE^M (6)

WS6.0D:      ^KDP^LNUL^MP^UQ^QD^A^Q<DELETE>^MA:^R^MR^Y^M
              RDIR A: | SORT | MORE^M (7)

```

```

WS7.0A:    Sub Main
            WSQuiet (On)
            Key ("^KD")
            WSQuiet (Off)
            Key ("Q^QD^A^Q{DEL}")
            PauseForInput ("{ENTER}", ' Check filename. ')
            Key ("^{TAB}A:^R{F10}")
            IfException
            Def: Key ("Y")
            End IfException
            WSQuiet (On)
            Key ("D^G^G{F10}^KQ")
            WSQuiet (Off)
            Key ("RDIR A: | SORT | MORE {F10}")
            End Sub    (8)

WS7.0C:    Sub Main
            WSQuiet (On)
            Key ("^KDO^QD^A^Q{DEL}{TAB}A:^R{F10}")
            IfException
            Def: Key ("Y")
            End IfException
            Key ("D^G^G{F10}^KQ")
            WSQuiet (Off)
            Key ("RDIR A: | SORT | MORE {F10}")
            End Sub    (9)

```

Function: Saves the file on Drive C, makes a backup copy on Drive A and displays a list of the files on Drive A. (Shorthand definitions required for WS4.0 and WS6.0D macros.)

CopFlop-2 can be used to confirm a backup, to see which files have been copied to Drive A and to see how much storage space remains on the Drive A floppy. Any previous backup copy of a file on Drive A is overwritten. The macro drops you off at the opening screen after displaying the Drive A file list.

The macros for WordStar 4.0, 6.0D and 7.0C are fully automatic. The WordStar 7.0A macro is semiautomatic. Use it the same way you would the WS7.0A version of **CopFlop-1**.

There is no **CopFlop-2** macro for WordStar 5.x or 6.0.

The DOS **SORT** command is used to alphabetize the Drive A file list. The DOS **MORE** command is used to display the file list a screenful at a time when there are too many filenames to fit on one screen.

Label: CopFlop-3

WS4.0: ^KS^KPN^R^M^M^U^KB<SP>^KK^S^KQ^R^MA:^R^MY^KY
 ^KPN^R^M^M^U (10)

WS5.5, 6.0: ^KS^KPP^LNUL^M^KP^U^KQ^MA:^X (11)

WS6.0D: ^KS^KPP^LNUL^M^KP^U^KB<SP>^KK^S^KQ^QD^A
 ^Q<DELETE>^MA:^R^MY^KY (12)

WS7.0: Sub Main
 WSQuiet (On)
 Key ("^KS")
 WSQuiet (Off)
 Key ("^KO^QD^A^Q{DEL}")
 PauseForInput ("{ENTER}", ' Check filename. ')
 Key (" {TAB}A:^R{F10}")
 IfException
 Def: Key ("Y")
 End IfException
 End Sub (13)

Function: Saves the file on Drive C and keeps it onscreen after a copy is sent to Drive A. (Shorthand definitions required for WS4.0 and WS6.0D macros.)

The WS4.0 and WS6.0D macros are fully automatic. Any previous backup version of a file on Drive A is overwritten.

The other macros are semiautomatic. The WS5.x/6.0 macro leaves the cursor in a file list. The user moves the cursor to the name of the file being backed up and presses **Return** to send a copy to Drive A. See **CopFlop-1**.

The WordStar 7.0 macro works with WS7.0A and WS7.0C. Use it like the WS7.0A version of **CopFlop-1**.

After running **CopFlop-3**, you're returned to your place in the file so that you can resume working where you left off. The macro can be used periodically to save on two disks at once without closing a file.

There is no **CopFlop-3** for WordStar 5.0.

If you're using WordStar 4.0 or 6.0D, don't execute **CopFlop-3** while printing.

WordStar 4.0 users: While editing a document, you can display the list of files in the logged directory by pressing ^KO or ^KE. One way to turn off the display after checking the file list is to press **Return**. **Don't do it** if you want to any of the **CopFlop** macros. If you hit **Return**, the name of the active file will be knocked

out of memory for copying purposes. The problem is easily averted: Turn off the file list by pressing **^U** instead of **Return**.

WordStar 6.0D users: Note the **^Q<DELETE>** sequences in the **CopFlop** macros. All three macros must be defined first as Shorthand macros even though the first of the three is not too long to fit on the function-key definition line. Reason: **^Q<DELETE>** cannot be entered on that definition line. See page 18.

o

Blocking Lines

Label: LineBlk

WS4.0, 5.x, 6.0: ^QS^KB^KH^QD^KK (14)

```
WS7.0:  Sub Main
          Key ("^QS^KB^KH")
          PauseForInput ("<SP>", Press Spacebar to block.')
          Key ("^QD^KK")
          End Sub (15)
```

Function: Blocks a line of text. WS7.0 macro also blocks multiple lines.

If you're using WordStar 7.0 and want to block a single line, execute **LineBlk** with the cursor anywhere on the line and press the **Spacebar**. To block two or more lines, execute **LineBlk** with the cursor anywhere on the first line, then place the cursor anywhere on the last line to be blocked and press the **Spacebar**.

The macro for WordStar 4.0, 5.x or 6.0 blocks a single line. It may be used with **TagLine** (below). Do not press the **Spacebar** after executing the macro.

Label: TagLine

WS4.0, 5.x, 6.0: ^F^F^QD^KK (16)

Function: Adds a line to a block.

Note that the macro is for users of WordStar 4.0, 5.x and 6.0.

TagLine will add any number of lines, one at a time, to an already-highlighted block. Example: You want to block the first, second and third lines of a paragraph. You have used **LineBlk** to block line 1. If you now execute **TagLine** twice, the second and third lines will be added to the block. Note: After

LineBlk blocks line 1, you don't have to move the cursor down a line before executing **TagLine**.

To block 20 consecutive lines, execute **LineBlk** with the cursor anywhere in the first line, then execute **TagLine** with the cursor anywhere to the left of the last word in line 20.

Another application: You have just blocked the first paragraph of a file. You can add the first line of paragraph 2 to the block by executing **TagLine**. If you want to add the second line, execute **TagLine** again.

o

Blocking Paragraphs

Label: GrafBlk

WS4.0, 5.0, 5.5C, 6.0: ^QH^M^KB^KH^F^B^S^S^QD^D^KK (17)

WS5.5: ^OJ^QH^M^Y^S^KB^KH^F^B^S^S^QD
^D^KK (18)

WS7.0: Sub Main
WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}")
Key ("^KB^KH^F")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to block.')
Key ("^B^S^S^QD^D^KK")
End Sub (19)

Function: Blocks a paragraph. WS7.0 macro also blocks multiple paragraphs.

If you're using WordStar 7.0 and want to block a single paragraph, execute **GrafBlk** with the cursor anywhere in the paragraph. A "Paused for input" message will appear in the upper part of the screen. Press the **Spacebar** to block the paragraph. To block two or more paragraphs, execute **GrafBlk** with the cursor anywhere in the first of those paragraphs, then place the cursor anywhere in the last paragraph to be blocked and press the **Spacebar**.

If you're using WordStar 4.0, 5.x or 6.0, your version of the **GrafBlk** blocks a single paragraph. Execute the macro with the cursor anywhere in the paragraph. Do not press the **Spacebar**.

Once you've created a block, you can insert a copy of it between two paragraphs by pressing ^KC with the cursor on the blank line separating those paragraphs. To move the block instead of copying it, press ^KV.

Users of Release 7.0 will find an alternative macro (**MvGrafts**) later in this section.

Label: EndBlk

WS4.0, 5.x, 6.0: ^F^F^B^S^S^QD^D^KK (20)

Function: Works in combination with **GrafBlk** to create blocks of two or more paragraphs.

Note that the macro is for users of WordStar 4.0, 5.x and 6.0.

To block two consecutive paragraphs, execute **GrafBlk** with the cursor anywhere in the first paragraph and then execute **EndBlk** without moving the cursor. To block four paragraphs, execute **GrafBlk** with the cursor anywhere in the first paragraph, then place the cursor anywhere in the fourth paragraph and execute **EndBlk**. If you decide you should have included the next paragraph in the block, place the cursor anywhere in that paragraph and execute **EndBlk** again. If you then decide you had it right the first time, go back to the fourth paragraph and execute **EndBlk** once more. The fifth paragraph will be dropped from the block.

To place a copy of the block between two paragraphs, press **^KC** with the cursor on the blank line separating those paragraphs. To move the block instead of copying it, press **^KV**.

Label: MvGrafts

WS7.0: Sub Main
WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}^KB^KH^F")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to block.')
Key ("^B^S^S^QD^D^KK")
PauseForInput ("<SP>", 'Press Spacebar to move.')
Key ("^QS^KV^KH")
End Sub (21)

Function: Blocks one or more paragraphs and moves the blocked text to a specified location.

After executing **MvGrafts**, you can block and move a paragraph with two taps of the **Spacebar**. Procedure:

Execute **MvGrafts** with the cursor anywhere in the paragraph. A "Paused for input" message will appear in the upper part of the screen. Press the **Spacebar** to block the paragraph.

Position the cursor wherever you want to move the block and press the **Spacebar** again. (If the block is to be inserted between two

paragraphs, the cursor should be on the blank line separating those paragraphs.)

To block two or more paragraphs, execute **MvGrafs** with the cursor anywhere in the first paragraph to be blocked, then press the **Spacebar** with the cursor anywhere in the last paragraph to be blocked. To move the block, press the **Spacebar** with the cursor positioned wherever the block is to be moved.

Some of the macros described elsewhere in this chapter leave blank spaces on open lines between paragraphs. If you create a block several paragraphs long, you may notice that part of an open line between paragraphs is highlighted like the rest of the block. That's because one or more macros have left spaces on the line (for use as place markers). Don't worry about them. They won't hurt anything.

See also **Deleting Paragraphs**.

o

Blocking Sentences

Label: SentBlk-1

WS4.0: ^QF<SP><SP>^MB^M^F^KB^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D
^D^QY^QB^QF<SP><SP>^M^M^D^D^KK (22)

Function: Blocks a sentence in an indented paragraph.
(Shorthand definition required.)

Note that the macro is for WordStar 4.0 users only. If you're using a later WordStar release, see **SentBlk-2**.

SentBlk-1 can be executed with the cursor anywhere in the sentence to be blocked. To delete a blocked sentence, just press ^KY (or, better yet, use one of the macros described in **Deleting Sentences**).

SentBlk-1 will work in any WordStar 4.0 document with indented paragraphs. In a document without indentions (e.g., a letter in which the first line of each paragraph is flush left), the macro will not properly block the first sentence of a paragraph. If you often prepare documents without paragraph indentions, see **SentBlk-2**.

Label: SentBlk-2

WS4.0: ^KK^KH^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A^QG<SP>^D^D
^QY^QK^QF<SP><SP>^MB^M^F^QG<SP>^A^KB^QF<SP><SP>^M^M
^D^D^KK (23)

WS5.0: ^QA^KK^KH^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A^QG<SP>
^D^D^QY^QK^QA^QF<SP><SP>^MB^M^F^QG<SP>^A^KB^QF<SP>
<SP>^M^Y^M^D^D^KK (24)

WS5.5: ^KK^KH^QJ^QH^M^Y^A<SP><SP>^F^B^S^S^QD<SP><SP>
 ^A^QG<SP>^D^D^QY^QK^QF<SP><SP>^MB^M^F^QG<SP>
 ^A^KB^QF<SP><SP>^M^Y^M^D^D^KK (25)

WS5.5C, 6.0: ^PP^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A^QG<SP>
 ^D^D^QY^QH^PP^G^QF<SP><SP>^MB^M^F^QG<SP>^A^KB
 ^KH^QF<SP><SP>^M^Y^M^D^D^KK (26)

WS7.0: Sub Main
 WSQuiet (On)
 Key ("^PP^QF^P^M^P^J{TAB}B{F10}<SP><SP>")
 Key ("^QF^PP{TAB}^Y{F10}^G")
 Key ("^QF<SP><SP>{TAB}B{F10}")
 Key ("^F^QF<SP>{TAB}^Y{F10}^A^KB^KH")
 WSQuiet (Off)
 PauseForInput ("<SP>", 'Press Spacebar to block.')

WSQuiet (On)
 Key ("^PP^B^S^S^QD<SP><SP>^A")
 Key ("^QF<SP>{TAB}^Y{F10}^D^D^QY")
 Key ("^QF^PP{TAB}B{F10}^G")
 Key ("^QF<SP><SP>{TAB}^Y{F10}^D^D^KK")
 WSQuiet (Off)
 End Sub (27)

Function: Blocks a sentence in an indented or unindented paragraph. WS7.0 macro also blocks multiple sentences. (Two-step Shorthand definitions required for WS4.0, WS5.0, WS5.5 and WS5.5C/6.0 macros.)

If you're using WordStar 7.0:

To block a single sentence, execute **SentBlk-2** with the cursor anywhere in the sentence. Press the **Spacebar** when a "Paused for input" message appears in the upper part of the screen.

To block two or more sentences, execute the macro with the cursor anywhere in the first sentence, then place the cursor anywhere in the last sentence to be blocked and press the **Spacebar**.

Users of Release 7.0 will find an alternative macro (**MvSents**) later in this section.

The **SentBlk-2** macro for WS7.0 is slower than the corresponding macros for earlier WordStar releases. Though the WS7.0 macro is functionally similar to the others, it takes somewhat longer to run several search routines.

If you're using WordStar 4.0, 5.x or 6.0:

The **SentBlk-2** macro for your version of WordStar blocks a single sentence. Execute the macro with the cursor anywhere in the sentence. Do not press the **Spacebar**.

To use any of the **SentBlk** macros, you must follow conventional typing practice by leaving **two** blank spaces after each sentence except the final sentence in a paragraph. The macros need to find double spaces to be able to tell where sentences begin and end. They can't look for a period when trying to find the end of a sentence because a sentence may end with a question mark, exclamation point, single quotation mark, double quotation mark, closing parenthesis, closing square bracket or footnote symbol. And a period may be used in mid-sentence as part of an ellipsis or as a decimal point. ("The population . . . has grown 1.27 million in five years.") If you inadvertently leave **three** blank spaces after a sentence, the macros will still work. If you switch on **^OJ** to justify your copy, so that all lines end flush right, WordStar will increase the spacing between some words. This won't affect the operation of the **SentBlk** macros. They'll disregard the extra spacing.

Label: AddSent

WS4.0: ^F^D^D^{KK}^B^S^S^{QD}<^{SP}><^{SP}>^A^{QG}<^{SP}>^D^D^{QY}
 ^{QK}^{QF}<^{SP}><^{SP}>^M^M^D^D^{KK} (28)

WS5.0: ^{QA}^F^D^D^{KK}^B^S^S^{QD}<^{SP}><^{SP}>^A^{QG}<^{SP}>^D^D^{QY}
 ^{QK}^{QA}^{QF}<^{SP}><^{SP}>^M^Y^M^D^D^{KK} (29)

WS5.5, 6.0: ^F^D^D^{KK}^B^S^S^{QD}<^{SP}><^{SP}>^A^{QG}<^{SP}>^D^D^{QY}
 ^{QK}^{QF}<^{SP}><^{SP}>^M^Y^M^D^D^{KK} (30)

Function: Adds one or more sentences to a block.
 (Shorthand definitions required.)

Note that **AddSent** is for users of WordStar 4.0, 5.x and 6.0.

To block two sentences, execute one of the **SentBlk** macros with the cursor anywhere in the first sentence, then execute **AddSent** without moving the cursor.

The **SentBlk** and **AddSent** macros can also be used to create longer blocks. To block three sentences, execute a **SentBlk** macro with the cursor on any word in the first sentence, then execute **AddSent** twice.

You can use the macros to create a block that starts in the middle of one paragraph and ends several paragraphs later. After blocking the first sentence with a **SentBlk** macro, scroll down to the last sentence you want blocked and execute **AddSent** with the cursor on any word except the last one in that sentence.

You can also block a paragraph with **GrafBlk** and use **AddSent** to append one or more sentences of the next paragraph to the block.

After using a **SentBlk** macro to block the last sentence of one paragraph, you may need to execute **AddSent** twice to extend the block to the next paragraph.

The sentence to be added to a block by **AddSent** must be at least two words long. If you want to extend a block to a one-word sentence (e.g., "Beware!"), do it manually.

All users: If you block one or more sentences in the middle of a paragraph and move the blocked text to another paragraph with the **^KV** command, the text in both paragraphs may be left out of alignment. Suggestion: After creating the block, delete it with **^KY**. Then use **^U** to restore the block at its new location.

Label: MvSents

WS7.0: Sub Main

```
WSQuiet (On)
Key ("^PP^QF^P^M^P^J{TAB}B{F10}<SP><SP>")
Key ("^QF^PP{TAB}^Y{F10}^G")
Key ("^QF<SP><SP>{TAB}B{F10}")
Key ("^F^QF<SP>{TAB}^Y{F10}^A^KB^KH^K2^KH")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to block.')
WSQuiet (On)
Key ("^PP^B^S^S^QD<SP><SP>")
Key ("^A^QF<SP>{TAB}^Y{F10}^D^D^QY")
Key ("^QF^PP{TAB}B{F10}^G")
Key ("^QF<SP><SP>{TAB}^Y{F10}^D^D^KK")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to move.')
Key ("^KV^B^Q2^K2^B^QB^KH")
End Sub (31)
```

Function: Blocks one or more sentences and moves the blocked text to a specified location.

After executing **MvSents**, you can block and move a sentence with two taps of the **Spacebar**. Procedure:

Execute **MvSents** with the cursor anywhere in the sentence. A "Paused for input" message will appear in the upper part of the screen. Press the **Spacebar** to block the sentence.

Position the cursor wherever you want to move the blocked sentence and press the **Spacebar** again. (If the block is to be inserted between two sentences, the cursor should be on the first character of the second sentence.)

To block and move two or more sentences:

Execute **MvSents** with the cursor anywhere in the first sentence to be blocked. Then press the **Spacebar** with the cursor anywhere in the last sentence to be blocked. To move the block, press the **Spacebar** again with the cursor positioned wherever the block is to be moved.

To use **MvSents**, you must leave two blank spaces after each sentence except the last one in a paragraph. See the indented paragraph on page 34.

o

Blocking Words

Label: WordBlk

WS4.0, 5.x, 6.0: ^D^A^KB^KH^F^KK (32)

```
WS7.0:  Sub Main
          Key ("^D^A^KB^KH")
          PauseForInput ("<SP>", 'Press Spacebar to block.')
          Key ("^F^KK")
          End Sub (33)
```

Function: Blocks a word. WS7.0 macro also blocks multiple words.

If you're using WordStar 7.0 and want to block the 10th through 25th words of a paragraph, execute **WordBlk** with the cursor on any character in word 10. A "Paused for input" message will appear in the upper part of the screen. Move the cursor to any character in word 25 and press the **Spacebar**. To block a sentence, execute **WordBlk** with the cursor on any character in the first word of the sentence, then move the cursor to any character in the last word of the sentence and press the **Spacebar**. To place a copy of the block between two sentences elsewhere in the file, press ^KC with the cursor on the first word of the second sentence. To move the block instead of copying it, press ^KV.

Users of Release 7.0 will find an alternative macro (**MvMisc**) later in this section.

If you're using WordStar 4.0, 5.x or 6.0:

The **WordBlk** macro for your version of WordStar blocks a single word. It is used with **AddWord** (below) to block two or more words. Execute **WordBlk** with the cursor on any character in the word to be blocked. Do not press the **Spacebar**.

Label: AddWord

WS4.0, 5.x, 6.0: ^F^KK (34)

Function: Works in combination with **WordBlk** to create blocks of two or more words.

Note that the macro is for users of WordStar 4.0, 5.x and 6.0.

To block 10 words, execute **WordBlk** with the cursor on any character in the first word, then execute **AddWord** with the cursor on any character in the 10th word.

WordBlk and **AddWord** can be used as general-purpose macros--to block phrases, sentences, paragraphs or whole pages. To create blocks manually with **^KB** and **^KK**, you must position the cursor precisely before entering block markers. You can work faster with **WordBlk** and **AddWord** because one macro can be executed with the cursor anywhere in the first word to be blocked and the other with the cursor anywhere in the last word.

Label: MvMisc

```
WS7.0: Sub Main
      Key ("^D^A^KB^KH^K2^KH")
      PauseForInput ("<SP>", 'Press Spacebar to block.')
      Key ("^F^KK")
      PauseForInput ("<SP>", 'Press Spacebar to move.')
      Key ("^KV^B^Q2^K2^B^QB^KH")
      End Sub (35)
```

Function: Blocks a string of words and moves the blocked text to a specified location.

MvMisc can be used to move parts of sentences, paragraphs or pages, or to move whole sentences, paragraphs or pages.

Once the macro is set in motion, a block can be created and moved with two taps of the **Spacebar**. Procedure:

Execute **MvMisc** with the cursor on any character in the first word to be blocked. A "Paused for input" message will appear in the upper part of the screen. Place the cursor on any character in the last word to be blocked and press the **Spacebar**. A block will be created.

Position the cursor wherever you want to move the block and press the **Spacebar** again. (If the block is to be inserted between two sentences, the cursor should be on the first character of the second sentence.)

Boldfacing and Italicizing

Label: Bold

WS4.0, 5.x, 6.0: ^D^A^PB^T^PB^S^U^F (36)

WS7.0: Sub Main
 Key ("^D^A^PB^T^PB^S^U^F")
 End Sub (37)

Function: Encloses a word in print-control symbols so that it will print in boldface.

Execute the macro with the cursor on any character in the word to be boldfaced, or on a punctuation mark after the word.

Bold can be used to mark several consecutive words. It's not necessary to move the cursor before repeating the macro unless you've just boldfaced a word at the end of a line. In that case, move the cursor down a line before using the macro again.

WordStar 5.0 users: When you use **Bold** to boldface the last word of a paragraph, the print-control symbol placed after that word may fall off the end of the line, landing one line down. If that happens, tap the **Spacebar**. The symbol will pop back into place.

Label: XBold

WS4.0, 5.5, 6.0: ^K2^QH^B^G^Q2^K2^KH^PB^T^S^U^F (38)

WS5.0: ^QA^K2^QH^B^G^Q2^K2^KH^QA^PB^T^S^U^F (39)

WS7.0: Sub Main
 WSQuiet (On)
 Key ("^K2^QF^PB{TAB}B{F10}^G^Q2^K2^KH")
 Key ("^PB^T^S^U^F")
 WSQuiet (Off)
 End Sub (40)

Function: Extends a boldface string.

Procedure: To boldface the first through 10th words in a sentence, execute **Bold** with the cursor on any character in the first word, then move the cursor to any character in the 10th word and execute **XBold**.

But note: Assume that you want to boldface the first 10 words of a sentence but that word No. 5 has already been boldfaced. If you execute **Bold** with the cursor on word 1 and **XBold** with the cursor on word 10, the second through fourth words will be left unboldfaced. Reason: When **XBold** is executed with the cursor on word 10, it searches backward for the last boldfaced word (No. 5) and makes that word the starting point of the boldface string.

WordStar 5.0 users: See the last paragraph under **Bold** (above). It also applies to **XBold**.

Label: SBold

WS4.0: [^]K2[^]QH[^]M<SP><SP>[^]F[^]B[^]S[^]S[^]QD<SP><SP>[^]A[^]QG<SP>
[^]D[^]D[^]QY[^]Q2[^]K2[^]QF<SP><SP>[^]MB[^]M[^]F[^]QG<SP>[^]A[^]PB
[^]QF<SP><SP>[^]M[^]M[^]PB (41)

WS5.0: [^]QA[^]K2[^]QH[^]M<SP><SP>[^]F[^]B[^]S[^]S[^]QD<SP><SP>[^]A[^]QG
<SP>[^]D[^]D[^]QY[^]Q2[^]K2[^]QA[^]QF<SP><SP>[^]MB[^]M[^]F[^]QG<SP>
[^]A[^]PB[^]QF<SP><SP>[^]M[^]Y[^]M[^]PB (42)

WS5.5: [^]K2[^]QJ[^]QH[^]M[^]Y[^]A<SP><SP>[^]F[^]B[^]S[^]S[^]QD<SP><SP>[^]A
[^]QG<SP>[^]D[^]D[^]QY[^]Q2[^]K2[^]QF<SP><SP>[^]MB[^]M[^]F[^]QG<SP>
[^]A[^]PB[^]QF<SP><SP>[^]M[^]Y[^]M[^]PB (43)

WS5.5C, 6.0: [^]PP[^]QH[^]M<SP><SP>[^]F[^]B[^]S[^]S[^]QD<SP><SP>[^]A[^]QG<SP>[^]D
[^]D[^]QY[^]QH[^]PP[^]G[^]QF<SP><SP>[^]MB[^]M[^]F[^]QG<SP>[^]A[^]PB[^]QF
<SP><SP>[^]M[^]Y[^]M[^]PB (44)

WS7.0: Sub Main
WSQuiet (On)
Key ("[^]PP[^]QF[^]P[^]M[^]P[^]J{TAB}B{F10}<SP><SP>")
Key ("[^]F[^]B[^]S[^]S[^]QD<SP><SP>")
Key ("[^]A[^]QF<SP>{TAB}[^]Y{F10}[^]D[^]D[^]QY")
Key ("[^]QF[^]PP{TAB}B{F10}[^]G")
Key ("[^]QF<SP><SP>{TAB}B{F10}")
Key ("[^]F[^]QF<SP>{TAB}[^]Y{F10}[^]A[^]PB")
Key ("[^]QF<SP><SP>{TAB}[^]Y{F10}[^]PB")
WSQuiet (Off)
End Sub (45)

Function: Boldfaces an entire sentence. (Two-step Shorthand definitions required for WS4.0, WS5.0, WS5.5 and WS5.5C/6.0 macros.)

Execute **SBold** with the cursor anywhere in the sentence. To boldface two sentences, execute the macro once in each sentence.

Note: If there's already a boldfaced word in a sentence, the macro will unboldface that word. Example: Assume the word "already" in the previous sentence has been boldfaced. If you try to boldface the entire sentence with **SBold**, you'll wind up with four boldface symbols: one left by **SBold** at the start of the sentence, one previously entered before "already," one previously entered after "already" and one left by **SBold** at the end of the sentence. The symbol before "already" will interrupt the boldface string begun at the start of the sentence, and the symbol after "already" will become the start of a boldface string extending to the end of the sentence. Result: The word "already" will be an island in a boldface sea.

To use **SBold**, you must leave two blank spaces after each sentence except the last one in a paragraph. See the indented paragraph on page 34.

Label: **PBold**

WS4.0, 5.5C, 6.0: ^QH^M^F^PB^B^S^S^QD<SP>^A^QG<SP>^PB
^QY (46)

WS5.0: ^QA^QH^M^F^PB^B^S^S^QD<SP>^A^QG<SP>^PB
^QY^QA (47)

WS5.5: ^QJ^QH^M^Y^S^F^PB^B^S^S^QD<SP>^A^QG
<SP>^PB^QY (48)

WS7.0: Sub Main
WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}^F^PB")
Key ("^B^S^S^QD<SP>^A")
Key ("^QF<SP>{TAB}^Y{F10}^PB^QY")
WSQuiet (Off)
End Sub (49)

Function: Boldfaces a paragraph.

Execute the macro with the cursor anywhere in the paragraph. To boldface two paragraphs, execute the macro once in each paragraph.

Note: If you use the macro to boldface a paragraph in which a word has already been boldfaced, that word will be unboldfaced. See the note under **SBold**, above.

Label: UnBold

WS4.0, 5.x, 6.0: ^QG^B^G^L^G^L (50)

```
WS7.0:          Sub Main
                  WSQuiet (On)
                  Key ("^QF^PB{TAB}^Y{F10}^G^L^G^L")
                  WSQuiet (Off)
                  End Sub (51)
```

Function: Deletes the print-control symbols enclosing a boldfaced word or a string of boldfaced words.

You're not likely to need this macro every day. But you may want to set it up occasionally to handle a special job. Example: You're revising a long document in which dozens of words have been boldfaced. You decide most of them should not have been. Using **UnBold** will spare you the trouble of having to find and delete boldface print-control symbols one by one.

Procedure: Place the cursor in front of the first word you want unboldfaced. Execute **UnBold**. The macro will strip the boldface symbols from both ends of the word and move the cursor to the start of the next boldfaced word. If you want to unboldface that word, execute **UnBold** again. If you want to leave the word boldfaced, press ^L twice to skip to the next boldfaced word. And so on.

UnBold strips print-control symbols from boldfaced phrases, sentences and paragraphs as well as from individual words.

Label: Ital

WS4.0, 5.x, 6.0: ^D^A^PY^T^PY^S^U^F (52)

```
WS7.0:          Sub Main
                  Key ("^D^A^PY^T^PY^S^U^F")
                  End Sub (53)
```

Function: Encloses a word in print-control symbols so that it will print in italic.

Ital is identical to **Bold** except for the print-control symbols.

Label: XItal

WS4.0, 5.5, 6.0: ^K2^QH^Y^G^Q2^K2^KH^PY^T^S^U^F (54)

WS5.0: `^QA^K2^QH^Y^G^Q2^K2^KH^QA^PY^T^S^U^F` (55)

WS7.0: `Sub Main`
 `WSQuiet (On)`
 `Key ("^K2^QF^PY{TAB}B{F10}^G^Q2^K2^KH")`
 `Key ("^PY^T^S^U^F")`
 `WSQuiet (Off)`
 `End Sub` (56)

Function: Extends an italic string.

XItal is identical to **XBold** except for the print-control symbol.

Note: You can use the **SBold** and **PBold** definitions as patterns for macros that will italicize sentences and paragraphs. And you can use the **UnBold** definition as a pattern for a macro that will strip print-control symbols from italicized strings. Just substitute **^PY** for each **^PB** in **SBold**, **PBold** and **UnBold**.

You can also use the **Bold** definition as a pattern for a macro that will doublestrike or underline words. To set up a doublestrike macro, substitute the print-control symbol **^PD** for each **^PB** in the **Bold** sequence. For an underline macro, substitute **^PS** for **^PB**.

Macros incorporating doublestrike and underline symbols can also be patterned after **XBold**, **SBold**, **PBold** and **UnBold**.

Case Conversion

Label: UpCase-1

WS4.0, 5.x, 6.0: ^QK^K"^KH (57)

WS7.0: Sub Main
 Key ("^QK^K"^KH")
 End Sub (58)

Function: Capitalizes all the words in a block that has been marked with ^KB (at the beginning) and ^KK (at the end).

The cursor can be inside the block when you execute the macro, or it can be above or below the block.

Label: LoCase-1

WS4.0: ^QK^K'^KH (59)

WS5.x, 6.0: ^QK^K.^KH (60)

WS7.0: Sub Main
 Key ("^QK^K.^KH")
 End Sub (61)

Function: Lowercases a block of capitalized words.

LoCase-1 is the mirror image of **UpCase-1**. The WordStar 4.0 macro lowercases all letters in the block. The WordStar 5.x/6.0 and 7.0 macros lowercase all letters except the first one in a sentence and the letter **I** when that letter is used standing alone as a personal pronoun or Roman numeral. Note: Even a capital letter at the start of a proper name is converted to lowercase unless the name starts a sentence. (See **case conversion** in your WordStar manual.)

You can use **UpCase-1** and **LoCase-1** after marking blocks manually or after using any of the automatic blocking macros described earlier. To uppercase a paragraph, for example, you can block the paragraph with **GrafBlk** and then execute **UpCase-1**.

Label: UpCase-2

WS4.0, 5.x, 6.0: ^KK^QB^D^A^S^KB^QK^F^KK^K"^KH (62)

```
WS7.0: Sub Main
Key ("^D^A^KB^KH")
PauseForInput ("<SP>", 'Press Spacebar to uppercase.")
Key ("^F^KK^K"^KH")
End Sub (63)
```

Function: Uppercases an unblocked string of words.

UpCase-2 can be used to capitalize all or part of a sentence or a paragraph that has not been blocked. You may find it simpler to use than **UpCase-1**.

If you're using WordStar 7.0, execute the macro with the cursor on any character in the first word you want uppercased. Then move the cursor to any character in the last word to be uppercased and press the **Spacebar**.

If you're using an earlier version of WordStar, mark the start of a block by pressing ^KB with the cursor on any character in the first word you want uppercased. Then, with the cursor on any character in the last word to be uppercased, execute **UpCase-2**.

Label: LoCase-2

WS4.0: ^KK^QB^D^A^S^KB^QK^F^KK^K'^KH (64)

WS5.x, 6.0: ^KK^QB^D^A^S^KB^QK^F^KK^K.^KH (65)

```
WS7.0: Sub Main
Key ("^D^A^KB^KH")
PauseForInput ("<SP>", 'Press Spacebar to lowercase.')
Key ("^F^KK^K.^KH")
End Sub (66)
```

Function: Lowercases an unblocked string of words.

LoCase-2 is the mirror image of **UpCase-2**. It is used to lowercase a string of capitalized words. The procedure is the same as that for **UpCase-2**.

o

Changing Fonts

Label: AltFont

WS4.0: ^QS.PS OFF^M.RM80^M.CW10^M.PQ12^M (67)

Function: Switches on an alternate (elite) font.

This macro and the next two are for WordStar 4.0 users. If you use a later WordStar release, see **TsRoman**, below.

The margin settings used in this and the two following font-swapping macros are merely examples, not recommended settings. For present purposes, it's assumed that your normal font is pica and that you're using the default setting of 65 characters per line. A 65-character line of pica type is about the same width as an 80-character line of elite type. If you're not using 65-character lines with your normal font, the **.RM** number in the macro will have to be changed to make lines of alternate-font characters print at the same width as lines of normal-font characters.

If your printer does not have a proportional font, you may omit the **.PS OFF^M** from the definition. But it won't hurt to leave it in.

Label: NorFont

WS4.0: ^QS.PS OFF^M.RM65^M.CW12^M.PQ8^M (68)

Function: Switches on a normal font.

If your printer does not have a proportional font, you may omit the **.PS OFF^M** from the definition.

Label: ProFont

WS4.0: ^QS.PS^M.RM65^M.PQ14^M (69)

Function: Switches on a proportional font.

The settings in **ProFont** expand the amount of white space on either side of the page. You may want to adjust the **.RM** and **.PO** values.

Label: TsRoman

WS5.0: .PQ1.35"^M.RM5.40"^M^P=Times US 12^M (70)

WS5.5, 6.0: .PQ1.35"^M^QFSTimes^M (71)

WS7.0: Sub Main
Key (".PQ1.35""{ENTER}^QFSTimes{F10}")
End Sub (72)

Function: Switches on a 12-point Times Roman text font.

The WS5.0 macro establishes a page offset of 1.35 inches, sets the right margin at 5.40 inches and displays a font tag on the screen. Like this:

```
.PQ1.35"
.RM5.40"
<Times US 12>
```

(Note: The font tag won't show if you have pressed ^OD to suppress tag displays.)

The WS5.0 macro definition assumes that the font is identified as **Times US 12** in the Directory of Fonts on the font screen. When you enter the name of the font in your macro definition, you must type the name as it appears on that screen. To display the screen so that you can see which fonts are available, press ^P=.

If you use WS5.5, 6.0 or 7.0, you'll need a paragraph style for Times Roman. To create a paragraph style, press ^OFD with any file onscreen. Type a name (such as **Times**) on the first line of the paragraph-style box. Move to the second line. A list of available fonts will appear below the box. Use the arrow keys to highlight the desired font (e.g., **Times US 12**) and press **Return**. Then move the cursor to the right-margin line in the paragraph-style box. Type **5.40"**. If you're using WordStar 5.5 or 6.0,

press **^K** and type **Y** when asked whether to store your changes in the paragraph-style library. If you're using WordStar 7.0, move the cursor to the "Update Style Library" checkoff box on the lower right side of the screen and type **Y**. Then press **Return**.

In the WS5.5/6.0 and 7.0 macros, note that the name **Times** appears after **^OFS**. The name is used as an example. You can give your paragraph style any name you like (**Times Roman**, **TsRoman**, **Tms** or whatever). The name you choose must be entered after **^OFS** in the macro definition and must be typed as it appears on the first line of the paragraph-style box.

Note: The 1.35-inch page offset and the 5.4-inch right margin expand the amount of white space on either side of a page. These values are used because the Times Roman typeface is proportional and more condensed than a nonproportional typeface such as Courier. Using a 12-point Times Roman font with a 5.4-inch right margin actually yields more characters per line than using a 12-point Courier font with a 6.5-inch right margin. You may of course omit the page offset on the left side and leave the right-margin value at the default of 6.5 inches when you create your macro. If you do, however, a line of text will typically run 90 characters or more (counting blank spaces). That is more characters by far than are usually printed on a line in a book, even on a page broad enough to accommodate lines of well over 90 characters. Reason: Proportional type tends to look too dense when set in lines 6.5 inches wide. A page is less dark, and less daunting, when the average line runs no more than about 75 characters (or roughly 5 1/2 inches). Contrary to an apparently widespread impression, there is no law that says typewritten text must extend to within one inch of the edges of the paper.

A second reason to reduce line length is that a 90-character line won't fit on the screen. The last 10 characters will run off the right side, making editing more awkward.

TsRoman will normally be executed with the cursor on or above the first line of text in a file. But you can also use it between paragraphs of a file, to switch to Times Roman from another font. If two fonts use different margin settings, and if most of the file is to be printed in Times Roman, you may want to make the margins of the other font conform to those used by **TsRoman**.

Label: **BodyTxt**

WS5.0: **^P=COURIER 10 R8^M (73)**

WS5.5, 6.0: **^QFSBody Text^M (74)**


```
WS7.0:      Sub Main
            Key ("^QFSBody Text{F10}")
            End Sub (75)
```

Function: Switches on a text font (typically a nonproportional font such as Courier).

The font name after **^P=** in the WS5.0 macro is an example. The name must be typed as it appears on the WordStar 5.0 font screen. The paragraph-style name after **^OFS** in the WS5.5/6.0 and WS7.0 macros must be typed as it appears on the top line of the paragraph-style box. (See **TsRoman**, above.)

Note: You can use **WSCHANGE** to select a default font and an alternate font. (If you have created a file without selecting a font, the file will automatically print in the default font.) To choose a default font, type **WSCHANGE WS** and press **Return** at the DOS prompt in the WordStar directory. If you're using WordStar 5.0, press **BD**. If you're using a later release, press **BC**. Then press **G** and choose a default font from the displayed list. After selecting a default font, press **H** to select an alternate font.

If you normally use only two fonts, you may not need any font-swapping macros. To switch from your normal font to your alternate, simply press **^PA**. To switch back to the normal font, press **^PN**.

o

Dating and Signing Letters

Label: DateLtr

WS4.0: ^QS^[@^M^M^KR\WS4\DATECOMP^M^Y (76)

Function: Enters the current date in a blank letter file, then types a complimentary close and the sender's name.

Note that the macro is for WordStar 4.0 users. If you're using a later release, see **OpenLtr** (below).

Before using **DateLtr**, you'll create a file called **DATECOMP**. It goes in the main WordStar 4.0 directory. The file will include a complimentary close, the name and title of the person sending the letter, and, optionally, the initials of the sender and a secretary. The file might look something like this:

.LS1

Sincerely,

Ella B. Landers
Vice President, Sales

EBL/jac

How to use the macro: Open a new letter file and execute **DateLtr**. The macro will insert the current date two lines below the **.LS1** dot command and place the cursor two lines below the date, leaving you in position to enter a name and address. (If you have an address file, you can use another macro that will insert the address for you. See **Name-and-Address Lists**.)

The complimentary close is pushed down the screen as you type the body of the letter.

For a suggestion on naming letter files, see **OpenLtr** (below).

Label: OpenLtr

WS5.x: S^KR\WS\DATECOMP^M^QG*^Y^[^M^M (77)

WS6.0: S^KR\WS\DATECOMP^M^QG*^Y^[^M^M (78)

WS7.0: Sub Main
 WSQuiet (On)
 Key ("S^KR\WS\DATECOMP{F10}")
 Key ("^QF*{TAB}^Y{F10}^Y^M@")
 Key ("{ENTER}{ENTER}")
 WSQuiet (Off)
 End Sub (79)

Function: Opens a new letter file, enters the current date, then types a complimentary close and the sender's name.

Before using the macro, create a file called **DATECOMP**. It goes in the main WordStar directory. The file will follow the form of the one used by **DateLtr** (above), except that you'll type an asterisk two or three lines below the **.LS1** dot command and two or three lines above **Sincerely**. Like this:

.LS1

*

Sincerely,

Ella B. Landers
Vice President, Sales

EBL/jac

The asterisk is replaced by the current date when the macro runs. The cursor lands two lines below the date, leaving you in position to enter the recipient's name and address. (If you have an address file, you can use another macro that will enter the address for you. See **Name-and-Address Lists**.)

The complimentary close is pushed down the screen as you type the body of the letter.

When you've completed the letter, press ^KD. WordStar will ask for a filename.

Tip: Any of several methods may be used to incorporate dates in letter filenames. Here's one:

Use up to seven characters of the filename for the name of the

recipient, abbreviating when necessary. Then type a single number representing the year. The number **2** represents 1992. The number **3** would represent 1993, and so on. Use a filename extension to indicate the month and the day of the month. The first character in the extension stands for the month. The last two characters stand for the day of the month. Example: A letter written to Janice J. Jamison on July 4, 1992, might be given the filename **JAMISON2.704**.

The **2** after **JAMISON** tells you that the letter was written in 1992. The **7** in **704** stands for July. The **04** indicates the day of the month.

You can't use numbers to indicate the 10th, 11th and 12th months of the year (because only three digits will fit in a filename extension). But you can use the letters **X**, **Y** and **Z** to represent October, November and December. It's easy to associate the letters with the months they represent. **X**, **Y** and **Z** are the last three letters of the alphabet, and October, November and December are the last three months of the year. (Coincidentally, **X** is also the Roman numeral for 10, and October is the 10th month of the year.) So a letter written to Janice J. Jamison on October 12, 1992, might be given the filename **JAMISON2.X12**.

If this method is used, the filenames of all letters to any one person appear in date order in the directory file list. If you think you might confuse the letter **Z** with the number **2**, you can use **A**, **B** and **C** to represent the last three months of the year. You could also use **O** for October, **N** for November and **D** for December, but the filenames of letters written in those months would then appear out of date order in the file list. **D** (December) would come before **N** (November), which would come before **O** (October).

Note that the directory designations in the **DateLtr** definition and in the first **OpenLtr** definition include numbers. See the second full paragraph on page 20.

Deleting BAK Files

Label: KillBak

```

WS4.0:      R^H^K^FDEL<SP>*.BAK^M   (80)

WS5.0, 5.5:  R^H^FDEL<SP>*.BAK^KK^KH^QHD^KB^KY^A^KJ
              *.BAK^M   (81)

WS5.5C, 6.0: R$^H^H^FDEL<SP>*.BAK^KK^KH^QHD^KB^KY^A
              ^KJ*.BAK^M   (82)

WS6.0D:      S^S^G^KFDEL<SP>*.BAK^M^KQN^[^[   (83)

WS7.0:      Sub Main
              SetHelpLevel (4) : AutoRestore (On)
              Key (" {ALT+F}RDEL<SP>*.BAK{F10}{ESC}")
              End Sub   (84)

```

Function: Erases all **BAK** files in the logged directory.
(Shorthand definitions required for WS5.0/5.5 and WS5.5C/6.0 macros.)

Execute **KillBak** at the opening screen or while editing a file. If you're using WordStar 4.0, 5.x or 6.0, press any key to return to the menu, or to your place in the file you were editing. If you're using WordStar 7.0, you don't have to press a key to return to WordStar.

If you operate WordStar 7.0 at help level 4, do not assign **KillBak** to a function key.

Deleting to the End of a File

Label: JunkBtm-1

WS4.0, 5.0, 5.5C, 6.0: ^KS^QH^M^D^QT^Z (85)

WS5.5: ^KS^QJ^QH^M^Y^QT^Z (86)

WS7.0:

```

Sub Main
WSQuiet (On)
Key ("^KS^QF^P^M^P^J{TAB}B{F10}")
Key ("^D^QT^Z")
WSQuiet (Off)
End Sub (87)

```

Function: Erases to the bottom of a file.

The deleted text includes all of the paragraph in which the cursor is positioned when the macro is executed. Execute **JunkBtm-1** with the cursor anywhere in the uppermost paragraph you want deleted. (For an option, see **JunkBtm-2**, below.)

Oops Department: If you've used **JunkBtm-1** to delete the last half of a long document and decide you should not have, abandon the file at once by pressing **^KQY**. Then reopen the file. The text will be just as it was before you executed the macro. That's because **JunkBtm-1** executes a save before it does anything else.

If you've lopped off the last half of a file with **JunkBtm-1** and have already saved the file in its shortened form, you can retrieve the deleted block from the **BAK** copy of the file.

Label: JunkBtm-2

WS4.0, 5.x, 6.0: ^KS^D^A^QT^Z (88)

WS7.0:

```

Sub Main
Key ("^KS^D^A^QT^Z")
End Sub (89)

```

Function: Erases to the bottom of a file from the word at the cursor.

JunkBtm-2 works like **JunkBtm-1** except that the deletion begins with the word the cursor is on when **JunkBtm-2** is executed. The cursor can be on any character in the first word to be erased.

o

Deleting to the End of a Page

Label: ZapPage

WS5.x, 6.0: ^QS^KB^KH^QI+^M^KK^KY (90)

```
WS7.0:      Sub Main
              WSQuiet (On)
              Key ("^QS^KB^KH^QI+{F10}^KK^KY")
              WSQuiet (Off)
              End Sub (91)
```

Function: Erases to the bottom of a page.

If **ZapPage** is executed with the cursor anywhere on the top line of a page, the entire page is erased. If the macro is executed with the cursor on a line part way down the page, the page is deleted from that line down. Note: You'll get an error message if you execute the macro with the cursor on the last page of a file. If that happens, press **Esc**, move the cursor to the end of the file and press ^KK^KY.

There is no **ZapPage** macro for WordStar 4.0.

o

Deleting to the End of a Paragraph

Label: DownZap-1

```

WS4.0:      ^KK^KH^QH^M<SP><SP>^QK^QF<SP><SP>^MB^M^F^QG
            <SP>^A^KB^B^S^S^QD^KK^KY   (92)

WS5.0:      ^QA^KK^KH^QH^M<SP><SP>^QK^QA^QF<SP><SP>^MB^M
            ^F^QG<SP>^A^KB^B^S^S^QD^KK^KY   (93)

WS5.5:      ^KK^KH^QJ^QH^M^Y^A<SP><SP>^QK^QF<SP><SP>^MB^M
            ^F^QG<SP>^A^KB^B^S^S^QD^KK^KY   (94)

WS5.5C, 6.0: ^PP^QH^M<SP><SP>^QG^PP^G^QF<SP><SP>^MB^M^F^QG
            <SP>^A^KB^KH^B^S^S^QD^KK^KY   (95)

WS7.0:      Sub Main
            WSQuiet (On)
            Key ("^PP^QF^P^M^P^J{TAB}B{F10}<SP><SP>")
            Key ("^QF^PP{TAB}^Y{F10}^G")
            Key ("^QF<SP><SP>{TAB}B{F10}")
            Key ("^F^QF<SP>{TAB}^Y{F10}^A^KB^KH")
            Key ("^B^S^S^QD^KK^KY")
            WSQuiet (Off)
            End Sub   (96)

```

Function: Erases to the end of a paragraph. (Shorthand definitions required for WS4.0, 5.0, 5.5 and 5.5C/6.0 macros.)

The deleted text includes all of the sentence in which the cursor is positioned when the macro is executed. (For an option, see **DownZap-2**, below.)

DownZap-1 is executed with the cursor anywhere in the uppermost sentence you want erased.

You can delete a full paragraph by executing the macro with the cursor anywhere in the first sentence of the paragraph. If you do so, one or two extra line spaces will be left before the next paragraph. The same thing will happen if the first sentence deleted by **DownZap-1** is one that started at the left end of a line in the middle of a paragraph. You can quickly remove the extra line spaces with ^G's. (Note: If you use ^Y's or ^T's

instead of **G's**, you won't be able to restore the deleted text later with **^U**.)

To use **DownZap-1**, you must leave two blank spaces after each sentence except the last one in a paragraph. See the indented paragraph on page 34.

Label: DownZap-2

WS4.0, 5.x, 6.0: **^D^A^KB^KH^B^S^S^QD^KK^KY** (97)

```
WS7.0:           Sub Main  
                  Key ("^D^A^KB^KH^B^S^S^QD^KK^KY")  
                  End Sub (98)
```

Function: Erases to the end of a paragraph, beginning with the word at the cursor.

Execute the macro with the cursor on any character in the first word you want deleted.

o

Deleting to the End of a Sentence

Label: NxtZap

WS4.0: ^D^A^KB^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY^QB
 ^QF<SP><SP>^M^M^KK^KY^B^QP (99)

WS5.0: ^QA^D^A^KB^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY
 ^QB^QA^QF<SP><SP>^M^Y^M^KK^KY (100)

WS5.5, 6.0: ^D^A^KB^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY^QB
 ^QF<SP><SP>^M^Y^M^KK^KY (101)

WS7.0: Sub Main
 WSQuiet (On)
 Key ("^D^A^KB^KH^B^S^S^QD<SP><SP>")
 Key ("^A^QF<SP>{TAB}^Y{F10}^D^D^QY")
 Key ("^QB^QF<SP><SP>{TAB}^Y{F10}^KK^KY")
 WSQuiet (Off)
 End Sub (102)

Function: Deletes to the start of the next sentence.
(Shorthand definitions required for WS4.0, WS5.0 and WS5.5/6.0 macros.)

Illustration: While copyreading a document, you decide that the last half of a long sentence needs a complete overhaul.

Procedure: Execute **NxtZap** with the cursor on any character in the first word you want deleted, or in a blank space after that word.

NxtZap deletes an entire sentence when executed with the cursor on any character in the first word of the sentence or in a blank space after that word. The macro erases sentences somewhat faster than the **SentZap** macros described later in this chapter (see **Deleting Sentences**), although the difference is negligible if you're using a machine that runs at 286 speed or faster. If you want to use **NxtZap** primarily for deleting full sentences, insert ^D^D before the ^KK near the end of the sequence. (Otherwise, two extra blank spaces will be left after a sentence is deleted from the middle of a paragraph.)

With a simple modification, **NxtZap** can also be used as a

substitute for one of the macros described in **Blocking Sentences**. Just insert **^D^D** before **^KK** and delete the characters after **^KK**. The macro will then block a sentence when executed with the cursor on any character in the first word of the sentence or in a blank space after that word. The modified **NxtZap** macro is faster than **SentBlk-1** and **SentBlk-2**.

But note that there is a tradeoff in versatility when **NxtZap** is modified to block or delete sentences. You can execute a **SentBlk** or **SentZap** macro with the cursor anywhere in the sentence you want blocked or deleted. To block or erase a sentence with a modified **NxtZap** macro, you must position the cursor on or immediately after the **first word** of the sentence.

To use **NxtZap**, you must leave two blank spaces after each sentence except the last one in a paragraph. See the indented paragraph on page 34.

o

Deleting Paragraphs

Label: ZapGraf

WS4.0, 5.0, 5.5C, 6.0: ^QH^M^KB^KH^F^B^S^S^QD^D^KK
^KY (103)

WS5.5: ^QJ^QH^M^Y^S^KB^KH^F^B^S^S^QD
^D^KK^KY (104)

WS7.0: Sub Main
WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}")
Key ("^KB^KH")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to delete.')
Key ("^F^B^S^S^QD^D^KK^KY")
End Sub (105)

Function: Erases a paragraph. WS7.0 macro also deletes multiple paragraphs.

If you're using WordStar 7.0 and want to delete a single paragraph, execute **ZapGraf** with the cursor anywhere in the paragraph. A "Paused for input" message will appear in the upper part of the screen. Tap the **Spacebar** to erase the paragraph. To delete two or more paragraphs, execute **ZapGraf** with the cursor anywhere in the first of those paragraphs, then place the cursor anywhere in the last paragraph to be erased and press the **Spacebar**.

If you're using an earlier WordStar release, your version of **ZapGraf** deletes one paragraph at a time. Execute the macro with the cursor anywhere in the paragraph. Do not press the **Spacebar**.

You can delete a paragraph with **ZapGraf** and restore the paragraph at a new location. If you've deleted the sixth paragraph of a file and want to insert it between the second and third paragraphs, place the cursor on the blank line below paragraph 2 and press ^U.

Deleting Sentences

Label: SentZap-1

WS4.0: ^QF<SP><SP>^MB^M^F^KB^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D
^D^QY^QB^QF<SP><SP>^M^M^D^D^KK^KY^B^QP (106)

Function: Erases a sentence. (Two-step Shorthand definition required.)

The macro is for WordStar 4.0 users. It works in any document with indented paragraphs.

If you're using WordStar 5.x, 6.0 or 7.0, see **SentZap-2**.

SentZap-1 can be executed with the cursor anywhere in the sentence you want erased. The macro realigns the paragraph from which the sentence is deleted. The cursor returns to the point of deletion, in case you want to write a replacement sentence. **SentZap-1** won't work in the first sentence of an unindented paragraph. But there's an option:

Label: SentZap-2

WS4.0: ^KK^KH^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A^QG
<SP>^D^D^QY^QK^QF<SP><SP>^MB^M^F^QG<SP>^A^KB
^QF<SP><SP>^M^M^D^D^KK^KY^B^QP (107)

WS5.0: ^QA^KK^KH^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A^QG
<SP>^D^D^QY^QK^QA^QF<SP><SP>^MB^M^F^QG<SP>^A
^KB^QF<SP><SP>^M^Y^M^D^D^KK^KY (108)

WS5.5: ^KK^KH^QJ^QH^M^Y^A<SP><SP>^F^B^S^S^QD<SP><SP>
^A^QG<SP>^D^D^QY^QK^QF<SP><SP>^MB^M^F^QG<SP>
^A^KB^QF<SP><SP>^M^Y^M^D^D^KK^KY (109)

WS5.5C, 6.0: ^PP^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A^QG<SP>
^D^D^QY^QH^PP^G^QF<SP><SP>^MB^M^F^QG<SP>^A^KB
^KH^QF<SP><SP>^M^Y^M^D^D^KK^KY (110)

```

WS7.0:      Sub Main
              WSQuiet (On)
              Key ("^PP^QF^P^M^P^J{TAB}B{F10}")
              Key ("<SP><SP>^F^B^S^S^QD<SP><SP>")
              Key ("^A^QF<SP>{TAB}^Y{F10}^D^D^QY")
              Key ("^QF^PP{TAB}B{F10}^G")
              Key ("^QF<SP><SP>{TAB}B{F10}")
              Key ("^F^QF<SP>{TAB}^Y{F10}^A^KB^KH")
              Key ("^QF<SP><SP>{TAB}^Y{F10}^D^D^KK^KY")
              WSQuiet (Off)
              End Sub (111)

```

Function: Deletes any sentence in an indented or unindented paragraph. (Two-step Shorthand definitions required for WS4.0, WS5.0, WS5.5 and WS55C/6.0 macros.)

Tip: You can also use **SentZap-1** or **SentZap-2** to delete part of a sentence. To erase all characters from the cursor to the start of the next sentence, tap the **Spacebar** twice before executing the macro.

WordStar 7.0 users: The **SentZap-2** macro for WS7.0 is slower than the corresponding macros for earlier WordStar releases. Though the WS7.0 macro is functionally similar to the others, it takes somewhat longer to run several search routines.

To use any of the **SentZap** macros, you must leave two blank spaces after each sentence except the last one in a paragraph. See the indented paragraph on page 34.

Deleting to the Start of a File

Label: JunkTop-1

WS4.0, 5.x, 6.0: ^KS^B^KK^KH^QR^KB^KY (112)

```
WS7.0:          Sub Main
                  Key ("^KS^B^KK^KH^QR^KB^KY")
                  End Sub (113)
```

Function: Erases to the top of a file.

The erasure includes all of the paragraph in which the cursor is positioned when the macro is executed.

Application: You decide the first four paragraphs of a memo must be rewritten from scratch. Execute **JunkTop-1** with the cursor anywhere in paragraph 4.

Label: JunkTop-2

WS4.0, 5.x, 6.0: ^KS^F^KK^KH^QR^KB^KY (114)

```
WS7.0:          Sub Main
                  Key ("^KS^F^KK^KH^QR^KB^KY")
                  End Sub (115)
```

Function: Erases to the top of a file beginning with the word at the cursor.

Both **JunkTop** macros perform saves before deleting anything. If you've used either macro to erase the top part of a file and then decide you should not have, abandon the file immediately. Then reopen it. The text will be just as it was before you executed the macro.

Deleting to the Start of a Paragraph

Label: UpZap-1

```

WS4.0:      ^KK^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY
            ^QK^QF<SP><SP>^M^M^D^D^KK^QH^M^F^KB^KY^B
            ^QP (116)

WS5.0:      ^QA^KK^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D
            ^QY^QK^QA^QF<SP><SP>^M^Y^M^D^D^KK^QH^M^F
            ^KB^KY (117)

WS5.5:      ^KK^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY
            ^QK^QF<SP><SP>^M^Y^M^D^D^KK^QJ^QH^M^Y^S
            ^F^KB^KY (118)

WS5.5C, 6.0: ^PP^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY^QH
            ^M^F^KB^KH^QG^PP^G^QF<SP><SP>^M^Y^M^D^D
            ^KK^KY (119)

WS7.0:      Sub Main
            WSQuiet (On)
            Key ("^PP^B^S^S^QD<SP><SP>")
            Key ("^A^QF<SP>{TAB}^Y{F10}")
            Key ("^D^D^QY^QF^P^M^P^J{TAB}B{F10}")
            Key ("^F^KB^KH^QF^PP{TAB}^Y{F10}^G")
            Key ("^QF<SP><SP>{TAB}^Y{F10}^D^D")
            Key ("^KK^KY")
            WSQuiet (Off)
            End Sub (120)

```

Function: Erases to the top of a paragraph. (Shorthand definition required for WS4.0 macro; two-step Shorthand definitions required for WS5.0, 5.5 and 5.5C/6.0 macros.)

The deletion includes all of the sentence in which the cursor is positioned when the macro is executed. The cursor winds up at the start of the shortened paragraph, leaving you in position to rewrite the top of the paragraph if you choose.

To use **UpZap-1**, you must leave two blank spaces after each sentence except the last one in a paragraph. See the indented paragraph on page 34.

Label: UpZap-2

```

WS4.0:      ^F^KK^KH^QH^M^F^KB^KY^B^QP  (121)
WS5.0:      ^F^KK^KH^QH^M^F^KB^KY  (122)
WS5.5:      ^F^KK^KH^QJ^QH^M^Y^S^F^KB^KY  (123)
WS5.5C, 6.0: ^F^PP^QH^M^F^KB^KH^QG^PP^G^KK^KY  (124)
WS7.0:      Sub Main
              WSQuiet (On)
              Key ("^F^PP^QF^P^M^P^J{TAB}B{F10}")
              Key ("^F^KB^KH^QF^PP{TAB}^Y{F10}^G")
              Key ("^KK^KY")
              WSQuiet (Off)
              End Sub  (125)

```

Function: Deletes to the top of a paragraph, beginning with the word at the cursor.

To delete the first 10 words of a paragraph, execute **UpZap-2** with the cursor on any character in the 10th word.

UpZap-2 is faster than **UpZap-1**.

o

Deleting to the Start of a Sentence

Label: PvsZap

```

WS4.0:      ^KK^KH^QH^M<SP><SP>^QK^QF<SP><SP>^MB^M^F^QG
            <SP>^A^KB^QK^F^KK^KY^B^QP (126)

WS5.0:      ^QA^KK^KH^QH^M<SP><SP>^QK^QF<SP><SP>^MB^M^F
            ^QG<SP>^A^KB^QK^QA^F^KK^KY (127)

WS5.5:      ^KK^KH^QJ^QH^M^Y^A<SP><SP>^QK^QF<SP><SP>^MB^M
            ^F^QG<SP>^A^KB^QK^F^KK^KY (128)

WS5.5C, 6.0: ^PP^QH^M<SP><SP>^QG^PP^QF<SP><SP>^MB^M^F^QG
            <SP>^A^KB^KH^QG^PP^G^F^KK^KY (129)

WS7.0:      Sub Main
            WSQuiet (On)
            Key ("^PP^QF^P^M^P^J{TAB}B{F10}<SP><SP>")
            Key ("^QF^PP{TAB}^Y{F10}")
            Key ("^QF<SP><SP>{TAB}B{F10}")
            Key ("^F^QF<SP>{TAB}^Y{F10}^A^KB^KH")
            Key ("^QF^PP{TAB}^Y{F10}^G^F^KK^KY")
            WSQuiet (Off)
            End Sub (130)

```

Function: Deletes from the word at the cursor to start of the sentence. (Shorthand definitions required.)

Application: After writing half a sentence, you see you've made a botch of it and decide to start over. **PvsZap** will erase to the end of the previous sentence, saving you the trouble of deleting word by word. After the erasure, you can start rewriting the sentence without having to move the cursor.

To use **PvsZap**, you must leave two blank spaces after each sentence except the last one in a paragraph. See the indented paragraph on page 34.

Deleting Words

Label: WordZap

WS4.0: ^D^A^T^B^QP (131)

WS5.x, 6.0: ^D^A^T (132)

WS7.0: Sub Main
 Key ("^D^A^T")
 End Sub (133)

Function: Erases a word.

You can also delete a word with ^T. But if you press ^T with the cursor on the third letter of a five-letter word, only the last three letters are erased. **WordZap** erases an entire word when executed with the cursor on any character in the word.

The WordStar 4.0 macro reforms the paragraph from which the word is deleted and returns the cursor to the point of deletion. (In a document prepared with a later WordStar release, the paragraph is reformed automatically if auto-align is switched on.)

Directory A:**Label: ADirect****WS4.0:** R^H^K^FDIR A: | SORT | MORE^M (134)**WS5.0, 5.5:** R^H^FDIR A: | SORT | MORE^KK^KH^QHD^KB^KY
 ^A^KFDIR A: | SORT | MORE^M (135)**WS5.5C, 6.0:** R\$^H^H^FDIR A: | SORT | MORE^KK^KH^QHD^KB
 ^KY^A^KFDIR A: | SORT | MORE^M (136)**WS6.0D:** S^S^G^KFDIR A: | SORT | MORE^M^KQN
 ^[^[(137)**WS7.0A:** Sub Main
 Key ("S^S^G^KFDIR A: | SORT | MORE {F10}")
 PauseForInput ("{F10}", 'Press F10.')
 Key ("^D^KQ")
 IfException
 Def: Key ("N")
 End IfException
 End Sub (138)**WS7.0C:** Sub Main
 SetHelpLevel (4) : AutoRestore (On)
 Key ("^{ALT+F}RDIR A: | SORT | MORE {F10}")
 End Sub (139)

Function: Lists the files on Drive A. (Two-step Shorthand definitions required for WS5.0/5.5 and WS5.5C/6.0 macros; Shorthand definition required for WS6.0D macro.)

The macro displays the Drive A file list in sorted form, pausing when the screen fills.

Execute **ADirect** at the opening screen or while editing a file. If you're using WordStar 4.0, 5.x, 6.0 or 7.0C, press any key to return to the opening screen or to the editing screen after viewing the Drive A file list. If you're using WordStar 7.0A, tap **F10** when told to press any key to return to WordStar. (If

you forget and press another key, a message at the top of the screen will prompt you to press **F10**.)

If you operate WordStar 7.0 at help level 4, do not assign **ADirect** to a function key.

o

Directory C:**Label: ViewCee**

```

WS4.0:          R^H^K^FCDIR^M (140)
WS5.0, 5.5:     R^H^FCDIR^KK^KH^QHC^KB^KY^A^KFCDIR^M (141)
WS5.5C, 6.0:    R$^H^H^FCDIR^KK^KH^QHC^KB^KY^A^KFCDIR^M (142)
WS6.0D:         S^S^G^KFCDIR^M^KQN^[^[ (143)
WS7.0A:         Sub Main
                  Key ("S^S^G^KFCDIR{F10}")
                  PauseForInput ("{F10}", 'Press F10.')
                  Key ("^D^KQ")
                  IfException
                  Def: Key ("N")
                  End IfException
                  End Sub (144)
WS7.0C:         Sub Main
                  SetHelpLevel (4) : AutoRestore (On)
                  Key ("{ALT+F}RCDIR{F10}")
                  End Sub (145)

```

Function: Displays lists of files in the main WordStar directory and in all WordStar subdirectories on Drive C.

ViewCee shows you which WordStar files are stored where. The macro first displays a list of the files in the main WordStar directory. After viewing that list, press any key to view the file list in the first WordStar subdirectory. Then press any key to view the file list in the next subdirectory, and so on.

Execute **ViewCee** at the opening screen or with a file onscreen. If you're using WordStar 4.0, 5.x, 6.0 or 7.0C, press any key to return to the opening screen or to the editing screen after viewing the file lists. If you're using WordStar 7.0A, tap **F10** when told to press any key to return to WordStar. (If you forget and press another key, a message at the top of the screen will prompt you to press **F10**.)

If you operate WordStar 7.0 at help level 4, do not assign **ViewCee** to a function key.

Before using **ViewCee**, you'll need to set up a short batch file to help run the macro. At any WordStar opening screen, press **N**. If you have a **C:\BATCH** directory for batch files, type the filename **\BATCH\CDIR.BAT** and press **Return**. If you don't have a batch directory, type the filename **\CDIR.BAT**. (The file will then reside in the root directory.)

If you use WordStar 7.0 and have two WordStar subdirectories, the body of your batch file might look something like this:

```
@ECHO OFF
DIR \WS | SORT | MORE
PAUSE
DIR \WS\BIZ | SORT | MORE
PAUSE
DIR \WS\LTRS | SORT | MORE
```

If you're using a version of DOS earlier than 3.3, omit the **@** symbol before **ECHO** at the start of the file.

A batch file patterned after the one shown above will display the names of **all files** in the main WordStar directory, including the names of WordStar program files. That can make for a long file list. Option: Use the main WordStar directory only for storage of WordStar program files and do all your editing in WordStar subdirectories. That way, you can have **ViewCee** display only the subdirectory file lists, and you won't have to deal with the long list in the main directory. You might then use a batch file something like this:

```
@ECHO OFF
DIR \WS\BIZ | SORT | MORE
PAUSE
DIR \WS\HOME | SORT | MORE
PAUSE
DIR \WS\LTRS | SORT | MORE
```

In both sample batch files, the DOS **SORT** and **MORE** commands are used to alphabetize file lists and display filenames one screenful at a time when there are too many names to fit on one screen.

Directory Swapping

Label: LogMain

```

WS4.0:      ^KD^ML\WS4^M  (146)
WS5.0, 5.5: ^R^K^DL\WS5^M  (147)
WS5.5C:     ^R$^H^K^DL\WS5^M (148)
WS6.0:     ^R$^H^K^DL\WS^M  (149)
WS7.0:      Sub Main
              WSQuiet (On)
              Key ("F10)L\WS{F10}")
              WSQuiet (Off)
              End Sub  (150)

```

Function: Logs on to the main WordStar directory from a WordStar subdirectory.

Label: LogBiz

```

WS4.0:      ^KD^ML\WS4\BIZ^M (151)
WS5.0, 5.5: ^R^K^DL\WS5\BIZ^M (152)
WS5.5C:     ^R$^H^K^DL\WS5\BIZ^M (153)
WS6.0:     ^R$^H^K^DL\WS\BIZ^M (154)
WS7.0:      Sub Main
              WSQuit (On)
              Key ("F10)L\WS\BIZ{F10}")
              WSQuit (Off)
              End Sub  (155)

```

Function: Logs on to a subdirectory called **BIZ** from another subdirectory or from the main directory.

A directory-swapping macro can be executed at the opening screen or at the editing screen. Examples: If you're at the opening screen in the main WordStar directory or have a file onscreen in that directory, you can move to the **BIZ** subdirectory by executing **LogBiz**. If you're at the opening screen in the **BIZ** subdirectory or have a file onscreen in that subdirectory, you can move to the main WordStar directory by executing **LogMain**. If a file is onscreen, the macro saves it before swapping directories.

See also **Changing Directories** in chapter 6.

Note that the directory designations in some macro definitions include numbers. See the second full paragraph on page 20.

o

Ellipses

Label: Omit

WS4.0: [^]PV[^]PV.[^]PQ.[^]PQ.<SP>[^]B[^]QP (156)

WS5.x, 6.0: [^]PV[^]PV.[^]PQ.[^]PQ.<SP> (157)

WS7.0: Sub Main
 Key ("[^]PV[^]PV.[^]PQ.[^]PQ.<SP>")
 End Sub (158)

Function: Enters three spaced-out periods, usually to indicate that one or more words have been omitted from a direct quotation.

You can of course just type in the ellipsis dots, like this:
"Give me liberty or . . . death." But that won't always work.
Reason: The ellipsis may fall at the start of a line. If that happens, WordStar will interpret the first period in the ellipsis as the opening character of a dot command--and the line won't print.

One solution: If you have to use an ellipsis at the start of a line, put the cursor on the first dot of the ellipsis and press [^]PV[^]PV. That will keep WordStar from mistaking the dot for the start of a dot command. (When you press [^]PV[^]PV, you won't see the [^]P's on your screen. Only [^]V[^]V will be displayed.)

An ellipsis should not begin near the end of one line and continue on the next. To make sure all three dots wind up on the same line, no matter how much copy you shift around while editing, use the binding-space command, [^]PO, after the first and second periods.

If you use ellipses often, the easiest way to enter them is with a macro, like one of those defined at the head of this section. Note that each definition includes a blank space (<SP>). When an ellipsis is used in the interior of a sentence, there should be one space between the last dot of the ellipsis and the next word. Ordinarily, there should also be a space before the first dot of an ellipsis. The **Omit** macro doesn't begin with a blank space

because an ellipsis may have to start in column 1, and it won't be able to if the definition begins with a space.

To insert an ellipsis between two words in the middle of a line, execute the macro with the cursor on the first character of the second word.

If you're using WordStar 5.x, 6.0 or 7.0 and have auto-align switched on, you'll generally have no trouble entering ellipses manually. If you start to type an ellipsis near the end of a line and there's not room for all three dots on that line, WordStar will move the dots down to the next line and will move the preceding word down with them to keep the line from starting with a dot. (The same thing will sometimes happen even if you have auto-align off.) But: If you enter an ellipsis at the start of a line, WordStar won't move the dots. And the line won't print.

WordStar 4.0 users: If you discover you forgot to put an ellipsis in the middle of a paragraph and you correct the omission by entering the ellipsis from the keyboard, the paragraph may be thrown out of alignment. But the problem won't arise if you use the WS4.0 version of **Omit**. The macro will reform the paragraph after entering the ellipsis.

o

Finding a Specified Page

Label: Go2Page

WS4.0, 5.x, 6.0: ^K1^KH^QI (159)

```
WS7.0:          Sub Main
                  Key ("^K1^KH^QI")
                  End Sub (160)
```

Function: Leaves a place mark and displays a screen used to find a page.

If you're on page 20 and need to check something on page 15, execute **Go2Page**, type 15 and press **Return**.

To return to your place on page 20, just press ^Q1 or execute **YMark** (see **Marking and Finding a Place**). If you don't need to return to your place, forget about the place mark.

o

Footnotes

Label: Footsie-1

WS4.0: ^QS.LS1^M_____^M.LS2^M^QH_^F
^M^M (161)

Function: Creates a footnote format. (Shorthand definition required.)

Note that the macro is for WordStar 4.0 users. Later WordStar releases have a built-in footnoting feature.

The ruled line after .LS1^M is 20 spaces wide. It is created with the underline key (not the hyphen key). The character after ^QH is also an underline.

When called onscreen, the format will look like this:

.LS1

.LS2

The cursor will be positioned in column 1, two lines below the ruled line, so you'll be in position to begin typing the footnote. The .LS1 at the start of the macro turns on single spacing and the .LS2 at the end restores double spacing. If the body of your document is single-spaced, shorten the macro sequence to ^QS_____^M^M.

Label: Footsie-2

WS4.0: ^QS.LS1^M.RM80^M.CW10^M_____^M.LS2^M
.RM65^M.CW12^M^QH_^F^M^M (162)

Function: Creates a format for a footnote in alternate (elite) font. (Two-step Shorthand definition required.)

It's assumed that you're using normal (pica) font for your body text and that the body-text lines are 65 characters wide and double-spaced. If your text is single-spaced, omit the **.LS1^M** and **.LS2^M** from the macro sequence.

Label: Footsie-3

WS4.0: **^QS.LS1^M.RM80^M** _____ **^M^M^PT^PT^M**
.LS2^M.RM65^M^QH^T (163)

Function: Creates a format for a footnote using half-height characters in a proportional font. (Two-step Shorthand definition required.)

Note the commands **^PT^PT**. The **P**'s won't show on your screen when the macro is executed. You'll see two **^T**'s:

.LS1
.RM80

^T^T
.LS2
.RM65

The cursor will land on the second **^T**. The **^T** will be pushed along as you type the footnote and will wind up at the end of the last line of the footnote.

If your text is single-spaced, omit the **.LS1^M** and **.LS2^M** from the macro sequence.

The sub/superscript roll must be set at **0** for half-height notes. To change the setting, type **WSCHANGE WS** and press **Return** at the DOS prompt in the WordStar directory. Press **DBIM**. Type **0** and press **Return**. If you're using proportional font and don't want half-height footnotes, leave the sub/superscript roll at the default setting. You can then use **Fotsie-1**.

Headings

Label: WideHd

WS4.0: ^QS.XW1B0E1B67^M.XR1B50^M^PW^PR^M^QH^R (164)

Function: Creates a format for a heading.

The macros in this section are for WordStar 4.0 users. If you're using a later WordStar release, you can use **TsRoman** as a rough pattern for a heading macro. See **Changing Fonts**.

The **1B0E1B67** and the **1B50** in the definition are font codes. They're used by a conventional dot-matrix printer to switch on and switch off one style of head type. Consult your printer manual for a type that suits your purposes. (Note: The character after **1B** in **1B0E1B67** is a zero. There are no letter **O**'s in any of the definitions in this section.)

When called onscreen, the **WideHd** format looks like this:

```
.XW1B0E1B67
.XR1B50
^W^R
```

Note that the **P**'s in the commands **^PW** and **^PR** don't show when the format is displayed in a file.

The cursor lands on the **^R** in the last line and pushes the **^R** along as the characters of the heading are entered. The **^R** winds up at the end of the heading line.

Label: SubHd

WS4.0: ^QS.XE1B0E1B0F^M.XR1B50^M^PE^PR^M^QH^R (165)

Function: Creates a format for a smaller heading.

The **1B0E1B0F** and **1B50** in the definition are font codes. They're used as examples.

If you use a proportional font as your normal type, you may have to put a **.PS OFF** dot command above the heading and a **.PS** below it. You can work the dot commands into the **SubHd** sequence while defining it. Just insert **.PS OFF^M** after the **^QS** at the start of the sequence and insert **^M.PS^M** after **^PR** near the end of the definition. Here's what you'll see when you call the format onscreen:

```
.PS OFF
.XE1B0E1B0F
.XR1B50
```

```
^E^R
```

```
.PS
```

Note that the **P**'s in the commands **^PE** and **^PR** don't show when the format is called onscreen. The cursor winds up on the **^R** and pushes the **^R** along as the characters of the heading are entered.

Some printers can switch off the heading fonts in **WideHd** and **SubHd** with the same code: **1B50**. If your printer allows you to do that, you may want to combine the two heading macros, like this:

Label: DblHd

```
WS4.0: ^QS.XW1B0E1B67^M.XE1B0E1B0F^M.XR1B50^M (166)
```

Function: Creates a format for large and small headings.
(Shorthand definition required.)

Now (printer permitting) one macro will allow you to choose either size heading. If you want the larger of the two, press **^PW** at the start of the head and **^PR** at the end. If you want the smaller heading, press **^PE** at the start and **^PR** at the end.

Highlighting Lines and Paragraphs

Label: DownBar

WS4.0, 5.x, 6.0: ^QS^KB^KH^QD^KK^F^F (167)

```
WS7.0:      Sub Main
             HideDots (On) : AutoRestore (On)
             Key ("^QS^KB^KH^QD^KK^F^F")
             End Sub (168)
```

Function: Displays a line of text as a highlighted bar.

By repeating **DownBar**, you can move the bar downscreen one line at a time. To start, run the macro with the cursor anywhere in the first line to be highlighted. **DownBar** can be used to call another person's attention to a sequence of lines in a document. Or it can be used to leave a conspicuous place mark in a file when you have to turn away from your screen momentarily.

Label: UpBar

WS4.0, 5.x, 6.0: ^QD^KK^KH^QS^KB^A^A (169)

```
WS7.0:      Sub Main
             HideDots (On) AutoRestore (On)
             Key ("^QD^KK^KH^QS^KB^A^A")
             End Sub (170)
```

Function: Same as that of **DownBar** except that the bar moves upscreen when the macro is repeated.

If you're moving the bar downscreen with **DownBar** and want to start moving it upscreen, you'll need to execute **UpBar** twice to reverse directions. And vice versa.

If extra blank space has been left between paragraphs and **DownBar** or **UpBar** lands in that space, there will be nothing for the macro to block. If you get an empty block, repeat the macro.

Label: DownBlk

WS4.0, 5.x, 6.0: ^QH^M^D^KB^KH^B^S^S^QD<SP>^A^QG<SP>^KK^QD
^F^F (171)

WS7.0: Sub Main
 HideDots (On) : WSQuiet (On)
 AutoRestore (On)
 Key ("^QF^P^M^P^J{TAB}B{F10}")
 Key ("^D^KB^KH^B^S^S^QD<SP>^A")
 Key ("^QF<SP>{TAB}^Y{F10}^KK")
 Key ("^QD^F^F")
 End Sub (172)

Function: Displays a paragraph as a highlighted block.

By repeating **DownBlk**, you can move the block highlighting downscreen one paragraph at a time. To start, run the macro with the cursor anywhere in the first paragraph to be highlighted.

Label: UpBlk

WS4.0, 5.x, 6.0: ^QH^M^D^KB^KH^B^S^S^QD<SP>^A^QG<SP>^KK^QB
^QS^A^A (173)

WS7.0: Sub Main
 HideDots (On) : WSQuiet (On)
 AutoRestore (On)
 Key ("^QF^P^M^P^J{TAB}B{F10}")
 Key ("^D^KB^KH^B^S^S^QD<SP>")
 Key ("^A^QF<SP>{TAB}^Y{F10}^KK")
 Key ("^QB^QS^A^A")
 End Sub (174)

Function: Same as that of **DownBlk** except that the block highlighting moves upscreen when the macro is repeated.

If you're moving the highlight display downscreen with **DownBlk** and want to start moving it upscreen, you'll need to execute **UpBlk** twice to reverse directions. And vice versa.

If extra blank space has been left between paragraphs and **DownBlk** or **UpBlk** lands in that space, there will be nothing for the macro to block. If you get an empty block, repeat the macro.

Importing BAK Files

Label: BakFile

WS4.0: ^QS^KB^K3^N^N^X^X^K4^KK^E^KPN^R^M^M^U^KR^R^M (175)

Function: Brings a **BAK** copy of a file onscreen, in highlighted form.

Note that the macro is for WordStar 4.0 users. Later WordStar releases have a windows feature that performs a similar function.

BakFile lets you compare the file you're working on with the previous version of the same file. The macro imports the **BAK** file as a highlighted block. After looking it over, you can delete the entire block by pressing ^KY. (If the file had been imported conventionally, in unblocked form, you could block and delete it manually, but only after figuring out where it started and ended.)

Two place marks left by the macro will remain onscreen after you delete the **BAK** file. If you don't like their looks, press ^KH. But it won't hurt to leave them. They won't affect the layout of your file and won't print.

You can also borrow text from a **BAK** file and incorporate it in the file you're working on. If you want to lift a paragraph from the **BAK** file, for example, just put the cursor anywhere in that paragraph and use the **GrafBlk** macro to create a block. Then copy the block wherever you like.

When you use this blocking procedure, the highlighting on the rest of the **BAK** file is extinguished (because the block you created to copy the paragraph replaces the block that enclosed the entire **BAK** file). So how to you erase the backup file when you're finished with it?

Fairly easily. On the chance that you might want to borrow text, the macro leaves one place mark at the beginning of the **BAK** file and another at the end. You can use the place marks to delete a **BAK** file that is no longer highlighted. Here's how:

Press ^Q3^KB to mark the start of a block at the first place

mark. (You don't have to move the cursor to the place mark beforehand. The ^Q3 will find the mark for you.) Press ^Q4^KK to mark the end of the block at the other place mark. Press ^KY. The **BAK** file will disappear.

Don't execute **BakFile** with the cursor in a dot-command field.

o

Importing Other Files

Label: Import

WS4.0, 5.x, 6.0: ^QS^KB^K3^N^N^X^X^K4^KK^E^KR (176)

WS7.0: Sub Main
 Key ("^QS^KB^K3^N^N^X^X^K4^KK^E^KR")
 End Sub (177)

Function: Triggers a macro used to import a file in highlighted block form.

The macro is intended for use with WordStar 4.0 as a substitute for the windows feature found in later WordStar releases. It can also be used with WordStar 4.0, 5.x, 6.0 and 7.0 to import any document. Here's how the macro works with WordStar 4.0 as a windows substitute:

You have the file **WOMBAT** onscreen. You need to check the spelling of a name in the file **AARDVARK**. Procedure: Execute **Import**, type the filename **AARDVARK** and press **Return**. The **AARDVARK** file will come onscreen in highlighted block form. After checking the spelling of the name, clear **AARDVARK** from the screen by pressing ^KY. (If you imported the same file conventionally, in unblocked form, it would take considerably longer to get rid of it.)

The macro uses place marks that remain onscreen after you delete the block with ^KY. The place marks won't affect the layout of your file and won't print. You can dissolve them by pressing ^KH.

You can also copy text from the imported file, using the procedure described in **Importing BAK Files**. Or you can leave the whole file in the document you're editing.

Don't execute **Import** with the cursor in a dot-command field.

If you often import boilerplate files, see the next page.

Label: ImpBoil

WS4.0: ^QS^KB^N^N^X^X^KK^E^KR\WS4\BOIL\ (178)

WS5.x: ^QS^KB^N^N^X^X^KK^E^KR\WS5\BOIL\ (179)

WS6.0: ^QS^KB^N^N^X^X^KK^E^KR\WS\BOIL\ (180)

WS7.0: Sub Main
Key ("^QS^KB^N^N^X^X^KK^E^KR\WS\BOIL\
End Sub (181)

Function: Triggers a macro used to import boilerplate files.

The macro definitions assume that the boilerplate files are in a subdirectory called **BOIL**.

Procedure: To insert a boilerplate file between the 10th and 11th paragraphs of the file you're editing, place the cursor anywhere on the first line of the 11th paragraph and execute **ImpBoil**. Then type the name of the boilerplate file and press **Return**. The file will be imported in highlighted block form. If you have imported the wrong file, you can clear it from the screen by pressing **^KY**. Otherwise, press **^KH** to dissolve the block highlighting.

Suggestion: Give your boilerplate files short names such as **B1**, **B2** and **B3**. The shorter the names, the fewer characters you'll have to type before setting **ImpBoil** in motion. If you use many boilerplate files, type out a list describing each file and keep the list handy. One entry might look like this:

B17. New products.

If you want to insert a paragraph plugging your company's newest products, you'll know **B17** is the boilerplate file you're looking for.

Note that the directory designations in some macros include numbers. See the second full paragraph on page 20.

Indenting Blocks of Text

Label: Indent-1

WS4.0: ^QS.LM6^M.RM60^M (182)

WS5.x, 6.0: ^QS.RR1^M (183)

WS7.0: Sub Main
 Key ("^QS.RR1{ENTER}")
 End Sub (184)

Function: Indents margins on both sides of the page.

Use **Indent** when you want quotations or other matter set off in the text. Execute the macro after placing the cursor on the line where the indentation is to begin.

The numbers in the WS4.0 macro are examples. They assume that your default margins are 1 and 65. If they're not, use different numbers in the macro definition. The macros for WS5.x/6.0 and WS7.0 indent one-half inch on the left and right regardless of the default margin settings.

Using WordStar 5.x, 6.0 or 7.0, you can accomplish the same purpose by typing **.RR1** at the left margin and entering a **Return**. But **Indent** does the job with one or two keystrokes instead of five. And you can save several more keystrokes when you use **Outdent** (below) to restore normal margins. It may be a consideration if you change margins often.

Label: Outdent-1

WS4.0: ^QS.LM1^M.RM65^M (185)

WS5.x, 6.0: ^QS.RR0^M (186)

WS7.0: Sub Main
 Key ("^QS.RR0{ENTER}")
 End Sub (187)

Function: Restores normal margins.

Execute the macro after placing the cursor on the line where you want to resume normal margin settings.

The margin numbers in the WordStar 4.0 macro are again only examples.

Label: Indent-2

WS4.0: ^QH^M^D.LM6^M.RM60^M.PM6^M^B^QP (188)

WS5.x, 6.0: ^QH^M^D.RR1^M (189)

WS7.0: Sub Main
 WSQuiet (On)
 Key ("^QF^P^M^P^J{TAB}B{F10}^D.RR1{ENTER}")
 WSQuiet (Off)
 End Sub (190)

Function: Changes margins from normal to indented.

The difference between **Indent-1** and **Indent-2** is that the latter can be used two ways. When executed with the cursor anywhere in a paragraph that has been typed with normal margins, it reforms the paragraph, indenting the margins on either side. When executed above a paragraph that has not yet been typed, it sets up indented margins for that paragraph.

Assume that paragraph 1 of a file looks like this:

In my younger and more vulnerable years my father gave me some advice that I've been turning over in my mind ever since.

If you executed **Indent-2** with the cursor anywhere in that paragraph, the macro would reformat the paragraph, like this:

In my younger and more vulnerable years my father gave me some advice that I've been turning over in my mind ever since.

Second application: If you're adding a paragraph to a file and want the paragraph indented, place the cursor on the blank line where the new paragraph is to begin and execute **Indent-2**. The

macro prints out three dot commands and leaves the cursor below the third command. When you began typing, text will be indented on either side.

Label: Outdent-2

WS4.0: ^QH^M^D.LM1^M.RM65^M.PM0^M^B^QP (191)

WS5.x, 6.0: ^QH^M^D.RR0^M (192)

```
WS7.0:          Sub Main
                  WSQuiet (On)
                  Key ("^QF^P^M^P^J{TAB}B{F10}^D.RR0{ENTER}")
                  WSQuiet (Off)
                  End Sub    (193)
```

Function: Changes margins from indented to normal.

Use **Outdent-2** to restore normal margin settings after a block of copy has been indented by **Indent-2**.

Example: A page of text originally consisted of five paragraphs with normal margins. You have just indented paragraph 2 with **Indent-2** and want normal margins resumed in paragraph 3. Place the cursor anywhere in the third paragraph and execute **Outdent-2**.

Example 2: At the end of a file, you're adding a paragraph. The preceding paragraph has been indented. You want normal margins in the new paragraph. Place the cursor on the line where the paragraph is to begin and execute **Outdent-2**.

WordStar 4.0 users: The **Indent-2** and **Outdent-2** definitions assume that you normally indent the first line of each paragraph five spaces, using the **Tab** key or **Spacebar**. If you normally do not indent, omit the **.PM6^M** sequence from the **Indent-2** definition and the **.PM0^M** sequence from the **Outdent-2** definition.

Label: Hanger

WS4.0: ^QS.PM1^M.LM4^M (194)

WS5.x, 6.0: ^QS.PM0.0"^M.LM0.3"^M (195)

```
WS7.0:          Sub Main
                  Key ("^QS.PM0.0""{ENTER}.LM0.3""{ENTER}")
                  End Sub    (196)
```

Function: Creates a hanging indentation.

Use the macro when you want the first line of a paragraph flush left and the remaining lines indented. Hanging indentions are used to make first lines stand out from surrounding text in enumerations, instruction lists and the like. Example:

1. Place a small nail between the left thumb and forefinger and hold the nail upright on the top of the cabinet assembly as illustrated in Figure 1.
2. Grasp a hammer firmly with the right hand. Bring the hammer down forcefully to drive in the nail with a single stroke as shown in Figure 2.
3. Proceed to the medicine cabinet and treat split left thumb with iodine or Mercurochrome as illustrated in Figure 3. Screaming is permitted but not encouraged.

Execute the macro with the cursor at the start of a series of paragraphs in which you want to use hanging indentions.

To reinstate normal margin settings after using hanging indentions, execute **Outdent-1** or **Outdent-2**, above.

The numbers after **.LM** in the **Hanger** definitions are examples. You can change the numbers to adjust the amount of indention.

Junk Closet

Label: HoldBlk

```

WS4.0:      ^KH^F^D^B^S^S^QD^D^KK^QB^X^QS^N----->^N
            ^KW$^M^KFY^KF^Y^M^X^Y^Y^KFCOPY<SP>HOLD+$
            <SP>HOLD^M   (197)

WS5.x, 6.0: ^KH^F^D^B^S^S^QD^D^KK^QA^QB^X^QS^N----->^N
            ^KWHOLD^M^A^X^Y^Y^QA   (198)

WS7.0:      Sub Main
            WSQuiet (On)
            Key ("^QF^P^M^P^J{TAB}B{F10}^KB^KH^F")
            WSQuiet (Off)
            PauseForInput ("<SP>", 'Press Spacebar to copy.')
            WSQuiet (On)
            Key ("^B^S^S^QD^D^KK^QA^QB^X^QS^N----->^N")
            Key ("^KWHOLD{F10}")
            IfException
            Def: Key ("A")
            End IfException
            Key ("^X^Y^Y^QA")
            WSQuiet (Off)
            End Sub   (199)

```

Function: Copies a block of text to a temporary holding file. (Two-step Shorthand definition required for WS4.0 macro; Shorthand definition required for WS5.x/6.0 macro.)

HoldBlk can perform several functions. One is to create a copy of a block of text that you may want to use later in another document.

If you're using WordStar 7.0, place the cursor anywhere in the first paragraph you want copied to the holding file. Execute **HoldBlk**. Then place the cursor anywhere in last paragraph to be copied and press the **Spacebar**. A copy of the block will be sent to a file called **HOLD**. To send a single paragraph to the **HOLD** file, execute **HoldBlk** with the cursor anywhere in the paragraph and press the **Spacebar** without moving the cursor.

If you're using WordStar 4.0, 5.x or 6.0, place the cursor

anywhere in the first paragraph you want copied to the holding file and block that paragraph by executing **GrafBlk** (see **Blocking Paragraphs**). Then place the cursor anywhere in the last paragraph to be copied and execute **HoldBlk**. A copy of the block will be sent to a file called **HOLD**. To create a holding block only one paragraph long, block the paragraph with **GrafBlk**, then move the cursor back into the paragraph and execute **HoldBlk**. If you haven't programmed **GrafBlk**, press **^KB** with the cursor on the blank line above the first paragraph to be copied to the **HOLD** file. (If there's a dot command immediately above the paragraph, press **^KB** with the cursor to the right of the dot command.) Then execute **HoldBlk** with the cursor anywhere in the last paragraph to be copied. To send a copy of a single paragraph to the **HOLD** file without using **GrafBlk**, press **^KB** on the blank line above the paragraph and execute **HoldBlk** without moving the cursor.

All users: To delete the marked block from the file you're working on, press **^KY** after executing **HoldBlk**. If you don't want the block deleted, press **^KH** to dissolve the block highlighting.

Subject to storage-space availability, you can send any number of blocks to the **HOLD** file. To make it easy to tell where one block ends and another begins, **HoldBlk** leaves extra line spaces and a separator mark (---->) between blocks. (To enter the separator mark while defining the macro, type four hyphens and a right angle bracket.)

You can erase the **HOLD** file at the end of each work session or just leave it until it gets too large to manage efficiently.

Though **HoldBlk**'s main job is to toss stuff into a storage closet, it can also be used to string together key parts of a document. Example: A file is broken into 20 sections, each beginning with a heading and a summary paragraph. You want to summarize the entire file by creating a document consisting only of the section headings and summary paragraphs. Procedure:

If you're using WordStar 7.0: At the start of each section, execute **HoldBlk** with the cursor on the heading line. Then move the cursor into the summary paragraph and press the **Spacebar**.

If you're using an earlier release: At the start of each section, press **^KB** with the cursor on the line above the heading. (If there's a dot command on that line, press **^KB** with the cursor to the right of the dot command.) Then execute **HoldBlk** with the cursor anywhere in the summary paragraph.

The WordStar 4.0 macro creates a dummy file called **\$**. Before a block is moved to **HOLD**, it is sent to **\$**. The **\$** file is overwritten each time the macro is run, so it won't keep growing.

Line Spacing

Label: **SglSpc**

WS4.0: **^QS.LS1^M** (200)

Function: Sets line spacing at 1.

Label: **DblSpc**

WS4.0: **^QS.LS2^M** (201)

Function: Sets line spacing at 2.

These simple macros are mentioned to avert problems that may arise if you use **^OS1** and **^OS2** to change line spacing in WordStar 4.0 documents.

One WordStar 4.0 line-spacing problem, involving the effect **^B** has on text spaced with **^OS** commands, has already been described (in the second full paragraph on page 19). Here's another:

Using **^OS1** and **^OS2**, you prepare a WordStar 4.0 document containing both single-spaced and double-spaced text. Then you go to the top of the file and press **^QU** to reform the document. If your default line spacing is 2, the entire document, including the parts you have single-spaced, will be double-spaced.

The dot commands **.LS1** and **.LS2** cure the problem. They're easy to enter from the keyboard, but you may find it helpful to use the **SglSpc** and **DblSpc** macros if you're constantly switching between single spacing and double spacing.

WordStar 5.x, 6.0 and 7.0 automatically insert **.LS** commands when you use **^OS** to change line spacing.

Marking and Finding a Place

Label: Mark

WS4.0, 5.x, 6.0: ^K1^KH (202)

WS7.0: Sub Main
 Key ("^K1^KH")
 End Sub (203)

Function: Leaves a place mark at the cursor.

Label: YMark

WS4.0, 5.x, 6.0: ^Q1^K1^KH (204)

WS7.0: Sub Main
 Key ("^Q1^K1^KH")
 End Sub (205)

Function: Finds and erases the place mark.

Application: You're on page 10. You need to go back a page to check the spelling of a name. Execute **Mark** before leaving page 10, then use ^**YMark** to return to your place. (Note: The place mark left by **Mark** is hidden. But **YMark** can still find it.)

Label: TopFile

WS4.0, 5.x, 6.0: ^K1^KH^QR (206)

WS7.0: Sub Main
 Key ("^K1^KH^QR")
 End Sub (207)

Function: Leaves a place mark and sends the cursor to the top of the file.

Label: BtmFile

WS4.0, 5.x, 6.0: ^K1^KH^QC (208)

```
WS7.0:          Sub Main
                  Key ("^K1^KH^QC")
                  End Sub (209)
```

Function: Leaves a place mark and sends the cursor to the bottom of the file.

TopFile and **BtmFile** are used when you want to go to one end of a document or the other and then return to your place. If you're in the middle of a 10-page file and want to go to the top to review the opening paragraphs, execute **TopFile**. To return to your place in the middle of the file, execute **YMark**. If you've inserted material in the middle of a document and want to see how many pages the lengthened file runs, execute **BtmFile**. Then use **YMark** to return to your place.

You can sometimes accomplish the same purpose by pressing ^QP to return to your previous cursor position after using ^QR to go to the top of a file or ^QC to go to the bottom. But ^QP won't get you back to the previous position if you've made changes while at the top or bottom.

The place marks left by **TopFile** and **BtmFile** are hidden. If you don't want to return to your place after using either macro, never mind the place mark. It will be removed when you use another mark with the same number or when you close the file.

Label: LMargin

WS4.0, 5.x, 6.0: ^K1^KH^QS (210)

```
WS7.0:          Sub Main
                  Key ("^K1^KH^QS")
                  End Sub (211)
```

Function: Leaves a place mark and moves the cursor to the left end of a line.

Label: RMargin

WS4.0, 5.x, 6.0: ^K1^KH^QD (212)

```
WS7.0:          Sub Main
                  Key ("^K1^KH^QD")
                  End Sub (213)
```


Function: Leaves a place mark and moves the cursor to the right end of a line.

LMargin and **RMargin** can be used simply to jump the cursor from one end of a line to the other. But they have a second use: If you're in the middle of a line and want to change a word at the start of the line, execute **LMargin**. Then, to get back to the middle of the line without having to use **^F** or the **right arrow key**, execute **YMark**. Note: You won't see the place mark in the middle of the line. Marks left by **LMargin** and **RMargin** are hidden. If you don't need to return to a mark, forget it. It won't hurt anything.

Note: Five macros in this section (and several in other sections) leave **^K1** place marks. Whether you use one, two or all of these macros, **YMark** will get you back to your place. But: If you execute **Mark** at the top of a page and then execute **LMargin** at the bottom of the page, you'll lose the place mark left by **Mark**. Two place marks with the same number cannot coexist. The assumption is that you'll seldom use one place-marking macro and then execute a second such macro before returning to the mark left by the first macro. You may of course assign different mark numbers to different macros. But you'll then have to keep the numbers straight.

See also **Searching**.

o

Moving Files Between Directories

Label: Mv2Main

WS4.0: ^KQE^R^M\WS4\^R^M (214)

WS5.0: ^KT\WS5\^R^ME^T^T^M\$^MRDEL \$^M (215)

WS5.5: ^OK^F^F^F^F^A<SP>^A^H^A^H^A^T\WS5\^M^X^KB<SP>^E
^KK^KY^KR^T^T^M^KD^KQE^T^T^M\$^MY\$^M (216)

WS6.0: ^OK^F^F^F^F^A<SP>^A^H^A^H^A^T\WS\^M^X^KB<SP>^E
^KK^KY^KR^T^T^M^KD^KQE^T^T^M\$^MY\$^M (217)

WS6.0D: ^KQE^QD^A^Q<DELETE>^M\WS\^R^M (218)

WS7.0A: Sub Main
Key ("^KQE^QD^A^Q{DEL}")
PauseForInput ("{ENTER}", ' Check filename. ')
Key ("{TAB}\WS\^R{F10}")
End Sub (219)

WS7.0C: Sub Main
WSQuiet (On)
Key ("^KDE^QD^A^Q{DEL}{TAB}\WS\^R{F10}")
WSQuiet (Off)
End Sub (220)

Function: Moves a file to the main WordStar directory from a WordStar subdirectory. (Two-step Shorthand definitions required for WS5.5 and WS6.0 macros.)

Label: Mv2Biz

WS4.0: ^KQE^R^M\WS4\BIZ\^R^M (221)

WS5.0: ^KT\WS5\BIZ\^R^ME^T^T^T^M\$^MRDEL \$^M (222)

```

WS5.5:  ^OK^F^F^F^F^A<SP>^A^H^A^H^A^T\WS5\BIZ\^M^X
        ^KB<SP>^E^KK^KY^KR^T^T^T^M^KD^KQE^T^T^T^M$
        ^MY$^M  (223)

WS6.0:  ^OK^F^F^F^F^A<SP>^A^H^A^H^A^T\WS\BIZ\^M^X
        ^KB<SP>^E^KK^KY^KR^T^T^T^M^KD^KQE^T^T^T^M$
        ^MY$^M  (224)

WS6.0D: ^KQE^QD^A^Q<DELETE>^M\WS\BIZ\^R^M  (225)

WS7.0A:  Sub Main
        Key ("^KQE^QD^A^Q{DEL}")
        PauseForInput ("{ENTER}", ' Check filename. ')
        Key ("{TAB}\WS\BIZ\^R{F10}")
        End Sub  (226)

WS7.0C:  Sub Main
        WSQuiet (On)
        Key ("^KDE^QD^A^Q{DEL}{TAB}\WS\BIZ\^R")
        Key ("{F10}")
        WSQuiet (Off)
        End Sub  (227)

```

Function: Moves a file to a subdirectory called **BIZ** from another subdirectory or from the main WordStar directory. (Shorthand definitions required for WS4.0, WS5.0 and WS6.0D macros; two-step Shorthand definitions required for WS5.5 and WS6.0 macros.)

Assume that a file is in the **BIZ** subdirectory and you want to move it to the main WordStar directory. Call up the file in the **BIZ** subdirectory and execute **Mv2Main**. To move a file from the main directory to the **BIZ** subdirectory, open the file in the main directory and execute **Mv2Biz**. In each case, the macro drops you off at the opening screen in the source directory after moving the file to the destination directory.

If you open a document with the idea of moving it and decide to make some changes first, save with **^KS** before executing a file-moving macro. Exception: The save is unnecessary if you're using WordStar 7.0C.

If you're editing a WordStar 4.0 file and you use **^KR** or **^KW** to import or export data, save the file with **^KD** and reopen it before executing a file-moving macro. Do the same thing if you call up a WordStar 5.x or 6.0 file with the idea of moving it but decide to open a window first. If you don't follow this procedure, the macro may misfire because the filename in memory has been changed. If you're using WordStar 7.0A or 7.0C, you can move a file without saving it even if you've opened a window. The WS7.0A macro will prompt you to check the filename, to make sure it's the right one. If it is, press **Return**. If it is not,

enter the correct name and press **Return**. The WS7.0C macro always keeps track of the correct filename and will not ask you to check it.

Assume that you try to move a file called **WOMBAT** from the main WordStar directory to the **BIZ** subdirectory but that there's already a file named **WOMBAT** in that subdirectory. If you're using WordStar 4.0 or 6.0D, an error message will tell you that the file cannot be renamed. If you're using WordStar 5.0, the macro will be interrupted and you'll be asked whether you want to overwrite the **WOMBAT** file already in the **BIZ** subdirectory. If you're using WordStar 5.5 or 6.0, the macro will fail by design and an error message will tell you that an end-block marker is at or before a begin-block marker. If you're using WordStar 7.0A or 7.0C, an error message will tell you: "That file already exists."

Note that the directory designations in some macro definitions include numbers. See the second full paragraph on page 20.

WordStar 6.0D users: Note the **^Q<DELETE>** sequences in **Mv2Main** and **Mv2Biz**. See the fifth paragraph on page 18.

o

Name-and-Address Lists

Label: Go2Name

WS4.0: ^QS^KB^K3^N^N^X^X^K4^KK^E^KR\WS4\NAME&AD^M
^KH^QF (228)

WS5.x: ^QS^QK\WS5\NAME&AD^M^QF<SP>^XU^E^G (229)

WS6.0: ^QS^QK\WS\NAME&AD^M^QF<SP>^XU^E^G (230)

WS7.0: Sub Main
WSQuiet (On)
Key ("^QS^QK\WS\NAME&AD{F10}")
WSQuiet (Off)
Key ("^QF<SP>^XU^E^G")
End Sub (231)

Function: Calls up an address file and displays a search prompt. (Shorthand definition required for WS4.0 macro.)

Go2Name lets you look up names, street addresses and telephone numbers without having to close the file you're editing. You just execute the macro and supply a name.

Before using the macro, you'll create an address file. The filename **NAME&AD** is used as an example in the macro definitions.

There are two types of address files. The first can be used with the companion macro **CopName-1**, described later in this section. **CopName-1** copies a name and address to the top of a letter.

To create a Type 1 address file, follow these steps:

At the opening screen in the main WordStar directory, press **N**. Type **NAME&AD** and press **Return**. Begin typing a listing:

Amelia A. Addleson
123456 Seventh Street
Wishwash, Washington 99999-0000
Dear Ms. Addleson:
*509 000-0000

You can leave one or more blank lines after each listing.

Note the **Dear Ms. Addleson:** in the sample listing. When **Go2Name** is used with the companion macro **CopName-1**, a salutation is copied to the top of a letter along with a name-and-address block.

Important: Note the asterisk before the telephone number. If you're missing a phone number for someone on your list, leave an asterisk by itself on the last line of the listing. Don't omit it. If there's any chance you'll correspond with people who actually have asterisks in their addresses (the syndicators of the "M*A*S*H" television series come to mind), use a caret (^) or some other symbol in place of the asterisk. (And use the same symbol in place of the asterisk in the definition of the companion macro **CopName-1**, below.)

You can enter additional information on the phone-number line, using it as a remarks line. Example:

***509 000-0000. Stanford grad. Husband: Bob. Son: John.**

Since **NAME&AD** is a nondocument file, you don't have to worry about running past the right margin on the remarks line. If you type 250 characters, you'll still be on the same line, with room to spare.

The Type 2 address file is used with the companion macro **CopName-2** (below) and with the **Merge** macro (described in the next section). **Merge** helps you convert an address file to a data file for use in merge-printing simple form letters. If you won't need the file for that purpose, you may prefer to use the Type 1 address list. (But note that listings in a Type 1 file cannot be sorted.)

To create a Type 2 address file, follow these steps:

At the opening screen in the main WordStar directory, press **N**. Type **NAME&AD** and press **Return**. Begin entering the first listing. Type the person's last name first (to make it easy to spot when you scroll through the file). After the last name, type a backslash and the first name, with no intervening spaces. The finished listing might look something like this:

**Andersen\Jerald B.
Vice President, Sales
Ipswich Tool & Die Company
12345 Junipero Serra Boulevard
Los Angeles, California 90000-0000
Dear Mr. Andersen:
213 000-0000**

Note that Andersen's title occupies line 2. If Andersen had no title, an asterisk would be entered on the second line of the listing. Like this:

Andersen\Jerald B.
*
Ipswich Tool & Die Company
12345 Junipero Serra Boulevard
Los Angeles, California 90000-0000
Dear Mr. Andersen:
213 000-0000

In an address listing that includes neither a title nor a company name, one asterisk is entered on line 2 and one on line 3:

Andersen\Jerald B.
*
*
12345 Junipero Serra Boulevard
Los Angeles, California 90000-0000
Dear Mr. Andersen:
213 000-0000

Important: Each listing must have **eight** lines, counting the triple-asterisk line at the bottom. The City-State-ZIP line is always line 5. A comma must follow the name of the city.

If you live in the United States and have a listing for someone in Canada, don't type the name of the country on a separate line. Put it on the same line as the name of the province. Like this:

Cornwall, Ontario, Canada K6K-1N5

In a nine-digit ZIP code, a hyphen must join the first five digits to the last four. In a Canadian postal code, a hyphen must join the first three characters to the last three. Each listing must include a ZIP or postal code.

Note the **Dear Mr. Andersen:** below the City-State-ZIP line in the Jerald B. Andersen listing. It's used as a salutation line when the listing is copied to the top of a letter by the **CopName-2** macro (below).

If you're missing a telephone number for someone on your list, type several **x's** on the line below the salutation line. (You can also use this line for remarks. See page 103.)

If there's a chance you'll correspond with people who have asterisks in their addresses, use a caret (^) or some other symbol to mark an empty field, and to create the three-character divider between listings. (Use the same symbol in place of each asterisk in the definition of the companion macro **CopName-2**, below.)

When you've finished the first listing, begin the second on the next line. Do not leave blank lines between listings. Example:

Addleson\Amelia A.

*

*

**123456 Seventh Street
Wishwash, Washington 99999-0000
Dear Ms. Addleson:
509 000-0000**

Andersen\Jerald B.

**Vice President, Sales
Ipswich Tool & Die Company
12345 Junipero Serra Boulevard
Los Angeles, California 90000-0000
Dear Mr. Andersen:
213 000-0000**

If you use "M.D." in an address listing for a doctor, put it after the last name, not after the first name and middle initial. The same rule applies to such abbreviations as "Esq.," "Ph.D." and "Jr." Example: The name of Annette J. Henderson, M.D., would be typed **Henderson, M.D.\Annette J.**, not **Henderson\Annette J., M.D.** Reason: When the address listing is read by either of the companion macros, **Annette J.** is moved in front of **Henderson, M.D.**, so that the name comes out **Annette J. Henderson, M.D.** If you put the "M.D." after the middle initial, instead of after the last name, you'll get **Annette J., M.D. Henderson.**

Whether you use a Type 1 or Type 2 address list, you'll see a search screen when you execute the **Go2Name** macro to call up the **NAME&AD** file. To find an address listing, type the last name of any person on the list and press **Return** once (if you're using WordStar 7.0) or twice (if you're using an earlier WordStar release). You needn't bother capitalizing any letters if you're using WordStar 5.x, 6.0 or 7.0. Tip: You may be able to save keystrokes by typing only the first four or five letters of a name. If that sequence of letters occurs twice in the address file, the search command will find the first of the two occurrences. If you've landed in the wrong listing, press **^L**. The cursor will move to the second occurrence.

To browse the address file, press **^U** when the search screen appears.

If you're using WordStar 4.0, the address file will be inserted in the document you're working on. If you just want to look up something in the address file, press **^KY** after getting the information you need. That will delete the address file and leave your working file as it was before you executed **Go2Name**. If you're using WordStar 5.x, 6.0 or 7.0, the address file will appear in a window. When you've found what you need, press **^KQ** to close the window.

Label: CopName-1

WS4.0: **^QS^KB^QG*^E^QD^KK^E^QD^M^Q3^S^KC^Q3^K3^KB
 ^Q4^K4^KK^KY (232)**

WS5.x, 6.0: **^QS^KB^QG*^E^QD^KK^E^QD^M^QK^KAKA^KQ^KQY (233)**

WS7.0: **Sub Main
 WSQuiet (On)
 Key ("^QS^KB^QF*{TAB}^Y{F10}^E^QD^KK")
 Key ("^E^QD{ENTER}^QK^KAKA^KQ^KQ")
 IfException
 Def: Key ("Y")
 End IfException
 WSQuiet (Off)
 End Sub (234)**

Function: Copies a listing from an address file to the top of a letter. (Shorthand definition required for WS4.0 macro.)

CopName-1 works with the Type 1 address file described earlier. Procedure: With the cursor two lines above the first paragraph in a letter file, execute the **Go2Name** macro to find an address. (If you're using WordStar 4.0, make sure the cursor is not on the top line of the letter file when you execute **Go2Name**.) When the cursor lands on the first line of the address, execute **CopName-1**. The address listing (minus the telephone number) will be copied to the letter. Example:

Here's how a listing looks in the address file:

**Cynthia A. Bardelson
Chief Executive Officer
Bardelson Incorporated
1234 Fifth Street
Wildfire, Colorado 81111-0000
Dear Ms. Bardelson:
*503 000-0000**

And here's how it comes out at the top of the letter:

Cynthia A. Bardelson
 Chief Executive Officer
 Bardelson Incorporated
 1234 Fifth Street
 Wildfire, Colorado 81111-0000

Dear Ms. Bardelson:

The macro works with addresses containing any number of lines. If you're using WordStar 4.0, the address file brought onscreen by the **Go2Name** macro will be erased automatically after an address is copied by **CopName-1**. If you're using WordStar 5.x, 6.0 or 7.0, the window in which the address file is displayed will close automatically after the address is copied.

Label: CopName-2

WS4.0: ^QS^KB^QG\^G^Q<DELETE>^QD<SP>^A^QG<SP>^D^U
 ^QF***^M^M^E^E^QD^KK^E^QD^M^QB^QG*^G^S^T^L
 ^G^S^T^Q3^S^KC^Q3^K3^KB^Q4^K4^KK^KY^Y (235)

WS5.x, 6.0: ^QS^KB^QG\^G^Q<DELETE>^QD<SP>^A^QG<SP>^D^U
 ^QF***^M^Y^M^E^E^QD^KK^E^QD^M^QB^QG*^G^S^T
 ^L^G^S^T^QK^KK^QK^KQY (236)

WS7.0: Sub Main
 WSQuiet (On)
 Key ("^QS^KB^QF\{TAB}^Y{F10}^G^Q{DEL}")
 Key ("^QD<SP>^A^QF<SP>{TAB}^Y{F10}")
 Key ("^D^U^QF***{TAB}^Y{F10}^E^E^QD^KK")
 Key ("^E^QD{ENTER}^QB^QF*{TAB}^Y{F10}^G")
 Key ("^S^T^L^G^S^T^QK^KK^QK^KQ")
 IfException
 Def: Key ("Y")
 End IfException
 WSQuiet (Off)
 End Sub (237)

Function: Same as that of **CopName-1**. (Two-step Shorthand definitions required for WS4.0 and WS5.x/6.0 macros.)

CopName-2 works with the Type 2 address file described earlier. Procedure: With the cursor two lines above the first paragraph in a letter file, execute **Go2Name** to find an address. (If you're using WordStar 4.0, make sure the cursor is not on the top line of the letter file when you execute **Go2Name**.) When the cursor

lands on the first line of the address, execute **CopName-2**. The address listing (minus the last two lines) will be reformatted and copied to the letter. Example:

Here's how a listing looks in the address file:

```
Andersen\Jerald B.
*
Ipswich Tool & Die Company
12345 Junipero Serra Boulevard
Los Angeles, California 90000-0000
Dear Mr. Andersen:
213 000-0000
***
```

And here's how it comes out at the top of a letter:

```
Jerald B. Andersen
Ipswich Tool & Die Company
12345 Junipero Serra Boulevard
Los Angeles, California 90000-0000

Dear Mr. Andersen:
```

The macro works with addresses of three, four or five lines.

If you're using WordStar 4.0, the address file brought onscreen by the **Go2Name** macro will be erased automatically after an address is copied by **CopName-2**. If you're using a later WordStar release, the window in which the address file is displayed will close automatically after the address is copied.

If you're using WordStar 4.0, 5.x or 6.0, note the **^Q<DELETE>** sequences in the **CopName-2** macros. See the fifth paragraph on page 18.

Note that the directory designations in some of the macros described in this section include numbers. See the second full paragraph on page 20.

Label: PreSort

```
WS4.0, 5.x, 6.0: ^QS^QG^M*^T^S^L*^T^S^L*^T^L*^T^L*^T^L*
                  ^T^L*^T^X^[P (238)
```

```

WS7.0:      Sub Main
              WSQuiet (On)
              Loop: Key ("^QS^QF^P^M^P^J{TAB}^Y{F10}")
              Key ("**^T^S^L*^T^S^L*^T^L*^T^L*^T^L*^T")
              Key ("^L*^T^X")
              GoTo Loop
              WSQuiet (Off)
              End Sub (239)

```

Function: Reformats an address file so that it can be sorted.

The letter **P** at the end of the definition for WS4.0, 5.x and 6.0 is used as an example. **P** is the letter you would use if you assigned the macro to the Shorthand key **P**. You may assign it to any Shorthand key.

You don't need to run **PreSort** before using the **Go2Name** and **CopName** macros (above). It makes no difference to those macros whether an address list is sorted. But **PreSort** may be helpful if you need an alphabetized list. If you're adding 25 names to the **NAME&AD** file, you can enter them in any order and then use **PreSort** to prepare them for sorting.

Note: The macro works only with the Type 2 address file described earlier in this section. (It won't work with Type 1 files because address listings in those files may not all contain the same number of lines.)

Procedure: Open **NAME&AD** as a nondocument (by pressing **N** before typing the filename). Execute **PreSort** with the cursor anywhere on the top line of the file. The macro reformats the address listings, leaving all fields in each listing on a single line. (That format is needed for sorting. The file will later be reconverted to its original format by the **Rebuild** macro, below.)

If you're using WordStar 4.0, 5.x or 6.0, press **Esc** to terminate the macro after the last address listing has been reformatted. You may have to press **Esc** several times, at irregular intervals.

If you're using WordStar 7.0, hold down **Ctrl** and press the **Break** key after the last listing has been reformatted. Then clear the screen of messages by pressing **Esc**. You may have to press twice. At some point, you'll get an error message. Disregard it. The macro will not have malfunctioned.

Next step: If you're using WordStar 5.x, 6.0 or 7.0, block the entire address file by pressing **^KB** at the start of the first line and **^KK** below the bottom line. Then press **^KZ** to sort the listings. When asked whether to sort in ascending or descending

order, press **A** to choose ascending. When the file is sorted, press **^KH** to extinguish the block highlighting. If you're using WordStar 4.0, you can't sort with **^KZ**. You'll need to run the DOS **SORT** command. (See your DOS manual.)

If any stray characters have been left below the last listing, remove them.

Label: Rebuild

```
WS4.0:      ^QS^QG*^G^M^D^L^G^M^D^L^G^M^L^G^M^L^G^M
            ^L^G^M^L^G^M^X^[R (240)

WS5.x, 6.0: ^QS^QG*^G^M^L^G^M^L^G^M^L^G^M^L^G^M^L^G^M
            ^L^G^M^X^[R (241)

WS7.0:      Sub Main
            WSQuiet (On)
            Loop: Key ("^QS^QF*{TAB}^Y{F10}^G{ENTER}")
            Key ("^L^G{ENTER}^L^G{ENTER}^L^G{ENTER}")
            Key ("^L^G{ENTER}^L^G{ENTER}^L^G{ENTER}")
            Key ("^X")
            GoTo Loop
            WSQuiet (Off)
            End Sub (242)
```

Function: Restores a sorted address file to its original format.

The letter **R** at the end of the definitions for WS4.0 and WS5.x/6.0 is used as an example. **R** is the letter you would use if you assigned the macro to the Shorthand key **R**. You may assign it to any Shorthand key.

After running **PreSort** and sorting an address file, keep the file onscreen and execute **Rebuild** with the cursor anywhere on the top line of the file. The macro will restore the original file format, so that each listing will again occupy eight lines. The listings will appear exactly as originally typed, except that they will be arranged alphabetically by last name.

If you're using WordStar 4.0, 5.x or 6.0, press **Esc** to terminate the macro after the last address listing has been reformatted. You may have to press **Esc** several times, at irregular intervals.

If you're using WordStar 7.0, hold down **Ctrl** and press the **Break** key after the last listing is reformatted. You'll get an error message. Disregard it and press **Esc**.

If any stray characters have been left below the last listing,
remove them.

o

Name Lists and Merge Printing

Label: Merge

WS4.0, 5.x, 6.0: `^QS^K2^QG*^G^L^G^Q2^K2^QG\^G^Q<DELETE>^QD
<SP>^A^QG<SP>^D^U^QG^M*^T^S^L*^T^S^L*^T^L*
^T^QG,^F*^QD^A*^QG^M*^T^X^Y^Y^[M (243)`

WS7.0: `Sub Main
WSQuiet (On)
Loop: Key ("^QS^K2^QF*{TAB}^Y{F10}^G^L")
Key ("^G^Q2^K2^QF\{TAB}^Y{F10}^G^Q{DEL}")
Key ("^QD<SP>^A^QF<SP>{TAB}^Y{F10}^D^U")
Key ("^QF^P^M^P^J{TAB}^Y{F10}*^T^S^L")
Key ("*^T^S^L*^T^L*^T^QF,{TAB}^Y{F10}")
Key ("^F*^QD^A*^QD*^T^X^Y^Y")
GoTo Loop
WSQuiet (Off)
End Sub (244)`

Function: Reformats an address file so that it can be used for merge printing. (Two-step Shorthand definition required for WS4.0/5.x/6.0 macro.)

The letter **M** at the end of the definition of the macro for WordStar 4.0, 5.x, and 6.0 is used as an example. **M** is the letter you would use if you assigned the macro to the Shorthand key **M**. You may assign it to any Shorthand key.

Merge works with the Type 2 **NAME&AD** file described in the previous section. The macro helps convert **NAME&AD** to a data file for use in merge-printing simple form letters. Procedure:

Make a copy of the **NAME&AD** file, calling the copy **NAME&AD.DAT**.

Press **N** at the opening screen and open the **NAME&AD.DAT** file.

Place the cursor anywhere on the top line of the file and execute **Merge**. The file will be reformatted.

If you're using WordStar 4.0, 5.x or 6.0, press **Esc** to terminate the macro after all listings have been reformatted. You may have to press the key several times, at irregular intervals.

If you're using WordStar 7.0, hold down **Ctrl** and press the **Break** key after all listings have been reformatted. Then press **Esc** once or twice to clear the screen of messages. At some point, you'll get an error message. Disregard it.

Delete any characters or blank lines below the last listing. If you see a blocked number 2, it's a place mark. Ignore it. Save the file.

NAME&AD.DAT is now ready for use as a merge-printing data file. To merge-print, you'll need to create a master file that will extract data from **NAME&AD.DAT**. To open the master file, press **D** at the opening screen. The file might be called **FORMLTR.MAS** and might be structured something like this:

```
.LS1
.OP
.DF NAME&AD.DAT,*
.RV NAME
.RV TITLE
.RV COMPANY
.RV STREET-ADDRESS
.RV CITY
.RV STATE
.RV ZIP
.RV SALUTATION
```

September 18, 1992

```
&NAME&
&TITLE/O&
&COMPANY/O&
&STREET-ADDRESS&
&CITY& &STATE& &ZIP&
```

```
&SALUTATION&
```

After years of intensive research, we're about to introduce a line of self-embedding thumb tacks. We'll have a brochure in the mail to you within two weeks. We at Super Max Tacks are confident you'll find this latest product of special interest.

Sincerely,

Thomas Thumb
Vice President, Sales
.PA

Note the comma and asterisk at the end of the **.DF NAME&AD.DAT,*** line near the top of the master file. The last character tells WordStar that the asterisk is to be used as a data separator in place of the comma. The comma is the default separator, but

using that character complicates matters if you want to include commas in any of your data fields. If there's any chance you'll correspond with people who have asterisks in their addresses, use a caret (^) or some other symbol in place the asterisk. (And use the same symbol in place of each asterisk in the definition of the **Merge** macro.)

Note the lines **&TITLE/O&** and **&COMPANY/O&** several lines above **&SALUTATION&** in the master file. The slash and letter **O** are there in case some addresses have fewer than five lines. If the **/O** option is not used, and if WordStar finds an address with only three or four lines, one or two lines will be left blank when the address prints.

Finally, note the **.PA** dot command after the last line of the letter. It's needed for proper page breaks.

To merge-print the master file, press **P** at the opening screen if you're using WordStar 7.0. Press **M** if you're using an earlier WordStar release. Enter the filename **FORMLTR.MAS** (if it's not already displayed). Start printing.

You can also merge-print the envelopes in which you'll mail copies of the form letter. For envelope printing, you'll need a separate master file. It will extract names and addresses from **NAME&AD.DAT**. At the opening screen, press **D**, type the filename **ENVELOPE.MAS** and press **Return** to open the file. When finished, the file might look something like this:

```
.LS1
.MT10
.MB0
.LM0
.RM9.5"
.PQ4.5"
.PL4.0"
.QP
.DF NAME&AD.DAT,*
.RV NAME
.RV TITLE
.RV COMPANY
.RV STREET-ADDRESS
.RV CITY
.RV STATE
.RV ZIP
.RV SALUTATION
..
..
&NAME&
&TITLE/O&
&COMPANY/O&
&STREET-ADDRESS&
&CITY& &STATE& &ZIP&
.PA
```

If you're using WordStar 4.0, change the **.RM9.5"** line to **.RM95**, the **.PO4.5"** line to **.PO45** and the **.PL4.0"** line to **.PL24**.

The file you want to merge-print is **ENVELOPE.MAS**. If you have a laser printer, remember to put it in landscape mode. Tell the printer to pause between pages if you'll feed the envelopes manually.

If the addresses don't print exactly where you want them, try changing the numbers in the **.MT** and **.PO** dot commands in the **ENVELOPE.MAS** file. (The **.MT** command sets the top margin. The **.PO** command controls the page offset, telling WordStar how far from the left side of an envelope to start printing.)

You may want to preserve the **ENVELOPE.MAS** file. It can be used for other print jobs. If the names and addresses in the data file you use for your next print job are structured like those in **NAME&AD.DAT**, all you'll need to do is put the name of your new data file in the **ENVELOPE.MAS** file. Example: If the new data file is called **NEWDATA.DAT**, just substitute **.DF NEWDATA.DAT,*** for the **.DF NAME&AD.DAT,*** line in **ENVELOPE.MAS**.

Note: This section touches on only a few basic merge-printing procedures. For a further explanation of these procedures, and for illustrations of many more elaborate procedures, see **Merge printing** in the WordStar manual.

Note the **^Q<DELETE>** sequence in the **Merge** definition for WordStar 4.0, 5.x and 6.0 and the **^Q{DEL}** sequence in the definition for WordStar 7.0. See the fifth paragraph on page 18.

Numbering Pages in Letters

Label: Header-1

WS4.0, 5.x, 6.0: `^QS^KB^KH^QD^KK^QR.MT6^M^M^M^E.H1<SP>^KC
^KH^QD^M.H2<SP>Page<SP>#<SP>of<SP><SP>
pages^M.H3<SP>^[^E^QD^QH<SP> (245)`

WS7.0: `Sub Main
WSQuiet (On)
Key ("^QS^KB^KH^QD^KK^QR.MT6{ENTER}")
Key ("{ENTER}{ENTER}^E.H1<SP>^KC^KH^QD")
Key ("{ENTER}.H2<SP>Page<SP>#<SP>of<SP>")
Key ("<SP>pages{ENTER}.H3<SP>^M[^E^QD")
Key ("^QF<SP>{TAB}B{F10}")
WSQuiet (Off)
End Sub (246)`

Function: Creates a three-line header for numbering inside pages of a business letter. (Two-step Shorthand definition required for WS4.0/5.x/6.0 macro.)

On the second page of a four-page letter written on September 22, 1992, the header might come out something like this:

**Janice J. Jamison
Page 2 of 4 pages
September 22, 1992**

The first line of the header prints the addressee's name at the top of each page, beginning with page 2. The second line double-paginates, printing both a page number and a number indicating the overall length of the letter in pages. A sequence built into the macro prints the current date on the third line. (If you want only the page number on the second line, see the macro described later in this section.)

Procedure: When you've finished drafting a letter and know how

many pages it runs, move the cursor to the address block near the top of the letter. Assume that the block looks like this:

**Janice J. Jamison
Jamison Electronics Company
100 Parque Avenue
New York, New York 10000**

Position the cursor anywhere on the **Janice J. Jamison** line. Execute **Header-1**. The header format will be displayed at the top of your screen:

.MT6

**.H1 Janice J. Jamison
.H2 Page # of pages
.H3 September 22, 1992**

Note the blank line below the **.MT6** dot command. Don't remove it. It keeps the header from printing on the first page of the letter. (The **.MT6** command sets the top margin at six lines. The number is just an example. You can use any top margin, so long as it's large enough to accommodate a three-line header. The default margin of three lines, or 0.5 inches, is not large enough. You may want to experiment with several different settings.)

Note the two blank spaces between "of" and "pages" on the **.H2** line. After the macro has run, the cursor will be in the second of those two spaces. Without moving the cursor, type the number of pages in the letter. The header might now look something like this:

**.H1 Janice J. Jamison
.H2 Page # of 4 pages
.H3 September 22, 1991**

When you print the letter, WordStar enters the number of each inside page at the position occupied by the # symbol on the **.H2** line.

Note: It's assumed you have line spacing set at 1. If you've entered dot commands at the top of your letter, **Header-1** will move them down, leaving them below the third line of the header.

Label: Header-2

WS4.0, 5.x, 6.0: [^]QS[^]KB[^]KH[^]QD[^]KK[^]QR.MT6[^]M[^]M[^]E.H1<SP>
 [^]KC[^]KH[^]QD[^]M.H2<SP>Page<SP>#[^]M.H3<SP>
 [^][@ (247)

WS7.0: Sub Main
 Key ("[^]QS[^]KB[^]KH[^]QD[^]KK[^]QR.MT6{ENTER}")
 Key ("{ENTER}{ENTER}[^]E.H1<SP>[^]KC[^]KH[^]QD")
 Key ("{ENTER}.H2<SP>Page<SP>#{ENTER}")
 Key (" .H3<SP>[^]M@")
 End Sub (248)

Function: Same as that of **Header-1** except that the total number of pages in the letter is omitted. (Shorthand definition required for WS4.0/5.x/6.0 macro.)

Like the previous macro, **Header-2** prints the addressee's name on the first header line and the date on the third line. The page number only is printed on the second line. There are no keystrokes to add when the macro has run. The header is complete. When the second page of the letter is printed, the header comes out like this:

Janice J. Jamison
Page 2
September 22, 1991

Note: You can use **Go2Name** and one of the **CopName** macros to set up the inside address used by **Header-1** or **Header-2**. (See **Name-and-Address Lists**.)

Opening Windows

Label: WinMain

WS5.x: ^QK\WS5\ (249)

WS6.0: ^QK\WS\ (250)

WS7.0: **Sub** Main
 Key ("^QK\WS**"**)
 End Sub (251)

Function: Displays a prompt and enters the directory designation used to open a window on a file in the main WordStar directory.

Label: WinBiz

WS5.x: ^QK\WS5\BIZ\ (252)

WS6.0: ^QK\WS\BIZ\ (253)

WS7.0: **Sub** Main
 Key ("^QK\WS\BIZ**"**)
 End Sub (254)

Function: Displays a prompt and enters the directory designation used to open a window on a file in a subdirectory called **BIZ**.

The macros are for users who often need to open windows and call up files from a directory other than the one they're working in.

Application: To open a window on a file in the subdirectory \WS\BIZ, just execute **WinBiz**, type the filename and press **Return**. The macro saves you the trouble of typing the path \WS\BIZ\ in front of the filename (and perhaps also the trouble of having to do it a second time because you made a typing error).

Note that the directory designations in two of the macro definitions include numbers. See the second full paragraph on page 20.

o

Parking

Label: Park

WS4.0: ^KS^KQRSHIPDISK^M (255)

WS5.0, 5.5: ^R^K^DRSHIPDISK^M (256)

WS5.5C, 6.0: ^R\$^H^K^DRSHIPDISK^M (257)

WS7.0A: Sub Main
 Key ("F10"<SP>^S^G^KFSHIPDISK{F10})
 PauseForInput ("F10", 'Press F10.')
 Key ("D^KQ")
 IfException
 Def: Key ("N")
 End IfException
 End Sub (258)

WS7.0C: Sub Main
 SetHelpLevel (4) : AutoRestore (On)
 Key ("F10">{ALT+F}RSHIPDISK{F10})
 End Sub (259)

Function: Parks the hard disk.

The name of the parking utility SHIPDISK is used in the macro definitions as an example.

Park can be executed at the opening screen or at the editing screen. If a file is onscreen, it will be saved. Use the macro to keep your hard disk out of harm's way when you have to leave your computer unattended temporarily. If you're using WordStar 4.0, 5.x, 6.0 or 7.0C, you can unpark the disk and go back to WordStar by pressing **Return** twice. If you're using WordStar 7.0A, press **Return** once and tap **F10** when told to press any key to return to WordStar. (If you forget and press another key, a message at the top of the screen will prompt you to press **F10**.)

If you operate WordStar 7.0A or 7.0C at help level 4, do not assign **Park** to a function key.

If you're quitting for the day, you should leave WordStar before parking. Enter the name of the parking utility at the DOS prompt in the WordStar directory and press **Return**.

o

Printing Blocks of Text

Label: PrtBlk

WS4.0: [^]KH[^]F[^]D[^]B[^]S[^]S[^]QD[^]KK[^]KWPRINT[^]MY[^]Q<DELETE>[^]KPN
PRINT[^][[^]KH (260)

WS5.x, 6.0: [^]KH[^]F[^]D[^]B[^]S[^]S[^]QD[^]KK[^]KWPRINT[^]MY[^]Q<DELETE>[^]KPP
PRINT[^]K[^]KH (261)

WS7.0: Sub Main
 WSQuiet (On)
 Key ("[^]QF[^]P[^]M[^]P[^]J{TAB}B{F10}[^]KB[^]KH")
 WSQuiet (Off)
 PauseForInput ("<SP>", 'Press Spacebar to print.')

 WSQuiet (On)
 Key ("[^]F[^]D[^]B[^]S[^]S[^]QD[^]KK[^]KWPRINT{F10}")
 IfException
 Def: Key ("Y")
 End IfException
 Key ("[^]KPPRINT[^]K[^]KH")
 WSQuiet (Off)
 End Sub (262)

Function: Prints a defined block of text. (Shorthand definitions required for WS4.0 and WS5.x/6.0 macros.)

PrtBlk writes the block of text to a file called **PRINT** and then prints that file.

If you're using WordStar 7.0:

Execute **PrtBlk** with the cursor anywhere in the first paragraph you want to print. Then place the cursor anywhere in the last paragraph to be printed and press the **Spacebar**. To print a single paragraph, execute the macro with the cursor anywhere in that paragraph and press the **Spacebar** without moving the cursor.

If you're using an earlier WordStar release:

Execute **GrafBlk** to block the first paragraph you want to print. Then execute **PrtBlk** with the cursor anywhere in the last paragraph to be printed. To print a single paragraph, block the

paragraph with **GrafBlk**, move the cursor back into the blocked paragraph and execute **PrtBlk**. If you have not programmed **GrafBlk**, place the cursor on the blank line above the first paragraph to be printed and press **^KB**. (If there's a dot command immediately above the paragraph, press **^KB** with the cursor to the right of the dot command.) Then execute **PrtBlk** with the cursor anywhere in the last paragraph to be printed. To print a single paragraph without using **GrafBlk**, press **^KB** with the cursor on the blank line above the paragraph and execute **PrtBlk** without moving the cursor.

Note the **^Q<DELETE>** sequences in the **PrtBlk** definitions for WordStar 4.0 and 5.x/6.0. See the fifth paragraph on page 18.

o

Printing Envelopes

Label: PrtEnvl-1

WS4.0: ^QS^N^K2^KRENV1^M^QF^P^M^P^J^P^M^P^J^M^M
 ^X^X^X^KB^L^X^X^X^KK^KY^L^X^X^KK^Q2^K2^KB
 ^KWENV1^MY^KPNENV1^[^L^X^X^X^KK^KY (263)

WS5.x. 6.0: ^QS^KB^KH^QF^P^M^P^J^P^M^P^J^M^Y^M^KK^QK
 \WS\ENV1^M^L^M^M^M^QT^Z^KK^KD^KPP\WS\ENV1
 ^K^KH (264)

WS7.0: Sub Main
 WSQuiet (On)
 Key ("^QS^KB^KH^QF^P^M^P^J^P^M^P^J{TAB}")
 Key ("^Y{F10}^KK^QK\WS\ENV1{F10}^L{ENTER}")
 Key ("^Y{F10}^KK^QK\WS\ENV1{F10}^L{ENTER}")
 Key ("^Y{F10}^KK^QK\WS\ENV1{F10}^L{ENTER}")
 Key ("^K^KH")
 WSQuiet (Off)
 End Sub (265)

Function: Copies an inside address to an envelope.
 (Two-step Shorthand definitions required for WS4.0 and WS5.x/6.0 macros.)

If you're using WordStar 5.x, 6.0 or 7.0 and your WordStar directory is called **WS5**, **WS6** or **WS7** (rather than **WS**), insert the number **5**, **6** or **7** after **\WS** near the middle of the macro definition, and again toward the end.

To copy an address from the top of a business letter to an envelope, execute **PrtEnvl-1** with the cursor anywhere on the top line of the address. The address must be single-spaced. There must be one blank line above the salutation. Example:

Jerald B. Andersen
12345 Junipero Serra Boulevard
Los Angeles, California 90000-0000

Dear Mr. Andersen:

Before using the macro, you'll need to set up a special file. At the opening screen in the main WordStar directory, press **D**, type the filename **ENV1** and press **Return** to open the file. Beginning at the left margin, type:

```
.MT10
.LMO
.PO4.25"
.LS1
.OP
<Blank line>
<Blank line>
X
```

If you're using WordStar 4.0, substitute **.PO42** for **.PO4.25"** on line 3.

WordStar 7.0 users: If you have used **WSCHANGE** to switch off command tags, leave a blank line at the top of the **ENV1** file and change the **.MT10** line to **.MT9**.

The address should print on the right half of a standard business envelope, slightly below center. Exactly where the address will print may vary from printer to printer. If you're using a dot-matrix or daisy-wheel printer, insert the envelope with the top edge slightly above the point at which the printing mechanism strikes. You may need to spend a few envelopes experimenting. If the address prints too high, open the **ENV1** file and put a number greater than **10** in the **.MT** dot command. If the address prints too far to the left, change **4.25"** in the **.PO** dot command to **4.5"** or **4.6"**. (If you're using WordStar 4.0, change **42** to **45** or **46**.)

If you use a laser printer, you'll need to tell it to print the envelope in landscape mode. Depending on the printer, you may be able to do this by inserting the dot command **.PR OR=L** in the **ENV1** file. If that won't work, you may be able to insert a printer code in the **ENV1** file to put the printer in landscape orientation. Or you may be able to set the orientation at the printer's front panel.

WordStar 4.0 users: If you normally write letters in a WordStar subdirectory, put a copy of the **ENV1** file in that subdirectory. If you do letters in two subdirectories, put copies of the file in both.

Label: **PrtEnvl-2**

WS4.0: [^]QS[^]N[^]K2[^]KRENV2[^]M[^]QG@[^]X[^]QS[^]KB[^]QF[^]P[^]M[^]P[^]J[^]
[^]P[^]M[^]P[^]J[^]M[^]M[^]X[^]X[^]X[^]KK[^]KY[^]L[^]X[^]X[^]KK[^]Q2[^]K2[^]
[^]KB[^]KWENV2[^]MY[^]KPNENV2[^][[^]QT@[^]Y[^]KH (266)

WS5.x, 6.0: [^]QS[^]KB[^]KH[^]QF[^]P[^]M[^]P[^]J[^]P[^]M[^]P[^]J[^]M[^]Y[^]M[^]X[^]X[^]KK[^]
[^]QK\WS\ENV2[^]M[^]QG@[^]QS[^]X[^]QT[^]Z[^]KA[^]KD[^]KPP\WS[^]
\ENV2[^]K[^]KH (267)

WS7.0: **Sub Main**
 WSQuiet (On)
 Key ("[^]QS[^]KB[^]KH[^]QF[^]P[^]M[^]P[^]J[^]P[^]M[^]P[^]J{TAB}")
 Key ("[^]Y{F10}[^]X[^]X[^]KK[^]OK\WS\ENV2{F10}")
 Key ("[^]QF@{TAB}{F10}[^]QS[^]X[^]QT[^]Z[^]KA[^]KD")
 Key ("[^]KP\WS\ENV2[^]K[^]KH")
 WSQuiet (Off)
 End Sub (268)

Function: Copies a return address and a destination address to an envelope. (Two-step Shorthand definitions required for WS4.0 and WS5.x/6.0 macros.)

If you're using WordStar 5.x, 6.0 or 7.0 and your WordStar directory is called **WS5**, **WS6** or **WS7** (rather than **WS**), insert the number **5**, **6** or **7** after **\WS** near the middle of the macro definition, and again toward the end.

Use the macro when you want your address to appear in the upper left corner of an envelope on which no letterhead is printed.

Before using **PrtEnvl-2**, you'll need to create a special file. At the opening screen in the main WordStar directory, press **D**, type the filename **ENV2** and press **Return** to open the file. Beginning at the left margin on line 1, type:

```
.MT0
.LM0
.PQ0
.LS1
.QP
<Your name>
<Your street address>
<City, State, ZIP>
.PQ4.25"
.RM9.5"
```

If you're using WordStar 4.0, substitute **.PQ42** for **.PQ4.25**" and **.RM95** for **.RM9.5**".

After **.RM9.5**" (or **.RM95**), enter eight **Returns**. Then, at the left margin, enter:

```
..@
X
<Blank line>
<Blank line>
<Blank line>
```

Execute **PrtEnvl-2** with the cursor anywhere on the first line of the address above the body of your letter.

It may be necessary to experiment to get the destination address to print exactly where you want it. If the address prints too high or too low, increase or reduce the number of **Returns** after the **.RM9.5**" line in the **ENV2** file. To adjust the horizontal position of the address, change the numbers in the **.PQ** dot command.

WordStar 7.0 users: If you have used **WSCHANGE** to switch off display of command tags, omit the **..@** line from the **ENV2** file and replace the last two **Key** lines in the **PrtEnvl-2** definition with these lines:

```
Key ("^QC^QF^P^M^P^J^P^M^P^J{TAB}B{F10}^L^X^X")
Key ("^QT^Z^KA^KD^KP\WS\ENV2^K^KY^U^QD^QD")
```

WordStar 4.0 users: If you normally write letters in a WordStar subdirectory, put a copy of the **ENV2** file in that subdirectory. If you do letters in two subdirectories, put copies of the file in both.

Note the **^P^M^P^J** sequences in the **PrtEnvl** macros. To enter **^P^M^P^J** in a definition using Shorthand style, hold down **Ctrl** and press **PPPMPPPJ**.

Tip: You can use one of the **CopName** macros described in **Name-and-Address Lists** to copy an address to a letter, and then use **PrtEnvl-1** or **PrtEnvl-2** to copy the address from the letter to an envelope.

If you need to print envelopes for mass mailings, see **Name Lists and Merge Printing**.

Printing Files

Label: QuikPrt-1

WS4.0: ^KDP^R^[(269)

WS5.x, 6.0: ^KDP^K (270)

WS7.0A: Sub Main
 Key ("^KDP")
 PauseForInput ("{ENTER}", ' Check filename. ')
 Key ("^K")
 End Sub (271)

WS7.0C: Sub Main
 WSQuiet (On)
 Key ("^KDP^K")
 WSQuiet (Off)
 End Sub (272)

Function: Saves and prints the onscreen file.

If you're using WordStar 7.0A, a message will tell you to check the filename before printing. (If you've opened a window while editing the file, the wrong filename may be in memory.) If the name is correct, press **Return**. If not, type the correct name before pressing **Return**. The WS7.0C macro omits the filename check. The right name will always be in memory.

Label: QuikPrt-2

WS4.0: ^KSKPN^R^[(273)

WS5.x, 6.0: ^KSKPP^K (274)

WS7.0A: Sub Main
 Key ("^KSKP")
 PauseForInput ("{ENTER}", ' Check filename. ')
 Key ("^K")
 End Sub (275)


```

WS7.0C:  Sub Main
         WSQuiet (On)
         Key ("^KS^KP^K")
         WSQuiet (Off)
         End Sub (276)

```

Function: Same as that of **QuikPrt-1** except that the file remains open.

WordStar 5.0 users: If you're working on the file **WOMBAT** and you display the file **AARDVARK** in a window, **AARDVARK** replaces **WOMBAT** as the filename in memory. If you then execute **QuikPrt-1** or **QuikPrt-2**, the file **AARDVARK** will print. If you have opened any windows, save the file with **^KD** and print it by using the **P** command at the opening screen.

Label: **QuikPrt-3**

```

WS7.0:  Sub Main
         Key ("^QR^QL")
         IfException
         Def: Key ("^U")
         End IfException
         Key ("^OP")
         PauseForKey ("")
         Key ("^KDP")
         PauseForInput ("{ENTER}", 'Press Enter to print.')
         Key ("^K")
         End Sub (277)

```

Function: Spellchecks the document, runs Page Preview, then saves and prints the file.

Page Preview is turned on automatically when the spelling check is completed. After viewing the file on the Preview screen, press **Esc**. A message in the upper part of the screen will tell you: "Press Enter to print." If you're using WS7.0A, check the filename first. If it's not the right one, enter the correct name and press **Return**.

If you decide you don't want to go ahead with the print job, you can terminate the macro when the print screen appears. Just hold down **Ctrl** and press the **Break** key. Then press **Esc** three times.

See also **Spellchecking and Previewing**.

Reforming Files

Label: RfmFile-1

WS4.0, 5.x, 6.0: ^QR^QU (278)

```
WS7.0:          Sub Main
                  Key ("^QR^QU")
                  End Sub (279)
```

Function: Reforms an entire file.

Used alone, ^QU will reform a file from the cursor down.
RfmFile-1 realigns a file top to bottom, regardless of the position of the cursor when the macro is executed. The cursor comes to rest at the end of the file.

Label: RfmFile-2

WS4.0, 5.x, 6.0: ^QR^QU^QR (280)

```
WS7.0:          Sub Main
                  Key ("^QR^QU^QR")
                  End Sub (281)
```

Function: Realigns an entire file and leaves the cursor at the top of the file.

Label: RfmFile-3

WS4.0, 5.x, 6.0: ^K2^QR^QU^Q2^K2^KH (282)

```
WS7.0:          Sub Main
                  Key ("^K2^QR^QU^Q2^K2^KH")
                  End Sub (283)
```

Function: Realigns an entire file and returns the cursor to the position it occupied when the macro was executed.

WordStar 4.0 users: Line spacing will be disturbed if you execute any of the **RfmFile** macros after using **^OS1** and **^OS2** to switch between single spacing and double spacing. (See **Line Spacing.**)

o

Reforming Paragraphs

Label: Justify-1

WS4.0: ^D^K2^QH^M^F^B^Q2^K2^KH^S (284)

Function: Reforms a paragraph in which text has been thrown out of alignment by insertions or deletions.

Note that the macro is for WordStar 4.0 users. You won't need it if you're using a later WordStar release and have the auto-align feature on.

In working with an unaligned paragraph in a WordStar 4.0 document, you may find that you can't read all the lines above the cursor because some words have run off the right side of the screen. The usual way to realign a paragraph is to press ^B after moving the cursor to the top line (or to the first line requiring realignment). But it's faster to use **Justify-1**. The macro can be executed with the cursor anywhere in a paragraph. It reforms the paragraph top to bottom, then returns the cursor to the position it occupied when the macro was executed.

Label: Justify-2

WS4.0: ^QH^M^F^B^F (285)

Function: Reforms a paragraph but leaves the cursor at the beginning of the next paragraph rather than at the previous cursor position.

Label: Justify-3

WS4.0: ^QH^M^F^B^QP (286)

Function: Reforms a paragraph and leaves the cursor at the start of the same paragraph.

Justify-3 leaves you in position to begin rereading the paragraph, to see if any rewriting is necessary. If everything looks OK, you can press **^B** to move the cursor down to the next paragraph.

o

Reopening Files

Label: Reopen-1

```
WS4.0:          D^R^M^QP (287)
WS5.0, 6.0D:    D^M^QP (288)
WS5.5, 6.0:     P^LNUL^MP^UD^M^QP (289)
WS7.0:          Sub Main
                  Key ("D{F10}^QP")
                  End Sub (290)
```

Function: Reopens the last active file and returns the cursor to its last position in the file.

Illustration: You press **^KD** to save a 50-paragraph file after rewriting a sentence in the 33rd paragraph. It occurs to you that the next sentence also should have been revised. If you execute **Reopen-1**, the file will pop back onscreen and you'll be returned to the last cursor position in paragraph 33.

Reopen-1 may not work on files of more than about 25 pages (double-spaced). Reason: The command **^QP** is used to find the last cursor position after a file is reopened. If the file runs 30 or 40 pages, **^QP** may die of exhaustion short of its destination.

Label: Reopen-2

```
WS4.0:          D^R^M (291)
WS5.5, 6.0:     P^LNUL^MP^UD^M (292)
```

Function: Reopens the last active file and places the cursor at the beginning of the file.

There is no WordStar 5.0, 6.0D or 7.0 version of the macro. If

you're using one of those releases, just press **D** and **Return**.
(But see the first indented paragraph at the end of this section if you're using WS5.0 or 7.0.)

Label: Reopen-3

WS4.0: **D^R^M^QC** (293)

WS5.0, 6.0D: **D^M^QC** (294)

WS5.5, 6.0: **P^LNUL^MP^UD^M^QC** (295)

WS7.0: **Sub Main**
 Key ("D{F10}^QC")
 End Sub (296)

Function: Reopens the last active file and places the cursor at the end of the file.

If you're using WordStar 5.0:

Don't try to call a file back onscreen with a **Reopen** macro after backing up the file with **CopFlop-1** or **CopFlop-2**. If you do, the wrong file will be reopened. Also: Don't try to recall a file with a **Reopen** macro if you opened a window while the file was still onscreen. The wrong file may be called up.

If you're using WordStar 5.5 or 6.0: Don't execute a **Reopen** macro while printing. If you do, printing will stop. Also: If you use any of the **Reopen** macros after backing up a file with **CopFlop-1**, the wrong file will be reopened. (Neither caveat applies to WS6.0D.)

Running DOS Programs

Label: XTree

WS4.0: R^H^K^FXTREE^M (297)

WS5.0, 5.5: R^H^FXTREE^KK^KH^QHX^KB^KY^A^KFXTREE^M (298)

WS5.5C, 6.0: R\$^H^H^FXTREE^KK^KH^QHX^KB^KY^A^KF
XTREE^M (299)

WS6.0D: S^S^G^KFXTREE^M^KQN^[^[(300)

WS7.0A: Sub Main
Key ("S^S^G^KFXTREE{F10}")
PauseForInput ("{F10}", 'Press F10.')

Key ("^D^KQ")
IfException
Def: Key ("N")
End IfException
End Sub (301)

WS7.0C: Sub Main
SetHelpLevel (4) : AutoRestore (On)
Key ("{ALT+F}RXTREE{F10}")
End Sub (302)

Function: Calls up a utility program when executed either at the opening screen or at the editing screen.

The file-management program XTREE is used in this section as an example. The call name **XTREE** (used to open one version of that program) appears in each of the macro definitions. To run a different program, substitute the appropriate call name for **XTREE**.

If you run the macro at the opening screen, you'll be returned to that screen after leaving the utility program. If you have a file onscreen, you'll be returned to your place in the file. If you're using WordStar 4.0, 5.x, 6.0 or 7.0C, you can press any key to return to WordStar. If you're using WordStar 7.0A, tap **F10** when told to press any key to return to WordStar. (If you

forget and press another key, a message at the top of the screen will prompt you to press **F10**.)

WordStar 7.0A users can use another termination key in place of **F10**. The key must be specified on the **PauseForInput** line in the macro definition. It must be a key that will not be used while you're running the utility. Otherwise, when you try to return to WordStar (which will still be running in the background), the macro will misfire because you will have already spent your termination key. If you have to use **F10** while running a utility, you may be able to use a character such as = or # as a substitute for **F10**. If your keyboard has **F11** and **F12** keys, you can use one of those as the termination key. (To make the **F11** and **F12** keys usable, you must go into **WSCHANGE**. At the DOS prompt in the WordStar directory, type **WSCHANGE WS** and press **Return**. Press **E** and an equal sign. Type **EXTKB** and press **Return**. Type **01**. Press **X**'s to back out of **WSCHANGE**.)

Assigning a key to terminate a macro does not mean that you've given up the key. You can still use it to run one of your macros. The termination function is merely a job the key performs on the side.

Do not assign **XTree** to a function key if you operate WordStar 7.0A or 7.0C at help level 4.

If you use WordStar 5.x or 6.0, you may need to change the **^QH** sequence in your macro definition. The **^QH** is used to search backward for the first letter in the call name of the program you're running. So if you were running a utility called **SMAKBAK**, the **^QH** would be followed by an **S** instead of an **X**. If you were running a utility with the call name **SMAKSAK**, in which the letter **S** occurs twice, you would enter **^QHS^L**. The **^L** would repeat the search so that the cursor would move to the second **S** back. If a utility used the call name **SASSBAK**, in which there are three **S**'s, you'd enter **^QHS^L^L**.

Saving and Returning

Label: QuikSav

WS4.0: ^KDD^R^M^QP (303)

Function: Saves and then reopens a file, returning the cursor to its last position in the text.

Note that the macro is for WordStar 4.0 users. ^KS, the standard save-and-resume-editing command, should be used with later WordStar releases.

You can of course use ^KS with WordStar 4.0. But unless you're at or near the end of a file, **QuikSav** will do the job faster.

The macro may not work on files of more than about 25 pages. See page 135.

o

Scrolling Continuously by Screen

Label: HiScree

WS4.0, 5.x, 6.0: ^K1^KH^QQ^R9 (304)

WS7.0: Sub Main
 Key ("^K1^KH^QQ^R9")
 End Sub (305)

Function: Leaves a place mark and moves the cursor up continuously, one screen at a time.

Label: LoScree

WS4.0, 5.x, 6.0: ^K1^KH^QQ^C9 (306)

WS7.0: Sub Main
 Key ("^K1^KH^QQ^C9")
 End Sub (307)

Function: Leaves a place mark and moves the cursor down continuously, one screen at a time.

Example: **HiScree** or **LoScree** can be used when you want to look at a section of text within a few pages of the cursor position. To stop scrolling, press the **Spacebar**. To return to the position occupied by the cursor before scrolling began, press ^Q1 or execute **YMark** (see **Marking and Finding a Place**). If you don't want to return to the place where you executed the macro, forget the place mark. It's not necessary to remove it.

Note the **9** in each of the definitions. You can speed up scrolling by using a lower number.

Scrolling by Page

Label: NxtPage

WS5.x, 6.0: ^QI+^M (308)

```
WS7.0:      Sub Main
             WSQuiet (On)
             Key ("^QI+{F10}")
             WSQuiet (Off)
             End Sub (309)
```

Function: Moves the cursor to the top of the next page.

Label: PvsPage

WS5.x, 6.0: ^QI-^M (310)

```
WS7.0:      Sub Main
             WSQuiet (On)
             Key ("^QI-{F10}")
             WSQuiet (Off)
             End Sub (311)
```

Function: Moves the cursor to the top of the previous page.

The macros are short enough to be performed manually, but the characters are somewhat difficult to enter from the keyboard, especially if you have to execute the commands repeatedly, as when scrolling up or down a half dozen pages.

There is no **NxtPage** or **PvsPage** macro for WordStar 4.0.

Scrolling by Paragraph

Label: NxtGraf

WS4.0, 5.x, 6.0: ^B^QG<SP>^F^D^QS^S^F (312)

```
WS7.0:
    Sub Main
    HideDots (On) : WSQuiet On)
    AutoRestore (On)
    Key ("^B^QF<SP>{TAB}^Y{F10}^F^D")
    Key ("^QS^S^F")
    End Sub    (313)
```

Function: Moves the cursor to the beginning of the next paragraph.

Label: PvsGraf

WS4.0, 5.0, 5.5C, 6.0: ^QS^S^A^QH<SP>^QH^M^F (314)

WS5.5: ^QS^S^A^QH<SP>^QH^I^F (315)

```
WS7.0:
    Sub Main
    HideDots (On) : WSQuiet (On)
    AutoRestore (On)
    Key ("^QS^S^A^QF<SP>{TAB}B{F10}")
    Key ("^QF^P^M^P^J{TAB}B{F10}^F")
    End Sub    (316)
```

Function: Moves the cursor from the start of one paragraph to the start of the previous paragraph.

You may find these macros useful alternatives to the scroll-upscreen (^R) and scroll-downscreen (^C) commands. **NxtGraf** and **PvsGraf** normally move the cursor in shorter steps.

The macros for WordStar 4.0, 5.x and 6.0 usually jump the cursor over any dot commands encountered between paragraphs. The WordStar 7.0 macros always bypass dot commands.

If the cursor is not on the first line of a paragraph when **PvsGraf** is executed, the macro moves the cursor back to the start of the paragraph. Each subsequent execution of the macro moves the cursor up a full paragraph. This means **PvsGraf** serves two purposes: It can be used when you want to go to the top of a paragraph from any point below the first line. And it can be executed repeatedly to move the cursor up the screen a paragraph at a time.

Neither macro can find the start of a paragraph consisting of only one word.

WordStar 5.5 users: The WS5.5 version of **PvsGraf** works only in paragraphs indented with the **Tab** key, and not in paragraphs that are unindented or indented with the **Spacebar**. Note that you can use the first **PvsGraf** definition if you have revision C of WS5.5.

o

Scrolling by Sentence

Label: NxtSent

WS4.0, 5.x, 6.0: ^QG.^F^QG<SP>^F^QH<SP>^L^F^F^S^QH
<SP>^F^QG<SP>^A (317)

WS7.0: Sub Main
HideDots (On): WSQuiet (On)
AutoRestore (On)
Key ("^QF.{TAB}^Y{F10}")
Key ("^F^QF<SP>{TAB}^Y{F10}^A")
End Sub (318)

Function: Moves the cursor to the start of the next sentence.

Label: PvsSent

WS4,0, 5.x, 6.0: ^A^A^QH<SP>^A^QH.^F^QG<SP>^F^QH
<SP>^L^F^F^S^QH<SP>^F^QG<SP>^A (319)

WS7.0: Sub Main
HideDots (On) : WSQuiet (On)
AutoRestore (On)
Key ("^QF.{TAB}B{F10}^L")
Key ("^F^QF<SP>{TAB}^Y{F10}^A")
End Sub (320)

Function: Moves the cursor to the start of the previous sentence.

The macros for WordStar 4.0, 5.x and 6.0 usually jump the cursor over any dot commands encountered between paragraphs. The WordStar 7.0 macros always bypass dot commands.

The **PvsSent** macro for WordStar 4.0, 5.x and 6.0 moves the cursor from the start of one sentence to the start of the previous sentence. If executed in the middle of a sentence, the macro generally moves the cursor to the start of that sentence rather

than to the start of the previous sentence. Each subsequent execution will move the cursor back a full sentence.

NxtSent and **PvsSent** may leave the cursor somewhat out of position when moving from one paragraph to another if extra line spaces have been left between the paragraphs or if there are blank spaces on the line separating the paragraphs.

The macros look for periods to locate sentence endings. Sometimes a period is used in the interior of a sentence (as a decimal point, for example, or as part of an ellipsis). If the cursor stops for a mid-sentence period, simply repeat the macro.

NxtSent and **PvsSent** jump over sentences that do not end with periods. The macros could be defined so that they would stop after terminal marks other than periods, but they would then have other limitations. Since they are used only for scrolling--not for blocking or erasing--precise movement is not critical.

o

Searching

Label: Quest

WS5.x, 6.0: ^K1^KH^QF<SP>^XU^E^G (321)

WS7.0: Sub Main
 Key ("^K1^KH^QF<SP>^XU^E^G")
 End Sub (322)

Function: Leaves a place mark and displays a search screen.

The macro won't work with WordStar 4.0.

Using **Quest**, you can search forward for a proper name without having to capitalize the first letter, and without having to pause to select any search options. The macro also makes it easy to find your previous place after conducting a search.

Assume that you start a search manually by pressing ^QF. You type "corporation" on the top line of the search screen. If you want WordStar to find the word regardless of whether the first letter is capitalized, you must enter a **U** on the second prompt line. When **Quest** displays the search screen, it goes to the second line and enters the **U** for you, then moves the cursor back to the top line. So you can just type whatever you're looking for and start the search by tapping **Return** once (if you're using WordStar 7.0) or twice (if you're using an earlier release).

If you're searching for something above the cursor, of course, you'll need to enter a **B** on the second prompt line to tell WordStar to search backward. You can modify the **Quest** definition so that the macro will search backward and forward, finding a string of characters either above or below your position in the text. Just insert the letter **G** after **U** in the definition. Drawback: If you're near the end of a long file and want to find a phrase below your cursor position, **Quest** will go to the top of the file before it starts searching. Result: The macro will take longer to run. And if the phrase you're looking for has been used above your cursor position as well as below it, the macro will locate the earlier occurrence. You'll have to press ^L to find the next occurrence.

Tip: If you press **^R** when **Quest** displays the search screen, the string of characters you last searched for will appear on the top line of the screen.

Before **Quest** displays the search screen, it leaves a place mark at your cursor position. If a search takes you some distance from that position, you can return to your place after the search by pressing **^Q1**. If you've set up the macros **Mark** and **YMark**, getting back to the previous cursor position is even easier. Just execute **YMark**. (See **Marking and Finding a Place**.)

You could conduct the same search manually and use **^QP** to return to your place--but not under all conditions. Example: You're on line 5 of page 1. You need to check something farther down in the file. A search takes you to the bottom of the page. If you make any changes in the text there, **^QP** won't get you back to line 5. But if you've used **Quest** to initiate the search, **YMark** will know the way back. (If you're using WordStar 6.0D or 7.0, you have an option: **^QV** will return the cursor to the position at which the last find command was issued.)

If you don't want to return to the previous cursor position after a search, forget the place mark. It won't hurt anything.

See also **Searching Plus**

o

Searching and Replacing

Label: FindRep

WS5.x, 6.0: ^K1^KH^QA<SP>^X^Y^XANR^E^E^Y (323)

```
WS7.0:      Sub Main
              Key ("^K1^KH^QA<SP>^X^Y^XANR^E^E^Y")
              End Sub (324)
```

Function: Leaves a place mark and displays a modified find-and-replace screen.

Using **FindRep**, you can find and replace character strings faster than you could by performing a find-and-replace routine manually. And, after running **FindRep**, you can quickly return the cursor to the position it occupied when the macro was executed.

Procedure: Execute **FindRep**. On the top line of the find-and-replace screen, type the words or characters you want to replace. On the second line, type the words or characters you want to replace them with. You don't have to select any options on the third prompt line. The macro has already selected them, telling WordStar that you want to align text after replacing words or characters (option A), that you don't want to be asked before the changes are made (option N) and that you want the find-and-replace procedure performed from the cursor position down (option R). If you want to be able to make replacements throughout the file--even though the cursor may be near the end of the file--change the **ANR** in the **FindRep** sequence to **AGN**. You can make other changes, selecting whichever third-line options you use most often. Just enter those options in place of **ANR** in the macro definition.

If you perform a find-and-replace routine manually, the characters you type on the first two prompt lines are redisplayed the next time you call up the find-and-replace screen. But when **FindRep** displays that screen, the first two lines are always blank. The macro clears anything left on those lines the last time around. That means you can use **FindRep** as a find-and-delete command by typing something on the first line and nothing on the second. Illustration:

In a long report, you've repeatedly identified a company as "Jarndyce & Waite Inc." But it turns out the company name has been changed. It's now just "Jarndyce Inc." You can fix the name without even going to the second line on the find-and-replace screen. Procedure: Execute **FindRep**. Type **& Waite** on the first prompt line. Leave the second line blank. Press **^K**. You have told the macro to replace something with nothing. (The something is the **& Waite** you typed on the first line. The nothing is what you entered on the second line.) Result: Every "& Waite" in the file will be removed, so that each occurrence of "Jarndyce & Waite Inc." will be changed to "Jarndyce Inc." (Note: To retain proper spacing, you would need to enter a blank space before typing **& Waite** on the first line. Otherwise, you would wind up with an extra space in the text. Reason: The space before "& Waite" would not be erased, and neither would the space after "& Waite." So the shortened name would come out **Jarndyce Inc.** (with two spaces between the words instead of one).

FindRep leaves a place mark at the point of execution so that you can return to that place after using the macro. Just press **^Q1** or execute **YMark** (see **Marking and Finding a Place**). If you don't want to return to your place, forget the place mark.

See also **Searching Plus**.

o

Searching Plus

Label: DblFind

```
WS7.0: Sub Main
      Key ("^K1^KH^QF<SP>^XU^E^G")
      PauseForInput ("{ENTER}")
      IfException
      NCM: Key ("^U^QA<SP>^X^Y^XANR^E^E^Y")
      Stop
      End IfException
      Key ("{ENTER}")
      End Sub (325)
```

Function: Leaves a place mark and gives the user the option of conducting either a search or a search-and-replace operation.

DblFind is a double-purpose macro. It lets you load two types of search commands into a single macro key and then choose which of the two to run.

When executed, **DblFind** displays a search screen. You can enter a string of characters and press **Return** to find the string, just as you would if you were using **Quest** (see page 146).

If you execute **DblFind** and press **Return** without entering anything on the search screen, that screen will be replaced by a search-and-replace screen. You can then type a string of characters and have those characters replaced with a different string, just as you could if you were using **FindRep** (see page 148).

DblFind leaves a place mark at the point of execution, so you can return to your place after running the macro. Just press **^Q1** or execute **YMark** (see **Marking and Finding a Place**).

Spellchecking Files

Label: SplFile

WS4.0, 5.x, 6.0: ^K1^KH^QR^QL (326)

```
WS7.0:          Sub Main
                  Key ("^K1^KH^QR^QL")
                  End Sub (327)
```

Function: Checks the spelling of an entire file.

If you press ^QL, WordStar checks the spelling from the cursor to the end of the file. **SplFile** starts checking at the top of the file, no matter where the cursor is when the macro is executed.

Before starting the spelling check, **SplFile** leaves a hidden place mark. To return to that mark after running the macro, press ^Q1 or execute **YMark** (see **Marking and Finding a Place**). If you don't want to return to your place, forget the place mark. It won't hurt to leave it.

WordStar 7.0 users will find an alternative macro in the next section.

o

Spellchecking and Previewing

Label: SplPrev

```
WS7.0: Sub Main
      Key ("^K1^KH^QR^QL")
      IfException
      Def: Key ("^U")
      End IfException
      Key ("^KS^QR^OP")
      End Sub (328)
```

Function: Spellchecks and saves a file, then runs Page Preview.

Execute **SplPrev** with the cursor anywhere in a file. The macro starts checking spelling at the top of the file. When the spelling check is finished, the macro executes a save, moves the cursor to the top of the file and switches on Page Preview. If you don't want to use Preview, press **Esc**.

Before starting the spelling check, **SplPrev** leaves a hidden place mark. To return to that mark after running the macro, press **^Q1** or execute **YMark** (see **Marking and Finding a Place**). If you don't want to return to your place, there's no need to erase the place mark.

You can modify the macro so that Preview will start with a multiple-page display. Just change the next-to-last line in the **SplPrev** definition. The replacement line should look like this:

```
Key ("^KS^QR^OPVM")
```

To have Preview display pages in double magnification, use this line instead:

```
Key ("^KS^QR^OPV2")
```

Note: When you use Preview, WordStar creates files with **CRT** extensions. If not erased, they'll accumulate. See chapter 6.

See also **QuikPrt-3** in **Printing Files**.

o

Spellchecking a Word

Label: SplWord

WS4.0, 5.x, 6.0: ^QN (329)

WS7.0: Sub Main
 Key ("QN")
 End Sub (330)

Function: Checks the spelling of a word.

If you use the default WordStar function-key settings, you can check the spelling of a word by pressing **Shift+F4**. If you're a habitual user of the spelling checker, you may prefer to do the job with a first-level function-key macro--a macro you can run by striking an **F** key without holding down any other key.

To set up the macro, you'll need to program one of the **F** keys. Pick a key that runs a macro you don't need. For illustration only, we'll assume you've chosen the **F3** key. If you're using WordStar 7.0, follow these steps:

Press **MD** at the opening screen. Type **SplWord**. Press **Tab**. Type **F3**. You'll be told that the key is already in use. Disregard the message and press **Return**. Delete the description (if any) on the next line. Press **Return**. Enter the WS7.0 **SplWord** definition.

If your keyboard has **F11** and **F12** keys, you can assign **SplWord** to one of those keys. (See the first full paragraph on page 138.)

If you're using WordStar 4.0, 5.x or 6.0 and you're not sure how to program function keys, see chapter 2.

WordStar 7.0 users will find an alternative macro (**SplSyn**) in the next section.

Speller/Thesaurus

Label: SplSyn

```
WS7.0: Sub Main
      Key ("^QN")
      Key ("^QJ")
      End Sub (331)
```

Function: Spellchecks a word and/or finds synonyms for the word at the user's option.

When you execute **SplSyn**, it checks the spelling of the word at the cursor. If you want to find synonyms for the word instead of checking the spelling, press the **Esc** key. That will switch off the spellchecker and display the thesaurus screen. If you don't want to look for synonyms, tap the **Esc** key twice after checking the spelling.

See also **Spellchecking a Word** and **Synonyms**.

o

Swapping Shorthand Files

Label: Short-1

WS4.0: Q\WS4\SET1^M\WS4\WSSHORT.OVR^MYX (332)

WS5.x: Q\WS5\SET1^M\WS5\WSSHORT.OVR^MYX (333)

WS6.0: Q\WS\SET1^M\WS\WSSHORT.OVR^MYX (334)

Function: Loads a set of Shorthand macros.

Label: Short-2

WS4.0: Q\WS4\SET2^M\WS4\WSSHORT.OVR^MYX (335)

WS5.x: Q\WS5\SET2^M\WS5\WSSHORT.OVR^MYX (336)

WS6.0: Q\WS\SET2^M\WS\WSSHORT.OVR^MYX (337)

Function: Loads an alternate set of Shorthand macros.

Short-1 and **Short-2** let you switch between two sets of Shorthand macros. You may find this flexibility useful if you share your machine with another user. Or you may find it handy to have one set of macros to use with conventional documents and a second set to use with specialized documents. The two sets need not be entirely different. Some or even most macros may be common to both sets.

Procedure:

1. After creating one set of Shorthand macros, press the letter **O** at the opening menu in the main WordStar directory. The file-copy screen will be displayed. Type the filename **WSSHORT.OVR** and press **Return**. Type the filename **SET1** and press **Return** again.
2. Go to the Shorthand screen and create a second set of macros, overwriting the definitions you entered while defining the first set.

3. Answer **Y** when asked if you want to store your macros on disk.
4. At the opening menu in the main WordStar directory, make a copy of the second macro set. The procedure is the same as in step 1, above, except that the second macro set is copied to a file called **SET2** instead of **SET1**.
5. Set up two function-key macros. You'll use the macros to switch from one Shorthand set to the other. Procedure: Type **WSCHANGE WS** and press **Return** at the DOS prompt in the WordStar directory. Press **AB** to display the function-key definition screen. Select the keys you'll use to execute the macros. Example: You've selected the **Shift+F1** and **Shift+F2** combinations. Move the cursor to **Shift+F1** and press **Return**. When prompted to enter WordStar keystrokes, type the appropriate **Short-1** definition. Store the macro by pressing the **End** key. Move the cursor to **Shift+F2**. When asked for WordStar keystrokes, type the **Short-2** definition. Store the macro. (Note: The **Shift+F1** and **Shift+F2** combinations are used as examples because it takes two keystrokes to execute a **Shift+** macro. Using such combinations makes it impossible to switch macro sets inadvertently by hitting just one wrong key.)

When you return to the opening menu from **WSCHANGE**, your second Shorthand macro set will be loaded. To switch to your first macro set, hold down the **Shift** key and press **F1**. After the macro has run, you'll see a DOS prompt. Type **WS** and press **Return** to get back to the opening menu in WordStar. The first macro set will be ready to use. (Note: If you've started WordStar from the shell that comes with DOS 4.0 or DOS 5.0, the macro-swapping macro will land you in the shell. Restart WordStar.)

To switch back to the second macro set, hold down **Shift** and press **F2**. When you reopen WordStar, the second set will be loaded.

You can execute **Short-1** and **Short-2** at the opening menu in the main WordStar directory or at the opening menu in a WordStar subdirectory.

The macros land you in DOS each time you swap macro sets because it's necessary to exit WordStar at least momentarily to remove the old set and get the new one loaded.

The directory designations in some macro sequences include numbers. See the second full paragraph on page 20.

Synonyms

Label: **Synonym**

WS4.0, 5.x, 6.0: ^{^QJ} (338)

```
WS7.0:                Sub Main  
                        Key ("^QJ")  
                        End Sub (339)
```

Function: Displays the thesaurus screen.

WordStar comes from the factory with many predefined function-key macros. But ^{^QJ} is not one of them. If you're a constant thesaurus user, you may want to define ^{^QJ} as a first-level function-key macro--a macro you can execute simply by pressing one of the **F** keys. (See **Spellchecking a Word.**)

WordStar 7.0 users: See also **Speller/Thesaurus.**

o

Telephone Numbers

Label: FoneNbr

WS4.0: ^QS^KB^K3^N^N^X^X^K4^KK^E^KR\WS4\FONENBR^M
^KH^QF (340)

WS5.x: ^OK\WS5\FONENBR^M^OD^QF<SP>^XU^E^G (341)

WS6.0: ^OK\WS\FONENBR^M^OD^QF<SP>^XU^E^G (342)

WS7.0: Sub Main
Key ("^OK\WS\FONENBR{F10}^OD^QF<SP>")
Key ("^XU^E^G")
End Sub (343)

Function: Displays a list of phone numbers. (Shorthand definition required for WordStar 4.0 macro.)

FoneNbr lets you look up a telephone number without having to close the file you have onscreen. It's an alternative to the **Go2Name** macro described in **Name-and-Address Lists**. If you just need a list of telephone numbers, and don't need a list of addresses, **FoneNbr** will fill the bill.

Before using the macro, you'll create a document file called **FONENBR** in the main WordStar directory. Type the dot command **.LS1** on the top line of the file. Then begin entering listings. The file might start off something like this:

.LS1

| | |
|------------------|--------------|
| Adams, James | 212 111-1111 |
| Adamson, Betty | 212 222-2222 |
| Amberson, Janet | 212 333-3333 |
| Anderson, John | 212 444-4444 |
| Apperson, Philip | 212 555-5555 |
| Atterton, Andrea | 212 666-6666 |

To look up a number, execute **FoneNbr**. A search screen will

appear. Type the last name of the person whose number you need. Then press **Return** once (if you're using WordStar 7.0) or twice (if you're using an earlier release). If you use WordStar 5.x, 6.0 or 7.0, you don't have to capitalize any letters.

Tip: You may be able to save keystrokes by typing only the first four or five letters of a name. If that sequence of letters occurs in two names in the telephone list, the search command will find the first of the two. If it's the wrong name, press **^L**. The cursor will move to the second occurrence of the sequence.

If you're using WordStar 4.0, the phone list will be inserted in the document you're working on. After looking up a number, press **^KY**. That will delete the phone list and leave your working file as it was before you executed **FoneNbr**.

If you're using WordStar 5.x, 6.0 or 7.0, the phone list will appear in a window. After looking up a number, press **^KQ** to close the window.

Note that the directory designations in the first two macro definitions include numbers. See the second full paragraph on page 20.

o

Time and Date

Label: Tm&Date

```

WS4.0:          R^H^K^FTIMEDATE^M  (344)

WS5.0, WS5.5:   R^H^FTIMEDATE^KK^KH^QHT^L^KB^KY^A^KF
                TIMEDATE^M  (345)

WS5.5C, WS6.0:  R$^H^H^FTIMEDATE^KK^KH^QHT^L^KB^KY^A^KF
                TIMEDATE^M  (346)

WS6.0D:         S^S^G^KFTIMEDATE^M^KQN^[^[  (347)

WS7.0A:         Sub Main
                Key ("S^S^G^KFTIMEDATE{F10}")
                PauseForInput ("{F10}", 'Press F10.')
                Key ("^D^KQ")
                IfException
                Def: Key ("N")
                End IfException
                End Sub  (348)

WS7.0C:         Sub Main
                SetHelpLevel (4) : AutoRestore (On)
                Key ("{ALT+F}RTIMEDATE{F10}")
                End Sub  (349)

```

Function: Displays the time of day and the date.

Execute the macro at the opening screen or with a file onscreen. If you're using WordStar 4.0, 5.x, 6.0 or 7.0C, press any key to return to the opening screen or to your file after checking the time and date. If you're using WordStar 7.0A, tap **F10** when told to press any key to return to WordStar. (If you forget and press another key, a message at the top of the screen will prompt you to press **F10**.)

Do not assign **Tm&Date** to a function key if you operate WordStar 7.0A or 7.0C at help level 4.

You can of course get the time or date by typing **TIME** or **DATE** at

a DOS prompt and pressing **Return**. The advantage of the **Tm&Date** macro is that it gives you both at once. And you don't have to press **Return** to get past the "Enter new time" and "Enter new date" lines. Those lines are not displayed.

Note: Though **Tm&Date** is designed to run as a macro, you don't have to be in WordStar to use it. You can run it from a DOS prompt in any directory. On a DOS command line, however, it won't work like a macro. You have to type **TIMEDATE** and press **Return**.

Before using the macro, you'll create a simple batch file that will reside in the root directory. At the opening screen in any WordStar directory, press **N**, type the filename **\TIMEDATE.BAT** and press **Return**. In the body of the file, type these lines:

```
@ECHO OFF
CLS
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
TIME < \CARRIAGE.RTN | FIND "is"
ECHO/
DATE < \CARRIAGE.RTN | FIND "is"
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
ECHO/
```

If you'd rather skip the typing, copy the **TIMEDATE.BAT** file from the **Holy Macro!** package, putting it in your root directory.

If you're using a version of DOS earlier than 3.3, omit the **@** symbol before **ECHO OFF** at the start of the file. If you're using a version earlier than 3.0, omit all the **ECHO/** lines. (There are 10 of them above the **TIME** line and 10 more below the **DATE** line.) Note that the word "is" on the **TIME** and **DATE** lines is lowercased.

You'll need to create a one-character auxiliary file to help run the macro. At any WordStar opening screen, press **N**, type **\CARRIAGE.RTN** and press **Return**. When the file opens, enter one carriage return. That's it. Save the file. (When you run the macro, the two **< \CARRIAGE.RTN** commands in the batch file tell DOS to latch on to the **CARRIAGE.RTN** file and have it execute two **Returns** needed to display the time and date. The **FIND "is"** command filters out the "Enter new time" and "Enter new date" lines normally displayed when you ask DOS for the time and date. See chapter 18 of "Peter Norton's DOS Guide" [Brady, 1989].)

If you've created a **C:\BATCH** directory for batch files, you can put **TIMEDATE.BAT** in that directory. Just use the name **\BATCH\TIMEDATE.BAT** when you set up the file.

o

Transposing Paragraphs

Label: PFlop

WS4.0, 5.0, 5.5C, 6.0: ^QH^M^KB^KH^F^B^S^S^QD^D^KK^KY^F^F^B
^S^S^QD^D^U (350)

WS5.5: ^QJ^QH^M^Y^S^KB^KH^F^B^S^S^QD^D^KK
^KY^F^F^B^S^S^QD^D^U (351)

WS7.0: Sub Main
WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}")
Key ("^KB^KH^F^B^S^S^QD^D^KK^KY")
Key ("^F^F^B^S^S^QD^D^U")
WSQuiet (Off)
End Sub (352)

Function: Transposes two paragraphs.

Execute the macro with the cursor anywhere in the first of the two paragraphs to be transposed.

PFlop deletes the first paragraph and restores it at its new location. Make sure you have enough space in your unerase buffer to store the deleted text. See the third paragraph on page 16.

WordStar 4.0 users: If you want to transpose the last two paragraphs of a file and the final paragraph is not followed by a **Return**, you'll need to fix the line spacing between the two paragraphs after executing the macro.

Transposing Words

Label: FlopWds

WS4.0: ^D^A^T^D^D^A^D^F^U^K2^QH^M^D^B^Q2^K2^D^F (353)

WS5.0: ^QA^D^A^T^D^D^A^D^F^QA^U^D^F (354)

WS5.5, 6.0: ^D^A^T^D^D^A^D^F^U^D^F (355)

WS7.0: Sub Main
 Key ("^D^A^T^D^D^A^D^F^U^D^F")
 End Sub (356)

Function: Reverses the order of two words.

A shorter macro, ^T^F^U, will also transpose two words, but the words must be on the same line and the macro must be executed with the cursor on the first character of the first word.

FlopWds transposes two words whether both are on the same line or one is at the end of a line and the other at the start of the next line. The macro can be executed with the cursor on any character in the first word, or in the blank space immediately after that word.

WordStar 4.0 users: The WS4.0 macro automatically realigns a paragraph that is thrown out of alignment by a transposition.

Viewing Shorthand Definitions

Label: ViewMac

WS4.0, 5.x, 6.0: ^[? (357)

Function: Displays the Shorthand definition screen.

The macro sequence is brief but somewhat awkward to enter from the keyboard. After executing **ViewMac**, you can scroll down the list of Shorthand definitions by pressing **^Z**. You can scroll back up by pressing **^W**.

o

Window Sizing

Label: FullWin

WS5.x, 6.0: ^QM24^M (358)

```
WS7.0:      Sub Main
              WSQuiet (On)
              Key ("^QMF{F10}")
              WSQuiet (Off)
              End Sub (359)
```

Function: Enlarges the active window to full-screen size.

Label: PartWin

WS5.x, 6.0: ^QM12^M (360)

```
WS7.0:      Sub Main
              WSQuiet (On)
              Key ("^QMH{F10}")
              WSQuiet (Off)
              End Sub (361)
```

Function: Divides the screen between two windows.

When you execute **FullWin**, the window in which the cursor is positioned takes over the entire screen. The cursor remains in that window. If you press ^**OK**, the other window occupies the entire screen.

PartWin restores the default allocation of screen space, so that each window occupies half the screen.

Word Counts

Label: Wordage

WS4.0: ^KFWC<SP> (362)

WS5.x, 6.0: ^Kl^KH^K? (363)

WS7.0: Sub Main
 Key ("^K?")
 Key ("^QP")
 End Sub (364)

Function: Counts the words in a file.

If you're using WordStar 4.0:

The **Wordage** macro displays a DOS prompt. The letters **WC** and a blank space appear on the prompt line. Type the name of any file and press **Return**. WordStar will display a word count for that file. Press any key to switch off the display. You'll be returned to your position in the file you were working on.

If you're using WordStar 5.x or 6.0:

The macro counts the words in the onscreen file and drops you off at the bottom of the file. You can return to your place in the file by pressing **^QP** or by executing **YMark** (see **Marking and Finding a Place**).

If you're using WordStar 7.0:

The macro pauses after displaying a word count. Press **Esc** to switch off the word-count box and return to your place in the file.

5 / T e s t i n g , T e s t i n g

This chapter is for users of WordStar 4.0, 5.x and 6.0.

1. Shorthand Test

Among the **Holy Macro!** files you'll find a sample Shorthand macro set that can be used with your WordStar release. To test the macros, follow these steps:

Make a copy of the Shorthand macro set you're using now. That set is in a file called **WSSHORT.OVR**. At the opening menu, press the letter **O**. Type **WSSHORT.OVR** and press **Return**. Type **WSSHORT.OLD** and press **Return**. If you later want to restore your original macro set, change its name from **WSSHORT.OLD** to **WSSHORT.OVR**.

Check three settings in **WSCHANGE** (unless you did so after reading the opening section of chapter 3). At the DOS prompt in the main WordStar directory, type **WSCHANGE WS** and press **Return**. The **WSCHANGE** main menu will appear.

1. Press **DCDB**. The Shorthand buffer size should be 12 or greater.
2. Return to the **WSCHANGE** main menu by pressing **X**'s. At that menu, press **DBFL** if you're using WordStar 4.0. Press **DBFB** if you're using a later release. You'll see an eight-column display. With one exception, each entry from **21** (in column 3)

through **7E** (in column 8) should be preceded by an asterisk. **5C** should **not** be preceded by an asterisk.

3. Again at the WSCCHANGE main menu, press **DBEA**. The number of characters that can be unerased should be **2,500** or higher.

In the **Holy Macro!** package you'll find a Shorthand macro set that matches your WordStar release. The file **WSSHORT.40** is for WordStar 4.0, the file **WSSHORT.50** for WordStar 5.0, and so on. Note that there are two files for WordStar 5.5 (including one for Revision C) and two for WordStar 6.0 (including one for Revision D).

Load the macro set that goes with your WordStar release. Procedure: At the opening menu, press the letter **O**. Then, depending on which WordStar release you're using, type **WSSHORT.40**, **WSSHORT.50**, **WSSHORT.55**, **WSSHORT.55C**, **WSSHORT.60** or **WSSHORT.60D**. Press **Return**. Type **WSSHORT.OVR**. Press **Return** again. Answer **Y** when asked whether to overwrite.

At the opening menu, press **X** to display a DOS prompt. Type **WS** and press **Return** to redisplay the WordStar menu. Purpose: After switching Shorthand sets, you must leave WordStar at least momentarily to get the new set loaded. (Keep this in mind if you want to restore your original macro set.)

Create a WordStar subdirectory called **BIZ**. The subdirectory is needed to test some macros. If you'd rather test these macros using one of your own subdirectories, you'll need to modify the macro definitions so that they incorporate whatever subdirectory name you want to use.

Find the files **NAME&AD** and **WOMBAT** in the **Holy Macro!** package. Put the **NAME&AD** file in the main WordStar directory. Put **WOMBAT** in the **BIZ** subdirectory.

You're ready to start testing macros. The macro set you have loaded is not a recommended set. It's merely a sampling of the macros described in chapter 4. Many other macros will be found there.

Thirty-six macros have been loaded into your Shorthand file. Each of the 26 macros assigned to letter keys has a label whose first letter matches the letter on the key used to execute the macro. Examples: **Esc D** executes a macro called **DownZap**. **Esc G** executes a macro called **GrafBlk**. **Esc K** executes a macro called **KillBak**.

A macro loaded into a key for users of one WordStar release may be different from a macro assigned to the same key for users of another release. Where necessary, parenthetical notes indicate which macros are for which releases.

Brief descriptions of the macros follow. The number or letter on the key to which a macro is assigned is listed first. A label comes next. Example: The first macro is assigned to the numeric key 1. The label is **LogMain**.

- 1--**LogMain**: Logs on to the main WordStar directory from any WordStar subdirectory. The macro can be executed at the opening menu or with a file onscreen. If a file is onscreen, it will be saved before the macro swaps directories. To run the macro, press **Esc** and the number 1.
- 2--**LogBiz**: Logs on to the **BIZ** subdirectory from another subdirectory or from the main directory. Execute **LogBiz** by pressing **Esc** 2. The macro can be executed at the opening menu or with a file onscreen. If a file is onscreen, it will be saved before the directory change.
- 3--**Mv2Main**: Moves a file from a subdirectory to the main WordStar directory. To test the macro, open the file **WOMBAT** in the **BIZ** subdirectory. Then press **Esc** 3. The file will be moved to the main directory.
- 4--**Mv2Biz**: Moves a file to the **BIZ** subdirectory from another subdirectory or from the main directory. Open the file **WOMBAT** in the main directory. Press **Esc** 4. The file will be moved back to the **BIZ** subdirectory.
- 5--**WordBlk**: Blocks a word. Press **Esc** 5 with the cursor on any character in the word.
- 6--**AddWord**: Extends a block. With the cursor on any character in the first word of a paragraph, execute **WordBlk** (above) by pressing **Esc** 5. Then execute **AddWord** by pressing **Esc** 6 with the cursor on any character in the 10th word of the paragraph. The first 10 words will be blocked.
- 7--**SentBlk-2**: Blocks a sentence. Press **Esc** 7 with the cursor anywhere in the sentence.
- 8--**AddSent**: Adds a sentence to a block. The macro may be used to add any number of sentences to a block, one at a time. With the cursor anywhere in the first sentence of a paragraph, execute **SentBlk-2** (above) by pressing **Esc** 7. Then press **Esc** 8 to execute **AddSent**. The next sentence will be added to the block.
- 9--**Go2Name**: Displays a list of names and addresses stored in the file **NAME&AD**. Press **Esc** 9 with any file onscreen in any

directory. A search prompt will appear. Assume you're looking for an address listing for Horatio D. Blunt. Type the name **Blunt** and press **Return** twice. The cursor will land on a listing showing Horatio Blunt's name, address and telephone number. If you're using WordStar 4.0, press **^KY** to clear the address file from the screen after checking the listing. If you're using WordStar 5.x or 6.0, press **^KQ** to close the window in which the list is displayed.

- O--CopName-2:** Copies a name and address to a file in which a letter is being drafted. The macro is used in combination with **Go2Name** (above). Open the file **WOMBAT** in the **BIZ** subdirectory. (You can get there by pressing **Esc 2**.) Assume that **WOMBAT** is a letter file. Position the cursor near the top of the file. After running **Go2Name** and landing the cursor on the name of Horatio D. Blunt, execute **CopName-2** by pressing **Esc 0**. Horatio Blunt's name and address will be copied to the **WOMBAT** file. A salutation will be printed below the address.
- A--A:Dir:** Displays a list of the files on a floppy disk in Drive A. Press **Esc A** to execute the macro, either at the opening menu or with a file onscreen. After viewing the file list, press any key to return to the opening menu or to your place in the file you were editing.
- B--Bold:** Boldfaces a word. Press **Esc B** with the cursor on any character in the word. (See **X-Bold**, below.)
- C--CopFlop-1** (WordStar 4.0 and 6.0D): Backs up a file. Press **Esc C** with a file onscreen and a floppy in Drive A. The file will be saved on Drive C and backed up on Drive A.
- C--CopFlop-1** (WordStar 5.0, 5.5, 5.5C and 6.0): Backs up a file. Press **Esc C** with a file onscreen and a floppy in Drive A. The document will be saved on Drive C and you'll be dropped off in a file list. Move the cursor to the name of the onscreen file and press **Return** to send a copy of the file to Drive A. If there's a previous copy on Drive A, WordStar will ask whether to overwrite.
- D--DownZap-2:** Deletes from the cursor word to the end of the paragraph. Press **Esc D** with the cursor on any character in the first word you want erased.
- E--EndBlk:** Adds one or more paragraphs to a block. Use **GrafBlk** (below) to block a paragraph. Then execute **EndBlk** by pressing **Esc E**. The next paragraph will be added to the block.
- F--FlopWds** (WordStar 4.0): Transposes two words. Press **Esc F** with the cursor on any character in the first of the two words to be transposed.
- F--FullWin** (WordStar 5.x, 6.0): Allocates all 24 lines of screen space to a file displayed in a window. Press **Esc F**. (See **PartWin**, below.)

G--GrafBlk: Blocks a paragraph. Press **Esc G** with the cursor anywhere in the paragraph. To add a paragraph to the block, execute **EndBlk** (above).

H--HoldBlk: Sends a copy of a marked block of text to a holding file called **HOLD**. The file is used as a storage closet. With the cursor anywhere in paragraph 1 of a file, execute **GrafBlk** (above) by pressing **Esc G**. Place the cursor anywhere in paragraph 3 and execute **HoldBlk** by pressing **Esc H**. The first three paragraphs of the file will sent to **HOLD**. If you want to delete the marked block from the working file, press **^KY**. Blocks sent to the **HOLD** file are separated by arrows, so you can tell where one block ends and the next begins.

I--Import (WordStar 4.0): Triggers a macro used as a substitute for the windows feature found in later WordStar releases. With the cursor anywhere in a file, press **Esc I**. A screen used to import files will appear. Type the name of a file and press **Return**. The file will be inserted as a highlighted block in the document being edited. After looking over the imported file, press **^KY** to clear it from the screen.

I--Ital (WordStar 5.x, 6.0): Italicizes a word. Press **Esc I** with the cursor on any character in the word.

J--Justify (WordStar 4.0): Reforms a paragraph that has been thrown out of alignment by insertions or deletions. With the cursor anywhere in an unaligned paragraph, press **Esc J**. The cursor returns to the point of execution after the paragraph is reformed.

J--JunkBtm-2 (WordStar 5.x, 6.0): Deletes to the end of the file. Press **Esc J** with the cursor on any character in the first word you want erased. The macro performs a save before the deletion. If you accidentally overdelete, abandon the file immediately with **^KQ**, then reopen it. The text will be as it was before you executed the macro.

K--KillBak: Deletes all **BAK** files in the logged directory. Press **Esc K** at the opening menu or with a file onscreen. Then press any key to return to the opening menu or to your place in the file you were editing.

L--LineBlk: Blocks a line of text. Press **Esc L** with the cursor anywhere in the line. (See **TagLine**, below.)

M--Mark: Leaves a place mark in a file when you press **Esc M**. To return to the place mark, execute **YMark** (below).

N--NxtZap: Deletes from the cursor word to the start of the next sentence. Press **Esc N** with the cursor on any character in the first word you want deleted.

- O--Omit:** Enters an ellipsis (. . .), usually to indicate that words have been omitted from a direct quotation. To put an ellipsis between two words, press **Esc O** with the cursor on the first character in the second word.
- P--PFlop** (WordStar 4.0): Reverses the positions of two paragraphs. Press **Esc P** with the cursor anywhere in the first of the two paragraphs to be transposed.
- P--PartWin** (WordStar 5.x, 6.0): Restores the default window display after **FullWin** (above) has been used to allocate all screen space to one file. To run the macro, press **Esc P**.
- Q--QuikSav** (WordStar 4.0): Saves a file and redisplay it for further editing. The save is usually faster than one performed with **^KS**. To run the macro, press **Esc Q**.
- Q--Quest** (WordStar 5.x, 6.0): Starts a search. Press **Esc Q** with the cursor at the top of a file. The macro leaves a place mark and displays a search screen. Type any word that appears in the file and press **Return** twice. After completing your search, you can return to your previous position by executing the **YMark** macro (see **Y**, below). Note: When you type the word or words you're looking for, you needn't capitalize any letters, even if one of the words is a proper name.
- R--Reopen-1:** Reopens the last active file and returns the cursor to its last position in that file. To run the macro, press **Esc R** at the opening menu. WordStar 5.0 users: Don't use the macro if you opened a window while the file was last active.)
- S--SentZap-2:** Deletes a sentence. Press **Esc S** with the cursor anywhere in the sentence.
- T--TagLine:** Adds one or more lines to a block. Place the cursor anywhere on the first line of a file and execute **LineBlk** (above) by pressing **Esc L**. Then place the cursor anywhere on the fourth line of the file and execute **TagLine** by pressing **Esc T**. The first four lines will be blocked.
- U--UpZap-2:** Deletes from the word at the cursor to the top of the paragraph. Press **Esc U** with the cursor on any character in the last word you want deleted from the paragraph.
- V--ViewMac:** Displays the Shorthand definition screen when you press **Esc V** at the opening menu or with a file onscreen. You may find the macro handy while setting up your macro set.
- W--WordZap:** Erases a word. Press **Esc W** with the cursor on any character in the word.
- X--XBold:** Extends a boldface string. With the cursor on any character in the first word of a sentence, execute **Bold** (above) by pressing **Esc B**. Then execute **XBold** by pressing

Esc X with the cursor on any character in the last word of the next sentence. The two sentences will be boldfaced.

Y--YMark: Finds and deletes a place mark when you press **Esc Y**. The macro is used to find marks left by **Mark** and **Quest** (above) and is also used in combination with other macros. (See **Marking and Finding a Place** in chapter 4.)

Z--ZapGraf: Deletes a paragraph. Press **Esc Z** with the cursor anywhere in the paragraph.

Important: Some of the sample macros use directory designations that include numbers. If you're using WordStar 4.0 or 5.x, it's assumed that your WordStar program files are in a directory called **WS4** or **WS5**. If you're using WordStar 6.0, it's assumed that the files are in a directory called **WS**. If you use a WordStar directory designation in a macro, it must match the name of your WordStar directory. Example: If you're running WordStar 4.0 out of a directory called **WS**, you can't use the directory designation **WS4** in a macro. The number must be omitted. If you need to edit any macro definitions, use **ViewMac** to display the Shorthand screen. The affected macros are **LogMain**, **LogBiz**, **Mv2Main**, **Mv2Biz** and **Go2Name**.

The sample macros are more fully described in chapter 4. Consult the index. All macro labels are listed there.

Note: You can create two sets of Shorthand macros and switch quickly between the two. See **Swapping Shorthand Files** in chapter 4.

6 / B a t c h F i l e s

DOS batch files aren't really macros, and WordStar has nothing to do with processing them. But batch files can be used to execute multiple commands, just like macros, and you can use WordStar to create them.

1. Access Menu

If you don't have a utility that displays a menu of your programs when you turn on your computer, WordStar will help you build one. With the help of batch processing, you can start any program on the menu with two keystrokes. Just type the first character in the name of the program and press **Return**. After using one program, you can switch to another from any DOS prompt by pressing just two keys.

If you decide to use some of the simple batch files described in this chapter, it may be a good idea to put them in a directory of their own. If you don't already have one, create a directory called **C:\BATCH**. (At any DOS prompt, type **MKDIR C:\BATCH** and press **Return**.)

Suggestion: Read this entire section before creating an access menu. There are two options. A plain vanilla menu is described first. A color version is described later.

Option a:

Create a nondocument file called **\BATCH\MENU.TXT**. Enter several blank lines at the top of the file. Using spaced-out letters, type the heading **A c c e s s M e n u**. Then type the names of

the programs you use regularly. You may want to include the name of an often-used DOS command such as **CHKDSK**. Arrange the names in one or more columns. Example:

A c c e s s M e n u

| | |
|---------------|------------------|
| A--Alpha Four | P--Park |
| C--ChkDsk | Q--Quicken |
| L--Lotus | T--Type Director |
| M--Modem | W--WordStar |
| N--Norton | X--XTree |

If you like, you can use equal signs and asterisks to dress up the menu a little. Like this:

```

=====
A c c e s s   M e n u
=====

* * * * *
*           A--Alpha Four           P--Park           *
*           C--ChkDsk               Q--Quicken          *
*           L--Lotus                T--Type Director     *
*           M--Modem                W--WordStar          *
*           N--Norton               X--XTree              *
* * * * *

```

Shortcut: Find the file **MENU.TXT** in the **Holy Macro!** package. Copy that file to your **BATCH** directory, naming the copy **\BATCH\MENU.TXT**. Then open the file as a nondocument. (To do that at the opening screen in WordStar, press **N**, type **\BATCH\MENU.TXT** and press **Return**.) You'll see a menu like the

one above this paragraph, except that the box will contain no program names. Switch off **Insert** and enter your program names. Save the file.

Next, call up the file **\AUTOEXEC.BAT** as a nondocument. If the file is set up to land you in a DOS shell or to start a program when you boot up, you'll have to make some simple changes. Example: If the file starts WordStar 7.0, the command **CD\WS** may appear on the next-to-last line and the command **WS** on the last line. If so, delete both lines. The last line should look like this:

TYPE \BATCH\MENU.TXT

That line tells **AUTOEXEC.BAT** that its last function is to display the **MENU.TXT** file. Like this:

```

=====
A c c e s s   M e n u
=====

* * * * *
*           A--Alpha Four           P--Park           *
*                                           *
*           C--ChkDsk               Q--Quicken          *
*                                           *
*           L--Lotus                 T--Type Director    *
*                                           *
*           M--Modem                 W--WordStar          *
*                                           *
*           N--Norton                X--XTree             *
*                                           *
* * * * *

```

C:\>

At the **C:\>** prompt under the menu, you'll type a letter to select a program and then press **Return** to start the program. If you type **W** and press **Return**, DOS starts WordStar. If you type **A** and press **Return**, DOS starts the Alpha Four database program (assuming you have it). And so on.

Before you can start programs this way, you'll have to create a small batch file for each program on the menu. To create the batch file that starts WordStar, open a nondocument called

\BATCH\W.BAT. If you're using WordStar 5.5, the body of the file might look like this:

```
@ECHO OFF
CD\WS5
WS
```

Create a batch file for each of the other programs on your menu. A Lotus 1-2-3 batch file would be called **\BATCH\L.BAT.** An XTree batch file would be called **\BATCH\X.BAT.** An Alpha Four batch file would be called **\BATCH\A.BAT.** And so on.

The batch file for version 2 of Alpha Four would look like this:

```
@ECHO OFF
CD\ALPHA4V2
A4
```

The **CD\ALPHA4V2** tells DOS to go to the Alpha 4 directory. The **A4** on the last line opens the program.

The **BATCH\C.BAT** file (used to run the DOS **CHKDSK** command) would look like this:

```
@ECHO OFF
CHKDSK /F
```

The command line used to start a program (or to run a DOS command such as **CHKDSK**) always occupies the last line of the batch file.

Note: If you're using a version of DOS earlier than 3.3, omit the **@** symbol before **ECHO** on the top line of each batch file.

After setting up your batch files, reboot. You'll then be able to open any program with two keystrokes and move quickly from one program to another. If you're in WordStar and want to run Lotus 1-2-3, just exit to DOS, type **L** and press **Return**. To open XTree, type **X** at any DOS prompt and press **Return**. To return to WordStar, type **W** at any DOS prompt and press **Return**.

If you've forgotten which programs are listed on your menu, get a DOS prompt, type **MENU** and press **Return**.

Option b:

If you have a color monitor, you can use batch processing to display your access menu in two or more colors. You'll set up a batch file for each of your programs, just as you would if you

were using the **Option** a menu. But you won't use a file called **MENU.TXT** to display the access menu. Instead, you'll use three files called **MENU.BAT**, **MENU.TOP** and **MENU.BTM**. Find those files in the **Holy Macro!** package and copy them to the **BATCH** directory. Then:

Open the **\BATCH\MENU.BTM** file as a nondocument. An empty program box will be displayed. Switch off **Insert** and type the names of your programs in the box. Save the file. If you're using a version of DOS earlier than 3.3, open the file **MENU.BAT** as a nondocument and delete the @ symbol before **ECHO OFF** on the top line. Finally, open your **\AUTOEXEC.BAT** file as a nondocument. The last line of the file should look like this:

\BATCH\MENU

That line tells **AUTOEXEC.BAT** to run the **MENU.BAT** file. And **MENU.BAT** tells DOS to display your menu. (To produce the display, DOS types out two files, **MENU.TOP** and **MENU.BTM**. The two files use different foreground colors.)

Make sure that you have a DOS file called **ANSI.SYS** on Drive C and that the **ANSI.SYS** device driver is loaded. If the driver is loaded, your **\CONFIG.SYS** file (which should be opened as a nondocument) will include a line something like one of the following:

DEVICE=ANSI.SYS

DEVICE=C:\DOS\ANSI.SYS

DEVICEHIGH=ANSI.SYS

DEVICEHIGH=C:\DOS\ANSI.SYS.

The file **MENU.BAT** displays the top part of the access menu in bold yellow on a blue background and the lower part in bold white on blue. If you don't like the color scheme, you can change it. Open **\BATCH\MENU.BAT** as a nondocument. Unless you've deleted the @ symbol on line 1 of **MENU.BAT** (because you're using a version of DOS earlier than 3.3), the body of the file will look like this:

```
@ECHO OFF
ECHO ^[[33;44;1m
ECHO ^[[0H
ECHO ^[[2J
TYPE \BATCH\MENU.TOP
ECHO ^[[7H
ECHO ^[[37;44;1m
TYPE \BATCH\MENU.BTM
```

The first two-digit number on line 2 controls the foreground color for the top part of the menu. The **33** on that line stands for yellow. The first two-digit number on line 7 controls the foreground color for the bottom part. The **37** on that line stands for white. If you want both parts of the menu displayed in white on blue, change the **33** on line 2 to **37**. If you want the top part displayed in cyan on blue, change the **33** on line 2 to **36**. You can also change the background color (represented on lines 2 and 7 by the number **44**). See **ANSI.SYS** in your DOS manual.

To check out a color combination, get a DOS prompt, type **MENU** and press **Return**.

Caution: If you open the **MENU.BAT** file, don't disturb the escape character (**^[]**) on line 2 or 7. Not all versions of WordStar will let you create that character. If you accidentally delete an escape character, try to enter a new one. Procedure: Hold down **Ctrl** press **P**, then release **Ctrl** and press **Esc**. If you see **^[]**, the escape character has been entered. If you draw a blank, borrow an escape character from elsewhere in the file. First move the cursor to one of the lines beginning **ECHO ^[]**. Put the cursor on the caret (**^**) before the first left square bracket. Press **^KB** to start a block. Press **^D** to move the cursor right one space. Press **^KK** to end the block. Move the cursor to the position at which you want to restore the missing escape character. Press **^KC** to copy the block. Press **^KH** to dissolve the block highlighting.

If your access menu appears on a blue background, you'll get the same background color when you exit to DOS from WordStar. The entire screen (except for the DOS prompt characters) will be blue. But note: Some programs partially override the color settings used by the access menu. When you exit to DOS from one of those programs, only the DOS prompt characters appear on a blue background. The rest of the screen is black. But getting rid of the black is easy. If you're not getting a blue screen when you run DOS commands, just type **CLS** at the DOS prompt and press **Return**.

2. Changing Directories

If you want to move from one WordStar directory to another using the method described in the **Directory Swapping** section of chapter 4, you must devote one macro key to each directory. If you have lots of directories, that will take lots of keys.

An alternative is to use batch files to swap directories. If you have a half dozen WordStar directories, all you need to do is create a half dozen small batch files. Then, from WordStar's opening screen, you can move from one directory to another by pressing **X**, typing a single character and pressing **Return**.

The batch file for the main WordStar directory is called **1.BAT**.

It is created as a nondocument. If you're using WordStar 7.0, the body of the file might look like this:

```
@ECHO OFF
CD\WS
WS
```

If you have a WordStar subdirectory called **BIZ**, the batch file for that subdirectory might be called **2.BAT** and might look like this:

```
@ECHO OFF
CD\WS\BIZ
WS
```

The batch file for a subdirectory called **LTRS** might be called **3.BAT** and might look like this:

```
@ECHO OFF
CD\WS\LTRS
WS
```

To move from the main directory to **WS\BIZ**, press **X** at the opening screen, type the number **2** and press **Return**. To move from **WS\BIZ** to **WS\LTRS**, press **X**, type **3** and press **Return**. To move back to the main directory, press **X**, type **1** and press **Return**.

Note: If you're using a version of DOS earlier than 3.3, omit the **@** symbol before **ECHO** on the top line of each batch file.

To remember which numbers go with which directories, type out a list. Option: You can create a directory of menus patterned after one of the menus described in the previous section. But that may take more time than it's worth. You'll probably memorize the numbers quickly, even without making a conscious effort to do so.

Swapping directories with batch files is somewhat slower than doing it with macros. If you don't have a lot of directories, or if you have a lot of spare macro keys, it may be better to use the macro method described in chapter 4.

3. Deleting CRT files

When you use Page Preview, WordStar creates files with **CRT** extensions. If not erased, they'll accumulate. A utility called **DELCRT** is supplied with WordStar 5.5, 6.0 and 7.0. You can

delete **CRT** files by typing **DELCRT** and pressing **Return** at the DOS prompt in the WordStar directory. But there's a way to have the files erased automatically whenever you boot up. If your **AUTOEXEC.BAT** file is set up to land you in WordStar, the last two lines of the file might look like this:

```
CD\WS
WS
```

To have **CRT** files erased automatically, use these lines instead:

```
CD\WS
DELCRT
WS
```

Option: If you use one of the access menus described in the first section of this chapter, you can modify your **W.BAT** file. Example: If you're using WordStar 7.0, the file should look like this:

```
@ECHO OFF
CD\WS
DELCRT
WS
```

Any **CRT** files created by Page Preview will then be erased whenever you open WordStar.

N o t e s

A breakdown of the macro sequences follows.

When two or more commands in a macro definition perform a single task, or closely related tasks, they may be introduced as a unit and referred to in the singular. Commands described separately in one note may be combined in a later note and referred to in the singular.

The paragraph or sentence in which the cursor is positioned when a macro is executed is called the "home paragraph" or "home sentence."

WOMBAT is used as a universal filename. The name may appear part way through a note without prior introduction, the assumption being that the reader knows the file in question is **WOMBAT**.

A full macro definition appears at the start of each WS7.0 note. Example:

```
15. LineBlk (7.0):  Sub Main
                    Key ("^QS^KB^KH")
                    PauseForInput ("<SP>")
                    Key ("^QD^KK")
                    End Sub
```

To avoid repetition, the **Sub Main** and **End Sub** lines are omitted from the step-by-step breakdowns below macro definitions. For the same reason, the characters that enclose Key statements

appear without explanation in the breakdowns. Illustration: The statement **Key** ("^**QS**^**KB**^**KH**") in note 15 is broken down like this:

Key ("^**QS** makes sure the cursor is at the left margin.
^**KB** marks the start of a block.
^**KH**") dissolves any block highlighting. (See note 14.)

In the first line, the explanatory text describes only the function of the ^**QS** command and omits mention of the word "Key" and the parenthesis and quotation mark after "Key." In the third line, the explanatory text describes only the function of the ^**KH** command and omits mention of the quotation mark and parenthesis after ^**KH**. It is assumed that the user has read the Macros section of the WordStar **Reference** manual and understands the functions performed by the word "Key" and the parentheses and quotation marks.

1. CopFlop-1 (4.0): ^KDP^R^M^M^UQ^R^MA:^R^MY^MP^R^G^G^M^M^U

^KD saves the file.

P displays a print screen.

^R displays the filename **WOMBAT**.

^M^M^U enters two **Returns** and switches off the print screen.

This and the two preceding commands are used to make sure the right name is in memory for file-copying purposes. If a file is imported or a block exported before **WOMBAT** is saved by ^KD (above), the name of the imported file or exported block replaces **WOMBAT** as the filename in memory for copying purposes. But the name of the last active file is always displayed when P^R is pressed at the opening menu. The P^R^M^M^U sequence borrows the name **WOMBAT** from the print screen, ensuring that the right file will be copied.

Q displays a screen used in copying a file.

^R^M repeats the filename **WOMBAT** on a prompt line and executes a **Return**, displaying the next prompt.

A:^R^M identifies the drive on which the copy is to be made, appends the filename **WOMBAT** to the drive designation and executes a **Return**, ordering the file copied to Drive A.

Y answers Yes if WordStar asks whether a previous copy of the file on Drive A should be overwritten. If there is no previous copy on Drive A, the Y displays the file-delete screen.

^M switches off the file-delete screen if it has been displayed. The command otherwise has no effect.

P^R displays the filename **A:WOMBAT** on the print screen. The name is preceded by the drive designation **A:** because **A:WOMBAT** was the last file saved.

^G^G deletes the **A** and the colon in front of **WOMBAT**.

^M^M^U enters two **Returns** and switches off the print screen.

WOMBAT is now the filename in memory. The name **A:WOMBAT** has been removed from memory to avoid possible confusion. If the name is left in memory, and if the user executes one of the file-reopening macros described in chapter 4, the wrong copy of the file (the one on Drive A) comes onscreen.

2. CopFlop-1 (5.x, 6.0): ^KS^KTA:^X

^KS saves the file, keeping it open.

^KT displays a screen used in saving a copy of a file under a different name.

A: enters a drive designation on the ^KT prompt line.

^X moves the cursor into a directory file list below the ^KT screen. The user moves the cursor to the name of the file being copied and presses **Return**. WordStar enters the filename on the prompt line after **A:** and sends a copy of the file to Drive A.

3. CopFlop-1 (6.0D): ^KDP^LNUL^MP^UQ^QD^A^Q<DELETE>^MA:^R^MR
^Y^M

^KD saves the file.

P displays a print screen. The object is to make certain that the right file is backed up. If **WOMBAT** is onscreen and the file **AARDVARK** is called up in a window, **AARDVARK** replaces **WOMBAT** as the filename in memory for copying purposes. But the print screen always displays the name of the file that was onscreen originally. **CopFlop-1** will borrow that name from the print screen and store the name in memory.

^L moves the cursor to the bottom line on the print screen.

NUL^M redirects the contents of the onscreen file to a NUL device. This sends the file nowhere. (To borrow a filename from the print screen, the macro must carry out some operation before switching off the screen. Redirecting the output accomplishes that purpose.)

P^U tells WordStar to stop redirecting the output.

Q displays the file-copy screen.

^QD moves the cursor to the right of the filename displayed on the copy screen.

^A moves the cursor back to the start of the filename. If the filename is preceded by a path (e.g., C:\WS\WOMBAT), the cursor stops on the first letter of the filename (i.e., on the W in WOMBAT).

^Q<DELETE> erases any characters to the left of the cursor. If C:\WS\WOMBAT was displayed when the copy screen was switched on, only the filename WOMBAT remains. If there was no path before the filename, ^Q<DELETE> has no effect.

^M^ executes a **Return**, moving the cursor to a line on which the name of the backup file will be entered.

A:^R enters a drive designation, then repeats the filename displayed on the first line. If WOMBAT was on the first line, the name A:WOMBAT appears.

^M executes a **Return**, ordering a copy of the file sent to Drive A.

R^Y^M performs one of two functions, depending on whether a previous copy of the file has been sent to Drive A. If no previous copy has been sent, R displays a DOS prompt. ^Y has no effect. ^M switches off the prompt. If there is a previous copy, WordStar asks whether to overwrite and waits for a Y or N answer. It disregards the R and takes ^Y to mean that the copy is to be overwritten. ^M has no effect.

4. CopFloP-1 (7.0A): Sub Main

```

WSQuiet (On)
Key ("^KD")
WSQuiet (Off)
Key ("Q^QD^A^Q{DEL}")
PauseForInput ("{ENTER}", ' Check filename. ')
Key ("{TAB}A:^R{F10}")
IfException
Def: Key ("Y")
End IfException
WSQuiet (On)
Key ("D^G^G{F10}^KQ")
WSQuiet (Off)
End Sub

```

WSQuiet (On) switches on the **WSQuiet** feature to suppress screen flash. The feature is used in many WordStar 7.0 macros to avoid the distraction of having dialog boxes and other displays flash on and off while commands are executed. Note: **WSQuiet** is turned on and off more than once in some macros. It must be disabled during the execution of some commands.

Key ("^KD") saves and closes the file **WOMBAT**.

WSQuiet (Off) disables the **WSQuiet** feature.

Key (Q) displays a file-copy screen.

^QD moves the cursor to the end of the first line on the copy screen.

^A moves the cursor back to the start of the filename.

^Q{DEL}") erases any path ahead of the filename. If the name **C:\WS\WOMBAT** was displayed, it is shortened to **WOMBAT**. The name must appear without a path when copied to the second line of the copy screen by a later command.

PauseForInput ("{ENTER}", ' Check filename. ') interrupts the macro and tells the user to make sure the right filename is displayed. The macro restarts when the user presses **Enter**.

Key ("{TAB}) moves the cursor down a line on the copy screen.

A:^R enters the drive designation **A:** and repeats the filename entered on the first line. **A:WOMBAT** is displayed.

{F10}") orders a copy of the file sent to Drive A.

IfException introduces an **IfException** clause.

Def: Key ("Y") answers **Yes** if WordStar interrupts the macro to ask whether to overwrite an earlier backup version of **WOMBAT**. If there is no earlier version, the **IfException** clause is disregarded.

End IfException terminates the **IfException** clause.

WSQuiet (On) actuates the **WSQuiet** feature.

Key ("D) displays a screen used in opening a file. The filename **A:WOMBAT** appears because it became the filename in memory when **WOMBAT** was backed up on Drive A.

^G^G{F10}^KQ deletes the **A:** at the start of the filename, reopens **WOMBAT** on Drive C, then orders the file abandoned. **WOMBAT** replaces **A:WOMBAT** as the filename in memory. The change is made so that the right file will come onscreen if the user executes a **Reopen** macro.

WSQuiet (Off) disables the **WSQuiet** feature.

```

5. CopFlop-1 (7.0C):  WSQuiet (On)
                      Key ("^KDQ^QD^A^Q{DEL}{TAB}A:^R{F10}")
                      IfException
                      Def: Key ("Y")
                      End IfException
                      WSQuiet (Off)
                      Key ("D^G^G{F10}^KQ")

```

The macro is essentially the same as the last one. The filename check is omitted because WS7.0C always displays the correct filename.

```

6. CopFlop-2 (4.0):  ^KDP^R^M^M^UQ^R^MA:^R^MY^MP^R^G^G^M^M^U
                      RDIR A: | SORT | MORE^M

```

The macro is the same as the one described in note 1 except that **RDIR A: | SORT | MORE^M** is added so that a list of the files on Drive A will be displayed after the backup is completed. The **R** in **RDIR** displays a DOS prompt. The remaining commands tell DOS to sort the file list and display it a screenful at a time.

```

7. CopFlop-2 (6.0D):  ^KDP^LNUL^MP^UQ^QD^A^Q<DELETE>^MA:^R^MR
                      ^Y^MRDIR A: | SORT | MORE^M

```

The macro is the same as the WS6.0D version of **CopFlop-1** except that **RDIR A: | SORT | MORE^M** is added so that a list of the files on Drive A will be displayed after the backup is completed. (See notes 3 and 6.)

```

8. CopFlop-2 (7.0A):  Sub Main
                      WSQuiet (On)
                      Key ("^KS")
                      WSQuiet (Off)
                      Key ("^KO^QD^A^Q{DEL}")
                      PauseForInput ("{ENTER}", ' Check filename. ')
                      Key ("{TAB}A:^R{F10}")
                      IfException
                      Def: Key ("Y")
                      End IfException
                      WSQuiet (On)
                      Key ("D^G^G{F10}^KQ")
                      WSQuiet (Off)
                      Key ("RDIR A: | SORT | MORE {F10}")
                      End Sub

```

The macro is the same as the one described in note 4 except that the last **WSQuiet (Off)** line is followed a Key statement:

Key ("R displays a DOS prompt.
DIR A: orders DOS to display the Drive A file list.
 | **SORT** | **MORE {F10}**") tells DOS to display the list in sorted form, pausing when the screen fills.

9. **CopFlop-2 (7.0C): WSQuiet (On)**
 Key ("^KDO^QD^A^Q{DEL}{TAB}A:^R{F10}")
 IfException
 Def: **Key** ("Y")
 End IfException
 Key ("D^G^G{F10}^KQ")
 WSQuiet (Off)
 Key ("RDIR A: | **SORT** | **MORE {F10}**")

The macro is the same as the last one except that the filename check is omitted. (See note 5.)

10. **CopFlop-3 (4.0): ^KS^KPN^R^M^M^U^KB<SP>^KK^S^KQ^R^MA:^R
 ^MY^KY^KPN^R^M^M^U**

^KS saves the file, keeping it open.
^KPN displays a print screen.
^R displays the name of the onscreen file, **WOMBAT**.
^M^M^U executes two **Returns**, then switches off the print screen. This and the two preceding commands make sure that the right filename is in memory. The **^KPN^R^M^M^U** sequence performs the same function as the **P^R^M^M^U** sequence described in note 1. The only difference is that one procedure is begun at the opening menu, the other at the editing screen.
^KB<SP>^KK marks the start of a block, enters a blank space and marks the end of a block.
^S moves the cursor to the blank space between the block markers.
^KQ displays the file-copy screen.
^R^M repeats the filename **WOMBAT** on the prompt line and executes a **Return**, moving the cursor to the next prompt line.
A:^R^M identifies the drive on which the copy is to be made, appends the filename **WOMBAT** to the drive designation (**A:**) and executes a **Return**.
Y answers **Yes** if WordStar interrupts to ask whether a previous version of the file on Drive A should be overwritten. If no previous version of the file has been sent to Drive A, WordStar does not ask whether to overwrite, and the **Y** is unspent. It prints at the last cursor position in the onscreen file. That puts it inside the block created earlier by **^KB<SP>^KK**.
^KY deletes the block, leaving the text as it was before the macro was executed.
^KPN^R^M^M^U repeats a procedure performed near the beginning

of the macro sequence. Because a copy of the file has been sent to Drive A, the filename in memory for copying purposes is now **A:WOMBAT**. **^KPN^R^M^M^U** restores the filename **WOMBAT** to memory so that **CopFlop-3** will perform properly if executed again after further editing of the file.

11. CopFlop-3 (5.5, 6.0): **^KS^KPP^LNUL^M^KP^U^KQ^MA:^X**

- ^KS** saves the file, keeping it open.
- ^KPP^LNUL^M^KP^U** displays the print screen and borrows the original filename from that screen, making sure that the right name is in memory. This sequence performs the same function as the **P^LNUL^MP^U** sequence described in note 3. The only difference is that one procedure is begun at the opening menu, the other at the editing screen.
- ^KQ** displays the file-copy screen. The filename **WOMBAT** appears on the screen.
- ^M** executes a **Return**, moving the cursor to the second line on the screen.
- A:** enters a drive designation.
- ^X** moves the cursor to a directory file list below the copy screen. The user moves the cursor to the name of the file being copied and presses **Return**. WordStar enters the filename on the prompt line after **A:** and sends a copy of the file to Drive A.

12. CopFlop-3 (6.0D): **^KS^KPP^LNUL^M^KP^U^KB<SP>^KK^S^KQ^QD^A^Q<DELETE>^MA:^R^MY^KY**

- ^KS** saves the file, keeping it open.
- ^KPP^LNUL^M^KP^U** displays a print screen and borrows the original filename from that screen, making sure that the right name is in memory. The sequence performs the same function as the **P^LNUL^MP^U** sequence described in note 3. The only difference is that one procedure is begun at the opening menu, the other at the editing screen.
- ^KB<SP>^KK** marks the start of a block, enters a blank space and marks the end of a block.
- ^S** moves the cursor to the blank space between the block markers.
- ^KQ** displays the file-copy screen. The name of the file being edited appears on the screen.
- ^QD^A^Q<DELETE>** deletes any path before the filename. (See **^QD^A^Q<DELETE>** in note 3.)
- ^M** executes a return, moving the cursor to the next prompt line.
- A:^R^M** enters a drive designation, appends the name of the onscreen file and executes a **Return**, ordering a copy of the file sent to Drive A.
- Y** answers **Yes** if WordStar interrupts to ask whether a

previous backup version of the file on Drive A should be overwritten. If there is no previous version, WordStar does not ask whether to overwrite, and the **Y** is unspent. It prints at the last cursor position in the onscreen file. That puts it inside the block created earlier by

^KB<SP>^KK.

^KY deletes the block, leaving the text as it was before the macro was executed.

13. CopFlop-3 (7.0): Sub Main

```
WSQuiet (On)
Key ("^KS")
WSQuiet (Off)
Key ("^KO^QD^A^Q{DEL}")
PauseForInput ("{ENTER}", ' Check filename. ')
Key (" {TAB}A:^R{F10}")
IfException
Def: Key ("Y")
End IfException
End Sub
```

The macro is the same as the WS7.0A version of **CopFlop-1** except that a different save command is used so that the file remains onscreen after a backup copy is sent to Drive A.

14. LineBlk (4.0, 5.x, 6.0): ^QS^KB^KH^QD^KK

^QS makes sure the cursor is at the left margin.

^KB marks the start of a block.

^KH averts a problem that may be caused by hidden blocks. If a macro enters a **^KB** that happens to fall within or above a hidden block, a new block is created. The block extends from the **^KB** to the point where the hidden block ended. If the macro later enters a **^KK** that happens to land on top of the **^KK** in the hidden block, the two **^KK**'s cancel out one another, unblocking the text. But if the macro enters a **^KH** after it has entered **^KB** to start the new block, the **^KH** will neutralize any **^KK** in a hidden block.

Illustration: **LineBlk** enters a **^KH** after **^KB** at the start of a line. That neutralizes any hidden block marker that may have been left at the end of the line. Result: When **LineBlk** enters a new **^KK** at the end of the line later in the sequence, there is no canceling-out effect, and the line is reblocked. The same technique can be used in reverse, when a macro marks a block ending before marking a block beginning. If the macro enters a **^KK** that happens to fall within or below a hidden block, a new block is created. It extends upscreen from the **^KK** to the point where the hidden block began. If the macro later moves the cursor up and enters a **^KB** that happens to land on top of

the **^KB** in the hidden block, the two **^KB**'s cancel out one another, unblocking the text. But if the macro enters a **^KH** after entering a **^KK** to end the new block, any **^KB** in a hidden block will be neutralized.

^QD moves the cursor to the right margin.

^KK marks a new block ending.

```
15. LineBlk (7.0):  Sub Main
                    Key ("^QS^KB^KH")
                    PauseForInput ("<SP>", Press Spacebar to block.')
                    Key ("^QD^KK")
                    End Sub
```

Key ("^QS makes sure the cursor is at the left margin.

^KB marks the start of a block.

^KH) dissolves any block highlighting. (See note 14.)

PauseForInput ("<SP>", 'Press Spacebar to block.') interrupts the macro so that the user can move the cursor to another line if more than one line is to be blocked. The macro restarts when the user presses the **Spacebar**.

Key ("^QD^KK") moves the cursor to the right margin and marks the end of a block.

```
16. TagLine (4.0, 5.x, 6.0):  ^F^F^QD^KK
```

^F^F moves the cursor down a line.

^QD moves the cursor to the right margin.

^KK marks a new block ending.

```
17. GrafBlk (4.0, 5.0, 5.5C, 6.0):  ^QH^M^KB^KH^F^B^S^S^QD^D^KK
```

^QH^M finds the **Return** just above the home paragraph.

^KB marks the start of a block.

^KH dissolves any block highlighting. (See note 14.)

^F^B positions the cursor below the home paragraph.

^S^S^QD moves the cursor to the end of the last line of the home paragraph.

^D positions the cursor on the line below the paragraph.

Exception: If the home paragraph is the last one in a file and is not followed by a **Return**, **^D** has no effect in a document created with WS4.0, 5.5, 6.0 or 7.0.

^KK marks the end of a block.

```
18. GrafBlk (5.5):  ^QJ^QH^M^Y^S^KB^KH^F^B^S^S^QD^D^KK
```

^QJ inserts a line-justification dot command (**.OJ ON**) above the home paragraph. The dot command is used as a dummy.

^QH^M finds the **Return** just above the home paragraph. If a paragraph created with the original version of WS5.5 begins on a line immediately below a page break, **^QH^M** can't find the **Return** ahead of that paragraph. But if a dot command has been inserted just above the paragraph, **^QH^M** can find the **Return** after the dot command. The previous command has placed a dot command at that location to make sure **^QH^M** performs properly.

^Y deletes the dot command. The cursor is at the start of the home paragraph.

^S moves the cursor up a line.

^KB^KH^F^B^S^S^QD^D^KK performs as described in the previous note.

19. GrafBlk (7.0): Sub Main

```

WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}")
Key ("^KB^KH^F")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to block.')
Key ("^B^S^S^QD^D^KK")
End Sub

```

WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)

Key ("^QF^P^M^P^J{TAB}B{F10}") finds the **Return** just above the home paragraph. (The **^QF** search command is used in place of **^QG** and **^QH** in many WordStar 7.0 macros because it runs faster.)

Key ("^KB^KH^F") marks the start of a block and dissolves any block highlighting. (See note 14.)

^F") moves the cursor into the home paragraph.

WSQuiet (Off) disables the **WSQuiet** feature.

PauseForInput ("<SP>", 'Press Spacebar to block.') interrupts the macro so that the user can move the cursor into a subsequent paragraph if more than one paragraph is to be blocked. The macro restarts when the user presses the **Spacebar**.

Key ("^B^S^S^QD^D^KK") performs as described in note 17.

20. EndBlk (4.0, 5.x, 6.0): ^F^F^B^S^S^QD^D^KK

^F^F moves the cursor into the next paragraph.

^B^S^S^QD moves the cursor to the end of the last line of the paragraph.

^D^KK positions the cursor on the line below the paragraph and marks the end of a block.

21. MvGrafs (7.0): Sub Main

```

WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}^KB^KH^F")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to block.')
Key ("^B^S^S^QD^D^KK")
PauseForInput ("<SP>", 'Press spacebar to move.')
Key ("^QS^KV^KH")
End Sub

```

WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)

Key ("^QF^P^M^P^J{TAB}B{F10}^KB finds the **Return** just above the home paragraph and marks the start of a block. (See note 19.)

^KH dissolves any block highlighting. (See note 14.)

^F) moves the cursor into the home paragraph.

WSQuiet (Off) disables the **WSQuiet** feature.

PauseForInput ("<SP>", 'Press Spacebar to block.') interrupts the macro so that the user can reposition the cursor if more than one paragraph is to be blocked. The **Spacebar** is pressed to restart the macro.

Key ("^B^S^S^QD^D^KK") places the cursor on the line below the last paragraph to be blocked and marks a block ending.

PauseForInput ("<SP>", 'Press Spacebar to move.') interrupts the macro so that the user can place the cursor at the location to which the block is to be moved. The pause ends when the user presses the **Spacebar**.

Key ("^QS^KV^KH") makes sure the cursor is at the left margin, then moves the block and dissolves the block highlighting.

22. SentBlk-1 (4.0): ^QF<SP><SP>^MB^M^F^KB^KH^B^S^S^QD<SP><SP>^A
^QG<SP>^D^D^QY^QB^QF<SP><SP>^M^M^D^D^KK

^QF<SP><SP>^MB^M searches backward for two blank spaces in front of the home sentence.

^F moves the cursor to the start of the home sentence.

^KB marks the start of a block.

^KH dissolves any block highlighting. (See note 14.)

^B^S^S positions the cursor on the bottom line of the home paragraph.

^QD<SP><SP> moves the cursor to the right end of the line and enters two blank spaces. If the last sentence of the paragraph is the one to be blocked, the macro will need to find two spaces after that sentence to be able to tell where it ends.

^A^QG<SP> moves the cursor backward one word on the bottom line of the home paragraph, then finds the first blank space after the last word on the line.

^D^D^QY advances the cursor two spaces, then deletes to the end of the line. **SentBlk-1** is one of several macros that leave blank spaces at paragraph endings. If one or more of these macros are executed repeatedly in the same paragraph,

the blank spaces will accumulate and may eventually run beyond the right margin unless excess spaces are deleted. The **^QY** in **^D^D^QY** erases any blank spaces after the first two.

^QB returns the cursor to the begin-block marker left in the home sentence by **^KB**.

^QF<SP><SP>^M^M searches forward for the first of two blank spaces after the home sentence.

^D^D advances the cursor two spaces.

^KK marks the end of a block.

23. SentBlk-2 (4.0): **^KK^KH^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY^QK^QF<SP><SP>^MB^M^F^QG<SP>^A^KB^QF<SP><SP>^M^M^D^D^KK**

^KK enters an end-block marker. Purpose: to leave a place mark in the home sentence. **^KK** can sometimes be used as a substitute for a conventional place mark such as **^K2**. Using **^Q2^K2** to find and erase a **^K2** place mark takes twice as many characters as using **^QB** to find a **^KK** end-block marker. The **^KK** used here doesn't have to be erased because it will disappear when another **^KK** is entered later in the macro sequence.

^KH dissolves any block highlighting. (See note 14.)

^QH^M<SP><SP> looks backward for a **Return** and enters two blank spaces on the open line just above the home paragraph. If the first sentence of the paragraph is the one to be blocked, **SentBlk-2** will need to find two spaces ahead of that sentence to be able to tell where it begins. If the sentence is indented, the indentation supplies the necessary spaces. If the sentence is unindented, **^QH^M<SP><SP>** supplies the spaces.

^F moves the cursor to the start of the home paragraph.

^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY moves the cursor to the bottom line of the home paragraph, leaves two blank spaces at the end of the line and deletes any excess blank spaces. (See **^D^D^QY** in note 22.) If the last sentence of the paragraph is the one to be blocked, the macro will need to find two spaces after that sentence to be able to tell where it ends.

^QK finds the **^KK** end-block marker left as a place mark in the home sentence.

^QF<SP><SP>^MB^M searches backward for two blank spaces in front of the home sentence.

^F^QG<SP>^A moves the cursor to the first character of the home sentence. If the sentence is in the interior of a paragraph, a single **^F** will position the cursor properly. But the macro must deal with variables. Example: If the sentence is the first one in an unindented paragraph, the blank spaces used to find the start of the sentence will be on the line above the paragraph. And the previous command will have positioned the cursor so that **^F** alone won't advance it to the start of the home sentence. The

`^F^QG<SP>^A` sequence manipulates the cursor so that it lands in the right place regardless of the situation.
`^KB` marks the start of a block.
`^QF<SP><SP>^M^M` finds the first of two blank spaces at the end of the home sentence.
`^D^D^KK` advances the cursor two spaces and marks the end of a block.

24. SentBlk-2 (5.0): `^QA^KK^KH^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A
 ^QG<SP>^D^D^QY^QK^QA^QF<SP><SP>^MB^M^F^QG
 <SP>^A^KB^QF<SP><SP>^M^Y^M^D^D^KK`

`^QA` switches off auto-align. Because of a WordStar 5.0 idiosyncrasy, the keyboard may lock in certain situations unless auto-align is temporarily switched off.
`^KK` leaves a place mark. (See note 23.)
`^KH` dissolves any block highlighting. (See note 14.)
`^QH^M<SP><SP>` leaves two blank spaces on the line just above the home paragraph. If the first sentence of the paragraph is the one to be blocked, the macro will need to find two blank spaces ahead of that sentence to be able to tell where it starts. `^QH^M<SP><SP>` supplies the needed spaces if the sentence is unindented or has been indented with the **Tab** key. (In a WordStar 5.x document, a **Tab** does not create hard spaces.)
`^F^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY` moves the cursor to the bottom line of the home paragraph, leaves two blank spaces at the end of the line and deletes any excess blank spaces. (See `^A^QG<SP>^D^D^QY` in note 22.) If the last sentence of the paragraph is the one to be blocked, the macro will need to find two spaces after that sentence to be able to tell where it ends.
`^QK` returns the cursor to the place mark left in the home sentence by `^KK`.
`^QA` switches auto-align back on.
`^QF<SP><SP>^MB^M` finds two blank spaces before the home sentence.
`^F^QG<SP>^A` moves the cursor to the first character in the home sentence. (See note 23.)
`^KB` marks the start of a block.
`^QF<SP><SP>^M^Y^M` finds the first of two blank spaces after the home sentence. The sequence is the same as one used in note 22 except that here a `^Y` is inserted between the two `^M`'s. Reason: The macro used **B** between two `^M`'s in an earlier search. **B** told WordStar to search backward. When a macro orders a search in a document created with WordStar 5.x, 6.0 or 7.0, the search options line is displayed as it last appeared--in this case with a **B** on it. The `^Y` between the `^M`'s deletes the **B** so that the direction of the second search will be forward.
`^D^D^KK` advances the cursor two spaces and marks the end of a block.

25. SentBlk-2 (5.5): `^KK^KH^QJ^QH^M^Y^A<SP><SP>^F^B^S^S^QD<SP>
<SP>^A^QG<SP>^D^D^QY^QK^QF<SP><SP>^MB^M^F
^QG<SP>^A^KB^QF<SP><SP>^M^Y^M^D^D^KK`

`^KK` leaves a place mark in the home sentence. (See note 23.)

`^KH` dissolves any block highlighting. (See note 14.)

`^QJ` enters a dummy dot command just above the home paragraph.
(See note 18.)

`^QH^M` finds the **Return** after the dot command.

`^Y^A` deletes the dot command and moves the cursor up to the blank line just above the home paragraph.

`<SP><SP>` enters two blank spaces on the line above the home paragraph. (See `^QH^M<SP><SP>` in note 24.)

`^F^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY` moves the cursor to the bottom line of the home paragraph, leaves two blank spaces at the end of the line and deletes any excess blank spaces.
(See note 22.)

`^QK` finds the `^KK` place mark in the home sentence.

`^QF<SP><SP>^MB^M` finds two blank spaces ahead of the sentence.

`^F^QG<SP>^A` moves the cursor to the first character in the home sentence. (See note 23.)

`^KB` marks the start of a block.

`^QF<SP><SP>^M^Y^M^D^D^KK` finds the first of two blank spaces after the home sentence, advances the cursor two spaces and marks the end of a block. (See note 24.)

26. SentBlk-2 (5.5C, 6.0): `^PP^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A
^QG<SP>^D^D^QY^QH^PP^G^QF<SP><SP>^MB
^M^F^QG<SP>^A^KB^KH^QF<SP><SP>^M^Y^M
^D^D^KK`

`^PP` leaves a place mark. `^PP` is used in place of a conventional place mark to avoid a problem that arises when a paragraph starts on a line immediately below a page break in a document created with WordStar 5.5C, 6.0 or 7.0. In that situation, a conventional place mark will not remain properly positioned when the next command comes into play.

`^QH^M<SP><SP>` enters two blank spaces on the line above the home paragraph. (See note 24.)

`^F^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY` moves the cursor to the last line of the home paragraph, enters two blank spaces at the end of the line and deletes any excess blank spaces.
(See note 22.)

`^QH^PP^G` finds and erases the place mark left in the home sentence by `^PP`.

`^QF<SP><SP>^MB^M` finds two blank spaces ahead of the sentence.

`^F^QG<SP>^A^KB` moves the cursor to the start of the home sentence and enters a begin-block marker. (See note 23.)

`^KH` dissolves any block highlighting. (See note 14.)

`^QF<SP><SP>^M^Y^M` finds the first of two blank spaces after the home sentence. (See note 24.)

`^D^D^KK` advances the cursor two spaces and marks the end of a block.

27. SentBlk-2 (7.0): Sub Main

```

WSQuiet (On)
Key ("^PP^QF^P^M^P^J{TAB}B{F10}<SP><SP>")
Key ("^QF^PP{TAB}^Y{F10}^G")
Key ("^QF<SP><SP>{TAB}B{F10}")
Key ("^F^QF<SP>{TAB}^Y{F10}^A^KB^KH")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to block.')
WSQuiet (On)
Key ("^PP^B^S^S^QD<SP><SP>^A")
Key ("^QF<SP>{TAB}^Y{F10}^D^D^QY")
Key ("^QF^PP{TAB}B{F10}^G")
Key ("^QF<SP><SP>{TAB}^Y{F10}^D^D^KK")
WSQuiet (Off)
End Sub

```

WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)

Key ("^PP leaves a place mark in the home sentence. (See note 26.)

^QF^P^M^P^J{TAB}B{F10}<SP><SP>") finds the **Return** just above the home paragraph and leaves two blank spaces. (See note 19.)

Key ("^QF^PP{TAB}^Y{F10}^G") returns to and erases the place mark.

Key ("^QF<SP><SP>{TAB}B{F10}") finds two blank spaces ahead of the home sentence.

Key ("^F^QF<SP>{TAB}^Y{F10}^A positions the cursor at the start of the home sentence. (The sequence performs the same function as **^F^QG<SP>^A** in note 23.)

^KB marks the start of a block.

^KH") dissolves any block highlighting. (See note 14.)

WSQuiet (Off) disables the **WSQuiet** feature.

PauseForInput ("<SP>", 'Press Spacebar to block.') interrupts the macro so that the user can move the cursor if more than one sentence is to be blocked. The user taps the **Spacebar** to restart the macro.

WSQuiet (On) actuates the **WSQuiet** feature.

Key ("^PP leaves a place mark in the last sentence to be blocked.

^B^S^S^QD<SP><SP> moves the cursor to the end of the last line of the paragraph and enters two blank spaces. (See note 24.)

^A") moves the cursor to the start of the last word of the paragraph.

Key ^QF<SP>{TAB}^Y{F10}^D^D finds the first blank space at the end of the line and advances the cursor two spaces.

^QY") deletes to the end of the line to remove any excess blank spaces. (See note 22.)

Key ("^QF^PP{TAB}B{F10}^G") returns to and erases the place mark left in the last sentence to be blocked.

Key ("^QF<SP><SP>{TAB}^Y{F10} finds the first of two blank spaces after the sentence.

^D^D^KK") advances the cursor two spaces and marks the end of a block.

WSQuiet (Off) disables the **WSQuiet** feature.

28. AddSent (4.0): `^F^D^D^KK^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY
 ^KK^QF<SP><SP>^M^M^D^D^KK`

`^F^D^D` moves the cursor into the next sentence.

`^KK` marks a place. (See note 23.)

`^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY` moves the cursor to the last line of the home paragraph, enters two blank spaces at the end of the line and deletes any excess blank spaces. (See note 22.)

`^QK` finds the `^KK` place mark in the home sentence.

`^QF<SP><SP>^M^M` finds the first of two blank spaces at the end of the sentence.

`^D^D^KK` advances the cursor two spaces and marks the end of a block.

29. AddSent (5.0): `^QA^F^D^D^KK^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY
 ^KK^QA^QF<SP><SP>^M^Y^M^D^D^KK`

The macro is the same as the last one except that `^OA` is used twice and a `^Y` is inserted between two `^M`'s in a search routine. (See note 24.)

30. AddSent (5.5, 6.0): `^F^D^D^KK^B^S^S^QD<SP><SP>^A^QG<SP>^D^D
 ^QY^KK^QF<SP><SP>^M^Y^M^D^D^KK`

The macro is the same as the last one except that two `^OA`'s are omitted here.

31. MvSents (7.0): Sub Main

```
WSQuiet (On)
Key ("^PP^QF^P^M^P^J{TAB}B{F10}<SP><SP>")
Key ("^QF^PP{TAB}^Y{F10}^G")
Key ("^QF<SP><SP>{TAB}B{F10}")
Key ("^F^QF<SP>{TAB}^Y{F10}^A^KB^KH^K2^KH")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to block.')
WSQuiet (On)
Key ("^PP^B^S^S^QD<SP><SP>")
Key ("^A^QF<SP>{TAB}^Y{F10}^D^D^QY")
Key ("^QF^PP{TAB}B{F10}^G")
Key ("^QF<SP><SP>{TAB}^Y{F10}^D^D^KK")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to move.')
Key ("^KV^B^Q2^K2^B^QB^KH")
End Sub
```

`WSQuiet (On)` actuates the `WSQuiet` feature. (See note 4.)

`Key ("^PP` leaves a place mark in the home sentence. (See note 26.)

`^QF^P^M^P^J{TAB}B{F10}<SP><SP>")` finds the **Return** above the home paragraph and enters two blank spaces. (See note 19.)
Key ("`^QF^PP{TAB}^Y{F10}^G`") returns to and erases the place mark.
Key ("`^QF<SP><SP>{TAB}B{F10}`") finds two blank spaces ahead of the home sentence.
Key ("`^F^QF<SP>{TAB}^Y{F10}^A`") moves the cursor to the start of the home sentence. (The sequence performs the same function as `^F^QG<SP>^A` in note 23.)
`^KB` marks the start of a block.
`^KH` dissolves any block highlighting. (See note 14.)
`^K2^KH`) leaves a place mark and dissolves any block highlighting created by the `^K2` mark.
WSQuiet (Off) disables the **WSQuiet** feature.
PauseForInput ("`<SP>`", '**Press Spacebar to block.**') interrupts the macro so that the user can move the cursor if more than one sentence is being blocked. The cursor must be positioned in the last sentence to be blocked. The macro restarts when the user presses the **Spacebar**.
WSQuiet (On) actuates the **WSQuiet** feature.
Key ("`^PP`") leaves a place mark in the last sentence to be blocked.
`^B^S^S^QD<SP><SP>")` moves the cursor to the end of the last line of the paragraph and enters two blank spaces. (See note 24.)
Key ("`^A^QF<SP>{TAB}^Y{F10}`") moves the cursor back a word, then finds the first blank space at the end of the line.
`^D^D` advances the cursor two spaces.
`^QY`) deletes to the end of the line to remove any excess blank spaces. (See note 22.)
Key ("`^QF^PP{TAB}B{F10}^G`") finds and deletes the place mark in the last sentence to be blocked.
Key ("`^QF<SP><SP>{TAB}^Y{F10}`") finds the first of two blank spaces after the home sentence.
`^D^D^KK`) advances the cursor two spaces and marks the end of a block.
WSQuiet (Off) disables the **WSQuiet** feature.
PauseForInput ("`<SP>`", '**Press Spacebar to move.**') interrupts the macro so that the user can reposition the cursor at the location to which the block is to be moved.
Key ("`^KV`") moves the block.
`^B` reforms the paragraph in which the block has been inserted.
`^Q2^K2` returns to and erases the place mark left before the block was moved.
`^B` reforms the paragraph from which the block was moved.
`^QB^KH`) returns the cursor to the paragraph in which the block has been inserted and dissolves the block highlighting.

32. WordBlk (4.0, 5.x, 6.0): `^D^A^KB^KH^F^KK`

`^D^A` moves the cursor forward one space, then back to the start of the word to be blocked. (The `^D` is needed when

the macro is executed with the cursor on the first character of the word. The cursor must be advanced before the ^A comes into play. Otherwise, ^A will move the cursor to the start of the previous word.)

^KB marks the start of a block.

^KH dissolves any block highlighting. (See note 14.)

^F advances the cursor to the start of the next word.

Exception: If the word to be blocked is the last one on a line, the cursor merely moves to the end of the line.

^KK marks the end of a block.

33. WordBlk (7.0): Sub Main

Key ("^D^A^KB^KH")

PauseForInput ("<SP>", 'Press Spacebar to block.')

Key ("^F^KK")

End Sub

Key ("^D^A^KB finds the first character of the word at the cursor and marks the start of a block. (See note 32.)

^KH") dissolves any block highlighting. (See note 14.)

PauseForInput ("<SP>", 'Press Spacebar to block.') interrupts the macro so that the user can place the cursor on the last word to be blocked. The macro restarts when the user presses the **Spacebar**.

Key ("^F^KK") moves the cursor, usually to the start of the next word, and marks the end of a block. (If the cursor is on the last word of a line, ^F moves it to the end of the line.)

34. AddWord (4.0, 5.x, 6.0): ^F^KK

^F advances the cursor. (See Key ("^F^KK") in the previous note.)

^KK marks a new block ending.

35. MvMisc (7.0): Sub Main

Key ("^D^A^KB^KH^K2^KH")

PauseForInput ("<SP>", 'Press Spacebar to block.')

Key ("^F^KK")

PauseForInput ("<SP>", 'Press Spacebar to move.')

Key ("^KV^B^Q2^K2^B^QB^KH")

End Sub

Key ("^D^A^KB finds the first character of the word at the cursor and marks the start of a block. (See note 32.)

^KH dissolves any block highlighting. (See note 14.)

^K2^KH") leaves a place mark and dissolves any highlighting created by the mark.

PauseForInput ("<SP>", 'Press Spacebar to block.') interrupts

the macro so that the user can move to the cursor to the last word to be blocked. The macro restarts when the user presses the **Spacebar**.

Key ("^F^KK") advances the cursor, usually to the start of the next word, and marks a block ending. The remaining commands perform as described in note 31.

36. Bold (4.0, 5.x, 6.0): ^D^A^PB^T^PB^S^U^F

^D^A finds the first character of the word at the cursor.
(See note 32.)

^PB enters a print-control symbol ahead of the word.

^T deletes the word.

^PB enters a second print-control symbol.

^S moves the cursor back a space, placing it between the two print-control symbols.

^U undeletes the word, leaving it enclosed by the two symbols. (Deleting and undeleting the word makes it possible to position the second print-control symbol in the space immediately after the word to be boldfaced. The **^PB^T^PB^S^U** sequence could be shortened to **^PB^F^PB**, but the second print-control symbol would then be positioned at the start of the next word. That could cause a problem if another macro was run with the cursor on the next word.)

^F moves the cursor to the start of the next word.

37. Bold (7.0): Sub Main Key ("^D^A^PB^T^PB^S^U^F") End Sub

The macro differs from the last one in format but performs the same functions.

38. XBold (4.0, 5.5, 6.0): ^K2^QH^B^G^Q2^K2^KH^PB^T^S^U^F

^K2 leaves a place mark.

^QH^B^G finds and erases the print-control symbol at the end of the last boldfaced word.

^Q2^K2 returns to the original cursor position and deletes the place mark.

^KH dissolves any block highlighting created by **^K2**.

^PB enters a print-control symbol.

^T deletes to the end of the word at the cursor.

^S^U moves the cursor back a space and restores the deleted characters. This leaves the print-control symbol in the space immediately after the last word in the boldface string.

^F advances the cursor to the start of the next word.

39. **xBold (5.0):** `^OA^K2^QH^B^G^Q2^K2^KH^OA^PB^T^S^U^F`

The macro is the same as the last one except that two ^OA's are added. (See note 24.)

40. **xBold (7.0):** `Sub Main
WSQuiet (On)
Key ("^K2^QF^PB{TAB}B{F10}^G^Q2^K2^KH")
Key ("^PB^T^S^U^F")
WSQuiet (Off)
End Sub`

The macro differs in format from the one described in note 38 but performs the same functions. The search command ^QF is used here in place of ^QH (see note 19), and the **WSQuiet** feature is added (see note 4).

41. **SBold (4.0):** `^K2^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A^QG<SP>
^D^D^QY^Q2^K2^QF<SP><SP>^MB^M^F^QG<SP>^A^PB
^QF<SP><SP>^M^M^PB`

^K2 leaves a place mark.

^QH^M<SP><SP> leaves two blank spaces ahead of the home paragraph. (See note 24.)

^F^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY moves the cursor to the last line of the home paragraph, leaves two blank spaces at the end of the line and deletes any excess blank spaces. (See note 22.)

^Q2^K2 finds and erases the place mark left in the home sentence.

^QF<SP><SP>^MB^M^F^QG<SP>^A^PB finds the start of the home sentence and enters a boldface print-control symbol. (See note 23.)

^QF<SP><SP>^M^M^PB finds the first of two blank spaces after the home sentence and enters a boldface print-control symbol.

42. **SBold (5.0):** `^OA^K2^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A^QG
<SP>^D^D^QY^Q2^K2^OA^QF<SP><SP>^MB^M^F^QG<SP>
^A^PB^QF<SP><SP>^M^Y^M^PB`

The macro is the same as the last one except that ^OA is used twice and a ^Y is inserted between two M's in a search routine. (See note 24.)

43. **SBold (5.5):** `^K2^QJ^QH^M^Y^A<SP><SP>^F^B^S^S^QD<SP><SP>^A
^QG<SP>^D^D^QY^Q2^K2^QF<SP><SP>^MB^M^F^QG<SP>
^A^PB^QF<SP><SP>^M^Y^M^PB`

`^K2` leaves a place mark.

`^QJ^QH^M^Y^A<SP><SP>` leaves two blank spaces ahead of the home paragraph. (See notes 18 and 25.) The remaining commands are the same as those described in the previous note except that `^OA` is not used here after `^Q2^K2`.

44. **SBold (5.5C, 6.0):** `^PP^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A^QG
<SP>^D^D^QY^QH^PP^G^QF<SP><SP>^MB^M^F^QG
<SP>^A^PB^QF<SP><SP>^M^Y^M^PB`

`^PP` leaves a place mark. (See note 26.)

`^QH^M<SP><SP>` leaves two blank spaces above the home paragraph. (See note 24.)

`^F^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY` moves the cursor to the last line of the paragraph, enters two blank spaces and deletes any excess spaces. (See note 14.)

`^QH^PP^G` returns to and erases the `^PP` place mark in the home sentence. The remaining commands perform as described in note 41.

45. **SBold (7.0):** `Sub Main
WSQuiet (On)
Key ("^PP^QF^P^M^P^J{TAB}B{F10}<SP><SP>")
Key ("^F^B^S^S^QD<SP><SP>")
Key ("^A^QF<SP>{TAB}^Y{F10}^D^D^QY")
Key ("^QF^PP{TAB}B{F10}^G")
Key ("^QF<SP><SP>{TAB}B{F10}")
Key ("^F^QF<SP>{TAB}^Y{F10}^A^PB")
Key ("^QF<SP><SP>{TAB}^Y{F10}^PB")
WSQuiet (Off)
End Sub`

The macro differs from the last one in format but performs the same functions. The `^QF` search command is used here in place of `^QG` and `^QH` (see note 19), and the `WSQuiet` feature is added (see note 4).

46. **PBold (4.0, 5.5C, 6.0):** `^QH^M^F^PB^B^S^S^QD<SP>^A^QG<SP>
^PB^QY`

`^QH^M^F^PB` finds a **Return** above the home paragraph, then moves the cursor to the start of the paragraph and enters a boldface print-control symbol.

`^B^S^S^QD<SP>` moves the cursor to the last line of the home paragraph and enters a blank space at the end of the line.

- ^A** moves the cursor backward to the first character in the last word of the paragraph.
- ^QG<SP>** finds the blank space right after the last word of the paragraph. (There may be more than one space after that word. The object is to position the cursor immediately after the word.)
- ^PB** enters a boldface print-control symbol.
- ^QY** deletes any excess blank spaces that may have been left at the end of the paragraph.

47. PBold (5.0): **^QA^QH^M^F^PB^B^S^S^QD<SP>^A^QG<SP>^PB^QY^QA**

The macro is the same as the last one except that **^QA** is used here at the beginning and end. (See note 24.)

48. PBold (5.5): **^QJ^QH^M^Y^S^F^PB^B^S^S^QD<SP>^A^QG<SP>^PB^QY**

- ^QJ^QH^M^Y** places the cursor above the home paragraph. (See note 18.)
- ^S^F^PB** places the cursor at the start of the first word in the home paragraph and enters a boldface print-control symbol. The remaining commands perform as described in note 46.

49. PBold (7.0): **Sub Main**
WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}^F^PB")
Key ("^B^S^S^QD<SP>^A")
Key ("^QF<SP>{TAB}^Y{F10}^PB^QY")
WSQuiet (Off)
End Sub

The macro performs the same functions as the one described in note 46. The **^QF** search command is used here in place of **^QG** and **^QH** (see note 19), and the **WSQuiet** feature is added (see note 4).

50. UnBold (4,0, 5.x, 6.0): **^QG^B^G^L^G^L**

- ^QG^B** finds the next boldface print-control symbol. The symbol will be at the start of a boldfaced word or at the start of a string of boldfaced words.
- ^G** deletes the symbol.
- ^L** repeats the search for a boldface print-control symbol. The symbol will be at the end of a boldfaced word or at the end of a string of boldfaced words.
- ^G** deletes the symbol.

^L finds the boldface symbol at the start of the next boldfaced string.

```
51. UnBold (7.0):  Sub Main
                   WSQuiet (On)
                   Key ("^QF^PB{TAB}^Y{F10}^G^L^G^L")
                   WSQuiet (Off)
                   End Sub
```

The macro differs from the last one in format but performs the same functions. The **^QF** search command is used here in place of **^QG** (see note 19), and the **WSQuiet** feature is added.

```
52. Ital (4.0, 5.x, 6.0):  ^D^A^PY^T^PY^S^U^F
```

The macro italicizes a word. The sequence is the same as the one described in note 36 except for the print-control symbols.

```
53. Ital (7.0):  Sub Main
                 Key ("^D^A^PY^T^PY^S^U^F")
                 End Sub
```

The macro differs from the last one in format but performs the same functions.

```
54. XItal (4.0, 5.5, 6.0):  ^K2^QH^Y^G^Q2^K2^KH^PY^T^S^U^F
```

The macro extends an italics string. The sequence is the same as the one described in note 38 except for the print-control symbol.

```
55. XItal (5.0):  ^QA^K2^QH^Y^G^Q2^K2^KH^QA^PY^T^S^U^F
```

The macro is the same as the one described in note 39 except for the print-control symbol.

```

56. XItal (7.0):  Sub Main
                  WSQuiet (On)
                  Key ("^K2^QF^PY{TAB}B{F10}^G^Q2^K2^KH")
                  Key ("^PY^T^S^U^F")
                  WSQuiet (Off)
                  End Sub

```

The macro differs in format from the one described in note 54 but perform the same functions. The search command **^QF** is used here in place of **^QH** (see note 19), and the **WSQuiet** feature is added (see note 4).

```

57. UpCase-1 (4.0, 5.x, 6.0):  ^QK^K"^KH

```

^QK finds the end of a marked block.
^K" uppercases the words in the block.
^KH dissolves the block highlighting.

```

58. UpCase-1 (7.0):  Sub Main
                  Key ("^QK^K""^KH")
                  End Sub

```

The macro differs from the last one in format but performs the same functions.

```

59. LoCase-1 (4.0):  ^QK^K'^KH

```

^QK finds the end of a marked block.
^K' lowercases the words in the block.
^KH dissolves the block highlighting.

```

60. LoCase-1 (5.x, 6.0):  ^QK^K.^KH

```

^QK finds the end of a marked block.
^K. lowercases all letters in the block except first letters of sentences and the letter **I** when that letter is used standing alone.
^KH dissolves the block highlighting.

```

61. LoCase-1 (7.0):  Sub Main
                  Key ("^QK^K.^KH")
                  End Sub

```

The macro differs from the last one in format but performs the same functions.

62. UpCase-2 (4.0, 5.x, 6.0): ^KK^QB^D^A^S^KB^QK^F^K^K'^KH

^KK marks the end of a block. The ^KK is used as a place mark.
 ^QB returns the cursor to a begin-block marker left by the user in the first word to be uppercased.
 ^D^A^S^KB marks the start of a new block in front of the word.
 ^QK finds the ^KK end-block marker in the last word to be uppercased.
 ^F^KK moves the end-block marker to the right of the word.
 ^K' uppercases the words in the block.
 ^KH dissolves the block highlighting.

63. UpCase-2 (7.0): Sub Main

```
Key ("^D^A^KB^KH")
PauseForInput ("<SP>", 'Press Spacebar to uppercase.')
Key ("^F^KK^K'"^KH")
End Sub
```

Key ("^D^A^KB finds the first character in the word at the cursor and marks the start of a block. (See note 32.)
 ^KH") dissolves any block highlighting. (See note 14.)
 PauseForInput ("<SP>", 'Press Spacebar to uppercase.')
 interrupts the macro so that the user can move the cursor to the last word to be uppercased. The macro restarts when the user presses the **Spacebar**.
 Key ("^F^KK moves the cursor to the start of the next word and marks the end of a block.
 ^K'"^KH") uppercases the block and dissolves the block highlighting.

64. LoCase-2 (4.0): ^KK^QB^D^A^S^KB^QK^F^K^K'^KH

The macro works like the one described in note 62 except that the block is lowercased.

65. LoCase-2 (5.x, 6.0): ^KK^QB^D^A^S^KB^QK^F^K^K.^KH

The macro is the same as the last one except that ^K. is used in place of ^K' to lowercase the block. (See ^K. in note 60.)

66. LoCase-2 (7.0): Sub Main

```
Key ("^D^A^KB^KH")
PauseForInput ("<SP>")
Key ("^F^KK^K.^KH")
End Sub
```


The macro works like the one described in note 63 except that the block is lowercased.

67. AltFont (4.0): `^QS.PS OFF^M.RM80^M.CW10^M.PQ12^M`

`^QS` makes sure the cursor is at the left margin.
`.PS OFF^M` switches off proportional font (if it's on), then executes a **Return**.
`.RM80^M` sets the right margin at column 80, then executes a **Return**.
`.CW10^M` sets character width at 10/120ths of an inch, then executes a **Return**.
`.PQ12^M` sets the page offset at 12 spaces, then executes a **Return**.

68. NorFont (4.0): `^QS.PS OFF^M.RM65^M.CW12^M.PQ8^M`

`^QS.PS OFF^M` performs as described in the previous note.
`.RM65^M` sets the right margin at column 65, then executes a **Return**.
`.CW12^M` sets character width at 12/120ths of an inch, then executes a **Return**.
`.PQ8^M` sets the page offset at eight spaces, then executes a **Return**.

69. ProFont (4.0): `^QS.PS^M.RM65^M.PQ14^M`

`^QS` makes sure the cursor is at the left margin.
`.PS^M` turns on proportional font, then executes a **Return**.
`.RM65^M` sets the right margin at column 65, then executes a **Return**.
`.PQ14^M` sets the page offset at 14 spaces, then executes a **Return**.

70. TsRoman (5.0): `.PQ1.35"^M.RM5.40"^M^P=Times US 12^M`

`.PQ1.35"^M` sets the page offset at 1.35 inches and executes a **Return**.
`.RM5.40"^M` sets the right margin at 5.40 inches and executes a **Return**.
`^P=` displays the Directory of Fonts.
`Times US 12^M` types the name of a font on the Directory of Fonts prompt line and executes a **Return**, placing a `<Times US 12>` font tag in the text.

71. TsRoman (5.5, 6.0): `.PQ1.35"^M^QFSTimes^M`

.PQ1.35^M sets a 1.35-inch page offset and executes a **Return**.
^QFS displays the Select Paragraph Style screen.
Times^M types a font name on the Select Paragraph Style prompt line and executes a **Return**, placing a **<Times>** font tag in the text.

```
72. TsRoman (7.0):  Sub Main
                    Key (".PQ1.35""{ENTER}^QFSTimes{F10}")
                    End Sub
```

The macro differs from the last one in format but performs the same functions.

```
73. BodyTxt (5.0):  ^P=COURIER 10 R8^M
```

^P= displays the Directory of Fonts.
COURIER 10 R8^M types a font name on the Directory of Fonts prompt line and executes a **Return**, placing a **<COURIER 10 R8>** font tag in the text.

```
74. BodyTxt (5.5, 6.0):  ^QFSBody Text^M
```

^QFS displays the Select Paragraph Style screen.
Body text types a font name on the Select Paragraph Style prompt line and executes a **Return**, placing a **<Body text>** font tag in the text.

```
75. BodyTxt (7.0):  Sub Main
                    Key ("^QFSBody text{F10}")
                    End Sub
```

The macro differs from the last one in format but performs the same functions.

```
76. DateLtr (4.0):  ^QS^[^M^M^KR\WS4\DATECOMP^M^Y
```

^QS makes sure the cursor is at the left margin.
^[^ enters the current date.
^M^M executes two **Returns**, moving the cursor down two lines.
^KR\WS4\DATECOMP^M imports the file **DATECOMP**.
^Y deletes a dot command at the top of the **DATECOMP** file.

```
77. OpenLtr (5.x):  S^KR\WS5\DATECOMP^M^QG*^Y^[^M^M
```

S Opens a Speed Write file.
 ^KR\WS5\DATECOMP^M imports the file DATECOMP.
 ^QG*^Y finds an asterisk left in the DATECOMP file and deletes
 the line on which the asterisk was entered.
 ^[@ enters the current date.
 ^M^M executes two Returns after the date.

78. OpenLtr (6.0): S^KR\WS\DATECOMP^M^QG*^Y^[@^M^M

The macro is the same as the last one except for the directory designation.

**79. OpenLtr (7.0): Sub Main
 WSQuiet (On)
 Key ("S^KR\WS\DATECOMP{F10}")
 Key ("^QF*{TAB}^Y{F10}^Y^M@")
 Key ("{ENTER}{ENTER}")
 WSQuiet (Off)
 End Sub**

The macro differs from the last one in format but performs the same functions. The search command ^QF is used here in place of ^QG (see note 19), and the WSQuiet feature is added (see note 4).

80. KillBak (4.0): R^H^K^FDEL *.BAK^M

If the macro is executed at the opening menu:
 R displays a DOS prompt.
 ^H^K^F has no effect.
 DEL *.BAK^M deletes any files with BAK extensions.

If the macro is executed with a file onscreen:
 R enters an R at the cursor.
 ^H deletes the R.
 ^K^F displays a DOS prompt.
 DEL *.BAK^M deletes any files with BAK extensions.

**81. KillBak (5.0, 5.5): R^H^FDEL *.BAK^KK^KH^QHD^KB^KY^A^KJ
 *.BAK^M**

If the macro is executed at the opening menu:
 R displays a DOS prompt.
 ^H^F has no effect.
 DEL *.BAK^K deletes any files with BAK extensions. The remaining characters in the macro have no effect. Once ^K sets the DOS command in motion, any subsequent characters

are disregarded.

If the macro is executed with a file onscreen:

- R enters an R at the cursor.
- ^H deletes the R.
- ^F moves the cursor forward. If the cursor is at the start of a **Tab** indentation when the macro is executed, the soft spaces in the indentation will be deleted unless the cursor is advanced before the next command. ^F makes sure the cursor is safely positioned. Whether the macro is executed at the start of an indentation or just above an indentation, ^F will jump the cursor to the next word.
- DEL *.BAK enters the characters DEL *.BAK in the text.
- ^KK^KH marks the end of a block and dissolves any block highlighting. (See note 14.)
- ^QHD searches backward for the D in DEL *.BAK.
- ^KB enters a begin-block marker. DEL *.BAK is blocked.
- ^KY deletes the block, leaving the text as it was before the macro was executed.
- ^A moves the cursor backward, leaving it at or near the position it occupied before it was advanced by ^F, above.
- ^KJ*.BAK^M deletes any files with BAK extensions.

82. KillBak (5.5C, 6.0): R\$^H^H^FDEL *.BAK^KK^KH^QHD^KB^KY^A
^KJ*.BAK^M

If the macro is executed at the opening menu:

- R displays a DOS prompt.
- \$ enters a dollar sign, overwriting any characters previously entered on the prompt line. Unlike earlier WordStar releases, WS5.5C, 6.0 and 7.0 redisplay previous entries when the DOS prompt is called up.
- ^H deletes the dollar sign, clearing the prompt line.
- ^H (repeated) has no effect. The remaining commands perform as described in the previous note.

If the macro is executed with a file onscreen:

- R\$ enters an R and a dollar sign in the text.
- ^H^H erases the R and the dollar sign. The remaining commands perform as described in the previous note.

83. KillBak (6.0D): S^S^G^KFDEL *.BAK^M^KQN^[^[

If the macro is executed at the opening menu:

- S opens a Speed Write file. The file is used as a dummy.
- ^S^G tries to move the cursor back a space and erase a character but can do neither because the Speed Write file is empty.
- ^KF displays a DOS prompt.
- DEL *.BAK^M deletes all files with BAK extensions. (The remaining commands will be executed before the opening menu

is redisplayed.)
[^]KQ orders the Speed Write file abandoned. Since nothing has been entered in the file, WordStar carries out the order without asking for confirmation.
^N calls up a screen used in opening a nondocument file.
^{^[^[} switches off the screen.

If the macro is executed with a file onscreen:

^S enters the letter **S** in the text.
^{^S} moves the cursor back a space.
^{^G} deletes the **S**.
^{^KFDEL *.BAK^M} deletes all files with **BAK** extensions. (The remaining commands will be executed before the file is redisplayed.)
^{^KQ} orders the file abandoned.
^N countermands the ^{^KQ} order by answering **No** when WordStar asks if the file is to be abandoned even though changes have been made in the text. There will always have been changes since the last save. The ^{S^S^G} at the start of the sequence makes sure of that. If there were no changes, WordStar would carry out the ^{^KQ} order without asking for confirmation, clearing the file from the screen.
^{^[^[} switches the Shorthand menu on and off.

84. KillBak (7.0): **Sub Main**
 SetHelpLevel (4) : AutoRestore (On)
 Key (" {ALT+F} RDEL<SP>*.BAK{F10}{ESC} ")
 End Sub

SetHelpLevel (4) : sets the help level at 4. Help level 4 is used so that the macro will work whether it is executed at the opening screen or at the editing screen, and whether the default help level is 0, 1, 2, 3 or 4.
AutoRestore (On) restores editing settings to their defaults after the macro has run.
Key (" {ALT+F} R displays a DOS command line.
DEL<SP>*.BAK{F10} tells DOS to delete all **BAK** files in the logged directory.
{ESC} " clears the message "Press any key to return to WordStar."

85. JunkBtm-1 (4.0, 5.0, 5.5C, 6.0): ^{^KS^QH^M^D^QT^Z}

^{^KS} saves the file, keeping it open.
^{^QH^M} finds the **Return** above the home paragraph.
^{^D} moves the cursor to the start of the home paragraph.
^{^QT^Z} deletes to the end of the file.

86. JunkBtm-1 (5.5): ^{^KS^QJ^QH^M^Y^QT^Z}

The macro is the same as the last one except that ^OJ^QH^M^Y is used in place of ^QH^M^D. (See note 18.)

```
87. JunkBtm-1 (7.0):  Sub Main
                      WSQuiet (On)
                      Key ("^KS^QF^P^M^P^J{TAB}B{F10}")
                      Key ("^D^QT^Z")
                      WSQuiet (Off)
                      End Sub
```

The macro performs the same functions as the one described in note 83. The ^QF search command is used here in place of ^QH (see note 19), and the WSQuiet feature is added (see note 4).

```
88. JunkBtm-2:  ^KS^D^A^QT^Z
```

^KS saves the file, keeping it open.
 ^D^A finds the first character in the word at the cursor.
 (See note 32.)
 ^QT^Z deletes to the end of the file.

```
89. JunkBtm-2 (7.0):  Sub Main
                      Key ("^KS^D^A^QT^Z")
                      End Sub
```

The macro differs from the last one in format but performs the same functions.

```
90. ZapPage (5.x, 6.0):  ^QS^KB^KH^QI+^M^KK^KY
```

^QS makes sure the cursor is at the left margin.
 ^KB marks the start of a block.
 ^KH dissolves any block highlighting. (See note 14.)
 ^QI+^M moves the cursor to the top of the next page.
 ^KK marks the end of a block.
 ^KY deletes the block.

```

91. ZapPage (7.0):  Sub Main
                    WSQuiet (On)
                    Key ("^QS^KB^KH^QI+{F10}^KK^KY")
                    WSQuiet (Off)
                    End Sub

```

The macro differs from the last one in format but performs the same functions. The **WSQuiet** feature is added. (See note 4.)

```

92. DownZap-1 (4.0): ^KK^KH^QH^M<SP><SP>^QK^QF<SP><SP>^MB^M^F
                    ^QG<SP>^A^KB^B^S^S^QD^KK^KY

```

^KK leaves a place mark. (See note 23.)
 ^KH dissolves any block highlighting. (See note 14.)
 ^QH^M<SP><SP> leaves two blank spaces on the line just above the home paragraph. If the first sentence of the paragraph is to be part of the block that will be deleted, the macro will need to find two spaces ahead of that sentence to be able to tell where it starts.
 ^QK finds the ^KK place mark in the home sentence.
 ^QF<SP><SP>^MB^M finds two blank spaces ahead of the home sentence.
 ^F^QG<SP>^A^KB moves the cursor forward to the first character of the home sentence and marks the start of a block. (See note 23.)
 ^B^S^S^QD^KK moves the cursor to the end of the last line of the paragraph and marks the end of a block.
 ^KY deletes the block.

```

93. DownZap-1 (5.0): ^QA^KK^KH^QH^M<SP><SP>^QK^QA^QF<SP><SP>^MB
                    ^M^F^QG<SP>^A^KB^B^S^S^QD^KK^KY

```

The macro is the same as the last one except that two ^OA's are added. (See note 24.)

```

94. DownZap-1 (5.5): ^KK^KH^QJ^QH^M^Y^A<SP><SP>^QK^QF<SP><SP>^MB
                    ^M^F^QG<SP>^A^KB^B^S^S^QD^KK^KY

```

The macro is the same as the WS4.0 version except that ^OJ^QH^M^Y^A is used in place of ^QH^M. (See note 18.)

```

95. DownZap-1 (5.5C. 6.0): ^PP^QH^M<SP><SP>^QG^PP^G^QF<SP><SP>^M
                    ^B^M^F^QG<SP>^A^KB^KH^B^S^S^QD^KK^KY

```

^PP leaves a place mark. (See note 26.)

`^QH^M<SP><SP>` finds the **Return** above the home paragraph and enters two blank spaces. (See note 24.)
`^QG^PP^G` returns to and erases the place mark in the home sentence.
`^QF<SP><SP>^M^B^M^F^QG<SP>^A` finds two blank spaces ahead of the home sentence, then moves the cursor to the start of the sentence. (See note 23.)
`^KB^KH` enters a begin-block marker and dissolves any block highlighting. (See note 14.)
`^B^S^S^QD^KK^KY` moves the cursor to the end of the last line of the home paragraph, enters an end-block marker and deletes the block.

96. DownZap-1 (7.0): **Sub Main**
 WSQuiet (On)
 Key ("^PP^QF^P^M^P^J{TAB}B{F10}<SP><SP>")
 Key ("^QF^PP{TAB}^Y{F10}^G")
 Key ("^QF<SP><SP>{TAB}B{F10}")
 Key ("^F^QF<SP>{TAB}^Y{F10}^A^KB^KH")
 Key ("^B^S^S^QD^KK^KY")
 WSQuiet (Off)
 End Sub

The macro differs from the last one in format but performs the same functions. The `^QF` search command is used here in place of `^QG` and `^QH` (see note 19), and the **WSQuiet** feature is added (see note 4).

97. DownZap-2 (4.0, 5.x, 6.0): `^D^A^KB^KH^B^S^S^QD^KK^KY`

`^D^A` finds the first character in the word at the cursor. (See note 32.)
`^KB` marks the start of a block.
`^KH` dissolves any block highlighting. (See note 14.)
`^B^S^S` moves the cursor to the last line of the home paragraph.
`^QD` moves the cursor to the end of the line.
`^KK^KY` marks the end of a block and deletes the block.

98. DownZap-2 (7.0): **Sub Main**
 Key ("^D^A^KB^KH^B^S^S^QD^KK^KY")
 End Sub

The macro differs from the last one in format but performs the same functions.

99. NxtZap (4.0): `^D^A^KB^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY^QB
 ^QF<SP><SP>^M^M^KK^KY^B^QP`

`^D^A` finds the first character in the word at the cursor.

(See note 32.)

`^KB` marks the start of a block.

`^KH` dissolves any block highlighting. (See note 14.)

`^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY` moves the cursor to the last line of the home paragraph, enters two blank spaces at the end of the line and deletes any excess blank spaces. (See notes 22 and 24.)

`^QB` finds the block marker in the home sentence.

`^QF<SP><SP>^M^M` finds the first of two blank spaces after the home sentence.

`^KK` marks the end of a block.

`^KY` deletes the block.

`^B` realigns the paragraph.

`^QP` returns the cursor to the point of execution.

100. NxtZap (5.0): `^QA^D^A^KB^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D
 ^QY^QB^QA^QF<SP><SP>^M^Y^M^KK^KY`

The macro is the same as the last one with these exceptions:

Two `^QA`'s are added. (See note 24.)

A `^Y` is used between two `^M`'s in a search routine. (See note 24.)

The `^B^QP` sequence at the end of the WS4.0 macro is omitted here. The paragraph will realign automatically if auto-align is on.

101. NxtZap (5.5, 6.0): `^D^A^KB^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D
 ^QY^QB^QF<SP><SP>^M^Y^M^KK^KY`

The macro is the same as the one described in note 99 with these exceptions:

A `^Y` is used between two `^M`'s in a search routine. (See note 24.)

The `^B^QP` at the end of the WS4.0 macro is omitted here. The paragraph will realign automatically if auto-align is on.

102. NxtZap (7.0): Sub Main
 WSQuiet (On)
 Key ("^D^A^KB^KH^B^S^S^QD<SP><SP>")
 Key ("^A^QF<SP>{TAB}^Y{F10}^D^D^QY")
 Key ("^QB^QF<SP><SP>{TAB}^Y{F10}^KK^KY")
 WSQuiet (Off)
 End Sub

The macro differs from the last one in format but performs the same functions. The **^QF** search command is used here in place of **^QG** (see note 19), and the **WSQuiet** feature is added (see note 4).

103. **ZapGraf (4.0, 5.0, 5.5C, 6.0):** **^QH^M^KB^KH^F^B^S^S^QD^D^KK^KY**

The macro is the same as the one described in note 17 except that a **^KY** is added to delete the paragraph.

104. **ZapGraf (5.5):** **^QJ^QH^M^Y^S^KB^KH^F^B^S^S^QD^D^KK^KY**

The macro is the same as the one described in note 18 except that a **^KY** is added to delete the paragraph.

105. **ZapGraf (7.0):** Sub Main
 WSQuiet (On)
 Key ("^QF^P^M^P^J{TAB}B{F10}")
 Key ("^KB^KH")
 WSQuiet (Off)
 PauseForInput ("<SP>**", 'Press Spacebar to delete.')**
 Key ("^F^B^S^S^QD^D^KK^KY")
 End Sub

WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)
Key ("^QF^P^M^P^J{TAB}B{F10}") finds the **Return** above the paragraph.
Key ("^KB^KH") marks the start of a block and dissolves any block highlighting. (See note 14.)
WSQuiet (Off) disables the **WSQuiet** feature.
PauseForInput ("<SP>**", 'Press Spacebar to delete.')** interrupts the macro so that the user can reposition the cursor, if necessary. The macro restarts when the user presses the **Spacebar**.
Key ("^F^B^S^S^QD^D^KK^KY") places the cursor below the last paragraph to be erased.
^KK^KY") marks the end of a block and deletes the paragraph.

106. **SentZap-1 (4.0):** **^QF<SP><SP>^MB^M^F^KB^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY^QB^QF<SP><SP>^M^M^D^D^KK^KY^B^QP**

The macro is the same as the one described in note 22 except that **^KY^B^QP** is added to delete the sentence, realign the paragraph and reposition the cursor.

107. SentZap-2 (4.0): `^KK^KH^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>^A
^QG<SP>^D^D^QY^QK^QF<SP><SP>^MB^M^F^QG
<SP>^A^KB^QF<SP><SP>^M^M^D^D^KK^KY^B^QP`

The macro is the same as the one described in note 23 except that `^KY^B^QP` is added to delete the sentence, realign the paragraph and reposition the cursor.

108. SentZap-2 (5.0): `^QA^KK^KH^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>
^A^QG<SP>^D^D^QY^QK^QA^QF<SP><SP>^MB^M^F
^QG<SP>^A^KB^QF<SP><SP>^M^Y^M^D^D^KK^KY`

The macro is the same as the one described in note 24 except that `^KY` is added to delete the sentence.

109. SentZap-2 (5.5): `^KK^KH^QJ^QH^M^Y^A<SP><SP>^F^B^S^S^QD<SP>
<SP>^A^QG<SP>^D^D^QY^QK^QF<SP><SP>^MB^M^F
^QG<SP>^A^KB^QF<SP><SP>^M^Y^M^D^D^KK^KY`

The macro is the same as the one described in note 25 except that `^KY` is added to delete the sentence.

110. SentZap-2 (5.5C, 6.0): `^PP^QH^M<SP><SP>^F^B^S^S^QD<SP><SP>
^A^QG<SP>^D^D^QY^QH^PP^G^QF<SP><SP>
^MB^M^F^QG<SP>^A^KB^KH^QF<SP><SP>^M
^Y^M^D^D^KK^KY`

The macro is the same as the one described in note 26 except that `^KY` is added to delete the sentence.

111. SentZap-2 (7.0): **Sub Main**
 WSQuiet (On)
 Key ("^PP^QF^P^M^P^J{TAB}B{F10}")
 Key ("<SP><SP>^F^B^S^S^QD<SP><SP>")
 Key ("^A^QF<SP>{TAB}^Y{F10}^D^D^QY")
 Key ("^QF^PP{TAB}B{F10}^G")
 Key ("^QF<SP><SP>{TAB}B{F10}")
 Key ("^F^QF<SP>{TAB}^Y{F10}^A^KB^KH")
 Key ("^QF<SP><SP>{TAB}^Y{F10}^D^D^KK^KY")
 WSQuiet (Off)
 End Sub

WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)
Key ("^PP leaves a place mark. (See note 26.)
^QF^P^M^P^J{TAB}B{F10}") finds the **Return** above the home paragraph. (See note 19.)
Key ("<SP><SP> leaves two blank spaces. (See note 24.)

^F^B^S^S^QD<SP><SP>") moves the cursor to the end of the last line of the home paragraph and leaves two blank spaces.
Key ("^A^QF<SP>{TAB}^Y{F10}) moves the cursor back one word, then finds the first of the two spaces at the end of the line.
^D^D^QY") advances the cursor two spaces and deletes any excess blank spaces. (See note 22.)
Key ("^QF^PP{TAB}B{F10}^G") returns to and erases the place mark in the home sentence.
Key ("^QF<SP><SP>{TAB}B{F10}") finds two blank spaces ahead of the home sentence.
Key ("^F^QF<SP>{TAB}^Y{F10}^A moves the cursor to the start of the home sentence. (The sequence performs the same function as **^F^QG<SP>^A** in note 23.)
^KB^KH") enters a begin-block marker and dissolves any block highlighting. (See note 14.)
Key ("^QF<SP><SP>{TAB}^Y{F10}) finds the first of two blank spaces after the home sentence.
^D^D^KK^KY") advances the cursor two spaces, enters an end-block marker and deletes the sentence.
WSQuiet (Off) disables the **WSQuiet** feature.

112. JunkTop-1 (4.0, 5.x, 6.0): ^KS^B^KK^KH^QR^KB^KY

^KS saves the file, keeping it open.
^B positions the cursor below the home paragraph.
^KK marks the end of a block.
^KH dissolves any block highlighting. (See note 14.)
^QR moves the cursor to the top of the file.
^KB marks the start of a block.
^KY deletes the block.

**113. JunkTop-1 (7.0): Sub Main
 Key ("^KS^B^KK^KH^QR^KB^KY")
 End Sub**

The macro differs from the last one in format but performs the same functions.

114. JunkTop-2 (4.0, 5.x, 6.0): ^KS^F^KK^KH^QR^KB^KY

^KS saves the file, keeping it open.
^F advances the cursor a word.
^KK marks the end of a block.
^KH dissolves any block highlighting. (See note 14.)
^QR moves the cursor to the top of the file.
^KB marks the start of a block.
^KY deletes the block.

115. JunkTop-2 (7.0): Sub Main
 Key ("^KS^F^KK^KH^QR^KB^KY")
 End Sub

The macro differs from the last one in format but performs the same functions.

116. UpZap-1 (4.0): ^KK^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY^QK
 ^QF<SP><SP>^M^M^D^D^KK^QH^M^F^KB^KY^B^QP

^KK marks a place. (See note 23.)
 ^KH dissolves any block highlighting. (See note 14.)
 ^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY moves the cursor to the end of the last line of the home paragraph, leaves two blank spaces and deletes any excess spaces. (See notes 22 and 24.)
 ^QK finds the ^KK place mark in the home sentence.
 ^QF<SP><SP>^M^M finds the first of two blank spaces at the end of the home sentence.
 ^D^D^KK advances the cursor two spaces and marks the end of a block.
 ^QH^M finds a **Return** above the home paragraph.
 ^F advances the cursor to the first word of the home paragraph.
 ^KB marks the start of a block.
 ^KY deletes the block.
 ^B reforms the paragraph.
 ^QP moves the cursor to the beginning of the paragraph.

117. UpZap-1 (5.0): ^QA^KK^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY
 ^QK^QA^QF<SP><SP>^M^Y^M^D^D^KK^QH^M^F^KB^KY

The macro is the same as the last one with these exceptions:

Two ^OA's are added and a ^Y is inserted between two ^M's in a search routine. (See note 24.)

The ^B^QP at the end of the WS4.0 macro is omitted here. The paragraph will realign itself automatically if auto-align is on.

118. UpZap-1 (5.5): ^KK^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY^QK
 ^QF<SP><SP>^M^Y^M^D^D^KK^QJ^QH^M^Y^S^F^KB^KY

^KK^KH^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY^QK performs as described in note 116.
 ^QF<SP><SP>^M^Y^M finds the first of two blank spaces at the end of the home sentence.
 ^D^D^KK advances the cursor two spaces and marks the end of a block.

^QJ^QH^M^Y moves the cursor to the left margin on the top line of the home paragraph. (See note 18.)
^S^F moves the cursor to the start of the first word in the home paragraph.
^KB^KY marks the start of a block and deletes the block.

119. UpZap-1 (5.5C, 6.0): **^PP^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY
^QH^M^F^KB^KH^QG^PP^G^QF<SP><SP>^M^Y^M
^D^D^KK^KY**

^PP leaves a place mark. (See note 26.)
^B^S^S^QD<SP><SP>^A^QG<SP>^D^D^QY moves the cursor to the end of the last line of the home paragraph, leaves two blank spaces and deletes any excess spaces. (See notes 22 and 24.)
^QH^M^F^KB finds the **Return** above the home paragraph, then moves the cursor to the beginning of the paragraph and marks the start of a block.
^KH dissolves any block highlighting. (See note 14.)
^QG^PP^G finds and deletes the **^PP** place mark in the home sentence.
^QF<SP><SP>^M^Y^M finds the first of two blank spaces after the home sentence.
^D^D^KK advances the cursor two spaces and marks the end of a block.
^KY deletes the block.

120. UpZap-1 (7.0): **Sub Main
WSQuiet (On)
Key ("^PP^B^S^S^QD<SP><SP>")
Key ("^A^QF<SP>{TAB}^Y{F10}")
Key ("^D^D^QY^QF^P^M^P^J{TAB}B{F10}")
Key ("^F^KB^KH^QF^PP{TAB}^Y{F10}^G")
Key ("^QF<SP><SP>{TAB}^Y{F10}^D^D")
Key ("^KK^KY")
WSQuiet (Off)
End Sub**

The macro differs from the last one in format but performs the same functions. The search command **^QF** is used here in place of **^QG** and **^QH** (see note 19), and the **WSQuiet** feature is added (see note 4).

121. UpZap-2 (4.0): **^F^KK^KH^QH^M^F^KB^KY^B^QP**

^F advances the cursor a word.
^KK marks the end of a block.
^KH dissolves any block highlighting. (See note 14.)
^QH^M finds the **Return** above the home paragraph.

^F moves the cursor to the start of the home paragraph.
^{KB} marks the start of a block.
^{KY} deletes the block.
^B reforms the paragraph.
^{QP} moves the cursor to the start of the paragraph.

122. UpZap-2 (5.0): ^F^{KK}^{KH}^{QH}^M^F^{KB}^{KY}

The macro is the same as the last one except that the ^B^{QP} at the end is omitted here. The paragraph will realign itself if auto-align is on.

123. UpZap-2 (5.5): ^F^{KK}^{KH}^{QJ}^{QH}^M^Y^S^F^{KB}^{KY}

^F^{KK} advances the cursor a word and marks the end of a block.
^{QJ}^{QH}^M^Y places the cursor at the left margin on the top line of the home paragraph. (See note 18.)
^S^F moves the cursor to the start of the first word in the home paragraph.
^{KB} marks the start of a block.
^{KY} deletes the block.

124. UpZap-2 (5.5C, 6.0): ^F^{PP}^{QH}^M^F^{KB}^{KH}^{QG}^{PP}^G^{KK}^{KY}

^F^{PP} advances the cursor a word and leaves a place mark.
 (See note 26.)
^{QH}^M^F^{KB} finds the **Return** above the home paragraph, moves the cursor to the first word of the home paragraph and marks the start of a block.
^{KH} dissolves any block highlighting. (See note 14.)
^{QG}^{PP}^G finds and deletes the ^{PP} place mark left in the home sentence.
^{KK} marks the end of a block.
^{KY} deletes the block.

125. UpZap-2 (7.0): Sub Main
 WSQuiet (On)
 Key ("^F^{PP}^{QF}^P^M^P^J{TAB}B{F10}")
 Key ("^F^{KB}^{KH}^{QF}^{PP}{TAB}^Y{F10}^G")
 Key ("^{KK}^{KY}")
 WSQuiet (Off)
 End Sub

The macro differs from the last one in format but performs the same functions. The search command ^{QF} is used here in place of ^{QG} and ^{QH} (see note 19), and the **WSQuiet** feature is added (see note 4).

126. PvsZap (4.0): `^KK^KH^QH^M<SP><SP>^QK^QF<SP><SP>^MB^M^F^QG
<SP>^A^KB^QK^F^KK^KY^B^QP`

`^KK` leaves a place mark. (See note 23.)
`^KH` dissolves any block highlighting. (See note 14.)
`^QH^M<SP><SP>` leaves two blank spaces on the line above the home paragraph. If the home sentence is the first one in a paragraph, the macro will need to find two spaces ahead of that sentence to be able to tell where it starts.
`^QK` finds the `^KK` place mark in the home sentence.
`^QF<SP><SP>^MB^M` finds two blank spaces ahead of the home sentence.
`^F^QG<SP>^A` moves the cursor to the start of the home sentence. (See note 23.)
`^KB` marks the start of a block.
`^QK` again finds the `^KK` place mark in the home sentence.
`^F` advances the cursor a word.
`^KK` marks the end of a block.
`^KY` deletes the block.
`^B^QP` reforms the paragraph and returns the cursor to the point of deletion.

127. PvsZap (5.0): `^QA^KK^KH^QH^M<SP><SP>^QK^QF<SP><SP>^MB^M^F
^QG<SP>^A^KB^QK^QA^F^KK^KY`

The macro is the same as the last one except that two `^QA`'s are added (see note 24) and the `^B^QP` at the end of the WS4.0 sequence is omitted here. `^B` is not needed to reform the paragraph because it will reform itself.

128. PvsZap (5.5): `^KK^KH^QJ^QH^M^Y^A<SP><SP>^QK^QF<SP><SP>^MB^M
^F^QG<SP>^A^KB^QK^F^KK^KY`

`^KK` marks the end of a block.
`^KH` dissolves any block highlighting. (See note 14.)
`^QJ^QH^M^Y^A<SP><SP>` leaves two blank spaces on the line above the home paragraph. (See note 18.) If the macro is executed in the first sentence of a paragraph, it will need to find two spaces ahead of that sentence to be able to tell where it begins.
`^QK` returns the cursor to the `^KK` block marker.
`^QF<SP><SP>^MB^M^F^QG<SP>^A^KB^QK^F^KK^KY` performs as described in note 126.

129. PvsZap (5.5C, 6.0): `^PP^QH^M<SP><SP>^QG^PP^QF<SP><SP>^MB^M
^F^QG<SP>^A^KB^KH^QG^PP^G^F^KK^KY`

`^PP` leaves a place mark. (See note 26.)
`^QH^M<SP><SP>` leaves two blank spaces on the line above the

home paragraph. (See note 24.)
^{QG}^{PP} finds the ^{PP} place mark in the home sentence.
^{QF}<SP><SP>^{MB}^M finds two blank spaces ahead of the home sentence.
^F^{QG}<SP>^A moves the cursor to the start of the home sentence. (See note 23.)
^{KB} marks the start of a block.
^{KH} dissolves any block highlighting. (See note 14.)
^{QG}^{PP}^G finds and deletes the ^{PP} place mark in the home sentence.
^F^{KK} advances the cursor a word and marks the end of a block.
^{KY} deletes the block.

130. PvsZap (7.0): Sub Main
 WSQuiet (On)
 Key ("^PP^{QF}^P^M^P^J{TAB}B{F10}<SP><SP>")
 Key ("^QF^{PP}{TAB}^Y{F10}")
 Key ("^QF<SP><SP>{TAB}B{F10}")
 Key ("^F^{QF}<SP>{TAB}^Y{F10}^A^{KB}^{KH}")
 Key ("^QF^{PP}{TAB}^Y{F10}^G^F^{KK}^{KY}")
 WSQuiet (Off)
 End Sub

The macro differs from the last one in format but performs the same functions. The search command ^{QF} is used here in place of ^{QG} and ^{QH} (see note 19), and the WSQuiet feature is added (see note 4).

131. WordZap (4.0): ^D^A^T^B^QP

^D^A finds the start of the word at the cursor. (See note 32.) If the cursor is in a space between words, it moves to the beginning of the last word back.
^T deletes the word.
^B^{QP} reforms the paragraph and returns the cursor to the point of deletion.

132. WordZap (5.x, 6.0): ^D^A^T

All commands perform as described in the previous note.

133. WordZap (7.0): Sub Main
 Key ("^D^A^T")
 End Sub

The macro differs from the last one in format but performs the same functions.

134. ADirect (4.0): R^H^K^FDIR A: | SORT | MORE^M

If the macro is executed at the opening menu:

R displays a DOS prompt.

^H^K^F has no effect.

DIR A: | SORT | MORE^M displays a sorted list of the files on Drive A one screenful at a time.

If the macro is executed with a file onscreen:

R enters an R in the text.

^H erases the R.

^K^F displays a DOS prompt.

DIR A: | SORT | MORE^M displays a sorted list of the files on Drive A one screenful at a time.

**135. ADirect (5.0, 5.5): R^H^FDIR A: | SORT | MORE^KK^KH^QHD
^KB^KY^A^KFDIR A: | SORT | MORE^M**

If the macro is executed at the opening menu:

R displays a DOS prompt.

^H^F has no effect.

DIR A: | SORT | MORE^K displays a sorted list of the files on Drive A one screenful at a time. The remaining characters have no effect. Once the ^K sets the DOS command in motion, any subsequent characters are disregarded.

If the macro is executed with a file onscreen:

R enters an R in the text.

^H deletes the R.

^F advances the cursor a word.

DIR A: | SORT | MORE enters the characters DIR A: | SORT | MORE in the text.

^KK^KH marks the end of a block and dissolves any block highlighting. (See note 14.)

^QHD searches backward for the D in DIR.

^KB marks the start of a block. DIR A: | SORT | MORE is blocked.

^KY deletes the block, leaving the text as it was before the macro was executed.

^A moves the cursor backward, leaving it at or near the spot it occupied before it was advanced by ^F, above.

^KF displays a DOS prompt.

DIR A: | SORT | MORE^M displays a sorted list of the files on Drive A one screenful at a time.

**136. ADirect (5.5C, 6.0): R\$^H^H^FDIR A: | SORT | MORE^KK^KH
^QHD^KB^KY^A^KFDIR A: | SORT | MORE^M**

The macro is the same as the last one except that a dollar sign and a second ^H are added near the start of the sequence. (See note 82.)

137. **ADirect (6.0D):** **S^S^G^KFDIR A: | SORT | MORE^M^KQN^[^[**

S^S^G^KF displays a DOS prompt whether the macro is executed at the opening menu or with a file onscreen.

(See note 83.)

DIR A: | SORT | MORE^M displays a sorted list of the files on Drive A, pausing when the screen fills.

^KQN^[^[performs as described in note 83.

```
138. ADirect (7.0A):  Sub Main
                        Key ("S^S^G^KFDIR A: | SORT | MORE {F10}")
                        PauseForInput ("{F10}", 'Press F10.')
                        Key ("^D^KQ")
                        IfException
                        Def: Key ("N")
                        End IfException
                        End Sub
```

The macro is patterned after the WS60.D version. A **PauseForInput** function is added to keep some commands from being processed prematurely. An **IfException** clause is added to supply an **N** keystroke, if needed.

```
139. ADirect (7.0C):  Sub Main
                        SetHelpLevel (4) : AutoRestore (On)
                        Key ("{ALT+F}RDIR A: | SORT | MORE {F10}")
                        End Sub
```

SetHelpLevel (4) : sets the help level at 4. (See note 84.)
AutoRestore (On) restores editing settings to their defaults after the macro has run.

Key ("{ALT+F}) displays a pulldown screen.

R displays a DOS command line.

DIR A: | SORT | MORE {F10}) tells DOS to display the file list on Drive A in sorted form, one screenful at a time.

140. **ViewCee (4.0):** **R^H^K^FCDIR^M**

R^H^K^F displays a DOS prompt whether the macro is run at the opening menu or with a file onscreen. (See note 134.)

CDIR^M runs the commands in the batch file **CDIR**.

141. ViewCee (5.0, 5.5): **R^H^FCDIR^KK^KH^QHC^KB^KY^A^KF
CDIR^M**

If the macro is executed at the opening menu:

R displays a DOS prompt.

^H^F has no effect.

CDIR^K runs the batch file **CDIR**. The remaining characters have no effect. Once the DOS command is set in motion by ^K, all subsequent commands are ignored.

If the macro is executed with a file onscreen:

R enters an R in the text.

^H deletes the R.

^F advances the cursor a word.

CDIR enters the characters **CDIR** in the text.

^KK^KH marks the end of a block and dissolves any block highlighting. (See note 14.)

^QHC^KB searches backward for the C in **CDIR** and marks the start of a block. **CDIR** is blocked.

^KY deletes the block, leaving the text as it was before the macro was executed.

^A moves the cursor backward, leaving it at or near the position it occupied before it was advanced by ^F, above.

^KFCDIR^M displays a DOS prompt and runs the batch file **CDIR**.

142. ViewCee (5.5C, 6.0): **R\$^H^H^FCDIR^KK^KH^QHC^KB^KY^A^KF
CDIR^M**

The macro is the same as the last one except that a dollar sign and a second ^H are added near the start of the sequence. (See note 82.)

143. ViewCee (6.0D): **S^S^G^KFCDIR^M^KQN^[^[**

S^S^G^KF displays a DOS prompt whether the macro is executed at the opening menu or with a file onscreen. (See note 83.)

CDIR^M runs the commands in the batch file **CDIR**.

^KQN^[^[performs as described in note 83.

144. ViewCee (7.0A): **Sub Main
Key ("S^S^G^KFCDIR{F10}")
PauseForInput ("{F10}", 'Press F10.')
Key ("^D^KQ")
IfException
Def: Key ("N")
End IfException
End Sub**

The macro is the same as the WS7.0A version of **ADirect** (note 138) except that **^KFCDIR** is used in place of **^KFDIR**
A: | SORT | MORE. **^KFCDIR** tells DOS to run a batch file.

145. ViewCee (7.0C): **Sub Main**
 SetHelpLevel (4) : AutoRestore (On)
 Key (" {ALT+F} RCDIR {F10} ")
 End Sub

The macro is the same as the WS7.0C version of **ADirect** (note 139) except that it runs a batch file called **CDIR**.
 (See text.)

146. LogMain (4.0): **^KD^ML\WS4^M**

If the macro is executed at the opening menu:
^KD displays a screen used in opening a file. (WordStar disregards the **^K** in **^KD** and takes the **D** to mean that a file is to be opened.)
^M switches off the open-file screen.
L\WS4^M logs on to the main WordStar directory.

If the macro is executed with a file onscreen:
^KD saves the file.
^M has no effect.
L\WS4^M logs on to the main WordStar directory.

147. LogMain (5.0, 5.5): **^R^K^DL\WS5^M**

If the macro is executed at the opening menu:
^R displays a DOS prompt.
^K switches off the prompt.
^D is not read by WordStar.
L\WS5^M logs on to the main WordStar directory.

If the macro is executed with a file onscreen:
^R moves the cursor up one screen (or to the top of the file if the top is less than a screen away).
^K^D saves the file.
L\WS5^M logs on to the main WordStar directory.

148. LogMain (5.5C): **^R\$^H^K^DL\WS5^M**

The macro is the same as the last one except that a dollar sign and **^H** are added near the start of the sequence. (See note 82.)

149. LogMain (6.0): ^R\$^H^K^DL\WS^M

The macro is the same as the last one except for the directory designation.

```
150. LogMain (7.0): Sub Main  
    WSQuiet (On)  
    Key ("{F10}L\WS{F10}")  
    WSQuiet (Off)  
    End Sub
```

WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)
Key ("{F10}") executes a save if a file is onscreen. If the macro is executed at the opening menu, **F10** has no effect.
L\WS{F10}") logs on to the main WordStar directory.
WSQuiet (Off) disables the **WSQuiet** feature.

151. LogBiz (4.0): ^KD^ML\WS4\BIZ^M

The macro is the same as the WS4 version of **LogMain** except for the directory designation.

152. LogBiz (5.0, 5.5): ^R^K^DL\WS5\BIZ^M

The macro is the same as the WS5.0/5.5 version of **LogMain** except for the directory designation.

153. LogBiz (5.5C): ^R\$^H^K^DL\WS5\BIZ^M

The macro is the same as the WS5.5C version of **LogMain** except for the directory designation.

154. LogBiz (6.0): ^R\$^H^K^DL\WS\BIZ^M

The macro is the same as the WS6.0 version of **LogMain** except for the directory designation.

```
155. LogBiz (7.0): Sub Main  
    WSQuiet (On)  
    Key ("{F10}L\WS\BIZ{F10}")  
    WSQuiet (Off)  
    End Sub
```

The macro is the same as the WS7.0 version of **LogMain** except for the directory designation.

156. Omit (4.0): ^PV^PV.^PQ.^PQ.<SP>^B^QP

^PV^PV enters the characters ^V^V.

.^PQ.^PQ. enters three ellipsis dots, preceding the second and third with binding-space characters so that all three dots will remain on the same line if copy is shifted around during editing.

<SP> enters a blank space.

^B^QP reforms the paragraph and returns the cursor to the point of execution.

157. Omit (5.x, 6.0): ^PV^PV.^PQ.^PQ.<SP>

The macro is the same as the last one except that the ^B^QP at the end is omitted here. The paragraph will reform itself if auto-align is on.

158. Omit (7.0): Sub Main
Key ("^PV^PV.^PQ.^PQ.<SP>")
End Sub

The macro differs from the last one in format but performs the same functions.

159. Go2Page (4.0, 5.x, 6.0): ^K1^KH^QI

^K1^KH leaves a hidden place mark. If there is a hidden block in the text, entering ^K1 will re-highlight the block. ^KH extinguishes any highlighting.

^QI displays a screen used to find a specified page.

160. Go2Page (7.0): Sub Main
Key ("^K1^KH^QI")
End Sub

The macro differs from the last one in format but performs the same functions.

161. Footsie-1: (4.0): ^QS.LS1^M_____^M.LS2^M
^QH_ ^F^M^M

^QS makes sure the cursor is at the left margin.

.LS1^M sets line spacing at 1 and executes a **Return**.

_____^M enters a 20-space-wide ruled line below the .LS1 and executes a **Return**.

.LS2^M enters a double-spacing dot command and executes a **Return**.

^QH **^F** searches backward for the last character of the ruled line, places the cursor on that character and then moves the cursor forward so that it is clear of the line. (This sequence leaves the cursor above the **.LS2** dot command entered earlier.)

^M^M executes two **Returns**, placing the cursor two lines below the ruled line. (**.LS2**, which will restore double spacing after the footnote, remains below the cursor. It is pushed down one line each time a line is added to the text of the footnote.)

162. Footsie-2 (4.0): **^QS.LS1**^M**.RM80**^M**.CW10**^M _____ **^M**
.LS2^M**.RM65**^M**.CW12**^M**^QH** **^F**^M^M

^QS.LS1^M makes sure the cursor is at the left margin, sets line spacing at 1 and executes a **Return**.

.RM80^M moves the right margin to column 80 and executes a **Return**.

.CW10^M changes character width from 12/120ths of an inch (pica font) to 10/120ths of an inch (elite font).

_____ **^M.LS2**^M performs as described in the previous note.

.RM65^M returns the right margin to column 65. (The **.RM65** will be below the cursor while the text of the footnote is entered.)

.CW12^M restores character width to 12/120ths of an inch. (The **.CW12** also will be below the cursor while the footnote is entered.)

^QH **^F**^M^M performs as described in the previous note.

163. Footsie-3 (4.0): **^QS.LS1**^M**.RM80**^M _____ **^M**^M
^PT^M**^PT**^M**.LS2**^M**.RM65**^M**^QH**^T

^QS.LS1^M**.RM80**^M performs as described in the previous note.

_____ **^M** performs as described in note 161.

^M executes a **Return**.

^PT switches on superscript printing.

^PT (repeated) stands by to switch off superscript printing at the end of the footnote.

^M executes a **Return**.

.LS2^M sets line spacing at 2 and executes a **Return**.

.RM65^M returns the right margin to column 65 and executes a **Return**.

^QH^T searches backward for the second **^T**. The cursor lands on that **^T** and pushes it along as the text of the footnote is entered. At the end of the footnote, the second **^T** switches off superscript printing.

164. **WideHd:** `^QS.XW1B0E1B67^M.XR1B50^M^PW^PR^M^QH^R`

`^QS` makes sure the cursor is at the left margin.
`.XW1B0E1B67^M` enters custom print-control code and executes a **Return**. The code is entered in dot-command form. It temporarily replaces any other print-control code assigned to the **W** key.
`.XR1B50^M` enters code used to switch off a head font and then executes a **Return**. The code temporarily replaces any other print-control code assigned to the **R** key.
`^PW^PR` enters the characters used in the text to enclose the head. Only the `^W` and `^R` show onscreen.
`^M` executes a **Return**.
`^QH^R` moves the cursor to the `^R` following the `^W`. The `^R` is pushed along as the head is typed and winds up at the end of the line, in position to switch off the head font when the file is printed.

165. **SubHd:** `^QS.XE1B0E1B0F^M.XR1B50^M^PE^PR^M^QH^R`

The macro performs the same function as **WideHd** (above), except that it uses a different print-control key (**E**) and enters code for a smaller head.

166. **DblHd:** `^QS.XW1B0E1B67^M.XE1B0E1B0F^M.XR1B50^M`

The macro combines the `.XW` and `.XE` code used in the two previous macros, and incorporates the `.XR` code used to switch off both head fonts.

167. **DownBar (4.0, 5.x, 6.0):** `^QS^KB^KH^QD^KK^F^F`

`^QS^KB` makes sure the cursor is at the left margin and marks the start of a block.
`^KH` dissolves any block highlighting. (See note 14.)
`^QD^KK` moves the cursor to the right margin and marks the end of a block.
`^F^F` moves the cursor to the next line down.

168. **DownBar (7.0):** `Sub Main`
 `HideDots (On) : AutoRestore (On)`
 `Key ("^QS^KB^KH^QD^KK^F^F")`
 `End Sub`

The macro differs from the last one in format but performs the same functions. The **HideDots** feature is added

to hide dot commands, and **AutoRestore** is used to restore the editing settings in effect before the command was run.

169. UpBar (4.0, 5.x, 6.0): `^QD^KK^KH^QS^KB^A^A`

`^QD^KK` moves the cursor to the right margin and marks the end of a block.

`^KH` dissolves any block highlighting. (See note 14.)

`^QS^KB` moves the cursor to the left margin and marks the start of a block.

`^A^A` moves the cursor to the next line up.

170. UpBar (7.0): `Sub Main`
 `HideDots (On) : AutoRestore (On)`
 `Key ("^QD^KK^KH^QS^KB^A^A")`
 `End Sub`

The macro differs from the last one in format but performs the same functions.

171. DownBlk (4.0, 5.x, 6.0): `^QH^M^D^KB^KH^B^S^S^QD<SP>^A^QG<SP>^KK^QD^F^F`

`^QH^M` finds the **Return** above the home paragraph.

`^D^KB` moves the cursor to the beginning of the home paragraph and marks the start of a block.

`^KH` dissolves any block highlighting. (See note 14.)

`^B^S^S^QD<SP>` positions the cursor at the end of the last line of the home paragraph and enters a blank space.

`^A^QG<SP>` moves the cursor backward to the start of the last word of the paragraph, then finds the blank space immediately after the last word.

`^KK` marks the end of a block.

`^QD` moves the cursor to the right end of the line. This command is needed to position the cursor correctly if excess blank spaces have been left at the end of the paragraph.

`^F^F` advances the cursor to the next paragraph.

172. DownBlk (7.0): `Sub Main`
 `HideDots (On) : WSQuiet (On)`
 `AutoRestore (On)`
 `Key ("^QF^P^M^P^J{TAB}B{F10}")`
 `Key ("^D^KB^KH^B^S^S^QD<SP>^A")`
 `Key ("^QF<SP>{TAB}^Y{F10}^KK")`
 `Key ("^QD^F^F")`
 `End Sub`

The macro differs from the last one in format but performs the same functions. The search command **^QF** is used here in place of **^QG** and **^QH** (see note 19), and the **HideDots**, **WSQuiet** and **AutoRestore** features are added. **HideDots** hides dot commands, **WSQuiet** performs as described in note 4 and **AutoRestore** restores the editing settings in effect before the macro was run.

173. UpBlk (4.0, 5.x, 6.0): **^QH^M^D^KB^KH^B^S^S^QD<SP>^A^QG<SP>^KK^QB^QS^A^A**

^QH^M^D^KB^KH^B^S^S^QD<SP>^A^QG<SP>^KK performs as described in note 171.

^QB finds the begin-block marker at the start of the home paragraph.

^QS moves the cursor to the left margin on the top line of the paragraph. If the paragraph is unindented, the cursor will already be at the margin, and **^QS** will have no effect.

^A^A moves the cursor to the next paragraph up.

174. UpBlk (7.0): Sub Main
 Key ("^QF^P^M^P^J{TAB}B{F10}")
 Key ("^D^KB^KH^B^S^S^QD<SP>")
 Key ("^A^QF<SP>{TAB}^Y{F10}^KK")
 Key ("^QB^QS^A^A")
 End Sub

The macro differs from the last one in format but performs the same functions. The search command **^QF** is used in place of **^QG** and **^QH**. (See note 19.)

175. BakFile (4.0): **^QS^KB^K3^N^N^X^X^K4^KK^E^KPN^R^M^M^U^KR^R^M**

^QS makes sure the cursor is at the left margin.

^KB^K3 marks the start of a block and enters a place mark.

^N^N inserts two blank lines below the cursor.

^X^X moves the cursor down two lines.

^K4^KK enters a place mark and marks the end of a block.

^E moves the cursor up a line, placing it inside the block.

^KPN^R^M^M^U displays a print screen, repeats the name of the file being edited, executes two **Returns**, then switches off the print screen. If the file **WOMBAT** is onscreen and the user has imported a file or exported a block before running **BakFile**, the name of the imported file or exported block will have replaced **WOMBAT** as the filename in memory. But the name of the active file can always be called up on the print screen. **^KPN^R^M^M^U** borrows that name from the print screen to make sure the right name is in memory.

^KR displays a screen used in importing a file.

^R^M repeats the filename **WOMBAT** and executes a **Return**. (When WordStar sees that the filename is that of the document onscreen, it imports the **BAK** version of that file.)

176. Import (4.0, 5.x, 6.0): ^QS^KB^K3^N^N^X^X^K4^KK^E^KR

All commands perform as described in the previous note.

177. Import (7.0): Sub Main
Key ("^QS^KB^K3^N^N^X^X^K4^KK^E^KR")
End Sub

The macro differs from the last one in format but performs the same functions.

178. ImpBoil (4.0): ^QS^KB^N^N^X^X^KK^E^KR\WS4\BOIL

^QS^KB^N^N^X^X^KK^E performs functions described in note 175.
 (Two place marks used by the macro described in that note are omitted here.)

^KR displays a screen used to import a file.

\WS4\BOIL identifies the directory from which the file is to be imported.

179. ImpBoil (5.x): ^QS^KB^N^N^X^X^KK^E^KR\WS5\BOIL

The macro is the same as the last one except for the directory designation.

180. ImpBoil (6.0): ^QS^KB^N^N^X^X^KK^E^KR\WS\BOIL

The macro is the same as the one described in note 178 except for the directory designation.

181. ImpBoil (7.0): Sub Main
Key ("^QS^KB^N^N^X^X^KK^E^KR\WS\BOIL\")
End Sub

The macro performs the same functions as the one described in note 178, using a different format and different directory designation.

182. Indent-1 (4.0): ^QS.LM6^M.RM60^M

^QS makes sure the cursor is at the left margin.
 .LM6^M sets the left margin at column 6 and executes a **Return**.
 .RM60^M sets the right margin at column 60 and executes a **Return**.

183. Indent-1 (5.x, 6.0): ^QS.RR1^M

^QS makes sure the cursor is at the left margin.
 .RR1 tells WordStar to indent the left and right margins one-half inch each.
 ^M executes a **Return**, leaving the .RR1 dot command on a line by itself.

184. Indent-1 (7.0): Sub Main
 Key ("^QS.RR1{ENTER}")
 End Sub

The macro differs from the last one in format but performs the same functions.

185. Outdent-1 (4.0): ^QS.LM1^M.RM65^M

The macro restores the previous margins.

186. Outdent-1 (5.x, 6.0): ^QS.RR0^M

The macro restores the previous margins.

187. Outdent-1 (7.0): Sub Main
 Key ("^QS.RR0{ENTER}")
 End Sub

The macro differs from the last one in format but performs the same functions.

188. Indent-2 (4.0): ^QH^M^D.LM6^M.RM60^M.PM6^M^B^QP

^QH^M searches backward for a **Return**.
 ^D advances the cursor to the next line.
 .LM6^M sets the left margin at six spaces and executes a **Return**.

.RM60^M sets the right margin at 60 spaces and executes a **Return**.
.PM6^M sets the paragraph margin at 6 and executes a **Return**.
^B reforms the paragraph below the dot commands, so that it conforms to the new margin settings. (If **Indent-2** is executed below the last line of text in a file, there is no paragraph to reform, and **^B** has no effect.)
^QP returns the cursor to the start of the paragraph. (If the macro is executed below the last line of text in a file, **^QP** has no effect.)

189. Indent-2 (5.x, 6.0): ^QH^M^D.RR1^M

^QH^M finds the **Return** above the home paragraph. (If the macro is executed below the last line of text in a file, it finds the **Return** after the last paragraph.)
^D advances the cursor to the next line.
.RR1^M indents the margin on either side and executes a **Return**. Text in the paragraph below the dot command is reformed. (If the macro is executed below the last line of text in a file, it controls the margins when a paragraph is added to the file.)

190. Indent-2 (7.0): Sub Main
WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}^D.RR1{ENTER}")
WSQuiet (Off)
End Sub

The macro differs from the last one in format but performs the same functions. The search command **^QF** is used here in place of **^QH** (see note 19), and the **WSQuiet** feature is added (see note 4).

191. Outdent-2 (4.0): ^QH^M^D.LM1^M.RM65^M.PM0^M^B^QP

The macro restores normal margins after **Indent-2** is used to set indented margins.

192. Outdent-2 (5.x, 6.0): ^QH^M^D.RR0^M

The macro restores normal margins after **Indent-2** is used to set indented margins.

```

193. Outdent-2 (7.0):  Sub Main
                        WSQuiet (On)
                        Key ("^QF^P^M^P^J{TAB}B{F10}^D.RR0{ENTER}")
                        WSQuiet (Off)
                        End Sub

```

The macro restores normal margins after **Indent-2** is used to set indented margins.

```

194. Hanger (4.0):  ^QS.PM1^M.LM4^M

```

^QS makes sure the cursor is at the left margin.
 .PM1^M sets the paragraph margin at one space and executes a **Return**.
 .LM4^M sets the left margin at four spaces and executes a **Return**.

```

195. Hanger (5.x, 6.0):  ^QS.PM0.0"^M.LM0.3"^M

```

^QS makes sure the cursor is at the left margin.
 .PM0.0"^M sets the paragraph margin at zero inches and executes a **Return**.
 .LM0.3"^M sets the left margin at 0.3 inches and executes a **Return**.

```

196. Hanger (7.0):  Sub Main
                    Key ("^QS.PM0.0""{ENTER}.LM0.3""{ENTER}")
                    End Sub

```

The macro differs from the last one in format but performs the same functions.

```

197. HoldBlk (4.0):  ^KH^F^D^B^S^S^QD^D^KK^QB^X^QS^N---->^N^KW
                    $^M^KFY^KF^Y^M^X^Y^Y^KFCOPY<SP>HOLD+$<SP>
                    HOLD^M

```

^KH dissolves any block highlighting. (See note 14.)
 ^F^D^B^S^S^QD moves the cursor to the end of the last line of the paragraph.
 ^D^KK positions the cursor on the line below the paragraph and marks the end of a block.
 ^QB returns the cursor to the beginning of the block.
 ^X moves the cursor down a line.
 ^QS^N inserts a blank line.
 ----> enters a separator mark on the blank line.
 ^N leaves a blank line below the separator mark.
 ^KW\$^M orders the block sent to a file called \$.

^KFY^KF^Y^M answers **Yes** if WordStar interrupts to ask whether a previous version of the file **\$** should be overwritten. WordStar disregards the first **^KF** in the sequence because it is waiting for a **Y** or **N** answer. The **Y** after **^KF** confirms that the file is to be overwritten. The second **^KF** displays a DOS prompt. The **^Y** after the second **^KF** has no effect. **^M** switches off the DOS prompt so that the sequence can continue. If WordStar does not ask whether to overwrite because there is no previous version of the file **\$**, the first **^KF** in **^KFY^KF^Y^M** displays a DOS prompt. **Y** and the second **^KF** enter a **Y** and an **F** on the prompt line. Then **^Y^M** clears the prompt line and switches off the DOS prompt. A single **Y** could be used in place of **^KFY^KF^Y^M** if WordStar always asked whether to overwrite a previous version of the file. But if the macro was being executed for the first time, the question would not arise, and the **Y** would be unspent. Result: It would print in the text. The **^KFY^KF^Y^M** sequence hides the **Y** on a DOS prompt line so that it can't print.

^X moves the cursor down a line in the onscreen file.

^Y^Y deletes the line on which the separator mark was left, then erases a blank line left below the mark.

^KF displays a DOS prompt.

COPY HOLD+\$ HOLD^M tells DOS to append a copy of the file **\$** to a file called **HOLD** and to use **HOLD** as the name of the combined file. If there is not already a **HOLD** file, the macro creates one and copies **\$** to that file.

198. HoldBlk (5.x, 6.0): **^KH^F^D^B^S^S^QD^D^KK^QA^QB^X^QS^N**
 ----->^N^KWHOLD^M^A^X^Y^Y^QA

^KH^F^D^B^S^S^QD^D^KK performs as described in the previous note.

^QA switches off auto-align. Line spacing may be disturbed if auto-align is left on.

^QB^X^QS^N----->^N performs as described in the previous note.

^KWHOLD^M^A orders the block sent to a file called **HOLD**. If such a file already exists, the **^A** at the end of **^KWHOLD^M^A** tells WordStar to append the block to that file. If such a file does not exist, WordStar won't ask whether to append and the **^A** will be unspent. It will merely move the cursor backward one word or less in the onscreen file. (Ordinarily, an **A** is not preceded by a control character when used to tell WordStar to append. But if the control character ahead of **A** is omitted here, and if WordStar doesn't ask whether to append, the **A** will print at the cursor in the text.)

^X^Y^Y performs as described in the previous note.

^QA switches auto-align back on.

199. HoldBlk (7.0): Sub Main

```

WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}^KB^KH^F")
WSQuiet (Off)
PauseForInput ("<SP>", 'Press Spacebar to copy.')
WSQuiet (On)
Key ("^B^S^S^QD^D^KK^QA^QB^X^QS^N----->^N")
Key ("^KWHOLD{F10}")
IfException
Def: Key ("A")
End IfException
Key ("^X^Y^Y^QA")
WSQuiet (Off)
End Sub

```

WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)

Key ("^QF^P^M^P^J{TAB}B{F10}^KB) finds the **Return** above the home paragraph and marks the start of a block. (See note 19.)

^KH dissolves any block highlighting. (See note 14.)

^F)" moves the cursor into the home paragraph.

WSQuiet (Off) disables the **WSQuiet** feature.

PauseForInput ("<SP>", 'Press Spacebar to copy.') interrupts the macro so that the user can move the cursor, if necessary. The cursor must be positioned in the last paragraph to be blocked. The macro restarts when the user presses the **Spacebar**.

WSQuiet (On) actuates the **WSQuiet** feature.

Key ("^B^S^S^QD^D^KK) places the cursor below the last paragraph to be blocked and marks the end of a block.

^QA temporarily switches off auto-align. Line spacing may be disturbed if auto-align is left on.

^QB returns the cursor to the start of the block.

^X^QS^N moves the cursor down a line and inserts a blank line. **----->^N"** enters a separator mark and inserts a blank line below the mark.

Key ("^KWHOLD{F10}") orders a copy of the block sent to a file called **HOLD**.

IfException introduces an **IfException** clause.

Def: Key ("A") supplies a response if WordStar interrupts the macro to ask a question. If a **HOLD** file exists, the question will be whether to append the block to that file or overwrite. The **A** in **Key ("A")** selects the append option.

End IfException terminates the **IfException** clause.

Key ("^X moves the cursor down a line in the onscreen file.

^Y^Y deletes the line on which the separator mark was left, then erases a blank line left below the mark.

^QA") switches auto-align back on.

WSQuiet (Off) disables the **WSQuiet** feature.

200. SglSpc (4.0): ^QS.LS1^M

^QS makes sure the cursor is at the left margin.
.LS1^M sets line spacing at 1 and executes a **Return**.

201. Db1Spc (4.0): ^QS.LS2^M

The macro is the same as the last one except for the line-spacing number.

202. Mark (4.0, 5.x, 6.0): ^K1^KH

^K1 leaves a place mark.
^KH hides the mark. (See note 159.)

**203. Mark (7.0): Sub Main
Key ("^K1^KH")
End Sub**

The macro differs from the last one in format but performs the same functions.

204. YMark (4.0, 5.x, 6.0): ^Q1^K1^KH

^Q1^K1 finds and erases a ^K1 place mark.
^KH extinguishes any block highlighting. (See note 159.)

**205. YMark (7.0): Sub Main
Key ("^Q1^K1^KH")
End Sub**

The macro differs from the last one in format but performs the same functions.

206. TopFile (4.0, 5.x, 6.0): ^K1^KH^QR

^K1 leaves a place mark.
^KH hides the mark. (See note 159.)
^QR moves the cursor to the top of the file.

```
207. TopFile (7.0):  Sub Main
                      Key ("^K1^KH^QR")
                      End Sub
```

The macro differs from the last one in format but performs the same functions.

```
208. BtmFile (4.0, 5.x, 6.0):  ^K1^KH^QC
```

^K1 leaves a place mark.

^KH hides the mark. (See note 159.)

^QC moves the cursor to the bottom of the file.

```
209. BtmFile (7.0):  Sub Main
                      Key ("^K1^KH^QC")
                      End Sub
```

The macro differs from the last one in format but performs the same functions.

```
210. LMargin (4.0, 5.x, 6.0):  ^K1^KH^QS
```

^K1 leaves a place mark.

^KH hides the mark. (See note 159.)

^QS moves the cursor to the left margin.

```
211. LMargin (7.0):  Sub Main
                      Key ("^K1^KH^QS")
                      End Sub
```

The macro differs from the last one in format but performs the same functions.

```
212. RMargin (4,0, 5.x, 6.0):  ^K1^KH^QD
```

^K1 leaves a place mark.

^KH hides the mark. (See note 159.)

^QD moves the cursor to the right margin.

```
213. RMargin (7.0):  Sub Main
                      Key ("^K1^KH^QD")
                      End Sub
```

The macro differs from the last one in format but performs the same functions.

214. Mv2Main (4.0): ^KQE^R^M\WS4\^R^M

^KQ orders the file abandoned.
 E displays the rename-file screen at the opening menu.
 ^R^M displays the filename **WOMBAT** on the top line of the rename-file screen and executes a **Return**.
 \WS4\^R^M enters the path of the main WordStar directory, redisplayes the filename **WOMBAT** and executes a **Return**. If there is already a file named **WOMBAT** in the main directory, WordStar displays an error message.

215. Mv2Main (5.0): ^KT\WS5\^R^ME^T^T^M\$^MRDEL \$^M

If the file **WOMBAT** is being moved and there is no file by that name in the destination directory:
 ^KT orders the file saved under a different name.
 \WS5\^R^M identifies the destination directory, appends the filename **WOMBAT** to the directory designation and enters a **Return**, starting the copying process. The opening menu in the source directory is displayed after the copy is made.
 E calls up a rename-file screen in the source directory. The name \WS5\WOMBAT is displayed.
 ^T^T deletes the \WS5\ from the filename. The object is to display the name of the **WOMBAT** file in the source directory. That is the file to be renamed.
 ^M enters a **Return**, displaying the prompt line on which the new name is to be entered.
 \$ identifies the new filename as \$.
 ^M enters a **Return**, completing the name change.
 RDEL \$^M deletes the file \$ (formerly **WOMBAT**) in the source directory. The filename has been changed because DOS would otherwise have no way of knowing which file to delete. Renaming the file gives the macro a known filename to enter on the DOS prompt line. (The DOS file-delete command **DEL** is used in place of the WordStar delete command **Y** because **Y** would cause a malfunction if there were already a file called **WOMBAT** in the destination directory. Reason: If WordStar finds a file by the same name in the destination directory, it interrupts to ask whether to overwrite and waits for a **Y** or **N** answer. But it does not interrupt unless it has worked its way through the rest of the macro sequence without finding a **Y** or an **N**. If a **Y** is used later in the sequence, WordStar will find it--and take it to mean that the file in the destination directory is to be overwritten.)

If there is already a file named **WOMBAT** in the destination directory:

- ^KT\WS5\^R** performs the same function as when there is no file named **WOMBAT** in the destination directory.
- ^M** executes a **Return**. WordStar interrupts to ask if the **WOMBAT** file in the destination directory should be overwritten. The user types **N** to prevent an overwrite.

216. Mv2Main (5.5): **^OK^F^F^F^F^A<SP>^A^H^A^H^A^T\WS5\^M^X
^KB<SP>^E^KK^KY^KR^T^T^M^KD^KQE^T^T^M\$
^MY\$^M**

If the file **WOMBAT** is being moved and there is no file by that name in the destination directory:

- ^OK** displays a screen used in opening a window.
- ^F^F^F^F^A<SP>^A^H^A^H^A^T** makes sure the filename displayed on the window screen is in proper form. If the file has just been printed, the filename will include a path--e.g., **C:\WS5\BIZ\WOMBAT**. The **^F^F^F^F^A<SP>^A^H^A^H^A^T** sequence performs a series of cursor movements and deletions to strip the path from the filename, so that it comes out **WOMBAT**. Unless the path is removed, the macro will later misfire. The path-stripping sequence works whether the path consists of a directory name only or a directory name and a subdirectory name. (How it works can best be seen by entering the sequence from the keyboard after displaying a print screen with **^KPP**.)
- \WS5\^M** enters a directory designation ahead of the filename **WOMBAT** and executes a **Return**. A file named **\WS5\WOMBAT** is opened in the window. The directory designation **\WS5** is used ahead of **WOMBAT** so that the file will be stored in the main WordStar directory when saved.
- ^X^KB<SP>^E^KK^KY** probes the **\WS5\WOMBAT** file to make sure it contains no text. Since there is no such file in the destination directory, no text will be found. The **^X** at the start of the **^X^KB<SP>^E^KK^KY** sequence tries to move the cursor down a line, but there is no second line to move to, so the cursor remains on line 1. **^KB<SP>** marks the start of a block and enters a blank space. **^E** tries to move the cursor up a line, but there is no higher line to move to, so the cursor remains on line 1. **^KK** marks the end of a block. **^KY** deletes the block, leaving the **\WS5\WOMBAT** file empty. (Had the file contained text, the blocking procedure would have failed, and the macro would have been interrupted, as will be described later.)
- ^KR** tells WordStar a file is to be imported. The name **\WS5\WOMBAT** is displayed on a prompt line.
- ^T^T** deletes the **\WS5** ahead of **WOMBAT**.
- ^M** executes a **Return**. The file **WOMBAT** is imported. Because the directory designation has been stripped from the filename, the copy of **WOMBAT** in the source directory is copied into the window. It is the file that was onscreen before the window was opened.

[^]**KD** saves the imported file, storing it in the main **WS5** directory. The window closes.
[^]**KQ** abandons the file that was onscreen when the macro was executed. The opening menu is displayed.
^E displays a screen used in renaming a file. The **WOMBAT** file in the source directory will be renamed so that it can be erased. **\WS5\WOMBAT** appears on a prompt line.
[^]**T**[^]**T** deletes the **\WS5**. The name **WOMBAT** is now displayed.
[^]**M** executes a **Return**, sending the cursor to the line on which the new filename will be entered.
^{\$}[^]**M** enters the filename **\$** and executes a **Return**, completing the name change.
^Y^{\$}[^]**M** deletes the file **\$**, formerly **WOMBAT**. (The file has been given a new name because **Mv2Main** would otherwise have no way of deleting the file. When the file-delete command **Y** is entered at the opening menu, no filename appears on the screen. Renaming the file gives the macro a known filename to enter on the file-delete screen.)

If there is already a file named WOMBAT in the destination directory:

[^]**QK**[^]**F**[^]**F**[^]**F**[^]**F**[^]**A**<**SP**>[^]**A**[^]**H**[^]**A**[^]**H**[^]**A**[^]**T****\WS5**[^]**M** performs as described above. The macro has just opened a file called **WOMBAT** in the destination directory.
[^]**X**[^]**KB**<**SP**>[^]**E**[^]**KK**[^]**KY** probes the file to see if it contains any text. If there were no text in the file, the macro would be able to proceed, as described earlier. But because the file contains text, the [^]**X**[^]**KB**<**SP**>[^]**E**[^]**KK**[^]**KY** sequence forces the macro to fail. The [^]**X** at the start of the sequence moves the cursor down a line. [^]**KB**<**SP**> marks the start of a block and enters a blank space. [^]**E** moves the cursor up a line. [^]**KK** tries to mark the end of a block, but an error message flashes, telling the user that an end-block marker is at or before a begin-block marker. That signals that there is already text in the file.

217. **Mv2Main (6.0):** [^]**QK**[^]**F**[^]**F**[^]**F**[^]**F**[^]**A**<**SP**>[^]**A**[^]**H**[^]**A**[^]**H**[^]**A**[^]**T****\WS**[^]**M**[^]**X**
[^]**KB**<**SP**>[^]**E**[^]**KK**[^]**KY**[^]**KR**[^]**T**[^]**T**[^]**M**[^]**KD**[^]**KQ**[^]**E**[^]**T**[^]**T**[^]**M**^{\$}
[^]**MY**^{\$}[^]**M**

The macro is the same as the last one except for the directory designation.

218. **Mv2Main (6.0D):** [^]**KQ**[^]**E**[^]**QD**[^]**A**[^]**Q**<**DELETE**>[^]**M****\WS**[^]**R**[^]**M**

[^]**KQ** orders the file abandoned.
^E displays a rename-file screen at the opening menu.
[^]**QD** moves the cursor to the right end of the filename **WOMBAT** on the top line of the rename-file screen.
[^]**A** moves the cursor left to the start of the filename.
[^]**Q**<**DELETE**> deletes any path ahead of the filename.

^M executes a **Return**, sending the cursor to the second line of the rename-file screen.
\WS\^R^M enters the path of the main WordStar directory, places the filename **WOMBAT** after the path and executes a **Return**.

```
219. Mv2Main (7.0A):  Sub Main
                      Key ("^KQE^QD^A^Q{DEL}")
                      PauseForInput ("{ENTER}", ' Check filename. ')
                      Key ("{TAB}\WS\^R{F10}")
                      End Sub
```

Key ("^KQE closes the file and displays a rename-file screen.
^QD^A^Q{DEL}") erases any path ahead of the displayed filename.
PauseForInput ("{ENTER}", ' Check filename. ') interrupts the macro so that the user can verify that the correct filename is displayed. The macro resumes when the user presses **Enter**.
Key ("{TAB} moves the cursor to the next line on the rename-file screen.
\WS\^R{F10}") enters the path of the main WordStar directory, copies the filename displayed on the first line and orders the file renamed.

```
220. Mv2Main (7.0C):  Sub Main
                      WSQuiet (On)
                      Key ("^KDE^QD^A^Q{DEL}{TAB}\WS\^R{F10}")
                      WSQuiet (Off)
                      End Sub
```

The macro performs essentially the same functions as the last one. The filename check is omitted because WS7.0C will always display the correct name.

```
221. Mv2Biz (4.0):   ^KQE^R^M\WS4\BIZ\^R^M
```

The macro is the same as the WS4.0 version of **Mv2Main** except for the directory designation.

```
222. Mv2Biz (5.0):   ^KT\WS5\BIZ\^R^ME^T^T^T^M$^MRDEL $^M
```

The macro is the same as the WS5.0 version of **Mv2Main** except for the directory designation and the number of **^T**'s in the sequence. (Extra characters must be deleted here, so an extra **^T** is used.)

223. Mv2Biz (5.5): ^OK^F^F^F^F^A<SP>^A^H^A^H^A^T\WS5\BIZ\^M
 ^X^KB<SP>^E^KK^KY^KR^T^T^T^M^KD^KQE^T^T^T^M\$
 ^MY\$^M

The macro is the same as the WS5.5 version of **Mv2Main** except for the directory designation and the number of T's in the sequence. (See previous note.)

224. Mv2Biz (6.0): ^OK^F^F^F^F^A<SP>^A^H^A^H^A^T\WS\BIZ\^M^X
 ^KB<SP>^E^KK^KY^KR^T^T^T^M^KD^KQE^T^T^T^M\$
 ^MY\$^M

The macro is the same as the WS6.0 version of **Mv2Main** except for the directory designation and the number of ^T's in the sequence. (See note 222.)

225. Mv2Biz (6.0D): ^KQE^QD^A^Q<DELETE>^M\WS\BIZ\^R^M

The macro is the same as the WS6.0D version of **Mv2Main** except for the directory designation.

226. Mv2Biz (7.0A): Sub Main
 Key ("^KQE^QD^A^Q{DEL}")
 PauseForInput ("^ENTER", ' Check filename. ')
 Key ("^TAB\WS\BIZ\^R{F10}")
 End Sub

The macro is the same as the WS7.0A version of **Mv2Main** except for the directory designation.

227. Mv2Biz (7.0C): Sub Main
 WSQuiet (On)
 Key ("^KDE^QD^A^Q{DEL}{TAB}\WS\BIZ\^R")
 Key ("^F10")
 WSQuiet (Off)
 End Sub

The macros is the same as the WS7.0C version of **Mv2Main** except for the directory designation.

228. Go2Name (4.0): ^QS^KB^K3^N^N^X^X^K4^KK^E^KR\WS4\NAME&AD^M
 ^KH^QF

^QS makes sure the cursor is at the left margin near the top of a document in which an address file is to be inserted.

`^KB^K3` marks the start of a block and leaves a place mark.
`^N^N` inserts two blank lines below the cursor.
`^X^X` moves the cursor down two lines.
`^K4^KK` leaves a place mark and marks the end of a block.
`^E` moves the cursor up a line, placing it inside the block.
`^KR\WS4\NAME&AD^M` imports the address file **NAME&AD**. The `^KB` begin-block marker and `^K3` place mark are ahead of the address file. The `^KK` end-block marker and the `^K4` place mark are below the file. The address file is highlighted.
`^KH` dissolves the highlighting and hides the place marks left by `^K3` and `^K4`.
`^QF` displays a search screen so that the user can enter a name to be located in the address file.

229. Go2Name (5.x): `^QS^QK\WS5\NAME&AD^M^QF<SP>^XU^E^G`

`^QS` makes sure the cursor is at the left margin.
`^QK\WS5\NAME&AD^M` opens a window on the address file **NAME&AD**.
`^QF<SP>` displays a search screen. A blank space (`<SP>`) is entered after `^QF` in case no other searches have been conducted earlier in the work session. Something must be entered on the top line of the search screen to permit the following commands to work.
`^XU` moves the cursor to the second line on the search screen and enters a **U**, telling WordStar to disregard uppercasing and lowercasing when searching for a string of characters to be entered by the user.
`^E^G` returns the cursor to the top line of the search screen and deletes the blank space left earlier. The user now types the name to be located in the address file.

230. Go2Name (6.0): `^QS^QK\WS\NAME&AD^M^QF<SP>^XU^E^G`

The macro is the same as the last one except for the directory designation.

231. Go2Name (7.0):

```

Sub Main
  WSQuiet (On)
  Key ("^QS^QK\WS\NAME&AD{F10}")
  WSQuiet (Off)
  Key ("^QF<SP>^XU^E^G")
End Sub

```

The macro differs from the last one in format but performs the same functions. The **WSQuiet** feature is added. (See note 4.)

232. CopName-1 (4.0): `^QS^KB^QG*^E^QD^KK^E^QD^M^Q3^S^KC^Q3^K3
 ^KB^Q4^K4^KK^KY`

`^QS` makes sure the cursor is at the left margin on the top line of an address listing.
`^KB` marks the start of a block.
`^QG*` finds an asterisk ahead of a telephone number on the last line of the listing.
`^E` moves the cursor up to the salutation line above the phone number.
`^QD^KK` moves the cursor to the right margin and marks the end of a block.
`^E` moves the cursor up to the City-State-ZIP line.
`^QD^M` moves the cursor to the right margin and executes a **Return**, leaving a blank line above the salutation line.
`^Q3` finds a place mark left by the **Go2Name** macro. The mark is at the top of the imported address file.
`^S` moves the cursor backward, forcing it up one line and leaving it above the imported address file.
`^KC` copies the blocked address listing to the file that was onscreen before the **Go2Name** and **CopName-1** macros were executed.
`^Q3^K3` finds and erases the place mark at the top of the address file.
`^KB` marks the start of a new block at the beginning of the address file.
`^Q4^K4` finds and erases the place mark at the end of the address file.
`^KK^KY` marks the end of a new block and deletes the block, clearing the address file from the screen.

233. CopName-1 (5.x, 6.0): `^QS^KB^QG*^E^QD^KK^E^QD^M^QK^KAK^KQY
 ^KQY`

`^QS^KB^QG*^E^QD^KK^E^QD^M` blocks the address listing. (See the previous note.) The listing is displayed in a lower window.
`^QK` moves the cursor to the upper window.
`^KA` copies the blocked address listing to the upper window.
`^QK^KQY` closes the lower window.

234. CopName-1 (7.0): **Sub Main**
 WSQuiet (On)
 Key ("^QS^KB^QF*{TAB}^Y{F10}^E^QD^KK")
 Key ("^E^QD{ENTER}^QK^KAK^KQY")
 IfException
 Def: Key ("Y")
 End IfException
 WSQuiet (Off)
 End Sub

WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)
Key ("^QS makes sure the cursor is at the left margin.
^KB marks the start of a block.
^QF*{TAB}^Y{F10} finds an asterisk ahead of a telephone number on the last line of an address listing.
^E^QD moves the cursor up to the salutation line, then to the end of that line.
^KK") marks the end of a block.
Key ("^E^QD{ENTER} places a blank line between the last line of the address and the salutation line.
^OK^KA copies the address and salutation to the upper window.
^OK^KQ") closes the lower window.
IfException introduces an **IfException** clause.
Def: Key ("Y") supplies a response (**Yes**) when WordStar asks whether to abandon **NAME&AD** even though changes have been made in the file.
End IfException terminates the **IfException** clause.
WSQuiet (Off) disables the **WSQuiet** feature.

235. CopName-2 (4.0): **^QS^KB^QG\^G^Q<DELETE>^QD<SP>^A^QG<SP>^D^U**
 ^QF*^M^M^E^E^QD^KK^E^QD^M^QB^QG*^G^S^T^L**
 ^G^S^T^Q3^S^KC^Q3^K3^KB^Q4^K4^KK^KY^Y

^QS makes sure the cursor is at the left margin on the top line of an address listing. The following listing is used for illustration:

```
Andersen\Jerald B.
*
*
12345 Junipero Serra Boulevard
Los Angeles, California 90000-0000
Dear Mr. Andersen:
213-000-0000
***
```

^KB marks the start of a block at the beginning of the address.
^QG\^G finds and deletes the backslash after **Andersen**.
^Q<DELETE> erases to the left margin, deleting the name **Andersen** but holding the name in memory.
^QD<SP> moves the cursor to the right margin and enters a blank space after **Jerald B**.
^A moves the cursor back a word, to the middle initial **B**.
^QG<SP> searches forward for a blank space. The command **^QD<SP>** (above) has left a space after **Jerald B**. If the user left a blank space there earlier, there will be two spaces, and **^QG<SP>** will find the first of the two.
^D advances the cursor a space. Whether the user has left one space or none after **Jerald B.**, the cursor is properly positioned for the next command.

^U undeletes the last name. The full name **Jerald B. Andersen** now appears on the first line.

^QF*^M^M** finds the three asterisks on the last line of the listing.

^E^E moves the cursor up to the **Dear Mr. Andersen:** line.

^QD^KK moves the cursor to the end of the line and marks the end of a block. The first six lines of the listing are blocked.

^E moves the cursor up to the **Los Angeles, California 90000-0000** line.

^QD^M moves the cursor to the end of the line and executes a **Return**, leaving a blank line above the salutation line.

^QB finds the **^KB** block marker left at the start of the listing.

^QG*^G finds and deletes the asterisk on the second line of the listing, leaving the line empty. If there were no asterisk on that line because a title had been entered there, the **^G** would harmlessly delete one of the three asterisks left below the phone-number line, outside the marked block.

^S moves the cursor back a space.

^T removes the blank second line. If the second line were not blank, **^T** would perform a harmless deletion below the marked block.

^L repeats the **^QG*** search order, finding the asterisk on the third line of the listing. If there were no asterisk on that line, the cursor would move to one of the asterisks left below the phone number.

^G deletes the asterisk, leaving the third line empty. If there were no asterisk on that line, **^G** would erase one of the asterisks below the phone number.

^S^T moves the cursor back a space and removes the blank third line. If the third line were not blank, **^T** would perform a harmless deletion below the marked block.

^Q3 finds a place mark left by the **Go2Name** macro. The mark is at the top of the imported address file **NAME&AD**.

^S moves the cursor backward, forcing it up one line and leaving it above the imported address file.

^KC places a copy of the blocked address near the top of the letter file that was onscreen before the **Go2Name** and **CopName-2** macros were executed.

^Q3^K3 finds and erases the place mark at the top of the imported address file.

^KB marks the start of a new block at the beginning of the address file.

^Q4^K4 finds and erases the place mark at the end of the address file.

^KK^KY marks the end of a new block and deletes the block, clearing the address file from the screen.

^Y removes an unwanted blank line below the salutation.

236. CopName-2 (5.x, 6.0): `^QS^KB^QG\^G^Q<DELETE>^QD<SP>^A^QG
 <SP>^D^U^QF***^M^Y^M^E^E^QD^KK^E^QD
 ^M^QB^QG*^G^S^T^L^G^S^T^QK^KK^KQY`

The macro performs the same functions as the last one except that the sequence `^Q3^S^KC^Q3^K3^KB^Q4^K4^KK^KY` at the end of that macro is omitted here and replaced by the following:

`^QK` moves the cursor from the lower window, where an address has been blocked, to the upper window.

`^KA` copies the blocked address to a letter file in the upper window.

`^QK` moves the cursor to the lower window.

`^KQY` closes the lower window.

237. CopName-2 (7.0): `Sub Main
 WSQuiet (On)
 Key ("^QS^KB^QF\{TAB}^Y{F10}^G^Q{DEL}")
 Key ("^QD<SP>^A^QF<SP>{TAB}^Y{F10}")
 Key ("^D^U^QF***{TAB}^Y{F10}^E^E^QD^KK")
 Key ("^E^QD{ENTER}^QB^QF*{TAB}^Y{F10}^G")
 Key ("^S^T^L^G^S^T^QK^KK^KQ")
 IfException
 Def: Key ("Y")
 End IfException
 WSQuiet (Off)
 End Sub`

The macro differs from the last one in format but performs the same functions. The search command `^QF` is used here in place of `^QG` (see note 19), and the `WSQuiet` feature is added (see note 4).

238. PreSort (4.0, 5.x, 6.0): `^QS^QG^M*^T^S^L*^T^S^L*^T^L*^T^L*
 ^T^L*^T^L*^T^X^[P`

`^QS` makes sure the cursor is at the left margin.

`^QG^M*` finds the **Return** after the first line of an address listing and enters an asterisk as a place mark. (The mark will be used by the **Rebuild** macro, below.)

`^T` deletes the **Return**. The second line of the listing is joined to the first.

`^S` moves the cursor back a space.

`^L` repeats the `^QG^M` search order, sending the cursor to the next **Return**.

`*` enters an asterisk as a place mark.

`^T^S^L*^T^L*^T^L*^T^L*^T^L*^T` deletes the **Return**, then finds and deletes the next five **Returns**, entering a place mark between each field. All eight fields are now on the same line.

^X moves the cursor down to the first line of the second listing.

^[P tells WordStar to run the **PreSort** macro again so that the second listing will be reformatted. At the end of that listing, **^[P** will again order the macro repeated, and so on, until all lines are reformatted.

```
239. PreSort (7.0):  Sub Main
                     WSQuiet (On)
                     Loop:  Key ("^QS^QF^P^M^P^J{TAB}^Y{F10}")
                     Key ("*^T^S^L*^T^S^L*^T^L*^T^L*^T^L*^T")
                     Key ("^L*^T^X")
                     GoTo Loop
                     WSQuiet (Off)
                     End Sub
```

The macro differs from the last one in format but performs the same functions. The search command **^QF** is used here in place of **^QG** (see note 19), and the **WSQuiet** feature is added (see note 4).

```
240. Rebuild (4.0):  ^QS^QG*^G^M^D^L^G^M^D^L^G^M^L^G^M^L^G^M
                     ^L^G^M^L^G^M^X^[R
```

^QS makes sure the cursor is at the left margin on the top line of a sorted address file. All the fields in each address listing are on a single line.

^QG* finds the first asterisk left as a place mark by the **PreSort** macro (above).

^G^M deletes the asterisk and executes a **Return**, leaving the first field in the listing on a line by itself.

^D^L moves the cursor forward a space and repeats the **^QG*** search order to locate a place mark after the second field. (The **^D** is needed because the cursor may be on an asterisk left at the start of the second field to indicate that the field is blank. If so, the asterisk must be retained. If used with later WordStar releases, the search order would advance the cursor from that asterisk to the one after the second field. But the WS4.0 search order won't find the right asterisk unless the cursor is first nudged forward.)

^G^M deletes the place mark after the second field and executes a **Return**, leaving the field on a line by itself.

^D^L^G^M^L^G^M^L^G^M^L^G^M^L^G^M finds and deletes five more place marks, executing a **Return** after each deletion. Each field in the listing is now on line by itself.

^X moves the cursor down to the first line of the second listing.

^[R tells WordStar to repeat the **Rebuild** macro so that the second listing will be reformatted. At the end of that listing, **^[P** will again order the macro repeated, and so on, until all listings are reformatted.

241. Rebuild (WS5.x, 6.0): ^QS^QG*^G^M^L^G^M^L^G^M^L^G^M^L^G^M
^L^G^M^L^G^M^X^[R

The macro is the same as the last one except that two unneeded ^D's are omitted.

242. Rebuild (7.0): Sub Main
WSQuiet (On)
Loop: Key ("^QS^QF*{TAB}^Y{F10}^G{ENTER}")
Key ("^L^G{ENTER}^L^G{ENTER}^L^G{ENTER}")
Key ("^L^G{ENTER}^L^G{ENTER}^L^G{ENTER}")
Key ("^X")
GoTo Loop
WSQuiet (Off)
End Sub

The macro differs from the last one in format but performs the same functions. The search command ^QF is used here in place of ^QG (see note 19), and the WSQuiet feature is added (see note 4).

243. Merge (4.0, 5.x, 6.0): ^QS^K2^QG*^G^L^G^Q2^K2^QG\^G^Q
<DELETE>^QD<SP>^A^QG<SP>^D^U^QG
^M*^T^S^L*^T^S^L*^T^L*^T^QG,^F*
^QD^A*^QG^M*^T^X^Y^Y^[M

^QS makes sure the cursor is at the left margin on the top line of an address listing. Each field in the listing is on a line by itself.

^K2 leaves a place mark.

^QG*^G finds and deletes an asterisk. If an asterisk has been left on the second line the listing to mark a blank field, that asterisk must be erased. Reason: The macro will later leave an asterisk at the start of each field. If asterisks left to mark blank fields are not first removed, each of those fields will be marked with one asterisk too many. If an asterisk has not been left on the second line to mark a blank field, ^QG*^G will harmlessly delete one of the three asterisks left on the last line of the listing. That line is not needed (and will be deleted by a later command).

^L^G repeats the ^QG* search order and deletes the next asterisk. If an asterisk has been left on the third line of the listing to mark a blank field, that asterisk will be erased. Otherwise, ^L^G will harmlessly delete one of the asterisks on the last line of the listing.

^Q2^K2 finds and deletes the place mark left at the start of the listing.

^QG\^G^Q<DELETE>^QD<SP>^A^QG<SP>^D^U moves the surname at the

start of the top line to the end of that line. (See note 235.)

^QG^M finds a **Return** at the end of the first line.

***^T** enters an asterisk and deletes the **Return**. The second line of the listing is joined to the first. If a listing has a blank second line (because the addressee has no title), the blank line is removed.

^S^L moves the cursor back a space and repeats the search for a **Return**. (The **^S** is needed to position the cursor properly when the macro has to deal with blank lines.)

***^T** enters an asterisk and deletes the next **Return**. The third line of the listing is joined to the top line. If a listing has a blank third line (because no company name is used), that line is removed.

^S^L moves the cursor back a space and repeats the search for a **Return**.

***^T** enters an asterisk and deletes the next **Return**. The street address on the fourth line of the listing is joined to the three fields on the top line. If the second and third lines of a listing were originally blank, the fourth line is joined to the first, and three asterisks appear before the street-address, to indicate that the two preceding fields were left blank.

^L*^T repeats the search for a **Return**, enters an asterisk and deletes the **Return**. The City-State-ZIP line is joined to the top line.

^QG, finds the comma between the city and state names.

^F* moves the cursor to the first letter of the state name and enters an asterisk before that letter.

^QD moves the cursor to the right margin.

^A* moves the cursor back to the first number in the ZIP code and enters an asterisk before that number. The city, state and ZIP code are now marked as separate fields. (This permits the user to merge-print selectively, omitting listings that do not match a certain city name, state name or ZIP number. See the WordStar manual.)

^QG^M finds the **Return** after the ZIP code at the end of the line.

***^T** enters an asterisk and deletes the **Return**. The salutation line is joined to the fields on the top line. The first six fields are now on that line.

^X moves the cursor down a line.

^Y deletes the phone-number line.

^Y deletes the line on which three asterisks were left below the phone number.

^[M orders the macro repeated. When the next listing is reformatted, **^[M** will again order the macro repeated, and so on, until all listings have been reformatted.


```

244. Merge (7.0):  Sub Main
                    WSQuiet (On)
                    Loop: Key ("^QS^K2^QF*{TAB}^Y{F10}^G^L")
                    Key ("^G^Q2^K2^QF\{TAB}^Y{F10}^G^Q{DEL}")
                    Key ("^QD<SP>^A^QF<SP>{TAB}^Y{F10}^D^U")
                    Key ("^QF^P^M^P^J{TAB}^Y{F10}^*^T^S^L")
                    Key ("^*^T^S^L^*^T^L^*^T^QF,{TAB}^Y{F10}")
                    Key ("^F*^QD^A*^QD*^T^X^Y^Y")
                    GoTo Loop
                    WSQuiet (Off)
                    End Sub

```

The macro differs from the last one in format but performs the same functions. The search command **^QF** is used here in place of **^QG** (see note 19), and the **WSQuiet** feature is added (see note 4).

```

245. Header-1 (4.0, 5.x, 6.0):  ^QS^KB^KH^QD^KK^QR.MT6^M^M^M^E
                                .H1<SP>^KC^KH^QD^M.H2<SP>Page
                                <SP>#<SP>of<SP><SP>pages^M.H3
                                <SP>^[^E^QD^QH<SP>

```

^QS makes sure the cursor is at the left margin.
^KB marks the start of a block. The cursor is at the beginning of the inside address near the top of a letter.
^KH dissolves any block highlighting. (See note 14.)
^QD^KK moves the cursor to the right of the addressee's name and marks the end of a block. The name is blocked.
^QR.MT6^M^M^M finds the top of the file, enters a dot command to set the top margin and executes three **Returns**.
^E moves the cursor up a line. One blank line is left below **.MT6** to keep the header from printing on page 1.
.H1<SP>^KC enters a header dot command, leaves a blank space and copies the addressee's name from the block created earlier.
^KH hides the block.
^QD^M moves the cursor to the end of the line and executes a **Return**.
.H2<SP>Page<SP>#<SP>of<SP><SP>pages^M enters a second header line and executes a **Return**.
.H3<SP>^[^ enters a third header line to print the date.
^E^QD^QH<SP> places the cursor in the second of the two blank spaces before "pages" on the second header line. The user enters a number there to complete the header.

```

246. Header-1 (7.0):  Sub Main
                        WSQuiet (On)
                        Key ("^QS^KB^KH^QD^KK^QR.MT6{ENTER}")
                        Key ("{ENTER}{ENTER}^E.H1<SP>^KC^KH^QD")
                        Key ("{ENTER}.H2<SP>Page<SP>#<SP>of<SP>")
                        Key ("<SP>pages{ENTER}.H3<SP>^M@^E^QD")
                        Key ("^QF<SP>{TAB}B{F10}")
                        WSQuiet (Off)
                        End Sub

```

The macro differs from the last one in format but performs the same functions. The search command **^QF** is used here in place of **^QH** (see note 19), and the **WSQuiet** feature is added (see note 4).

```

247. Header-2 (4.0, 5.x, 6.0):  ^QS^KB^KH^QD^KK^QR.MT6^M^M^M^E
                                .H1<SP>^KC^KH^QD^M.H2<SP>Page
                                <SP>#^M.H3<SP>^[@

```

The macro is the same as the last one except that the second header line is shortened and the **^E^QD^QH<SP>** sequence at the end is omitted.

```

248. Header-2 (7.0):  Sub Main
                        Key ("^QS^KB^KH^QD^KK^QR.MT6{ENTER}")
                        Key ("{ENTER}{ENTER}^E.H1<SP>^KC^KH^QD")
                        Key ("{ENTER}.H2<SP>Page<SP>#{ENTER}")
                        Key (".H3<SP>^M@")
                        End Sub

```

The macro differs from the last one in format but performs the same functions.

```

249. WinMain (5.x):  ^QK\WS5\

```

^QK displays a screen used in opening a window.
\WS5 enters a directory path.

```

250. WinMain (6.0):  ^QK\WS\

```

The macro is the same as the last one except for the directory designation.

251. WinMain (7.0): **Sub Main**
 Key ("^QK\WS\")
 End Sub

The macro performs like the one described in note 249, using a different directory designation.

252. WinBiz (5.x): **^QK\WS5\BIZ**

The macro is the same as the WS5.x version of **WinMain** except that a subdirectory name is added.

253. WinBiz (6.0): **^QK\WS\BIZ**

The macro is the same as the WS6.0 version of **WinMain** except that a subdirectory name is added.

254. WinBiz (7.0): **Sub Main**
 Key ("^QK\WS\BIZ\")
 End Sub

The macro differs from the last one in format but performs the same functions.

255. Park (4.0): **^KS^KQ RSHIPDISK^M**

If the macro is executed at the opening menu:

^KS has no effect.

^KQ has no effect.

R displays a DOS prompt.

SHIPDISK^M tells DOS to park the hard disk.

If the macro is executed with a file onscreen:

^KS saves the file, keeping it open.

^KQ orders the file abandoned.

RSHIPDISK^M displays a DOS prompt and orders the hard disk parked.

256. Park (5.0, 5.5): **^R^K^DRSHIPDISK^M**

If the macro is executed at the opening menu:

^R displays a DOS prompt.

^K switches off the prompt.

^D has no effect. The command is not read by WordStar.

RSHIPDISK^M redisplay the DOS prompt and orders the hard disk parked.

If the macro is executed with a file onscreen:

^R moves the cursor up one screen, or to the top of the file if there is not a full screen of text above the cursor.

^K^D saves the file.

RSHIPDISK^M displays a DOS prompt and orders the hard disk parked.

257. Park (5.5C, 6.0): ^R\$^H^K^DRSHIPDISK^M

The macro is the same as the last one except that a dollar sign and **^H** are added near the start of the sequence. (See note 82.)

258. Park (7.0A): Sub Main
 Key ("{F10}S^S^G^KFSHIPDISK{F10}")
 PauseForInput ("{F10}", 'Press F10.')
 Key ("^D^KQ")
 IfException
 Def: Key ("N")
 End IfException
 End Sub

Key ("{F10} saves the file if one is onscreen. If the macro is executed at the opening screen, **{F10}** has no effect. The rest of the macro is patterned after the WS7.0A version of **ADirect**. (See note 138.)

259. Park (7.0C): Sub Main
 SetHelpLevel (4) : AutoRestore (On)
 Key ("{F10}{ALT+F}RSHIPDISK{F10}")
 End Sub

SetHelpLevel (4) : sets the help level at 4. (See note 84.)

AutoRestore (On) restores default editing settings after the macro has run.

Key ("{F10} saves the file if one is onscreen. The command has no effect if the macro is run at the opening screen.

{ALT+F}RSHIPDISK{F10}") displays a DOS command line and tells DOS to run the parking utility SHIPDISK.

**260. PrtBlk (4.0): ^KH^F^D^B^S^S^QD^KK^KWPRINT^MY^Q<DELETE>
 ^KPNPRINT^[^KH**

^KH dissolves any block highlighting. (See note 14.)

^F^D^B^S^S^QD^KK places the cursor at the end of the last line of the home paragraph and marks the end of a block.

^KWPRINT^M orders the block copied to a file called **PRINT**. **Y** tells WordStar to overwrite any previous version of the **PRINT** file. If there is no previous version, the **Y** will be unspent and will print in the text, at the start of the block.

^Q<DELETE> erases to the left margin, deleting the **Y** if it has printed in the text. If no **Y** has printed, the command has no effect.

^KPNPRINT^[prints the block.

^KH dissolves the block highlighting.

261. **PrtBlk (5.x, 6.0):** **^KH^F^D^B^S^S^QD^KK^KWPRINT^MY^Q<DELETE>^KPPPRINT^K^KH**

The macro is the same as the last one except that **^KPPPRINT^K** is used in place of **^KPNPRINT^[** to order the block printed.

262. **PrtBlk (7.0):** Sub Main
 WSQuiet (On)
 Key ("^QF^P^M^P^J{TAB}B{F10}^KB^KH")
 WSQuiet (Off)
 PauseForInput ("<SP>", 'Press Spacebar to print.')

WSQuiet (On)
 Key ("^F^D^B^S^S^QD^KK^KWPRINT{F10}")
 IfException
 Def: Key ("Y")
 End IfException
 Key ("^KPPPRINT^K^KH")
 WSQuiet (Off)
 End Sub

WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)

Key ("^QF^P^M^P^J{TAB}B{F10}) finds the **Return** above the home paragraph. (See note 19.)

^KB^KH) marks the start of a block and dissolves any block highlighting. (See note 14.)

WSQuiet (Off) disables the **WSQuiet** feature.

PauseForInput ("<SP>", 'Press Spacebar to print.') interrupts the macro to permit the user to move the cursor, if necessary, so that it will be in the last paragraph to be printed. The macro restarts when the user presses the **Spacebar**.

WSQuiet (On) actuates the **WSQuiet** feature.

Key ("^F^D^B^S^S^QD^KK) moves the cursor to the end of the last paragraph to be printed and marks the end of a block.

^KWPRINT{F10}) writes the block to a file called **PRINT**.

IfException introduces an **IfException** clause.

Def: Key ("Y") supplies a keystroke to be entered by the

macro if there is already a file called **PRINT** and WordStar asks whether to overwrite it.

End IfException terminates the **IfException** clause.

Key ("KPPRINT^K^KH") prints the block, then extinguishes the block highlighting.

WSQuiet (Off) disables the **WSQuiet** feature.

263. **PrtEnvl-1 (4.0):** `^QS^N^K2^KRENV1^M^QF^P^M^P^J^P^M^P^J^M^M
^X^X^X^KB^L^X^X^X^KK^KY^L^X^X^KK^Q2^K2^KB
^KWENV1^MY^KPNENV1^[^L^X^X^X^KK^KY`

^QS makes sure the cursor is at the left margin on the top line of an address in a letter file.

^N enters a blank line under the cursor.

^K2 leaves a place mark.

^KRENV1^M imports the file **ENV1**.

^QF^P^M^P^J^P^M^P^J^M^M^X^X^X finds a double **Return** in the **ENV1** file, then moves the cursor down three lines. The cursor is at the start of the last address copied to **ENV1**. If **ENV1** is being used for the first time, the cursor moves to the start of a dummy address.

^KB marks the start of a block.

^L repeats the **^QF^P^M^P^J^P^M^P^J^M^M** search, sending the cursor to a double **Return** below the address.

^X^X^X^KK^KY moves the cursor down three lines, marks the end of a block and deletes the block. The last-used address is erased. The cursor is at the start of the address in the onscreen letter file.

^L repeats the **^QF^P^M^P^J^P^M^P^J^M^M** search, sending the cursor to the end of the address.

^X^X^KK drops the cursor two lines and marks a block ending.

^Q2^K2 finds and erases the **^K2** place mark left at the start of the imported **ENV1** file.

^KB marks the start of a block. The block extends from the start of the **ENV1** file to the end of the address in the onscreen letter.

^KWENV1^M orders the block written to the file **ENV1**.

Y answers **Yes** when WordStar asks whether to overwrite the existing **ENV1** file.

^KPNENV1^[prints the new **ENV1** file to an envelope.

^L again repeats the **^QF^P^M^P^J^P^M^P^J^M^M** search, sending the cursor to the end of the dot-command field in the imported **ENV1** file.

^X^X^X moves the cursor down three lines.

^KK^KY marks the end of a block and deletes the block. All remaining characters in the imported **ENV1** file are erased.

264. **PrtEnvl-1 (5.x, 6.0):** `^QS^KB^KH^QF^P^M^P^J^P^M^P^J^M^Y^M
^KK^QK\WS\ENV1^M^L^M^M^M^QT^Z^KAKD
^KPP\WS\ENV1^K^KH`

^QS makes sure the cursor is at the left margin on the top line of an address in a letter file.
^KB marks the start of a block.
^KH hides any block highlighting. (See note 14.)
^QF^P^M^P^J^P^M^P^J^M^Y^M finds the double **Return** after the last line of the address.
^KK marks the end of a block. The address is blocked.
^QK\WS\ENV1^M opens a window on a file called ENV1.
^L repeats the ^QF^P^M^P^J^P^M^P^J^M^Y^M search, finding a double **Return** above the last address sent to the ENV1 file. If ENV1 is being used for the first time, the cursor moves to a double **Return** above a dummy address.
^M^M^M^QT^Z enters three **Returns** and deletes to the end of the file. The last-used address is erased.
^KA copies the blocked address from the letter file in the upper window to the ENV1 file in the lower window.
^KD saves the ENV1 file. The lower window closes.
^KPP\WS\ENV1^K prints the file to an envelope.
^KH dissolves the highlighting on the blocked address in the letter file.

265. PrtEnvl-1 (7.0): Sub Main
 WSQuiet (On)
 Key ("^^QS^KB^KH^QF^P^M^P^J^P^M^P^J{TAB}")
 Key ("^Y{F10}^KK^QK\WS\ENV1{F10}^L{ENTER}")
 Key ("{ENTER}{ENTER}^QT^Z^KA^KD^KP\WS\ENV1")
 Key ("^K^KH")
 WSQuiet (Off)
 End Sub

The macro differs from the last one in format but performs the same functions. The search command ^QF is used here in place of ^QG (see note 19), and the WSQuiet feature is added (see note 4).

266. PrtEnvl-2 (4.0): ^QS^N^K2^KRENV2^M^QG@^X^QS^KB^QF^P^M^P^J
 ^P^M^P^J^M^M^X^X^X^KK^KY^L^X^X^KK^Q2^K2
 ^KB^KWENV2^MY^KPNEV2^[^QT@^Y^KH

The macro performs essentially the same functions as the one described in note 263, using a different ENV file. A ^QG@ search is run to find a place mark in the ENV2 file.

267. PrtEnvl-2 (5.x, 6.0): ^QS^KB^KH^QF^P^M^P^J^P^M^P^J^M^Y^M^X
 ^X^KK^QK\WS\ENV2^M^QG@^QS^X^QT^Z^KA
 ^KD^KPP\WS\ENV2^K^KH

The macro performs essentially the same functions as the

one described in note 264, using a different **ENV** file. A **^QG@** search is run to find a place mark in the **ENV2** file.

```
268. PrtEnvl-2 (7.0):  Sub Main
                        WSQuiet (On)
                        Key ("^QS^KB^KH^QF^P^M^P^J^P^M^P^J{TAB}")
                        Key ("^Y{F10}^X^X^KK^OK\WS\ENV2{F10}")
                        Key ("^QF@{TAB}{F10}^QS^X^QT^Z^K^KA^KD")
                        Key ("^KP\WS\ENV2^K^KH")
                        WSQuiet (Off)
                        End Sub
```

The macro differs from the last one in format but performs the same functions. The search command **^QF** is used here in place of **^QG** (see note 19), and the **WSQuiet** feature is added (see note 4).

```
269. QuikPrt-1 (4.0):  ^KDP^R^[

^KD saves and closes the file.
P^R^[ prints the file.
```

```
270. QuikPrt-1 (5.x, 6.0):  ^KDP^K

^KD saves and closes the file.
P^K prints the file.
```

```
271. QuikPrt-1 (7.0A):  Sub Main
                        Key ("^KDP")
                        PauseForInput ("{ENTER}", ' Check filename. ')
                        Key ("^K")
                        End Sub
```

Key ("^KDP") saves the file and displays the print screen. **PauseForInput ("{ENTER}", ' Check filename. ')** interrupts the macro so that the user can verify that the correct filename is displayed. The macro resumes when the user presses **Enter**. **Key ("^K")** prints the file.

```
272. QuikPrt-1 (7.0C):  Sub Main
                        WSQuiet (On)
                        Key ("^KDP^K")
                        WSQuiet (Off)
                        End Sub
```


WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)
Key ("^KDP^K") saves the file, displays the print screen and prints the file.
WSQuiet (Off) disables the **WSQuiet** feature.

273. QuikPrt-2 (4.0): ^KS^KPN^R^[]

^KS saves the file, keeping it open.
^KPN^R^[] prints the file.

274. QuikPrt-2 (5.x, 6.0): ^KS^KPP^K

^KS saves the file, keeping it open.
^KPP^K prints the file.

275. QuikPrt-2 (7.0A): Sub Main
 Key ("^KS^KP")
 PauseForInput ("^ENTER", ' Check filename. ')
 Key ("^K")
 End Sub

The macro is the same as the WS7.0A version of **QuikPrt-1** except that a different save command is used so that the file remains onscreen.

276. QuikPrt-2 (7.0C): Sub Main
 WSQuiet (On)
 Key ("^KS^KP^K")
 WSQuiet (Off)
 End Sub

The macro is the same as the WS7.0C version of **QuikPrt-1** except that a different save command is used so that the file remains onscreen.

277. QuikPrt-3 (7.0): Sub Main
 Key ("^QR^QL")
 IfException
 Def: Key ("^U")
 End IfException
 Key ("^OP")
 PauseForKey ("")
 Key ("^KDP")
 PauseForInput ("^ENTER", 'Press Enter to print.')
 Key ("^K")
 End Sub

Key ("^QR^QL") moves the cursor to the top of the file and starts the spellchecker.
IfException introduces an **IfException** clause.
Def: Key ("^U") enters an undo command to switch off the spellchecker after the last flagged word has been checked.
End IfException terminates the **IfException** clause.
Key ("^OP") runs Page Preview.
PauseForKey ("") performs a dummy function, providing a needed transition between commands after the user presses **Esc** to turn off Page Preview.
Key ("^KDP") saves the file and displays the print screen.
PauseForInput ("{ENTER}", 'Press Enter to Print.') interrupts the macro for user input.
Key ("^K") prints the file when the user presses **Enter**.

278. RfmFile-1 (4.0, 5.x, 6.0): ^QR^QU

^QR moves the cursor to the top of the file.
^QU reforms the file.

279. RfmFile-1 (7.0): Sub Main Key ("^QR^QU") End Sub

The macro differs from the last one in format but performs the same functions.

280. RfmFile-2 (4.0, 5.x, 6.0): ^QR^QU^QR

The macro is the same as the one described in note 278 except that a **^QR** is added to send the cursor back to the top of the file after the text is reformed.

281. RfmFile-2 (7.0): Sub Main Key ("^QR^QU^QR") End Sub

The macro differs from the last one in format but performs the same functions.

282. RfmFile-3 (4.0, 5.x, 6.0): ^K2^QR^QU^Q2^K2^KH

^K2 marks a place.
^QR^QU sends the cursor to the top of the file, then reforms the file.

^Q2^K2 finds and erases the place mark, leaving the cursor where it was when **RfmFile-3** was executed.
^KH extinguishes any block highlighting that may have been created by **^K2** at the start of the sequence.

283. RfmFile-3 (7.0): **Sub Main**
 Key ("^K2^QR^QU^Q2^K2^KH")
 End Sub

The macro differs from the last one in format but performs the same functions.

284. Justify-1 (4.0): **^D^K2^QH^M^F^B^Q2^K2^KH^S**

^D Advances the cursor one space. (See **^S**, below.)
^K2 leaves a place mark.
^QH^M finds the **Return** above the home paragraph.
^F moves the cursor forward to the first character of the home paragraph.
^B reforms the paragraph.
^Q2^K2 finds and erases the place mark in the home sentence.
^KH extinguishes any block highlighting that may have been created by **^K2** in the previous command.
^S moves the cursor back one space. Purpose: to return the cursor to the position it occupied before it was moved forward by the **^D** at the start of the sequence. If the **^D** and **^S** are omitted, and if the macro is executed at the start of a line, the cursor may wind up at the end of the previous line.

285. Justify-2 (4.0): **^QH^M^F^B^F**

^QH^M^F^B finds the **Return** above the home paragraph, moves the cursor forward to the first character of the home paragraph, then reforms the paragraph.
^F moves the cursor to the start of the next paragraph.

286. Justify-3 (4.0): **^QH^M^F^B^QP**

^QH^M^F^B finds the **Return** above the home paragraph, moves the cursor forward to the first character of the home paragraph, then reforms the paragraph.
^QP returns the cursor to the start of the home paragraph.

287. Reopen-1 (4.0): D^R^M^QP

D displays a screen used in opening a file.
 ^R displays the name of the last active file.
 ^M executes a **Return**, reopening the file.
 ^QP returns the cursor to its last position in the file.

288. Reopen-1 (5.0, 6.0D): D^M^QP

The functions are described in the previous note. The ^R is omitted here because the name of the last active file will appear on the screen automatically.

289. Reopen-1 (5.5, 6.0): P^LNUL^MP^UD^M^QP

P displays a print screen. The object is to make sure the right file is reopened. If the file **WOMBAT** is onscreen and the file **AARDVARK** is called up in a window, **AARDVARK** becomes the filename in memory. If the user closes the window, saves **WOMBAT**, returns to the opening menu and presses D to open a document, the filename **AARDVARK** will appear on the prompt line--even though **WOMBAT** was the last active file. But the print screen will display the name of the last active file. **Reopen-1** will borrow the name from that screen and store the name in memory.
 ^LNUL^M moves the cursor to the bottom line on the print screen and redirects the contents of the file **WOMBAT** to a NUL device. (See note 3.)
 P^U tells WordStar to stop redirecting the contents of the file.
 D displays a screen used in opening a file. The filename borrowed from the print screen appears on the prompt line.
 ^M^QP reopens the file and returns the cursor to its last position in the file.

290. Reopen-1 (7.0): Sub Main
 Key ("D{F10}^QP")
 End Sub

The macro differs in format from the one described in note 288 but performs the same functions.

291. Reopen-2 (4.0): D^R^M

The macro is the same as the WS4.0 version of **Reopen-1** except that the ^QP at the end is omitted here so

that the cursor will be positioned at the top of the reopened file.

292. Reopen-2 (5.5, 6.0): P^LNUL^MP^UD^M

The macro is the same as the WS5.5/6.0 version of **Reopen-1** except that the ^QP at the end is omitted here so that the cursor will be positioned at the top of the reopened file.

293. Reopen-3 (4.0): D^R^M^QC

The macro is the same as the WS4.0 version of **Reopen-1** except that the ^QP is replaced by a ^QC, so that the cursor will move to the end of the file.

294. Reopen-3 (5.0, 6.0D): D^M^QC

The macro is the same as the WS5.0/6.0D version of **Reopen-1** except that the ^QP is replaced by a ^QC, so that the cursor will move to the end of the file.

295. Reopen-3 (5.5, 6.0): P^LNUL^MP^UD^M^QC

The macro is the same as the WS5.5/6.0 version of **Reopen-1** except that the ^QP is replaced by ^QC, so that the cursor will move to the end of the file.

**296. Reopen-3 (7.0): Sub Main
Key ("D{F10}^QC")
End Sub**

The macro performs the same functions as the one described in note 294, differing only in format.

297. XTree (4.0): R^H^K^FXTREE^M

If the macro is executed at the opening menu:
R displays a DOS prompt.
^H^K^F has no effect.
XTREE^M runs the file-management program XTREE.

If the macro is executed with a file onscreen:

R enters an R in the text.
 ^H erases the R.
 ^K^F displays a DOS prompt.
 XTREE^M runs XTREE.

298. XTree (5.0, 5.5): R^H^FXTREE^KK^KH^QHX^KB^KY^A^KFXTREE^M

If the macro is executed at the opening menu:

R displays a DOS prompt.
 ^H^F has no effect.
 XTREE^K tells DOS to run XTREE. The remaining characters have no effect. Once the command is set in motion by the ^K after XTREE, no additional command characters are recognized.

If the macro is executed with a file onscreen:

R prints an R in the text.
 ^H deletes the R.
 ^F advances the cursor. (See ^F in note 81.)
 XTREE enters the characters XTREE in the text.
 ^KK marks the end of a block.
 ^KH dissolves any block highlighting. (See note 14.)
 ^QHX searches backward for the X in XTREE.
 ^KB marks the start of a block. XTREE is blocked.
 ^KY deletes the block, leaving the text as it was before the macro was executed.
 ^A moves the cursor backward. It was advanced by ^F, above.
 ^KF displays a DOS prompt.
 XTREE^M tells DOS to run XTREE.

299. XTree (5.5C, 6.0): R\$^H^H^FXTREE^KK^KH^QHX^KB^KY^A^KFXTREE^M

The macro is the same as the last one except that a dollar sign and a second ^H are added near the start of the sequence. (See note 82.)

300. XTree (6.0D): S^S^G^KFXTREE^M^KQN^[^[

S^S^G^KF displays a DOS prompt whether the macro is executed at the opening menu or with a file onscreen. (See note 83.)
 XTREE^M runs the program XTREE.
 ^KQN^[^[performs as described in note 83.

```

301. XTree (7.0A):  Sub Main
                    Key ("S^S^G^KFXTREE{F10}")
                    PauseForInput ("{F10}", 'Press F10.')
                    Key ("^D^KQ")
                    IfException
                    Def: Key ("N")
                    End IfException
                    End Sub

```

The macro is patterned after the WS7.0A version of **ADirect**. (See note 138.)

```

302. XTree (7.0C):  Sub Main
                    SetHelpLevel (4) : AutoRestore (On)
                    Key ("^{ALT+F}RXTREE{F10}")
                    End Sub

```

The macro is patterned after the WS7.0C version of **ADirect**. (See note 139.)

```

303. QuikSav (4.0): ^KDD^R^M^QP

```

^KD saves the file.

D^R^M reopens the file.

^QP returns the cursor to its last position in the file.

```

304. HiScree (4.0, 5.x, 6.0): ^K1^KH^QQ^R9

```

^K1^KH leaves a hidden place mark. (See note 159.)

^QQ^R tells WordStar to scroll upscreen continuously.

9 sets the speed of the scroll.

```

305. HiScree (7.0):  Sub Main
                    Key ("^K1^KH^QQ^R9")
                    End Sub

```

The macro differs from the last one in format but performs the same functions.

```

306. LoScree (4.0, 5.x, 6.0): ^K1^KH^QQ^C9

```

^K1 leaves a hidden place mark. (See note 159.)

^QQ^C tells WordStar to scroll downscreen continuously.

9 sets the speed of the scroll.

307. LoScree (7.0): **Sub Main**
 Key ("^K1^KH^QQ^C9")
 End Sub

The macro differs from the last one in format but performs the same functions.

308. NxtPage (5.x, 6.0): **^QI+^M**

The macro advances the cursor to the next page.

309. NxtPage (7.0): **Sub Main**
 WSQuiet (On)
 Key ("^QI+{F10}")
 WSQuiet (Off)
 End Sub

The macro differs from the last one in format but performs the same functions.

310. PvsPage (5.x, 6.0): **^QI-^M**

The macro moves the cursor to the top of the previous page.

311. PvsPage (7.0): **Sub Main**
 WSQuiet (On)
 Key ("^QI-{F10}")
 WSQuiet (Off)
 End Sub

The macro differs from the last one in format but performs the same functions.

312. NxtGraf (4.0, 5.x, 6.0): **^B^QG<SP>^F^D^QS^S^F**

^B positions the cursor below the home paragraph.

^QG<SP> finds the next blank space. Depending on the setting, that space may be on an open line below the home paragraph, after a dot command above the next paragraph, in an indentation before the next paragraph, or after the first word of the next paragraph.

^F^D moves the cursor forward. The cursor is now somewhere near the start of the first line of the next paragraph, the position depending on which of several variables the

macro has dealt with so far.

^QS moves the cursor to the left margin, if it's not already there.

^S^F moves the cursor up a line, then forward and down to the first word of the paragraph. (The **^S** is necessary when copy is single-spaced and paragraphs are unindented. If the **^S** is omitted, the **^F** will move the cursor to the second word of the paragraph instead of the first.)

```
313. NxtGraf (7.0):  Sub Main
                    HideDots (On) : WSQuiet On
                    AutoRestore (On)
                    Key ("^B^QF<SP>{TAB}^Y{F10}^F^D")
                    Key("^QS^S^F")
                    End Sub
```

HideDots (On) : hides dot commands while the macro is running. If a blank space has been left after a dot command between paragraphs, the space is hidden. The fewer spaces the macro has to deal with when moving the cursor between paragraphs, the more likely it is that the macro will perform properly.

WSQuiet (On) actuates the **WSQuiet** feature. (See note 4.)

AutoRestore (On) restores editing settings to their defaults after the macro has run.

Key ("^B^QF<SP>{TAB}^Y{F10}^F^D") performs the same functions as **^B^QG<SP>^F^D** in the previous note.

Key ("^QS^S^F") performs as described in the previous note.

```
314. PvsGraf (4.0, 5.0., 5.5C, 6.0):  ^QS^S^A^QH<SP>^QH^M^F
```

^QS makes sure the cursor is at the left margin.

^S^A moves the cursor backward. If **PvsGraf** has been executed in the first line of a paragraph, the cursor lands at the end of the last line of the previous paragraph. Exception: If the home paragraph is preceded by one or more dot commands, the cursor lands on the first character of the dot command immediately above the home paragraph.

^QH<SP> searches backward for a blank space. If several dot commands precede the home paragraph, **^QH<SP>** usually jumps the cursor over those commands so that it will be properly positioned for the next command.

^QH^M searches backward for a **Return**. If a three-paragraph document is being edited and if **PvsGraf** has been executed at the start of the third paragraph, **^QH^M** finds the **Return** just above paragraph 2.

^F moves the cursor to the start of the target paragraph. If **PvsGraf** is executed at the start of paragraph 3, the cursor moves to the start of paragraph 2. Note: If the cursor is not on the top line of a paragraph when **PvsGraf** is run, the

macro moves the cursor back to the start of that paragraph rather than to the start of the previous paragraph.

315. PvsGraf (5.5): `^QS^S^A^QH<SP>^QH^I^F`

The macro is the same as the last one except that `^QH^I` is used near the end in place of `^QH^M`. `^QH^I` looks backward for a **Tab** indentation. (`^QH^M`, which searches backward for a **Return**, won't work in a paragraph created with the original version of WS5.5 if the first line of the paragraph is immediately below a page break.)

316. PvsGraf (7.0):

```
Sub Main
  HideDots (On) : WSQuiet (On)
  AutoRestore (On)
  Key ("^QS^S^A^QF<SP>{TAB}B{F10}")
  Key ("^QF^P^M^P^J{TAB}B{F10}^F")
End Sub
```

HideDots (On) : WSQuiet (On) performs as described in note 313.

AutoRestore (On) restores editing settings to their defaults after the macro has run. The remaining commands perform as described in note 314 except that the search command `^QF` is used here in place of `^QH`. (See note 19.)

317. NxtSent (4.0, 5.x, 6.0): `^QG.^F^QG<SP>^F^QH<SP>^L^F^F^S^QH<SP>^F^QG<SP>^A`

`^QG.` searches forward for a period.

`^F^QG<SP>^F^QH<SP>^L^F^F^S^QH<SP>^F^QG<SP>^A` advances the cursor to the start of the next sentence. The sequence performs a variety of forward and backward movements that normally land the cursor in the correct position whether the next sentence is in the same paragraph as the home sentence or is in the next paragraph. **NxtSent** also takes into account that other macros may have left extra blank spaces at the end of the last line of a paragraph, at the end of a dot-command line just above a paragraph, or on an open line between paragraphs.

318. NxtSent (7.0):

```
Sub Main
  HideDots (On): WSQuiet (On)
  AutoRestore (On)
  Key ("^QF.{TAB}^Y{F10}")
  Key ("^F^QF<SP>{TAB}^Y{F10}^A")
End Sub
```

HideDots (On) : performs as described in note 313.
WSQuiet (On) performs as described in note 4.
AutoRestore (On) restores editing settings to their defaults after the macro has run.
Key ("^QF.{TAB}^Y{F10}") searches forward for a period.
Key ("^F^QF<SP>(TAB)^Y{F10}^A") places the cursor on the first character of the next sentence. (The sequence performs the same function as **^F^QG<SP>^A** in note 23.)

319. PvsSent (4.0, 5.x, 6.0): **^A^A^QH<SP>^A^QH.^F^QG<SP>^F^QH<SP>^L^F^F^S^QH<SP>^F^QG<SP>^A**

^A^A moves the cursor backward, the extent of the movement depending on the position of the cursor when the macro is executed.
^QH<SP>^A^QH. moves the cursor to the next preceding blank space, then back one word, then to the next preceding period (usually the period ahead of the previous sentence).
^F^QG<SP>^F^QH<SP>^L^F^F^S^QH<SP>^F^QG<SP>^A moves the cursor to the start of the previous sentence. The sequence performs a variety of forward and backward movements that normally land the cursor in the correct position whether the previous sentence is in the same paragraph as the home sentence or is in the previous paragraph.

320. PvsSent (7.0): **Sub Main**
HideDots (On) : WSQuiet (On)
AutoRestore (On)
Key ("^QF.{TAB}B{F10}^L")
Key ("^F^QF<SP>(TAB)^Y{F10}^A")
End Sub

HideDots (On) : performs as described in note 313.
WSQuiet (On) performs as described in note 4.
AutoRestore (On) restores editing settings to their defaults after the macro has run.
Key ("^QF.{TAB}B{F10}^L") searches backward for a period, then repeats the search to find the period ahead of the previous sentence.
Key ("^F^QF<SP>(TAB)^Y{F10}^A") moves the cursor to the start of the previous sentence. (The sequence performs the same function as **^F^QG<SP>^A** in note 23.)

321. Quest (5.x, 6.0): **^K1^KH^QF<SP>^XU^E^G**

^K1^KH leaves a hidden place mark. (See note 159.)
^QF<SP> displays a search screen and enters a space on the top

prompt line. If no previous search has been performed during the current work session, the line will be blank when the screen is displayed. Something must be entered on the line so that the next command will perform properly.

^XU moves the cursor to the second prompt line and enters a **U**, telling WordStar to disregard uppercasing and lowercasing when searching for the characters to be entered later on the top prompt line.

^E^G moves the cursor back to the top line and deletes the blank space left earlier.

322. Quest (7.0): Sub Main
Key ("^K1^KH^QF<SP>^XU^E^G")
End Sub

The macro differs from the last one in format but performs the same functions.

323. FindRep (5.x, 6.0): ^K1^KH^QA<SP>^X^Y^XANR^E^E^Y

^K1^KH leaves a hidden place mark. (See note 159.)

^QA<SP> displays the find-and-replace screen and enters a blank space on the top prompt line. If no previous search has been performed during the current work session, the line will be blank when the screen is displayed. Something must be entered on the line to permit the next command to perform properly.

^X moves the cursor to the second prompt line. If any characters were entered on the line during a find-and-replace routine performed earlier in the work session, those characters are redisplayed.

^Y makes sure the second line is clear.

^X moves the cursor to the third prompt line.

ANR selects the options A, N and R.

^E^E^Y returns the cursor to the first prompt line and removes the blank space entered there at the start of the sequence.

324. FindRep (7.0): Sub Main
Key ("^K1^KH^QA<SP>^X^Y^XANR^E^E^Y")
End Sub

The macro differs from the last one in format but performs the same functions.

```

325. DblFind (7.0):  Sub Main
                     Key ("^K1^KH^QF<SP>^XU^E^G")
                     PauseForInput ("{ENTER}")
                     IfException
                     NCM: Key ("^U^QA<SP>^X^Y^XANR^E^E^Y")
                     Stop
                     End IfException
                     Key ("{ENTER}")
                     End Sub

```

Key ("^K1^KH leaves a hidden place mark. (See note 159.)
^QF displays a search screen.

<SP> enters a blank space on the first line of the screen. If no previous search has been performed during the current work session, the line will be blank when the screen is displayed. Something must be entered on the line before the macro can proceed.

^XU moves the cursor to the second prompt line and enters a **U**, telling WordStar to disregard uppercasing and lowercasing when searching for any characters that may be entered later on the top prompt line.

^E^G") moves the cursor back to the top line and deletes the blank space entered there.

PauseForInput ("{ENTER}") interrupts the macro so that the user can choose between conducting a search or a search-and-replace operation. The macro resumes when the user presses **Enter**.

IfException introduces an **IfException** clause.

NCM: Key ("^U^QA<SP>^X^Y^XANR^E^E^Y") tells WordStar to run the commands enclosed in parentheses if there is no cursor movement (**NCM**) before the user presses the **Enter** key to terminate the pause. If there is no such movement (because the user has entered nothing before pressing **Enter**), the **^U** command switches off the search screen. **^QA** displays the search-and-replace screen. **<SP>** enters a blank space on the first line of the screen. (See **<SP>** above.) **^X^Y** moves the cursor to the second line of the screen and erases any characters that may have been left there during a previous search-and-replace operation. **^XANR** moves the cursor to the third line of the screen and tells WordStar that options **A**, **N** and **R** have been selected for the search-and-replace operation. **^E^E^Y** moves the cursor back to the top line and deletes the blank space left there, leaving the user in position to enter the characters that will be replaced if a search-and-replace routine is performed.

Stop halts the macro if the commands in the **IfException** clause have been processed.

End IfException terminates the **IfException** clause.

Key ("{ENTER}") sets the search operation in motion if the commands in the **IfException** clause have not been processed. Those commands are bypassed if the user enters something on the first line of the search screen instead of pressing **Enter** to switch off that screen and switch on the search-and-replace screen.

326. SplFile (4.0, 5.x, 6.0): ^K1^KH^QR^QL

^K1^KH leaves a hidden place mark.
 ^QR moves the cursor to the top of the file.
 ^QL spellchecks the file.

327. SplFile (7.0): **Sub Main**
 Key ("^K1^KH^QR^QL")
 End Sub

The macro differs from the last one in format but performs the same functions.

328. SplPrev (7.0): **Sub Main**
 Key ("^K1^KH^QR^QL")
 IfException
 Def: Key ("^U")
 End IfException
 Key ("^KS^QR^OP")
 End Sub

Key ("^K1^KH leaves a hidden place mark.
^QR^QL") moves the cursor to the start of the file and starts the spelling checker.
IfException introduces an **IfException** clause.
Def: Key ("^U") supplies a keystroke to be entered by the macro when the spelling check is completed. The keystroke must be entered to switch off a screen showing the number of words checked.
End IfException terminates the **IfException** clause.
Key ("^KS^QR saves the file, keeping it onscreen, and moves the cursor to the top of the file.
^OP") runs Page Preview.

329. SplWord (4.0, 5.x, 6.0): ^QN

The macro checks the spelling of the word at the cursor.

330. SplWord (7.0): **Sub Main**
 Key ("^QN")
 End Sub

The macro differs from the last one in format but performs the same function.

```

331. SplSyn (7.0):  Sub Main
                    Key ("^QN")
                    Key ("^QJ")
                    End Sub

```

Key ("^QN") checks the spelling of the word at the cursor.
Key ("^QJ") switches on the thesaurus screen when the user presses **Esc** to turn off the spellcheck screen.

```

332. Short-1 (4.0):  Q\WS4\SET1^M\WS4\WSSHORT.OVR^MYX

```

Q displays a screen used in copying a file.
\WS4\SET1^M enters the name of the file to be copied and executes a **Return**.
\WS4\WSSHORT.OVR^M enters the filename to be assigned to the copy and executes a **Return**.
Y answers **Yes** when WordStar asks whether to overwrite the **WSSHORT.OVR** file already in the main directory of WS4.0.
X displays a DOS prompt.

```

333. Short-1 (5.x):  Q\WS5\SET1^M\WS5\WSSHORT.OVR^MYX

```

The macro is the same as the WS4.0 version of **Short-1** except for the directory designations.

```

334. Short-1 (6.0):  Q\WS\SET1^M\WS\WSSHORT.OVR^MYX

```

The macro is the same as the WS4.0 version of **Short-1** except for the directory designations.

```

335. Short-2 (4.0):  Q\WS4\SET2^M\WS4\WSSHORT.OVR^MYX

```

The macro is the same as the WS4.0 version of **Short-1** except for the first filename.

```

336. Short-2 (5.x):  Q\WS5\SET2^M\WS5\WSSHORT.OVR^MYX

```

The macro is the same as the WS5.x version of **Short-1** except for the first filename.

```

337. Short-2 (6.0):  Q\WS\SET2^M\WS\WSSHORT.OVR^MYX

```

The macro is the same as the WS6.0 version of **Short-1** except for the first filename.

338. Synonym (4.0, 5.x, 6.0): ^QJ

The macro displays synonyms for the word at the cursor.

```
339. Synonym (7.0): Sub Main  

Key ("^QJ")  

End Sub
```

The macro differs from the last one in format but performs the same function.

340. FoneNbr (4.0): ^QS^KB^K3^N^N^X^X^K4^KK^E^KR\WS4\FONENBR^M^KH^QF

The macro is the same as the one described in note 228 except for the filename.

341. FoneNbr (5.x): ^QK\WS5\FONENBR^M^QD^QF<SP>^XU^E^G

^QK\WS5\FONENBR^M opens a window on the file **FONENBR**.
^QD hides any **Tab** markers that may have been left between names and telephone numbers in the **FONENBR** file.
^QF<SP>^XU^E^G displays a search screen. (See note 321.)

342. FoneNbr (6.0): ^QK\WS\FONENBR^M^QD^QF<SP>^XU^E^G

The macro is the same as the last one except for the directory designation.

```
343. FoneNbr (7.0): Sub Main  

Key ("^QK\WS\FONENBR{F10}^QD^QF<SP>")  

Key ("^XU^E^G")  

End Sub
```

The macro differs from the last one in format but performs the same functions.

344. Tm&Date (4.0): R^H^K^FTIMEDATE^M

R^H^K^F displays a DOS command line whether the macro is executed at the opening menu or at the editing screen.
 (See note 80.)
TIMEDATE^M runs the **TIMEDATE** batch file.

345. **Tm&Date (5.0, 5.5):** `R^H^FTIMEDATE^KK^KH^QHT^L^KB^KY^A
^KFTIMEDATE^M`

The macro is structured like the one describe in note 81. The difference is that **Tm&Date** runs a batch file instead of deleting **BAK** files.

346. **Tm&Date (5.5C, 6.0):** `R$^H^H^FTIMEDATE^KK^KH^QHT^L^KB^KY
^A^KFTIMEDATE^M`

The macro is structured like the one described in note 82. The difference is that **Tm&Date** runs a batch file instead of deleting **BAK** files.

347. **Tm&Date (6.0D):** `S^S^G^KFTIMEDATE^M^KQN^[^[`

`S^S^G^KF` displays a DOS command line whether the macro is executed at the opening menu or at the editing screen.
(See note 83.)

`TIMEDATE^M` runs the batch file **TIMEDATE**.
`^KQN^[^[` performs as described in note 83.

348. **Tm&Date (7.0A):** `Sub Main
Key ("S^S^G^KFTIMEDATE{F10}")
PauseForInput ("{F10}", 'Press F10.')
Key ("^D^KQ")
IfException
Def: Key ("N")
End IfException
End Sub`

The macro is patterned after the WS7.0A version of **ADirect**. (See note 138. Also see notes 83 and 137.)

349. **Tm&Date (7.0C):** `Sub Main
SetHelpLevel (4) : AutoRestore (On)
Key (" {ALT+F}RTIMEDATE{F10}")
End Sub`

The macro is patterned after the WS7.0C version of **ADirect** (See note 139.)

350. PFlop (4.0, 5.0, 5.5C, 6.0): ^QH^M^KB^KH^F^B^S^S^QD^D^KK
^KY^F^F^B^S^S^QD^D^U

^QH^M finds the **Return** above the home paragraph. It will be assumed the home paragraph is paragraph 1.

^KB marks the start of a block.

^KH dissolves any block highlighting. (See note 14.)

^F^B^S^S^QD^D^KK places the cursor at the end of the last line of the home paragraph and marks the end of a block.

^KY erases paragraph 1.

^F^F moves the cursor into paragraph 2.

^B^S^S^QD^D positions the cursor one line below paragraph 2.

^U undeletes the home paragraph (formerly paragraph 1), placing it after paragraph 2.

351. PFlop (5.5): ^OJ^QH^M^Y^S^KB^KH^F^B^S^S^QD^D^KK^KY^F^F^B
^S^S^QD^D^U

The macro is the same as the last one except that ^OJ^QH^M^Y^S is used at the start in place of ^QH^M. (See note 18.)

352. PFlop (7.0): Sub Main
WSQuiet (On)
Key ("^QF^P^M^P^J{TAB}B{F10}")
Key ("^KB^KH^F^B^S^S^QD^D^KK^KY")
Key ("^F^F^B^S^S^QD^D^U")
WSQuiet (Off)
End Sub

The macro performs the same functions as the one described in note 350. The search command ^QF is used here in place of ^QH (see note 19), and the **WSQuiet** feature is added.

353. FlopWds (4.0): ^D^A^T^D^D^A^D^F^U^K2^QH^M^D^B^Q2^K2^D^F

^D^A^T deletes the first of the two words to be transposed.

^D^D^A^D^F moves the cursor through the second of the two words and leaves it at the start of the next word.

Ordinarily, ^F would accomplish the same purpose. The extra characters are needed when the macro is executed with the cursor on the last word in a line.

^U unerases the deleted word.

^K2^QH^M^D^B leaves a place mark, moves the cursor to the start of the home paragraph and reforms the paragraph. (The transposition may have thrown the paragraph out of alignment.)

^Q2^K2 returns to and erases the place mark.

^D^F advances the cursor a word.

354. FlopWds (5.0): `^QA^D^A^T^D^D^A^D^F^QA^U^D^F`

`^QA` switches off auto-align. The cursor may become incorrectly positioned in certain situations if auto-align is left on.

`^D^A^T^D^D^A^D^F` performs as described in the previous note.

`^QA` switches auto-align on.

`^U` unerases the deleted word.

`^D^F` advances the cursor a word.

355. FlopWds (5.5, 6.0): `^D^A^T^D^D^A^D^F^U^D^F`

The macro is the same as the last one except that two `^OA`'s are omitted.

356. FlopWds (7.0): `Sub Main
Key ("^D^A^T^D^D^A^D^F^U^D^F")
End Sub`

The macro differs from the last one in format but performs the same functions.

357. ViewMac (4.0, 5.x, 6.0): `^[?`

`^[` displays the Shorthand menu.

`?` displays the Shorthand definition screen.

358. FullWin (5.x, 6.0): `^QM24^M`

`^QM` displays a screen used to change the size of a window.

`24^M` allocates the entire screen to the active window and executes a **Return**.

359. FullWin (7.0): `Sub Main
WSQuiet (On)
Key ("^QMF{F10}")
WSQuiet (Off)
End Sub`

The macro differs from the last one in format but performs the same function. **F** is used in place of **24** to display a full-screen window. The **WSQuiet** feature is added. (See note 4.)

360. PartWin (5.x, 6.0): ^QM12^M

The macro allocates 12 lines to the active window.

```
361. PartWin (7.0): Sub Main  
    WSQuiet (On)  
    Key ("^QM{F10}")  
    WSQuiet (Off)  
    End Sub
```

The macro differs from the last one in format but performs the same function. **H** is used in place of **12** to allocate half the screen to each window. The **WSQuiet** feature is added. (See note 4.)

362. Wordage (4.0): ^KFWC<SP>

^KF displays a DOS prompt.

WC<SP> enters **WC** (for Word Count) on the prompt line and leaves a blank space. The user types a filename and presses **Return**.

363. Wordage (5.x, 6.0): ^K1^KH^K?

^K1^KH leaves a hidden place mark. (See note 159.)

^K? does a word count. The cursor will be left at the bottom of the file. The user can return to the place mark by executing **YMark** (note 204) or by pressing **^QP**.

```
364. Wordage (7.0): Sub Main  
    Key ("^K?")  
    Key ("^QP")  
    End Sub
```

Key ("^K?") does a word count. The cursor is left at the bottom of the file. The user presses **Esc** to close the word-count box.

Key ("^QP") returns the cursor to the position it occupied when the macro was executed.

I n d e x *

addresses
 copying to letter, 106-108
 finding, 105-106
 lists of, 102-105
 printing to envelopes, 125-128
 use of in creating headers, 116-118
AddSent, 34 (200)
AddWord, 37-38 (202)
ADirect, 70 (227-228)
AltFont, 47 (210)
AutoRestore function, example of use,
 note 84 (214)

^B, line spacing and, 19, 95
backups, 22-26
BakFile, 85 (236-237)
BAK files
 deleting, 54
 importing, 85-86
batch files, 73, 162-163, 176-183
blocks
 adding lines to, 27-28
 adding paragraphs to, 30
 adding sentences to, 34-35

*Macro labels are boldfaced. Parenthetical references are to endnote page numbers.

blocks (continued)

- adding words to, 37-38
- copying, 29, 37
- lowercasing, 44, 45-46
- marking lines as, 27-28
- marking paragraphs as, 29-31, 38
- marking sentences as, 32-36, 38
- marking words as, 37-38
- moving, 29, 30-31, 35-36, 37, 38
- printing, 123-124
- storing in holding file, 93-94
- uppercasing, 44, 45
- unerasing, 16
- BodyTxt**, 49-50 (211)
- Bold**, 39 (203)
- Boldface symbols
 - enclosing miscellaneous strings in, 39-40
 - enclosing paragraphs in, 41
 - enclosing sentences in, 40-41
 - enclosing words in, 39
 - deleting, 42
- BtmFile**, 97 (244)

- case, converting, 44-46
- control characters, double, 20
- CopFlop-1**, 22-23 (186-189)
- CopFlop-2**, 23-24 (189-190)
- CopFlop-3**, 25 (190-192)
- CopName-1**, 106 (251-252)
- CopName-2**, 107 (252-254)
- CRT files, 153, 182-183

- date, current, 161-163

- DateLtr**, 51 (211)
- DblFind**, 150 (278)
- DblHd**, 82 (234)
- DblSpc**, 95 (243)

deletions

- of BAK files, 54
- of boldface symbols, 42
- of CRT files, 182-183
- to end file, 55-56
- to end page, 57

- deletions (continued)
 - to end paragraph, 58-59
 - to end sentence, 60-61
 - of italics symbols, 43
 - of paragraphs, 62
 - of sentences, 63-64
 - to start file, 65
 - to start paragraph, 66-67
 - to start sentence, 68
 - of words, 69
- directories, swapping, 74-75, 181-182
- DOS programs, running, 137-138
- DownBar**, 83 (234-235)
- DownBlk**, 84 (235-236)
- DownZap-1**, 58 (216-217)
- DownZap-2**, 59 (217)
- ellipses, entering, 76-77
- EndBlk**, 30 (194)
- endnotes, see notes
- Enter key, 3
- envelopes, printing, 125-128
- erasures, see deletions
- file-list displays
 - Drive A, 70-71
 - Drive C, 72-73
- files
 - backing up, 22-26
 - batch, 73, 162-163, 176-183
 - importing, 85-88
 - moving, 99-101
 - printing, 129-130
 - reforming, 131-132
 - reopening, 135-136
 - spellchecking, 151-153
- FindRep**, 148 (277)
- FlopWds**, 165 (283-284)
- FoneNbr**, 159 (281)
- fonts
 - changing, 47-50
 - using page offsets with, 49
- footnotes, entering, 79-80

Footsie-1, 79 (232-233)
Footsie-2, 79-80 (233)
Footsie-3, 80 (233)
FullWin, 167 (284)
function-key macros (WS4.0-6.0)
 default definitions for, 8
 definition screen for, illus., 5, 6
 display of labels for, 6
 entering definitions for, 4-7
 execution of, 7
 length limits, 17

Go2Name, 102 (249-250)
Go2Page, 78 (232)
GrafBlk, 29 (193-194)

Hanger, 91 (240)
hard drive, parking, 121-122
Header-1, 116 (258-259)
Header-2, 118 (259)
headings, 81-82
HideDots function, example of use, note
 313 (274)
HiScree, 140 (272)
HoldBlk, 93 (240-242)
holding files, 93-94

IfException clause, examples of use,
 note 4 (188), note 199 (242)
ImpBoil, 88 (237)
Import, 87 (237)
importation
 of BAK files, 85-86
 of other files, 87-88
Indent-1, 89 (238)
Indent-2, 90 (238-239)
indentions
 of text, 89-92
 as used in this handbook, 21
Ital, 42 (207)
italic symbols
 enclosing miscellaneous strings in, 42-43

italic symbols (continued)
 enclosing paragraphs in, 43
 enclosing sentences in, 43
 enclosing words in, 42
 deleting, 43

JunkBtm-1, 55 (214-215)
JunkBtm-2, 55-56 (215)
JunkTop-1, 65 (221)
JunkTop-2, 65 (221-222)
Justify-1, 133 (268)
Justify-2, 133 (268)
Justify-3, 123 (268)

^KH, hiding blocks with, note 14 (192-193)
KillBak, 54 (212-214)
^KK, as place mark, note 23 (196)

letters
 dating and signing, 51-53
 numbering pages of, 116-118
LineBlk, 27 (192-193)
lines
 blocking, 27-28
 highlighting, 83
line spacing, 95
LMargin, 97 (244)
LoCase-1, 44 (208)
LoCase-2, 45 (209-210)
LogBiz, 74 (231)
LogMain, 74 (230-231)
LoScree, 140 (272-273)

macros
 alternate set of for Shorthand, 156-157
 functions of described, 17
 numbers appended to labels of, 19
 reference numbers for, 17
 testing with WS4.0-6.0, 169-175
 testing with WS7.0, 13-14

macros (continued)
 two-step Shorthand definitions for, 11-12
 uppercased letters in, 19-20
Mark, 96 (243)
Merge, 112 (256-258)
merge printing, 112-115
Mv2Biz, 99-100 (248-249)
Mv2Main, 99 (245-248)
MvGrafs, 30 (195)
MvMisc, 38 (202-203)
MvSents, 35 (200-201)

names and addresses, see addresses
NorFont, 47 (210)
notes, 184-285
 reference numbers for, 17
NxtGraf, 142 (273-274)
NxtPage, 141 (273)
NxtSent, 144 (275-276)
NxtZap, 60 (218-219)

O, when underlined, 19
Omit, 76 (232)
OpenLtr, 52 (212)
Outdent-1, 89-90 (238)
Outdent-2, 91 (239-240)

^P, as Shorthand command prefix, 10
paragraphs
 blocking, 29-31
 copying, 29
 deleting, 62
 highlighting, 84
 moving, 29, 30-31
 reforming, 133-134
 transposing, 164
Park, 121 (260-261)
PartWin, 167 (285)
PauseForInput function, examples of use,
 note 4 (188), note 15 (193)
PBold, 41 (205-206)
PFlop, 164 (283)

phone lists, 159-160
place marks, 96-98, 146-152
^PP
 how to enter, 21
 as place mark, note 26 (198)
PreSort, 108-109 (254-255)
Preview, 130, 152-153
ProFont, 48 (210)
program access menu, 176-181
PrtBlk, 123 (261-263)
PrtEnvl-1, 125 (263-264)
PrtEnvl-2, 127 (264-265)
PvsGraf, 142 (274-275)
PvsPage, 141 (273)
PvsSent, 144 (276)
PvsZap, 68 (225-226)

^Q{DEL}, 18
^Q<DELETE>, 18
^QP, as macro, 11
Quest, 146 (276-277)
QuikPrt-1, 129 (265-266)
QuikPrt-2, 129-130 (266)
QuikPrt-3, 130 (266-276)
QuikSav, 139 (272)

Rebuild, 110 (255-256)
Reopen-1, 135 (269)
Reopen-2, 135 (269-270)
Reopen-3, 136 (270)
Return
 key name, 3
 using to switch off file list, 25-26
RfmFile-1, 131 (267)
RfmFile-2, 131 (267)
RfmFile-3, 131-132 (267-268)
RMargin, 97-98 (244-245)

save, with WS4.0, 139
SBold, 40 (204-205)
scrolling
 by page, 141

- scrolling (continued)
 - by paragraph, 142-143
 - by screen, 140
 - by sentence, 144-145
- searches, 146-150
- SentBlk-1**, 32 (195-196)
- SentBlk-2**, 32-33 (196-199)
- sentences
 - blocking, 32-36
 - deleting, 63-64
 - moving, 35-36
- SentZap-1**, 63 (219)
- SentZap-2**, 63-64 (220-221)
- SetHelpLevel function, example of use,
 - note 84 (214)
- SglSpc**, 95 (243)
- Short-1**, 156 (280)
- Short-2**, 156 (280)
- Shorthand
 - assigning macros to F keys, 17-18
 - defining macros for, 8-12
 - definition screen for, illus., 9-10
 - displaying definition screen for, 166
 - executing macros with, 11
 - menu for, illus., 9
 - swapping macro sets, 156-157
 - two-step macro definitions for, 11-12
- <SP>, as used in macros, 18
- spaces, double, 33-34, 36, 41, 59, 61, 64, 67, 68
- spellchecks, 151-155
- SplFile**, 151 (279)
- SplPrev**, 152 (279)
- SplSyn**, 155 (280)
- SplWord**, 154 (279)
- subdirectories, references to, 20
- SubHd**, 81 (234)
- Synonym**, 158 (281)
-
- TagLine**, 27 (193)
- telephone numbers, 103, 104, 105, 159-160
- time of day, 161-163
- Tm&Date**, 161 (281-282)
- TopFile**, 96 (243-244)

- transpositions
 - of paragraphs, 164
 - of words, 165
- TsRoman**, 48 (210-211)
- UnBold**, 42 (206-207)
- UpBar**, 83 (235)
- UpBlk**, 84 (236)
- UpCase-1**, 44 (208)
- UpCase-2**, 45 (209)
- UpZap-1**, 66 (222-223)
- UpZap-2**, 67 (223-224)
- ViewCee**, 72 (228-230)
- ViewMac**, 166 (284)
- WideHd**, 81 (234)
- WinBiz**, 119 (260)
- windows
 - changing size of, 167
 - opening, 119-120
- WinMain**, 119 (259-260)
- Wordage**, 168 (285)
- WordBlk**, 37 (201-202)
- words
 - blocking, 37-38
 - checking spelling of, 151-155
 - counting, 168
 - deleting, 69
 - finding synonyms for, 155, 158
 - transposing, 165
- WordStar
 - 5.x, defined, 17
 - 5.5C, macros for, 17
 - 6.0D, macros for, 17
 - 7.0
 - macros for, 13-15
 - copying macro files, 13-14
 - Reference manual, 13
 - opening menu, 2
- WordZap**, 69 (226)
- WSCHANGE, modifying, 16, 169-170

WSQuiet function, example of use,
note 4 (188)

XBold, 39 (203-204)
XItal, 42-43 (207-208)
XTree, 137 (270-272)

YMark, 96, (243)

ZapGraf, 62 (219)
ZapPage, 57 (215-216)