

**NCR**

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**MAILMERGE®**  
**Reference**  
**Manual**

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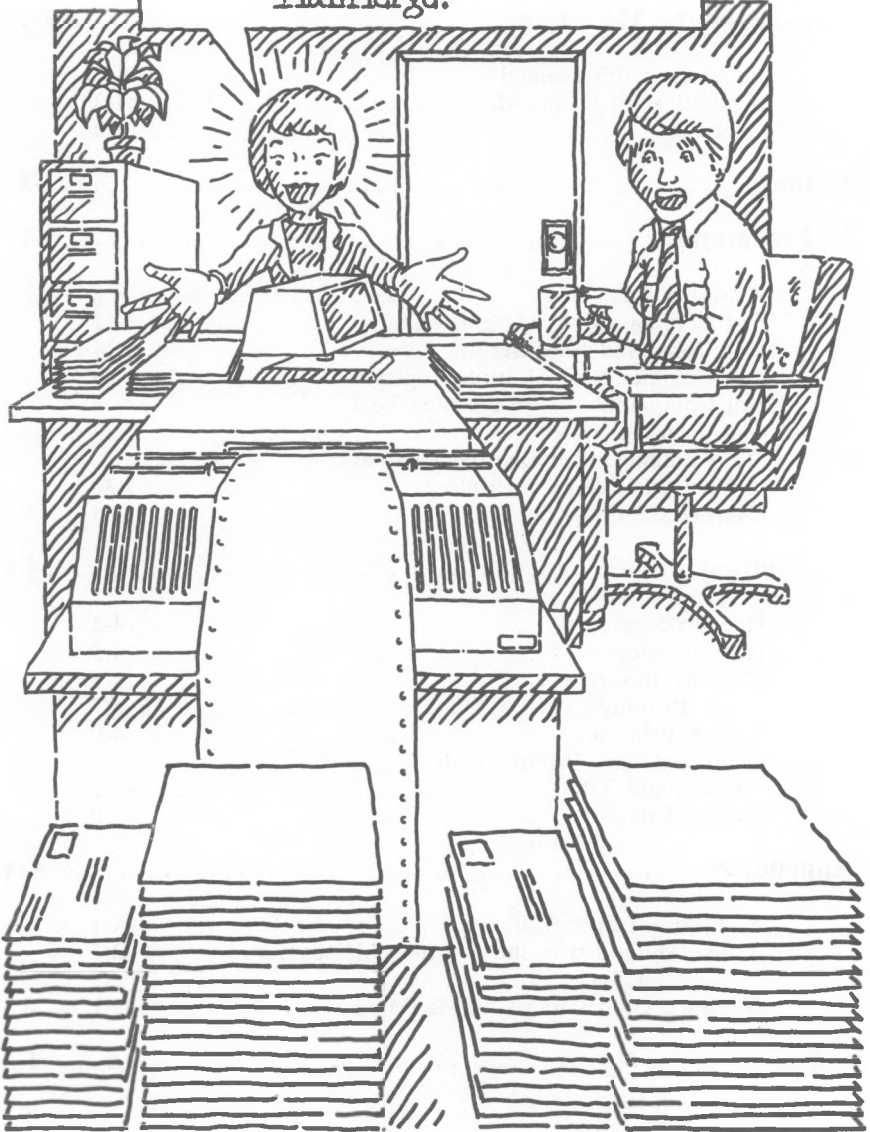
The MailMerge Software and Manual are sold AS IS and without warranty as to performance. While NCR Corporation and MicroPro firmly believe this to be a high quality product, the user must assume all risks of using the program.

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Whew! All of these letters, envelopes  
and contracts - Lucky we have  
MailMerge!



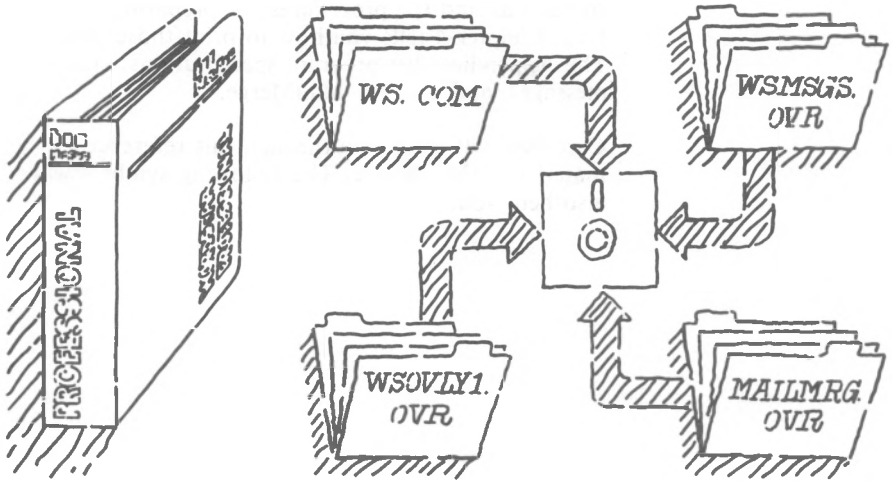


# 1. Welcome to MailMerge

...introducing you to MailMerge...

---

**WHAT YOU HAVE** Your MailMerge package includes this manual and a disk that contains a file called MAILMRGE.OVR.



**WHAT YOU NEED** You must use MailMerge with WordStar®. Talk to your dealer if you need more information about your computer, printer, and operating system. If you have a working knowledge of WordStar and the necessary four files listed below, you can use MailMerge.

Check the Program Specification Sheet in Appendix A for computer memory requirements.

- WS.COM
- WSMSG.S.OVR
- WSOVLY1.OVR
- MAILMRG.OVR

## A GUIDE TO THIS MANUAL

---

The MailMerge manual is made up of four chapters which build upon your knowledge of WordStar. You will also find information on MailMerge in the WordStar Training Guide. This manual is organized to present concepts and procedures separately. Chapters 1 and 2 describe the concepts of MailMerge. Chapter 3 describes all the MailMerge commands and the procedures for preparing your files. Chapter 4 tells you how to print those files. The Appendices list program specifications, error messages, and uses for MailMerge.

Cartoons will guide you through this reference material on MailMerge. The following symbols will also help you.

## SYMBOLS USED IN THIS MANUAL

---



'Remember'



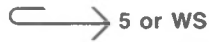
'Caution'



'Return'



'CTRL'  
the control key



'Refer'

Refer to the page listed or the WordStar Reference Manual index for more information.



'Commands'

One of these large command symbols appears alongside text that offers the most thorough coverage of the command.

## OVERVIEW

---

MailMerge is a program that works with WordStar to perform special printing tasks. Merging is its secret. MailMerge takes information from various locations and inserts it into a WordStar document file, automatically re-forming paragraphs if the information extends beyond the margins. With WordStar and MailMerge working together, you can accomplish sophisticated printing tasks.

**Personalized Form Letters:** MailMerge will take a mailing list from one file and a form letter from another to produce individual letters.

**Contracts or Standard Documents:** MailMerge can change words in a standard document or insert standard paragraphs so that you don't have to retype the words and paragraphs each time they're needed.

**Joining Files:** MailMerge will print several files in one session to produce one continuous document. One file can be put inside of another, a useful feature for inserting standard paragraphs. Or one file can follow another, as in the chapters of a book.

**Conditional Printing:** You can tell MailMerge to print a document or a paragraph if certain conditions are met. For example, MailMerge can be instructed to print letters to only those clients who live within a local zip code area.

MailMerge is a very important member of the MicroPro family of products because it links WordStar to MicroPro data products. For example, MailMerge will take customer information from invoice forms made in DataStar and insert it into a form letter created in WordStar. MailMerge and WordStar are an unbeatable pair that gets stronger when they team up with the rest of the MicroPro family.

## 2. Ideas

...concepts of the MailMerge program...

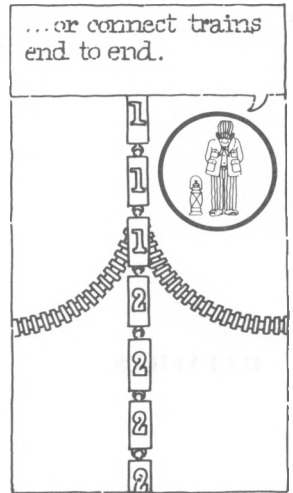
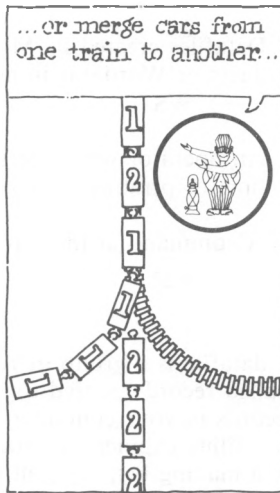
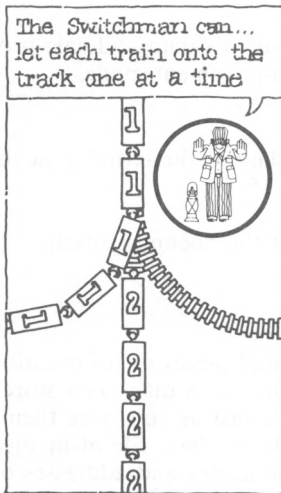
---

### HOW MAILMERGE WORKS

MailMerge moves information for you. More specifically, it can merge, connect, and insert.

MailMerge is like the switchman at a railway yard. As the switchman takes orders from the yardmaster, MailMerge takes commands from you.

When trains come down several tracks in the switching yard, the switchman can merge cars from one train with cars from another. MailMerge can merge information (data) from a mailing list into text to create a personalized letter.



The switchman can also connect trains end to end to make one long train. Similarly, MailMerge can connect chapters end to end to make a book. When you give the command to print the first chapter, the program automatically prints the others in succession. This connecting is called chaining.

Although the switchman is not able to put one train inside another, MailMerge can insert text inside of text. For example, you can command the program to print the introductory paragraph of a contract, then print another file which contains a Table of Authorities or references, and then resume printing the contract. This inserting is called nesting.

After you give commands to MailMerge, you press **M** at the WordStar Opening Menu and either print a document or produce an output file on a disk.

## **DATA**

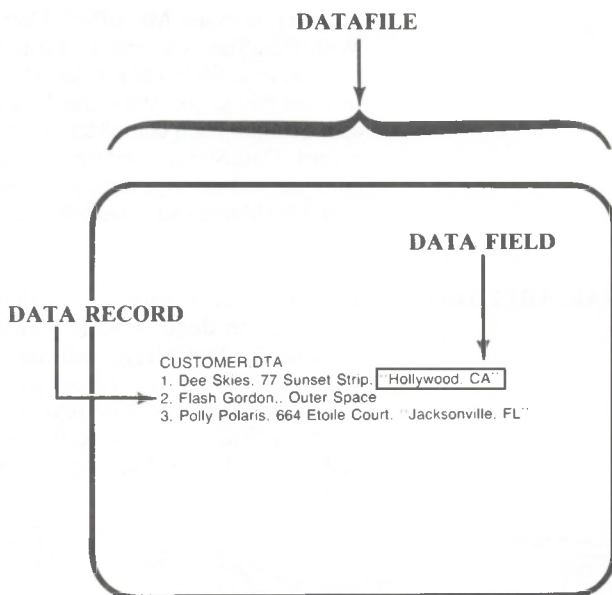
The data which MailMerge uses come from three sources:

- Datafiles created by MicroPro's data and calc products or WordStar in non-document mode.  
    ↳ WS
- An operator who enters data at the terminal at the time of printing. ↳ 3-18
- A command at the top of the document itself.  
    ↳ 3-22

## **DATAFILES**

A datafile is a group of related pieces of information (called records) stored together on a disk. You store records in your computer file just as you store them in a filing cabinet. A datafile can be a file of invoices or a mailing list, e.g., all the names and addresses on the Galactica Corporation customer list shown in the illustration which follows.





## DATA RECORDS

A data record contains a set of related information. It could be information from a single invoice or from a single entry on a mailing list. Dee Skies is a customer of the Galactica Corporation. When her name and address are entered into a datafile, they become a record. Each time a new name and address is added to the mailing list, a new record is created.

## DATA FIELDS

A data field is a single item of information on the mailing list. Dee Skies' name, title, address, and zip code are entered into data fields. Every record in the datafile must have the same number of fields in the same order. Fields are identified by number or by name. For example, the field which contains Ms. Skies' address could be called the address field or the third field.

**NOTE:** You can create datafiles by using WordStar in non-document mode. This procedure is described in Chapter 3 of this document and in the WordStar Reference Manual. A better way to create datafiles,

however, is to use MicroPro's DataStar™ program. With DataStar you design a form, such as an invoice, then fill in the blanks. The data you enter into the blanks (or "data fields") are stored on disk as a datafile. Each completed form is a separate record. DataStar automatically puts the required commas and carriage returns in the proper place so that MailMerge can "read" the file (see Chapter 3).

### VARIABLE DATA

Variable data is information that changes from document to document. If you use the proper commands, MailMerge will merge data into text automatically and continuously to produce personalized letters. The text remains the same, but the data, such as the specific information in the address field of a data record, change with each copy.



### MASTER DOCUMENT

A master document, sometimes called a matrix document, provides the text into which you merge data. The text in a master document remains the same each time you print; it could be the body of a form letter or a contract, for example.

A master document is like a form to be filled in. When given the appropriate command, MailMerge puts data into the proper places. In everyday language, the command tells MailMerge, "Find the variable data for address or phone or name and put them in the text at the indicated place." In the place where you want variable data inserted, you put special names, called generic names. You enclose the generic names in ampersands (&). MailMerge recognizes the ampersands and the generic names and replaces the generic names with the variable data. Chapter 3 includes a large illustration of a master document.  $\hookrightarrow$  3-2

A master document is a document file that contains the following:

- dot commands  $\hookrightarrow$  WS
- text
- generic names  $\hookrightarrow$  3-8

NOTE: Sometimes you put only dot commands in a document file. This file, called a command file, is discussed later in this chapter. A command file and a master document are not distinct types of files. They are just different names given to WordStar document files.

## DOT COMMANDS

When you use WordStar, you indicate how you want the printed page to look by putting dot commands in your document file.



A dot command begins with a period (dot) typed in the first column of a WordStar file. The dot is followed by two characters. The two characters are sometimes followed by a space and more characters. A dot command must always end with a hard carriage return.

MailMerge obeys WordStar dot commands as well as its own. In MailMerge, dot commands control not only merging, but also other aspects of the printing process.

The following MailMerge dot commands will be explained in Chapter 3.

Commands for merging data:

<b>.DF</b>	Define File	p. 3-13
<b>.RV</b>	Read Variables	p. 3-14
<b>.AV</b>	Ask (for) Variables	p. 3-18
<b>.SV</b>	Set Variables	p. 3-22

Command for inserting files:

<b>.FI</b>	File Insert	p. 3-24
------------	-------------	---------

Command for multiple copies:

<b>.RP</b>	Repeat	p. 3-26
------------	--------	---------

Commands for re-forming text at printing time:

<b>.PF</b>	Print Time Line Forming	p. 3-29
<b>.OJ</b>	Output Justification	p. 3-31
<b>.IJ</b>	Input Justification	p. 3-32

Commands for screen displays:

<b>.DM</b>	Display Message	p. 3-32
<b>.CS</b>	Clear Screen	p. 3-34

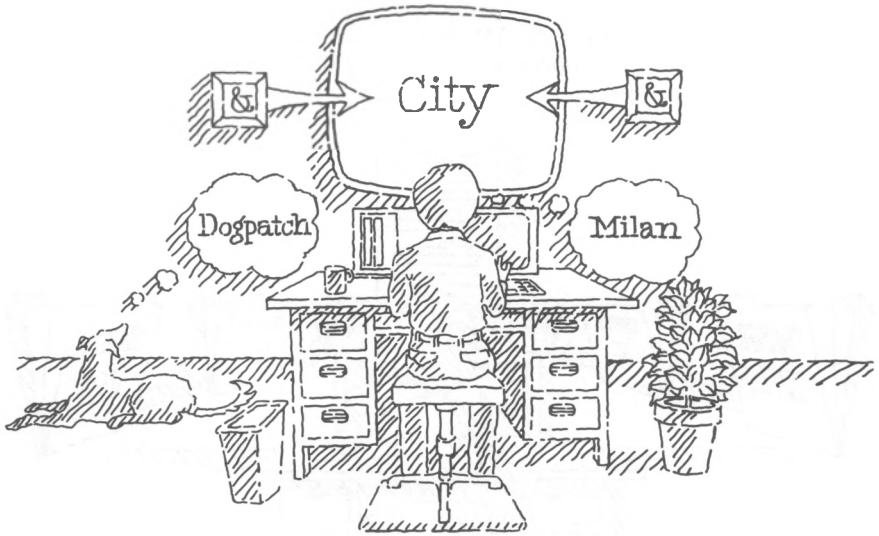
Commands for conditional printing:

<b>.EX</b>	Conditional Command ("Except when this is so...")	p. 5-4
<b>.IF</b>	Conditional Command ("If this is so...")	p. 5-4
<b>.EF</b>	End Command ("Resume printing here when condition is true")	p. 5-6

## GENERIC NAMES

A generic name, sometimes called a variable name or variable reference, is a name for variables. It is a general term that describes a set of similar data. For example, the many different towns on a mailing list

might be grouped under the generic name "City" or "Town." (You can choose whatever generic name you like.) You can also use symbols and abbreviations as generic names. MailMerge recognizes a generic name for variables in the text when ampersands (&) enclose the name.



Some examples follow:

If variable data were

**Milan, Paris, Tokyo, New York**

the generic name might be

**&CITY& or &City& or &TOWN& or  
&ADDRESS2&**

If variable data were

**94114, 94116, 89997**

the generic name might be

**&ZIPCODE& or &Zip-Code& or &ZIP&**

## CHAIN PRINTING

Chain printing is the printing of one file after another. By putting a dot command that names another file at the end of a file, you command MailMerge to print the other file automatically. There is no limit to the number of files which can be printed in a chain.

Even files from different disks can be chained together. MailMerge accepts a command requesting an operator to change a disk during printing.

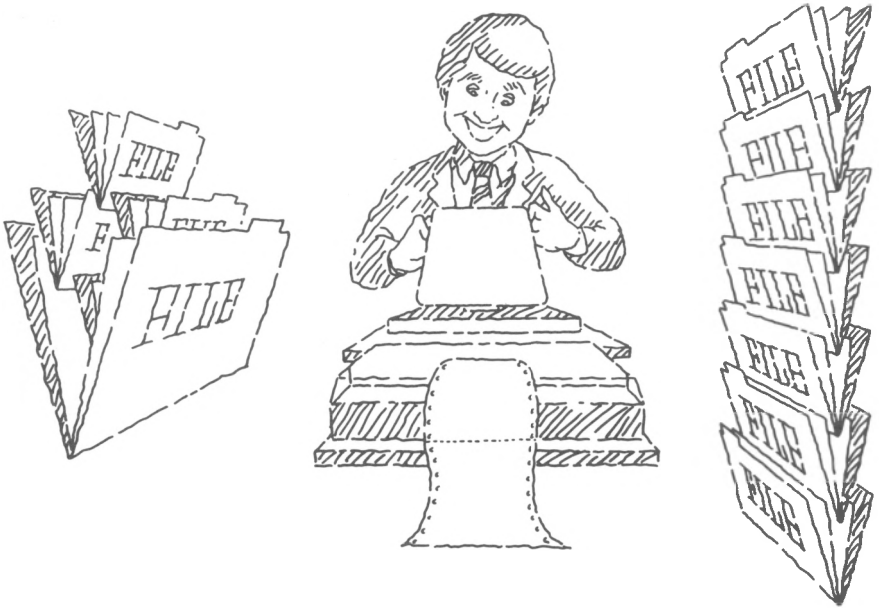


## NESTED PRINTING

Nested printing is the printing one file inside another. You can put a dot command in a file where you want another file to be inserted. Then you command MailMerge to print the file which is named in the dot command before continuing to print the original file. For example, a campaign letter might have standard opening and closing paragraphs. Intervening paragraphs, however, might be written only for particular constituencies. Those intervening



paragraphs could be “nested” inside the campaign letter with a MailMerge dot command. You can also nest a file within a file which is itself nested. In this case, nesting is limited to a maximum of seven levels.



**COMMAND FILES**

A command file is a document file that contains mostly dot commands. A command file is like a recipe for printing with MailMerge. You put all of your MailMerge and WordStar dot commands into one file and then print that file with **M** at the Opening Menu. For example, by creating a command file, you can chain print all the chapters of a book without opening and editing each of the files which contain those chapters. Or you can print envelopes and letters in one printing session by putting the appropriate commands in a command file.

Faint, illegible text, possibly bleed-through from the reverse side of the page.

Faint, illegible text, possibly bleed-through from the reverse side of the page.

## 3. Preparation

### ...preparing documents for MailMerge...using the program's dot commands...

---

Many of the actions you take to prepare documents for MailMerge seem complex the first time you try them, but they soon become second nature. This chapter describes those actions in step by step procedures. Sometimes not all of the steps are explained under the heading for a procedure, but arrows will indicate where information can be found on subsequent pages. For example, all the steps for creating a master document start on page 14, but arrows indicate that more information on the dot commands used in a master document can be found elsewhere in the chapter. Before you learn to prepare documents, you must read Chapters 1 and 2 and know how to use WordStar.



MailMerge only works with WordStar.

#### GETTING STARTED

Before you begin, make a copy of the MailMerge program file and store the original in a safe place. Ask your dealer for help or refer to your operating system manual.

#### BASIC ACTIONS

To prepare to use MailMerge, you must take these basic actions:

- Make sure your computer is logged on to the drive which contains the MailMerge disk.
- Put dot commands in a WordStar document file.
- Supply variable data for merging. You may supply data by creating a datafile and giving MailMerge a command to "read variables" from that file. You

may also enter data through the keyboard at the time you are printing, a process called "asking for variables." And finally, you may put data in a dot command in the master document, a process called "setting variables."

NOTE: If you are chaining or nesting, you do not need to supply variable data for merging.

## A MASTER DOCUMENT

---

Before you can merge data into text, you must create a master document. This section presents the procedure for creating a simple master document. The arrows tell you where to find more information about the dot commands you can use. An illustration of a master document follows:

```
B:LETTER
L-----R
OP
DF CUSTOMER.DTA
.RV N,NAME,TITLE,STREET,LOCALE,ZIP.PRODUCT
.SV DATE, August 30, 1982
.AV SIGNATURE
&DATE&
&NAME&
&TITLE/O&
&STREET/O&
&LOCALE& &ZIP&
Dear Stargazer,
Congratulations! Your purchase of &Product& is your introduction to an all-star
attraction, the MicroPro family of software. We know you and your neighbors in
&Locale& will be pleased with &Product& and will want to meet the other members
of this stellar family.
So keep in touch with your dealer for upcoming "star" attractions.
Sincerely,
&Signature&
MicroPro International
.PA
-----
```



A dot command must always begin in the first column of a document file, may be no longer than 240 characters, and must end in a carriage return. Dot commands may be typed in upper or lowercase letters.

### HOW TO CREATE A MASTER DOCUMENT

Follow these STEPS to create a master document:

STEP 1 Start WordStar.

STEP 2 Open a document file.  $\longleftrightarrow$  WS

STEP 3 Enter the WordStar dot commands that affect page numbering. (.OP or .PN)

STEP 4 (OPTIONAL) Enter the WordStar dot commands to design the printed page (for example, .PL, .MB.).

STEP 5 (OPTIONAL) Enter the MailMerge dot commands for screen display. (.DM) (.CS)  $\longleftrightarrow$  3-32

STEP 6 When data are stored in a datafile, enter the MailMerge dot command followed by the name of a datafile. (.DF)  $\longleftrightarrow$  3-13

STEP 7 Enter other WordStar dot commands if desired.

STEP 8 Enter the MailMerge dot commands to supply variable data. (.RV)  $\longleftrightarrow$  3-14  
(.AV)  $\longleftrightarrow$  3-18 (.SV)  $\longleftrightarrow$  3-22

STEP 9 Type the text and enclose generic names in ampersands (&) where you want MailMerge to insert variable data. Do not add extra spaces. MailMerge will justify text when it prints and margins will be aligned.

If a record in a datafile has an empty field, type a slash and the letter O (/O) immediately after the generic name but

before the closing ampersand. Unless you insert /O, MailMerge will leave a blank space in your text where it finds no variable data. → 3-10

NOTE: /O will only work when the generic name that it follows is on a line by itself. Do not use /O after a generic name within text.

STEP 10 Enter the WordStar dot command for page breaks. (.PA)

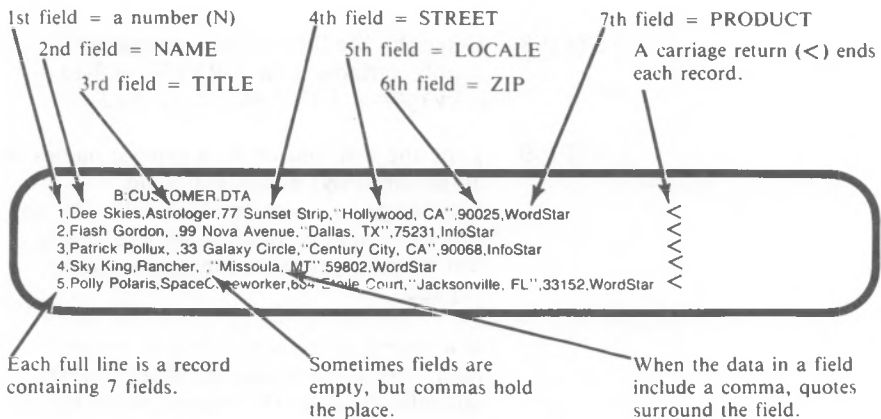
STEP 11 Save the file.

If you complete these steps and have given data to MailMerge, you are ready to print.

**A SAMPLE MASTER DOCUMENT**

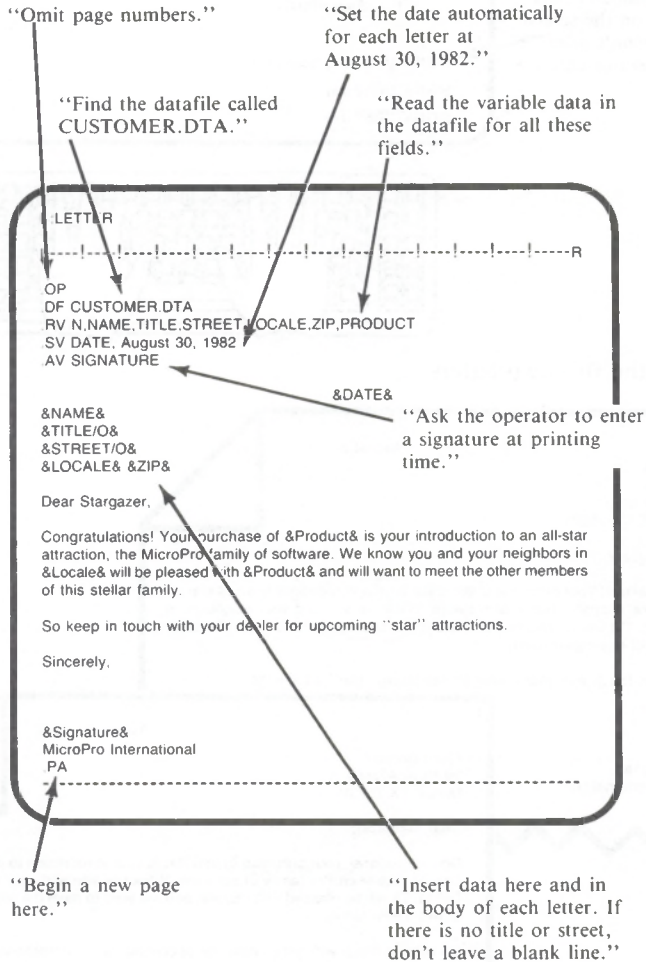
The illustrations on the following pages show examples of a datafile, a master document, the screen at printing time, and some of the letters that would be produced if the master document were printed with MailMerge. The sample uses all three of the commands which supply data for merging (.AV, .SV, .RV). Comments tell you what the dot commands mean.

Here is the datafile:





Here is the master document:



# MailMerge

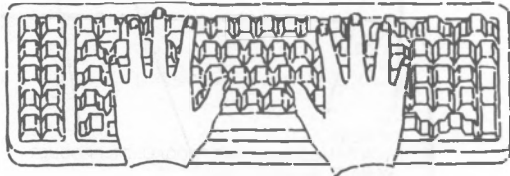
Here is the screen at printing time:

The .AV command puts this request on the screen. MailMerge won't print until the operator enters a response.

```
MailMerge printing B letter not editing

      P = Stop PRINT

SIGNATURE? Jay Salesman      RETURN
SIGNATURE? Jay               RETURN
SIGNATURE? Jay
```



Here are the first two letters:

```
August 30, 1982

Dee Skies
Astrologer
77 Sunset Strip
Hollywood, CA 90025

Dear Stargazer,

Congratulations! Your purchase of WordStar is your introduction to an all-star attraction, the MicroPro family of software. We know you and your neighbors in Hollywood, CA will be pleased with WordStar and will want to meet the other members of this stellar family.

So keep in touch with your dealer for upcoming "star" attractions.

Sincerely,

Jay Salesman
MicroPro International

August 30, 1982

Flash Gordon
99 Nova Avenue
Dallas, TX 75231

Dear Stargazer,

Congratulations! Your purchase of InfoStar is your introduction to an all-star attraction, the MicroPro family of software. We know you and your neighbors in Dallas, TX will be pleased with InfoStar and will want to meet the other members of this stellar family.

So keep in touch with your dealer for upcoming "star" attractions.

Sincerely,

Jay
MicroPro International
```

Here are the other letters:

August 30, 1982

Patrick Pollux  
33 Galaxy Circle  
Century City, CA 90068

Dear Stargazer,

Congratulations! Your purchase of InfoStar is your introduction to an all-star attraction, the MicroPro family of software. We know you and your neighbors in Century City, members of t

So keep in to

Sincerely,

Jay Salesman  
MicroPro Inte

August 30, 1982

Sky King  
Rancher  
Missoula, MT 59802

Dear Stargazer,

Congratulations! Your purchase of WordStar is your introduction to an all-star attraction, the MicroPro family of software. We know you and your neighbors in Missoula, MT, members of t

So keep in to

Sincerely,

Jay Salesman  
MicroPro Inter

August 30, 1982

Polly Polaris  
Space Caseworker  
664 Etoile Ct.  
Jacksonville, FL 32213

Dear Stargazer,

Congratulations! Your purchase of WordStar is your introduction to an all-star attraction, the MicroPro family of software. We know you and your neighbors in Jacksonville, FL will be pleased with WordStar and will want to meet the other members of this stellar family.

So keep in touch with your dealer for upcoming "star" attractions.

Sincerely,

Jay Salesman  
MicroPro International

## USING GENERIC NAMES IN THE MASTER DOCUMENT

A generic name is a general term that describes a set of similar data.

You use generic names in two places in the master document:

- In the commands to supply variable data (.RV, .AV, .SV). Notice that the generic names are *not* enclosed in ampersands when used in these commands.
- In the text wherever you want MailMerge to insert data. Here the generic names *are* enclosed in ampersands.

When you use generic names in the text, you always surround them with ampersands (&). Then MailMerge knows that it must fill that place with variable data. A .RV command contains generic names for all the fields in a datafile. But you do not need to use all of these generic names in your text. Put generic names only where you want data.

An example of generic names chosen to match the fields of a datafile follows:

A:EMPLOYEE.LST

```
201,Davis,Jeffrey,"August 2, 1982","17,000"  
202,Bloom,Molly,"January 15, 1980","45,000"  
203,Ying,April,"March 4, 1981","28,000"
```

These fields might be given the generic names N (for number), LAST (for last name), FIRST (for first name), DATE (for date), and AMT (for salary). They would then be used in a master document. In the following illustration, notice that even though the date is a field in the datafile and the generic name DATE is in the .RV command, &DATE& is not used in the text.

B:PERSONEL REC

```
DF EMPLOYEE LST  
RV N, LAST, FIRST, DATE, AMT
```

NUMBER: &N&

NAME: &LAST&, &FIRST&  
SALARY: &AMT&

.PA  
-----

NOTE: The order of generic names in the command **.RV** is the same as the order of the fields in the datafile.

The following is an example of a datafile and the corresponding generic names in a master document. The master document uses dot commands which “read,” “ask for,” and “set” variable data at printing time.

```
ORDER.DTA
Business Electronics,1700 Fifth Ave.,New York, NY,10011,Mr. Smith,Gizmos
Computer Devices,1455 Van Ness,San Francisco, CA,94926,Ms. Jones,Whatzits
```

```
.DF ORDER.DTA
.RV NAME,ADDR1,ADDR2,ZIP,BUYER,PRODUCT
.AV QUANTITY
.SV MONTH,JANUARY

&MONTH&

BILL TO: &NAME&
        &ADDR1&
        &ADDR2& &ZIP&
ATTN: &BUYER&
      &QUANTITY& &PRODUCT&

SHIP TO: &NAME&
        &ADDR1&
        &ADDR2& &ZIP&
Balance Due

.PA
-----
```

At printing time, the screen would look like this:

```
Quantity?
```

After the operator typed a response to the prompt, an order would be printed. Variable data from the datafile would fill the spaces held by **&NAME&**, **&ADDR1&**, **&ADDR2&**, **&ZIP&**, **&BUYER&**, and **&PRODUCT&**. The generic name **&MONTH&** would be replaced by January, and the operator’s response would fill the space held by **&QUANTITY&**.

Sometimes you may not have data in a field in a record. For example, the following datafile has no data in the third field of the second record. The empty field is indicated by the two commas after the name "Flash Gordon." This field might be represented in the text of a master document as &TITLE&.

```
1,Dee Skies,Astrologer,77 Sunset Strip,"Hollywood, CA",90025,WordStar  
2,Flash Gordon,,99 Nova Avenue,"Dallas, TX",75231,DataStar
```



To prevent MailMerge from inserting a blank space into the text where &TITLE& appears, you add "/O" (slash, capital O) after the generic name and before the closing ampersand. The generic name would then look like this:

```
&TITLE/O&
```

The master document would contain the following generic names in a salutation:

```
&NAME&  
&TITLE/O&  
&ADDR&  
&CITY-STATE& &ZIP&
```

The following would be the printed results for both records:





## **RULES FOR GENERIC NAMES**

- Use one to forty letters in upper or lowercase and digits or hyphens. Do not use any other characters.
- Do not use a digit or a hyphen as the first character.
- Select generic names for each field in a record in a datafile and, if using a **.RV** command, list them in the same order they appear in each record.
- You do not need to use all the generic names in the text of the master document.
- Surround generic names with ampersands in the text of a master document. MailMerge will not print the ampersands.

NOTE: MailMerge will print ampersands that do not enclose generic names.

- Do not surround generic names with ampersands in **.RV**, **.SV**, or **.AV** commands.

## **DOT COMMANDS FOR MERGING DATA**

---

You use dot commands to merge data into text. These commands are put at the top of a master document in column one. The order of the commands is not important except when you use the dot commands **.DF** and **.RV** to merge data. (The **.DF** command always precedes the **.RV** command.) Furthermore, the number and combinations of dot commands you may use are not limited unless you are using the command which defines a datafile.

## **HOW TO GIVE DATA TO MAILMERGE**

There are three methods and four dot commands to put variable data into a document:

- **Read Variables (.RV)** from a **datafile (.DF)**. This combination of dot commands makes MailMerge print documents repeatedly until all the data

available from the datafile have been inserted. The two commands must be used together. Without the **.DF** command which names the datafile to be used as a source, the command to read variables is meaningless. MailMerge must have something to “read.” And without the command to read variables, MailMerge will find the datafile but will not know what to do with it.

```
.DF CUSTOMER.DTA
.RV N,NAME,TITLE,STREET,LOCALE,ZIP,PRODUCT

&NAME&
&TITLE/O&
&STREET/O&
&LOCALE& &ZIP&

&PRODUCT&
&PRODUCT&
&PRODUCT&
```

- **Ask (for) Variables (.AV).** This command asks the operator to enter information every time it is needed in a document. The dot command which requests variable data is put in the master document, and, at printing time, the request appears on the screen. Printing pauses until an operator enters information to be merged into the text being printed.

```
.AV SIGNATURE
&SIGNATURE&
```

- **Set Variables (.SV).** This command sets the variable data within a document every time the generic name enclosed in ampersands is encountered in the text. This dot command, which includes both a generic name and variable data, is put at the top of the master document.

```
SV DATE, August 30, 1982
```

```
&DATE&
```



**Define File. .DF** followed by a file name identifies a file which will supply variable data. **.DF** followed by a file name and the word “CHANGE” tells MailMerge to instruct the operator to change a disk for the named file. **.DF** does not work alone; it works with **.RV**. Together, **.DF** and **.RV** cause MailMerge to print the master document until all the variable data requested have been inserted. The **.DF** command always precedes the **.RV** command because MailMerge must “see” a file before it can “read” the variables in that file.

Here are some examples of **.DF** commands which could be put at the top of a master document in column one before any **.RV** command appears:

```
.DF MAILIST.DTA
```

```
.DF B:CUSTOM.DTA
```

```
.DF NAMES.DTA CHANGE
```

**NOTE:** If you type the word **CHANGE** after the file named in a **.DF** command, you will see a message on the screen when you print. If you have made a mistake, an error message will appear, but the file will continue printing.

```
***Cannot change disk in drive D:, request ignored
```

See Appendix B for details.

If you have not made a mistake, you will see:

```
Insert diskette with file (name of your file); then press RETURN
```

**HOW TO WRITE  
A .DF COMMAND**

Follow these STEPS to write a .DF command:

STEP 1 Starting in column one

TYPE **.DF**

STEP 2 PRESS SPACE

STEP 3 TYPE *filename*

STEP 4 (OPTIONAL)

PRESS SPACE

TYPE CHANGE



**RULES FOR .DF**

- Always put **.DF** above **.RV** and above text.
- Do not use more than one **.DF** in a master document.
- Always enter a valid file name for a datafile.



**Read Variables.** **.RV** tells MailMerge to look at the datafile named in a preceding **.DF** command. The generic names that follow **.RV** name all the fields of the datafile. For instance, if the datafile contains specific account numbers, names, and street addresses, the **.RV** command would contain generic names for number, name, and address.

**NOTE:** The order of the specific information in the datafile must be the same as the order of the generic names in the **.RV** command. Also, all fields in a datafile must be named in the **.RV** command, even if they will not all be used in the text.

With **.DF** and **.RV** in a master document, MailMerge reads all the fields and recognizes generic names which are enclosed in ampersands (&) in the text.

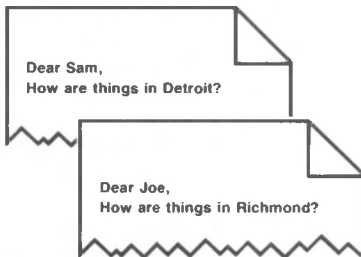
Then it replaces them with the information you want from the datafile. In other words, MailMerge does the picking and choosing for you. It reads all the variables but only selects the ones you have asked for in the text.

Using **.DF** and **.RV** to merge variable data into text is the easiest way to produce personalized letters from a mailing list.

The following illustration is a simple example of this use of **.DF** and **.RV**:

```
NAMES.DTA
1. Sam, Main St., Detroit
2. Joe, Broadway, Richmond
```

```
LETTER.TXT
L-----!-----!-----!-----R
DF NAMES.DTA
RV N, NAME, STREET, CITY
Dear &NAME&,
How are things in &CITY&?
PA
.....
```



## HOW TO WRITE A .RV COMMAND

Follow these STEPS to write a .RV command:

STEP 1 Starting in column one

TYPE **.RV**

STEP 2 PRESS SPACE

STEP 3 TYPE generic names for all the fields in your datafile. Separate them with commas.



The following example shows you a **.RV** command in two proper forms. The first command uses a comma and a space to separate the generic names. The second uses only commas.

RV N, Name, Street, City

RV N,Name,Street,City

## RULES FOR .RV

- Never use ampersands around generic names.
- Never put **.RV** before **.DF**.
- You may put other dot commands between **.RV** and **.DF**.
- **.RV** must come before any text which is to be merged with data read by the **.RV**.
- Always provide generic names for all the fields in a datafile even though you may not want to use all of them.
- A generic name may be no longer than 40 characters.
- A **.RV** command may be no longer than 240 characters.

- The list of generic names may be too long for one line of your screen. If you do not want to use the horizontal scroll feature of WordStar, use as many **.RV** commands as necessary to read the variables from one datafile.

The following example illustrates the preceding rule:

```
NAMES.DTA
1, Queen Elizabeth II, Buckingham Palace, Westminster, England
```

```
LETTER.TXT
L-----R
DF NAMES.DTA
RV RECORD-NUMBER, ROYAL-TITLE, PALATIAL-ESTATE
RV CAPITALCITY, COUNTRY
```

- Never vary the order of the fields from the order followed in the datafile when you list the generic names after the **.RV**. If you do, MailMerge will insert data into the wrong places in your text.

For example, if a datafile looked like this:

```
Luis Sweeney, 66 Palm, "Lodi, CA", 95240
```

The **.RV** command must look like this:

```
.RV NAME, ADDR1, ADDR2, ZIP
```

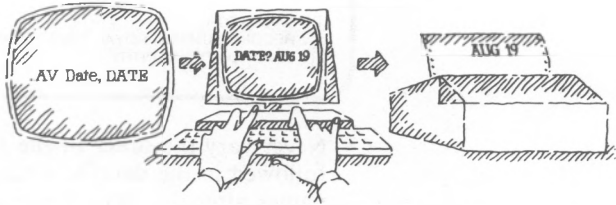
**not like this:**

```
.RV ZIP, ADDR2, ADDR1, NAME
```



Ask (for) Variables. **.AV** commands MailMerge to ask for variable data at printing time. If a **.AV** command is put into a master document, a prompt appears on the screen at printing time, and the printer pauses. Printing will not resume until an operator enters information. The **.AV** command contains a generic name. If MailMerge finds the same generic name enclosed in ampersands in the text, the information which the operator types will be inserted into the text.

The following illustration shows you how **.AV** commands work.



**NOTE:** If you use only **.AV** commands to merge data, you will print one document at a time. After a document is printed you must start MailMerge again from the WordStar Opening Menu.

If however, **.DF** and **.RV** commands are used in the same master document, the request for variables will appear on the screen each time MailMerge reads a new record in the datafile. MailMerge will ask for variables until all the data from the datafile have been merged into the text.

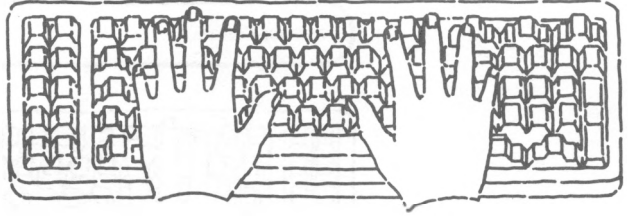
You can write a simple **.AV** command with just a generic name. If you do, the generic name and a question mark appear on the screen at printing time. Look at the following example:



```
.AV PHONENUMBER
```

This command in the master document will produce this prompt on the screen at printing time:

```
P = Stop PRINT  
PHONENUMBER?
```



You can also write more complex **.AV** commands. If you add a comma and a digit, you can limit the number of characters an operator can type in response to the question on the screen. The cursor stops after the operator types the maximum number of characters.

This feature is a safeguard against mistakes. In the following example, the number would prevent the operator from entering more than five characters for a zip code:

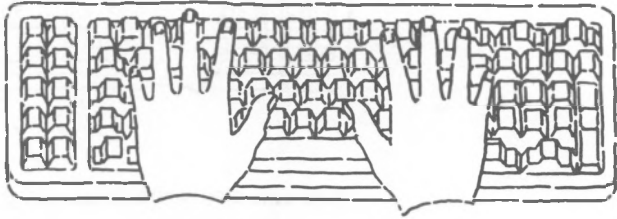
```
.AV ZIPCODE, 5
```

This command in the master document will produce this prompt on the screen:

```
P = Stop PRINT
ZIPCODE?
```

If the operator typed 654321, the screen would show this prompt:

```
ZIPCODE? 65432
```

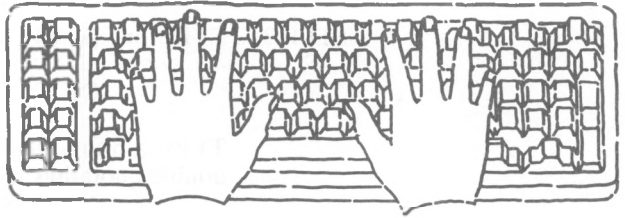


You can create a **.AV** command that will display a message as a prompt on the screen rather than just the generic name. The prompt is enclosed in quotation marks and is typed before the generic name in the **.AV** command. This feature is helpful when you want to give clear instructions to the operator who will enter data. A **.AV** command with a message prompt still requires a response from an operator before MailMerge will print or output to a file. Although the generic name is not seen on the screen, it is written in the **.AV** command after the comment. The operator's response will be inserted into the text at the place where the generic name is enclosed in ampersands.

```
AV "CITY,STATE?".ADDR2
```

This command in the master document will produce the following prompt on the screen at printing time:

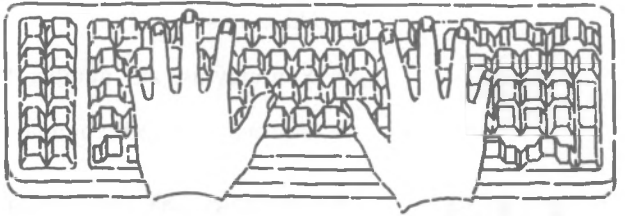
CITY, STATE?



AV "Enter name as: Last, First:", Name

This command in the master document will produce the following prompt on the screen at printing time:

Enter name as: Last, First:



## HOW TO WRITE A .AV COMMAND

Follow these STEPS to write a .AV command:

STEP 1 Starting in column one

TYPE **.AV**

STEP 2 PRESS **SPACE**

STEP 3 TYPE one generic name

OR

TYPE a prompt enclosed in single or double quotation marks

AND

TYPE a comma and one generic name

STEP 4 (OPTIONAL)

TYPE a comma and a digit

## RULES FOR .AV

- Do not use ampersands around variable names.
- A line beginning with **.AV** may be no longer than 240 characters.
- A generic name may be no longer than 40 characters.
- You may use any number of **.AV** commands.
- You may use **.AV** commands anywhere in a file.

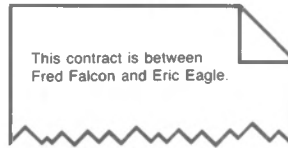


**Set Variables.** **.SV** tells MailMerge to insert variable data throughout the master document wherever the generic name appears enclosed in ampersands. The **.SV** command includes the information *in the master document*. MailMerge neither goes to a datafile nor asks the operator for data, but simply looks at the command itself.

The **.SV** command includes both the generic name for variable data and the information that will be substituted for the generic name. **.SV** is very useful when a piece of information appears many times in a document, because one edit will change every occurrence.

The following example shows you a use of **.SV**:

```
SV PARTY1, Fred Falcon
SV PARTY2, Eric Eagle
This contract is between
&PARTY1& and &PARTY2&
```



This contract is between  
Fred Falcon and Eric Eagle.

## **HOW TO WRITE A .SV COMMAND**

Follow these **STEPS** to write a **.SV** command:

**STEP 1** Starting in column one

**TYPE .SV**

**STEP 2** **PRESS SPACE**

**STEP 3** **TYPE** one generic name and a comma

**STEP 4** **PRESS SPACE**

**STEP 5** **TYPE** variable data

## RULES FOR .SV

- Do not use ampersands around generic names.
- A **.SV** command may be no longer than 240 characters.
- A generic name may be no longer than 40 characters.
- You may use as many **.SV** commands as you like.
- **.SV** commands can appear anywhere in the master document.

## DOT COMMAND FOR INSERTING FILES

---



**File Insert.** **.FI** commands MailMerge to insert a named file where the **.FI** appears, either at the end of a file or in the middle of text. When MailMerge joins one file to the end of another and you print, the results are called “chain printing.” When MailMerge inserts one file inside of another, and you print, the results are called “nested printing.” If you insert one file inside another, MailMerge will obey all the dot commands in the inserted file before returning to the original file.

If you want MailMerge to pause so you can change a disk, type the word **CHANGE** at the end of a **.FI** command.

The following examples show you **.FI** commands. Chapter 4 gives more sample uses of **.FI**.

**.FI MAILLIST.DTA**

**.FI STANDARD.TXT**

**.FI B:COVER.LTR**

**.FI HEADING CHANGE**

NOTE: If you type the word CHANGE after the file named in a .FI command, you will see a message on the screen when you print. If you have made a mistake, an error message will appear:

\*\*\*Cannot change disk in drive D:, request ignored.

See Appendix B for details.

If you have not made a mistake, you will see:

Insert diskette with file (name of your file); then press RETURN

## HOW TO WRITE A .FI COMMAND

Follow these STEPS to write a .FI command:

- STEP 1 Move the cursor to the desired location in the file
- STEP 2 Starting in column one  
TYPE **.FI**  
PRESS **SPACE**
- STEP 3 TYPE the letter of the disk drive and a colon (:) if file to be inserted is not on the logged disk drive
- STEP 4 TYPE file name of the file to be inserted
- STEP 5 PRESS **SPACE**  
TYPE **CHANGE** if file is on another disk

RETURN

## RULES FOR .FI

- There is no limit to the number of **.FI** commands which can be used in sequence for chaining files.
- No more than seven files can be inserted inside one another with **.FI** commands.

## DOT COMMAND FOR MULTIPLE COPIES

---



**Repeat Until the End of Datafile is Reached. .RP** commands MailMerge to repeat the printing of a file if that file uses a datafile to supply variable data for merging.

There are two uses for **.RP**:

- You can use **.RP** for repeated printing. You insert a file which contains **.RP** and **.RV** commands into another file which contains a **.DF** command. **.RP** will cause repeated printing until all the data in the file have been read.

If a number (**n**) follows **.RP**, MailMerge reads the datafile **n** times and prints all the documents **n** times.

- If a file contains **.DF** and **.RV**, **.RP** followed by a number will read the datafile **n** times and will print all the documents **n** times.

Chapter 4 explains the uses of **.RP** as they relate to command files and repeated printing. ⇔ 4-21

## HOW TO WRITE A .RP COMMAND

Follow these STEPS to write a **.RP** command:

STEP 1 Starting in column one

TYPE **.RP**

PRESS SPACE



## STEP 2 (OPTIONAL)

TYPE any number



### RULES FOR .RP

- Put **.RP** near the beginning of a file and avoid using **.RP** at the end of a file. If you must use **.RP** at the end of a file, follow the command with a carriage return.
- **.RP** has no effect unless a datafile is in use.
- **.RP** should not be used unless a **.RV** is in the same file.
- **.RP 0** is the same as **.RP 1**. Both print the document once.

## DOT COMMANDS FOR RE-FORMING TEXT AT PRINTING TIME

---

### AUTOMATIC RE-FORMING

When MailMerge inserts variable data into a master document, it automatically re-forms paragraphs. The WordStar paragraph re-form command **^B** works similarly. MailMerge looks at the paragraph into which the variable data will be inserted. The program inspects the margins, the line spacing, and the right edge of text to determine if it is justified or ragged right. Then MailMerge puts the data in place and forms lines of the appropriate length.

Here is an example of how MailMerge re-forms paragraphs which contain variable data.

This agreement is made and entered into as of the &DAY& day of &MONTH&, 1982, between &PARTY1&, ("Employer") and &PARTY2& ("Employee").

This agreement is made and entered into as of the thirteenth day of November, 1982, between Galactica Corporation ("Employer") and Polly Polaris ("Employee").

Notice that the sample paragraph contains four lines on the screen but five lines when printed on paper.

CAUTION

When MailMerge inserts variable data into a master document, page breaks may occur differently on paper than they do on the screen. To prevent awkward page breaks, use the WordStar dot command **.CP** to keep certain lines of text on the same page.

The process of adjusting the length of lines of text with variable data is called **print time line forming**. Print time line forming is an automatic feature of MailMerge. To turn off this automatic feature and to adjust justification at printing time, use the dot commands **.PF**, **.OJ**, and **.IJ** which are described here and on the following pages.

There are no specific procedures or rules for the use of these dot commands because their use depends upon your particular formatting requirements. Just remember to follow the general rules for writing dot commands.



**Print Time Line Forming.** **.PF** controls the printing of lines of text which include variable data. **.PF** is followed by one space and either **DIS**, **OFF**, or **ON**. Put these dot commands in column one above the lines of text you want to re-form at printing time.

**NOTE:** **DIS** is an abbreviation for “discretion” and indicates that a command will go into effect at the discretion of MailMerge. For example, when you use **.PF DIS**, MailMerge will start print time line forming when it sees a generic name in your text and will stop at a hard carriage return. The **DIS** (discretionary situation) is the default or standard situation.

For most documents, you will allow automatic print time line forming. In some cases, however, you may want to suppress this feature. For example, suppose you want to print client phone numbers on the right edge of your text and do not want MailMerge to re-form the paragraph and split the number at the hyphen. Look at the following example:

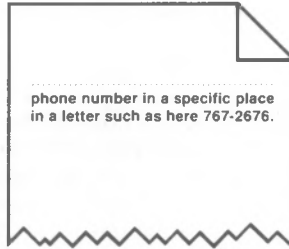
```
.DF NEW.DTA
.RV Name, Phone
```

This is an example of a situation in which you might want to turn off the MailMerge feature of print time line forming. Suppose you want to insert a client's phone number in a specific place in a letter *such as here* &PHONE&.

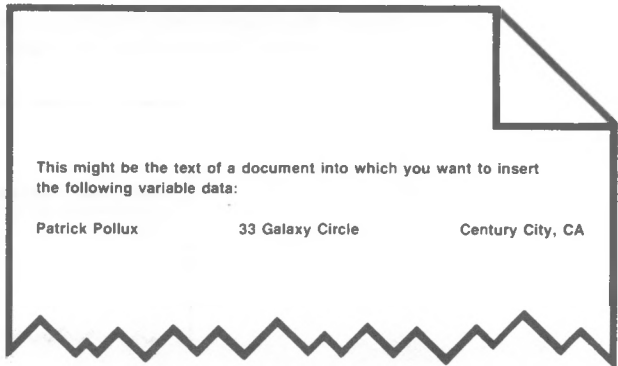
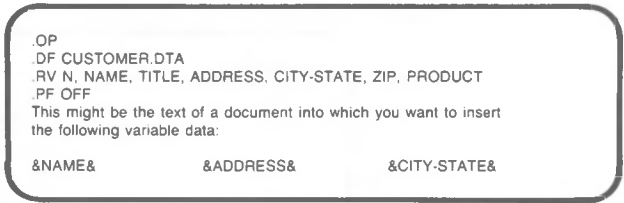
If print time line forming is on, the telephone number will print on two lines.

phone number in a specific place  
in a letter such as here 767-  
2676.

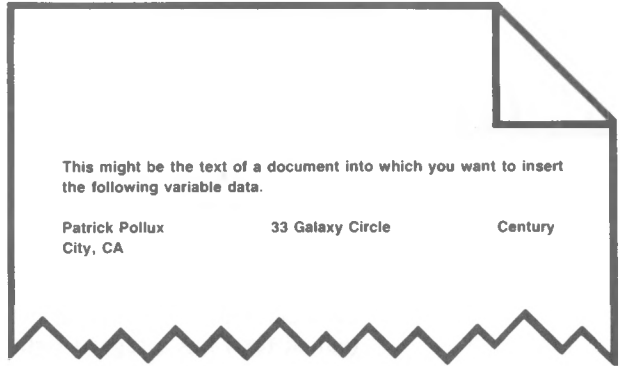
If print time line forming is off (.PF OFF), the telephone number will print on one line.



Turning off print time line forming is useful when you want to print data, for example a mailing list, in the text of another document. In this case, the variable data will extend beyond the margins of the text as in the following example:



If you do not use **.PF OFF** as in the previous example, the printed result might look like this:



**.PF DIS** is the default or standard situation in which MailMerge automatically forms lines within the set margins and re-forms paragraphs after new data is inserted.

**.PF OFF** stops the automatic feature so that variable data which is inserted into text will change the length of lines or the form of a paragraph.

**.PF ON** turns on print time line forming so that lines of text which contain variable data will be reformed automatically.



**Output Justification.** When print time line forming is operating, **.OJ** determines whether the right margin of the text being printed (output) is ragged or justified. **.OJ** is followed by **DIS**, **ON**, or **OFF** and only works when print time line forming is on.

**.OJ DIS** is the default or standard situation in which text that contains variable data is put into the same form as the text which was edited. **.OJ DIS** will re-form text that includes variable data into text with either a ragged right or a justified margin.

**.OJ ON** forms lines which are justified when print time line forming is on.

**.OJ OFF** forms ragged right lines when print time line forming is on.



**Input Justification.** When print time line forming is operating, **.IJ** determines whether the right margin of the text which has been edited (input) is ragged or justified. **.IJ** is followed by **DIS**, **ON**, or **OFF** and only works when print time line forming is on.

**.IJ DIS** is the default or standard situation in which MailMerge interprets the edited text just as it has been entered. The program determines if the input (edited text) has a ragged right or a justified margin.

**.IJ ON** tells MailMerge to interpret the input (the edited text) as justified.

**.IJ OFF** tells MailMerge the input text should have a ragged right margin.

## **DOT COMMANDS FOR ONSCREEN DISPLAYS WHEN PRINTING**

---

Two dot commands, **.CS** and **.DM**, affect what the operator sees on the screen while MailMerge is printing. These commands are particularly useful when you need to instruct the person printing with MailMerge. They are also helpful when you have many **.AV** commands which fill the screen at printing time, and you want to clear the screen for easier reading.



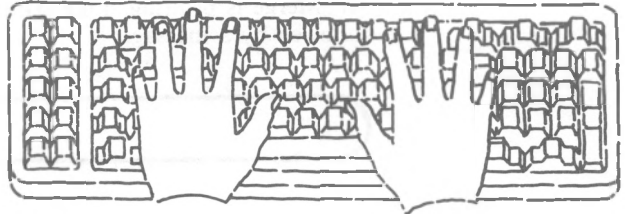
**Display Message.** **.DM** tells MailMerge to show text on the screen when it prints the master document. You can display as many messages as you like. Each **.DM** will cause a line of text to appear below a preceding message. The display scrolls up when the screen is full.

With this command, you can tell what document is being printed, making it unnecessary to look at the printer. MailMerge will insert variable data into the message if it recognizes generic names enclosed in ampersands. For example, you can see what form letter you are printing by using a **.DM** command as in the following example:

```
.DM Now printing letter to &NAME&
```

This command in the master document will display the following message on the screen at printing time:

```
P = Stop PRINT  
Now printing letter to Dee Skies
```



Here are other examples of **.DM** commands:

```
DM Now printing Chapter 7  
  
DM Load envelope in printer, press P  
  
DM Insert next disk in drive B
```

**HOW TO WRITE  
A .DM COMMAND**

Follow these STEPS to write a .DM command:

STEP 1 Starting in column one

TYPE **.DM**

STEP 2 PRESS SPACE

STEP 3 TYPE your message

**RULES FOR .DM**

- A **.DM** command may be no longer than 240 characters.
- Insert a generic name enclosed in ampersands in the command when you want to insert data into the message.



Clear Screen. Put **.CS** in the master document after **.AV** or **.DM** commands to make it easier to read the screen at printing time. **.CS** clears the screen when MailMerge is printing. Like **.DM**, **.CS** can also be followed by a message:

.CS

OR

.CS Enter data when questions appear



**HOW TO WRITE  
A .CS COMMAND**

Follow these STEPS to write a .CS command:

STEP 1 Starting in column one

TYPE .CS

STEP 2 (OPTIONAL)

PRESS SPACE and

TYPE a message

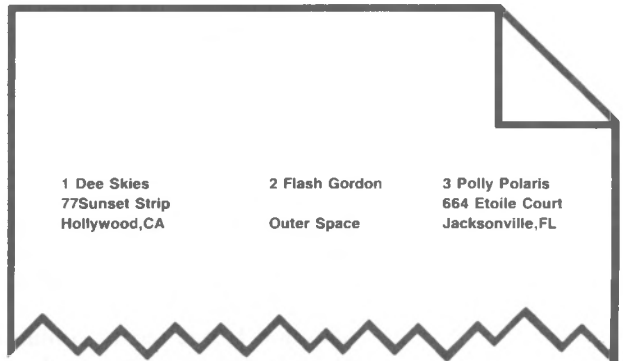


---

**USING DATAFILES**

Information stored in a datafile must conform to a consistent pattern. The order of fields, the number of fields, and the correct use of commas, carriage returns, and spacing are extremely important in datafiles. You must organize your information or it will not merge properly into the master document.

Consider this example. A mailing list looks like this on paper:



Notice that Flash Gordon has no street address. In a mailing list on paper, there is a blank space where the street would be. In a datafile, the missing street address is called an empty field.

A datafile containing your list would look like this on the screen:

```
1, Dee Skies, 77 Sunset Strip, "Hollywood, CA"  
2, Flash Gordon., Outer Space  
3, Polly Polaris, 664 Etoile Court, "Jacksonville, FL"
```

### EMPTY FIELDS

Notice that the empty field, the missing street address, is marked by an extra comma. Because MailMerge “reads” fields by recognizing commas, an empty field must be enclosed within commas just as a field that contains data would be. Without the extra comma for the empty field, MailMerge would use the data in the next field as the street address.

Notice that the order of the fields does not change. The number is first, the name is second, street address is third, city/state is fourth. Another datafile might use a different order, perhaps putting names in the last field; but the order within a single datafile must be consistent.

The fields are separated (delimited) by commas, and records are separated by carriage returns. Notice the last field in the first and third records of the example. Because these fields themselves contain commas, the entire field is enclosed in quotation marks. Though we say that MailMerge “reads” data from a datafile, the program really just recognizes commas and carriage returns.

If the variable data in a field contains a comma (for example, the city and state “Hollywood, CA”), you must put double quotation marks around that variable data *before* you use a comma to separate fields. “Count your commas” is a good rule for datafiles. If one record contains an incorrect number of commas to separate fields, data will be put in the wrong places in a master document.

You can store information in datafiles either with:

- MicroPro data and calc products

OR

- WordStar in non-document mode

You can use MicroPro's DataStar program to design a form, enter information (data) on your form, and store that data on a record in a datafile. For example, DataStar will take information such as billing address, quantity, and cost from a product order form and put it into a datafile. DataStar will separate the fields with commas and end each record with a carriage return. If you then create a master document for a letter that asks for data from that file, MailMerge merges that data into the text of the letter.

NOTE: A common extension to the file name of a datafile is .DTA. MailMerge will recognize the .DTA datafiles from other MicroPro products, such as ReportStar™ and CalcStar™, and you can then use that data in WordStar document files.

If you use WordStar to create a datafile, you must use non-document mode. In non-document mode, word wrap does not function, and tabs are in a fixed position. You do not re-form paragraphs when you create a datafile. Word wrap and paragraph re-form insert soft carriage returns into a file. MailMerge does not distinguish between soft and hard carriage returns. And a hard carriage return signifies the end of a record to MailMerge.

Because of the horizontal scroll feature of WordStar, a record in a datafile can extend beyond the set margins. The practical limit, however, is 240 columns.

## HOW TO CREATE A DATAFILE

Follow these STEPS to create a datafile:

STEP 1 At the WordStar Opening Menu

TYPE N

SEE Name of file to edit?

STEP 2 TYPE *filename*



STEP 3 Starting in column one

TYPE first item of variable data

STEP 4 TYPE a comma

(OPTIONAL) PRESS SPACE

STEP 5 TYPE variable data in next field

OR

TYPE a comma if you lack data for that field

REPEAT STEPS 4 and 5 until you complete one record (which may be longer than one line visible on your screen)



REPEAT STEPS 3 through 5 until you have typed all your data

STEP 6 Save your file

Study this example datafile called CUSTOMER.DTA:

```
CUSTOMER.DTA
1,Dee Skies,Astrologer,77 Sunset Strip,"Hollywood, CA",90025,WordStar
2,Flash Gordon,,99 Nova Avenue,"Dallas, TX",75231,DataStar
3,Patrick Pollux,,33 Galaxy Circle,"Century City, CA",90068,DataStar
4,Sky King,Rancher,,"Missoula, MT",59802, WordStar
5,Polly Polaris,SpaceCaseworker,664 Etoile Court,"Jacksonville, FL",33152,WordStar
```

## RULES FOR DATAFILES

- Do not create datafiles with WordStar in document mode.
- Use .DTA as the extension to the file name to identify it as a datafile.
- Do not create records in lines longer than 240 characters.
- Separate fields with commas.
- End every record with RETURN.



You may use a carriage return instead of a comma to separate fields if, for instance, a record forms a very long line on the screen. However, it is not recommended. DataStar and some other programs recognize only commas to separate fields and only carriage returns to separate records. You must follow the same format in creating a datafile with WordStar in non-document mode. Otherwise, you will not be able to use that datafile with other programs.



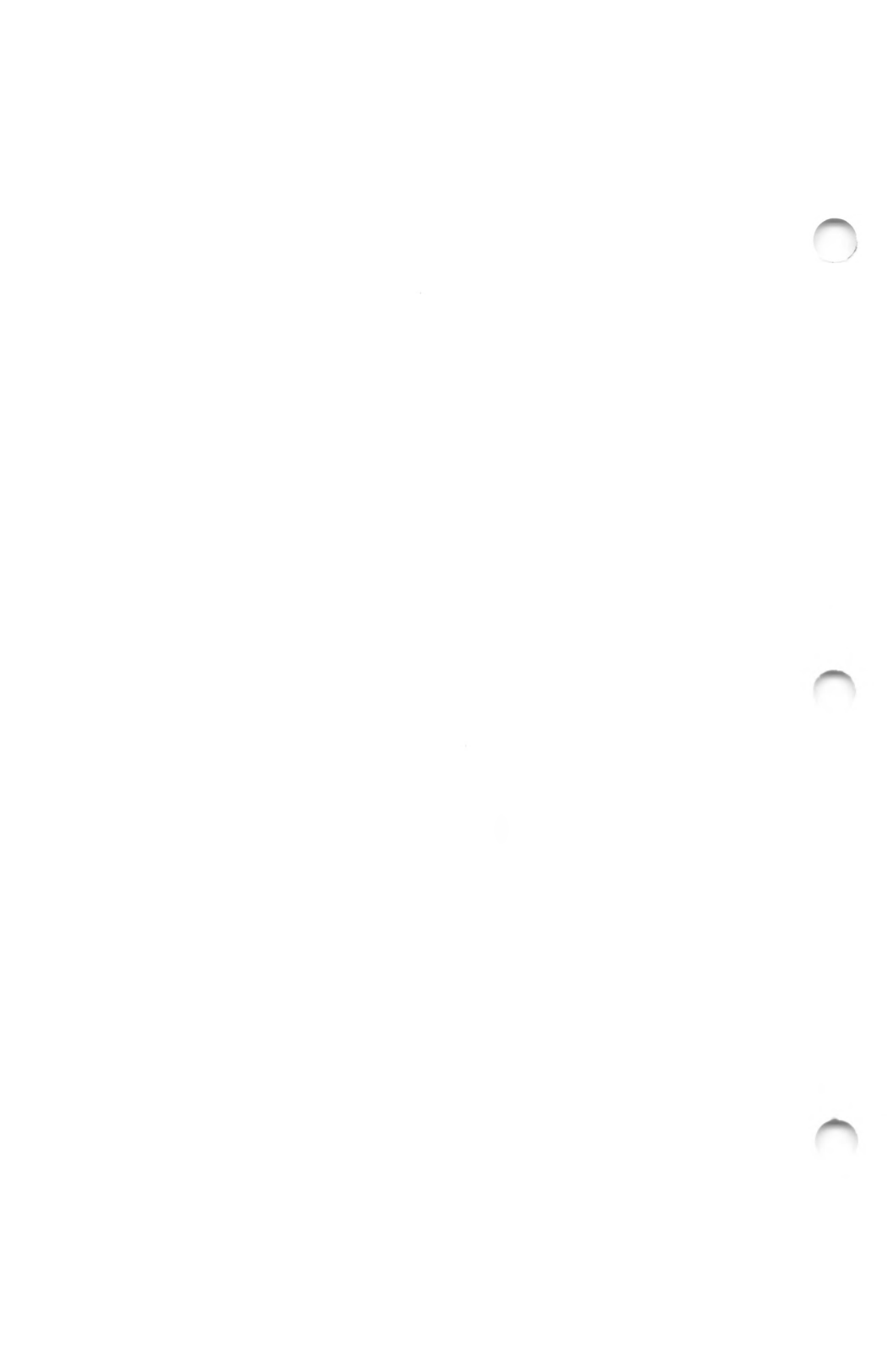
Never use RETURN in the middle of a field.

- If a field contains a comma or is preceded or followed by a space, surround the field with quotation marks. Make sure that the commas which separate fields are *outside* of the quotation marks.
- Never omit a field. If you have no data, create an empty field using an optional space and a required comma.



MailMerge will not work if the last field in the last record of a datafile is empty.

- Never vary the order of fields in a datafile.



## 4. Printing

...starting...interrupting...  
chain printing...nested printing...  
command files...copies...

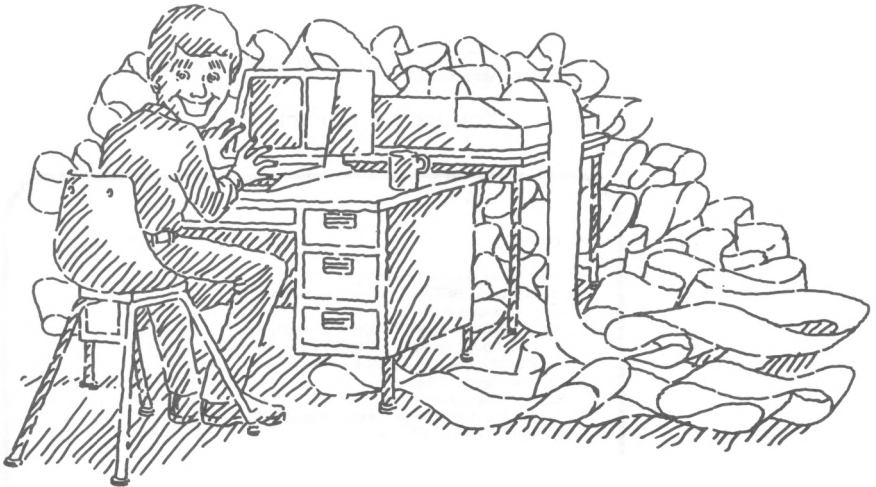
---

Printing with MailMerge is as simple as typing **M** at the WordStar Opening Menu. But your choice of dot commands will produce a variety of sophisticated results. This chapter explains the following:

- printing
- chained printing
- nested printing
- combined task printing
- duplicate printing
- repeated printing



You can not edit while you print with MailMerge.



## HOW TO START

---

Follow these STEPS to print a document file which contains MailMerge dot commands:

STEP 1 At the WordStar Opening Menu

TYPE M

STEP 2 You see the prompt

Name of file to MailMerge?

TYPE the name of the file which contains MailMerge dot commands

STEP 3 Ready the printer

STEP 4 PRESS ESCape and print

OR

 to print with options

You see the prompts

not editing

Name of file to MailMerge? letter

For default press RETURN for each question:

Disk file output (Y/N):

Start at page number (RETURN for beginning)?

Stop after page number (RETURN for end)?

Number of copies (RETURN for 1)?

Use form feeds (Y/N):

Suppress page formatting (Y/N):

Pause for paper change between pages (Y/N):

Ready printer, press RETURN:



NOTE: Your response to the fourth question determines the number of duplicate copies to be printed.

STEP 5 You see the prompts

MailMerge printing (name of file) not editing  
P = Stop PRINT

NOTE: Printing with options in MailMerge is very similar to printing with options in WordStar. Consult your WordStar Reference Manual for an explanation of these options.

## HOW TO STOP

---

While MailMerge prints, you see **P = Stop PRINT** highlighted on your screen.

Follow these STEPS to stop printing:

STEP 1 TYPE **P**

STEP 2 You see the prompt

"Y" to abandon print, "N" to resume, "U" to hold

PRESS **Y**



Typing **P** to stop printing will not always work. If your document contains an **.AV** command and the cursor is resting after a question on the screen, "**P**" will be interpreted as data. See the following instructions.

**IF MAILMERGE  
IS WAITING FOR  
DATA FROM AN  
OPERATOR**

Follow these STEPS if there is a question on the screen requesting data:

STEP 1 You see the cursor positioned after a screen prompt

PRESS ^U

STEP 2 You see the prompt



\*\*\*INTERRUPTED\*\*\* Press ESCAPE Key

PRESS ESCape and rapidly TYPE P

STEP 3 You see the prompt



'Y' to abandon print, 'N' to resume, 'U' to hold

TYPE Y

---

## HOW TO INTERRUPT

Perhaps you want to change the ribbon or insert envelopes into the printer. You can command MailMerge to interrupt printing at any one of three stages:

- Before you save the file which you will print
- After you save the file but before you print
- While you are printing the file you saved

**BEFORE SAVING  
THE FILE AND  
PRINTING**

Follow these STEPS to interrupt before saving the file and printing:

STEP 1 Open a file

STEP 2 At the top of the file, before the dot commands

PRESS **^P**

TYPE **C**

You see on the screen: **^C**

STEP 3 Enter dot commands and text

STEP 4 Save the file

STEP 5 At the Opening Menu, print with MailMerge

MailMerge will print. When it encounters the **^C** in your file, MailMerge will stop printing, and you will see the WordStar Opening Menu. On it, you will see highlighted:

P Continue PRINT

**AFTER SAVING  
THE FILE AND  
BEFORE  
PRINTING**

Follow these STEPS to interrupt after saving the file and before printing:

STEP 1 PRESS **M**

STEP 2 You see the prompt

Name of file to MailMerge?

TYPE *filename*

PRESS  7 times

STEP 3 You see the prompt

Pause for paper change between pages (Y/N):

TYPE Y



**DURING  
PRINTING**

Follow these STEPS to interrupt during printing:

STEP 1 PRESS P

STEP 2 You see the prompt

"Y" to abandon print, "N" to resume, ðU to hold

PRESS ^U

You see the prompt

\*\*\*INTERRUPTED\*\*\*Press ESCAPE Key

STEP 3 PRESS ESCape

You see the WordStar Opening Menu. On it, you will see highlighted

- P Continue PRINT

## CHAIN PRINTING

---

With chain printing, you can join many files—files holding chapters of a book, for example. If you put a `.FI` command at the end of each file and then print the first file, MailMerge automatically links the other files in the chain.

B:CHAP.1

This is the first chapter.  
FI CHAP.2

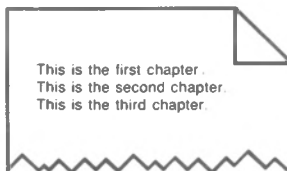
B:CHAP.2

This is the second chapter.  
FI A:CHAP.3

A:CHAP.3

This is the third chapter.

By printing CHAP.1 with MailMerge, you will get this result:



NOTE: Chapters can be put on disks in different drives as in the previous example.



## HOW TO PRODUCE CHAIN PRINTING

Follow these STEPS to produce chain printing:

STEP 1 Open a file

STEP 2 TYPE the text

STEP 3 Move the cursor to end of the file

STEP 4 Starting in column one

(OPTIONAL) TYPE **.PA** if you want the next file to start on a new page

**RETURN**

STEP 5 TYPE **.FI**

STEP 6 If the file to be chained is not located on the logged disk drive,

TYPE the letter naming the disk drive and a colon.

STEP 7 TYPE the name of a file to be next in the chain

STEP 8 Save the file

REPEAT STEPS 1 through 8

STEP 9 At the Opening Menu, print with MailMerge

OR

Use a command file to produce chain printing. ↩ → 4-12

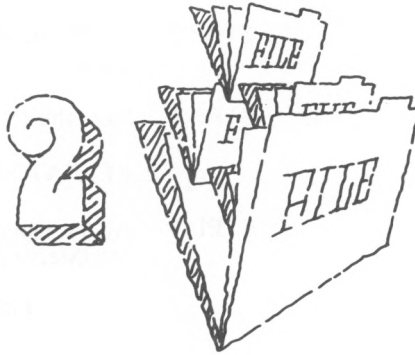
## NESTED PRINTING

---

Nested printing is a valuable tool for including a standard paragraph in many different documents. When you want to put an entire file inside another and another inside of *that* one and still another inside of *that* one (up to seven times), use nested printing.




Nesting can also mean putting many files inside of one file. There is no limit to the number of files that can be nested this way.



**HOW TO  
PRODUCE NESTED  
PRINTING**

Follow these STEPS to produce nested printing:

- STEP 1 Open a file
- STEP 2 TYPE the text
- STEP 3 Move the cursor to the place where you want to insert another file
- STEP 4 Starting in column one  
TYPE **.FI**
- STEP 5 PRESS SPACE
- STEP 6 If the file to be inserted is not located on the logged disk drive,  
TYPE the letter naming the disk drive and a colon
- STEP 7 TYPE the name of the file to be inserted  

- STEP 8 Continue with the text



STEP 9 Save the file, then either

STEP 10 Open file named in STEP 7

REPEAT STEPS 2 through 9 no more  
than six times

OR

STEP 11 REPEAT STEPS 1 through 9 any number  
of times

STEP 12 Print the file opened in STEP 1 with  
MailMerge

**RULES FOR  
NESTED  
PRINTING**

- You can nest as many as seven files inside one another (see illustration #1).
- You can nest as many files as you like in one file (see illustration #2).

## COMBINED TASK PRINTING WITH COMMAND FILES

---

With MailMerge, you can combine several printing tasks by creating one special file called a command file. This command file will find the files you specify and print them in succession. For example, when you want to print letters and envelopes, you only need to print once.



A command file is a document file with little or no text in it and no specific form. It can be as simple as a series of **.FI** commands to chain files, which could be, for example, the chapters of a book. Or a command file can contain a complex series of commands that print many master document files, each of which uses a datafile. However you design a command file, when you print that file with MailMerge, all the dot commands will go into action.

**MAILING LIST  
TASKS**

The example which follows illustrates what happens when a command file for printing letters and matching envelopes is printed with MailMerge.

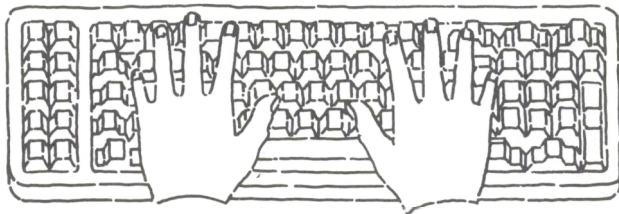
```

B COMMAND
L-----R
DM Print letters, then envelopes
AV "Enter name of letter file", LETTER
AV "Enter name of datafile", DATAFILE
FI &LETTER&
FI ENVELOPES
    
```

MailMerge displays these messages on the screen, and the operator types the following responses, pressing RETURN after each response.

```

Print letters, then envelopes
Enter name of letter file: FORM LTR
Enter name of datafile: CUSTOMER.DTA
    
```



MailMerge finds the file called FORM.LTR.

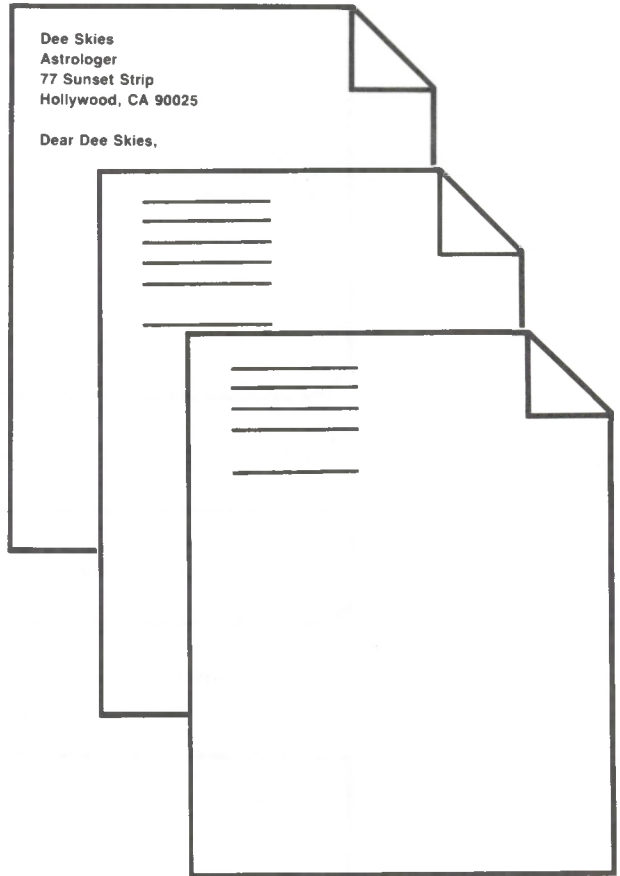
```
B:FORM.LTR
L-----R
DF &DATAFILE&
RV N,NAME,TITLE,STREET,LOCALE,ZIP,PRODUCT
&NAME&
&TITLE/O&
&STREET/O&
&LOCALE& &ZIP&
Dear &NAME&

PA
-----
```

MailMerge finds the datafile called CUSTOMER.DTA.

```
B:CUSTOMER.DTA
1,Dee Skies,Astrologer,77 Sunset Strip,"Hollywood, CA",90025,WordStar
2,Flash Gordon,...
```

MailMerge inserts the data into the letters and prints the letters. (MailMerge will pause for a paper change if the operator prints with options and requests a pause.)



MailMerge finds the file called ENVLOPES.

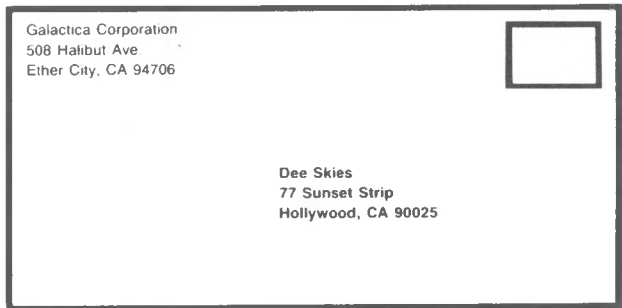
```
B ENVLOPES
L-----R
C
PL 25
MT 15
MB 0
DF &DATAFILE&
RV N,NAME,TITLE,STREET,LOCALE,ZIP,PRODUCT

&NAME&
&STREET&
&LOCALE& &ZIP&
PA
-----
```

MailMerge finds the datafile called CUSTOMER.DTA.

```
B CUSTOMER DTA
1,Dee Skies,Astrologer,77 Sunset Strip,"Hollywood, CA",90025,WordStar
2,Flash Gordon,...
```

MailMerge inserts the data and prints the first envelope.



MailMerge pauses for the operator to put the next blank envelope in the printer and then continues to print and to pause until envelopes for every customer have been printed.

## CHAIN PRINTING

You can use a command file to chain files together. Rather than putting .FI commands at the end of each file, make a command file with several .FI commands. When you give MailMerge the name of your command file, it prints all the files in succession.

Look at the following example. If you print the command file called B:BOOK.TXT, Chapters 1, 2, and 3 will automatically be printed.

```
B: BOOK.TXT  
  
.FI CHAPTER1.TXT  
.FI CHAPTER2.TXT  
.FI CHAPTER3.TXT
```

NOTE: You can even use a command file to print a book that is large enough to fill several disks. Type the word CHANGE at the end of the .FI command if the file named is on another disk. Look at the following example. Chapter 3 is not on the same disk as Chapters 1 and 2.

```
B: BOOK.TXT  
  
.FI CHAPTER1.TXT  
.FI CHAPTER2.TXT  
.FI CHAPTER3.TXT CHANGE
```

**ASK FOR  
VARIABLES**

A command file is useful when printing form letters that ask the operator to insert variables. For example, perhaps you send out monthly bills that require an operator to enter the current date. If the **.AV** command for the date is put in the master document, the operator must type the date for every bill printed. However, if the **.AV** command is put in a command file and the generic name is enclosed in ampersands in the master document, the operator need only type the date once, and it will appear on every bill.

The following example shows a command file for printing monthly bills. If the command file were printed with MailMerge, a message would appear telling the operator that monthly bills were being printed. Then a message requesting a date would appear. After the operator typed the date, MailMerge would print monthly bills with the correct date for all the names in the datafile called **CUSTOMER.DTA**.

B:COMMAND.BIL

DM "Printing monthly bills"  
AV "Enter today's date:", DATE  
FI BILL

B:BILL

DF NEW CUST.DTA  
RV NAME, ADDRESS, AMOUNT  
&DATE&  
TO: &NAME&  
&ADDRESS&

Your bill this month is \$&AMOUNT&



By using a command file, you can print a letter using different datafiles at different times. This command file could be useful, for example, when you have a mailing list composed of several files or even several disks.

Also, a command file could contain **.AV** commands which ask for the names of a master document file and of a datafile. The master document file would contain **.DF** and **.RV** commands. Instead of containing specific file names, the **.AV**, **.FI**, and **.DF** commands would use variable names for the type of file requested.

The following example illustrates this use of the command file. (Refer also to the example in the section on command files and mailing list tasks in this chapter.)  $\hookrightarrow$  4-13

When printed with MailMerge, the command file in this example would first display a message on the screen telling the operator that form letters were being printed. Then prompts requesting the names of a letter file and a corresponding datafile would be displayed. After the operator typed the responses, MailMerge would print the form letter. When it encountered **.DF &DATAFILE&** in the form letter, MailMerge would go to the datafile named by the operator, read the data, insert it into the master document, and print versions of the form letter. The operator could then print the same command file again but name a different datafile, and MailMerge would print another series of form letters.

```

B:COMMAND LET
L-----R
DM Print form letters
AV "Enter file name of letter to print:", LETFILE
AV "Enter file name of datafile:", DATAFILE
FI &LETFILE&
    
```

B:LETFILE

L-----R  
DF &DATAFILE&  
RV NAME, ADDR1, ADDR2

&NAME&  
&ADDR1&  
&ADDR2&

Dear &NAME&.

This is a personalized form letter created by MailMerge, the newest addition to my MicroPro family.

---

## MAKING COPIES

There are three kinds of copies in MailMerge:

- Duplicate copies. MailMerge can produce many copies of the same document just as a copy machine can.
- Repeated printing. This is the “form letter” concept. MailMerge will print a master document repeatedly, changing data in each copy.
- Duplicate copies of documents that are the result of repeated printing. MailMerge can combine the two types of printing listed above to produce many copies of a form letter. Or it can produce another document in several versions.

## DUPLICATES

Before you print, follow these STEPS to print duplicate copies of a document:

STEP 1 Open the file you want to print

STEP 2 Starting in column one at the beginning of the file

TYPE **.PN 1**

AND

TYPE **.RPn** (n is number of copies desired)

At the start of printing, follow these STEPS to produce duplicate copies:

STEP 1  4 times

STEP 2 You see the prompt

Number of copies?



for one copy

OR

TYPE any number

STEP 3 

STEP 4 PRESS ESCape

**REPEATED  
PRINTING**

Follow these STEPS to produce repeated printing:

STEP 1 Create a master document that includes  
.DF and .RV commands

STEP 2 Create a corresponding datafile

STEP 3 Print the master document with MailMerge

OR

STEP 1 Create a master document that includes  
.RV and .RP commands

STEP 2 Create a datafile

STEP 3 Create a command file that contains a .DF  
command that names the datafile in STEP  
2 and a .FI command that names the  
master document file in STEP 1.

# Appendix A

## Program Specifications Sheet

---

WordStar and its options, MailMerge™ and SpellStar, operate only if the following specifications are met. Most WordStar specifications apply also to the options. Any special requirements are noted below. For information regarding specific versions of WordStar and its options, see your dealer.

### WordStar

#### OPERATING SYSTEM

CP/M (version 2.0 or higher)  
CP/M-86  
MP/M  
MS-DOS

#### MINIMUM CPU MEMORY

For 8-bit microcomputers:  
56K of memory (RAM) or  
50K of program memory  
For 16-bit microcomputers:  
64K of memory (RAM)  
Except CP/M-86 which requires 80K

#### VIDEO TERMINAL

NCR Decision Mate V comes with a pre-installed video terminal that readily accommodates WordStar.

#### PRINTER

NCR Decision Mate V comes pre-installed for the NCR 6411 printer. It can be modified to operate on letter quality printer NCR 6455.

#### DISK STORAGE

WordStar can operate with one drive containing at least 240K. For convenience, two floppy disk drives are recommended.

#### MAXIMUM FILE SIZE

8 megabytes on CP/M, CP/M-86, and MP/M.  
Unlimited on MS-DOS.

## SpellStar

### DISK STORAGE

MicroPro recommends that you run SpellStar with two floppy disks of at least 128K each, although you can check a very small document with a small dictionary on one disk of at least 128K.

# Appendix B

## MailMerge Error and Warning Messages

---

MailMerge has a number of error and warning messages which can appear when you print. An error message is always displayed for an invalid dot command; other conditions, such as a file not found, will produce warnings. Although printing proceeds after the error message or warning, the printout may be incomplete or incorrect.

Can't edit a file while MailMerging—Finish or abandon MailMerge before editing

If you interrupt printing with MailMerge, you will see the WordStar Opening Menu on the screen with **“P Continue Print”** highlighted. If you press **D** to open a file you will see the warning message above.

\*\*\* Invalid Dot Command Ignored:

An incorrect dot command is displayed on the next line. In some cases, a specific error message accompanies this message.

\*\*\* Insert diskette with file “\_”:filename.typ then press RETURN

This is not an error message but a request to insert the disk containing the specified file into the disk drive indicated before the file name. This request results from processing a .DF or .FI command containing the word **“CHANGE”** (or anything beginning with **“CH”**) after the file name.

\*\*\* Cannot change disk in drive D:, request ignored

The disk cannot be removed because MailMerge has found a .DF or .FI command with the word "CHANGE" after the file name and the disk drive specified in the file name (or the logged drive if no specific drive was specified) contains a file which MailMerge is using.

To avoid this error, keep WSMMSG.S.OVR, WSOVLY1.OVR, the master document being printed, the disk output file (if in use), and all datafiles and inserted document files used by the master document (but not on disks to be changed) on the logged drive. Use drive B (in a two-drive system) for CHANGE files, using only one CHANGE file at a time.

After the error message is displayed, MailMerge will still attempt to find the file, even if the correct disk has already been inserted. If the file is not found, the next message appears.

\*\*\* File D:\filename.typ Not Found

If the file specified in a .FI or .DF command is not on the specified drive nor on the logged drive (if no drive was specified in the command), MailMerge will look further (see next message). Then, if the file is not found, MailMerge will proceed without it. For a .FI command, printing will continue with the line after the .FI command; for a .DF command, printing will continue with no datafile, in which case a further message will appear when a .RV command is encountered.

\*\*\* But found, and will use. D:\filename.typ

If no file is found (see preceding message), MailMerge looks on the logged drive and on drive A



for a file with the same name and finds it. If the file was merely on the wrong drive (or you had the wrong drive logged), this may be the correct file.

However, if you had a file with the same name but different contents on another disk, this may be the wrong file, and the resulting printout may be wrong. Check carefully.

\*\*\* No .DF before .RV

Either a .RV command was encountered with no preceding .DF, or the datafile specified in the .DF was not found. If no "File Not Found" message appears above on the screen, check your document to make sure the .DF is present and placed before the .RV. Printing proceeds with no data supplied for the variables; the generic names and &'s will print, and only one copy of a master document will be printed.

\*\*\* WARNING: Overlong data value truncated

If one or more data items is longer than the maximum allowed (200 characters) only the first 200 characters will be used. The extra characters may be skipped over or used (incorrectly) as the value for the next variable. This message may indicate an error in datafile format, such as an omitted second quotation mark (").

\*\*\* Invalid variable name in .RV command ignored

One or more of the generic names in a .RV command was not in valid form (a letter followed by 0-39 additional letters, digits, or hyphens). The message may indicate that &'s should NOT be used in a .RV command.

\*\*\* WARNING: Data exhausted, null value(s) used

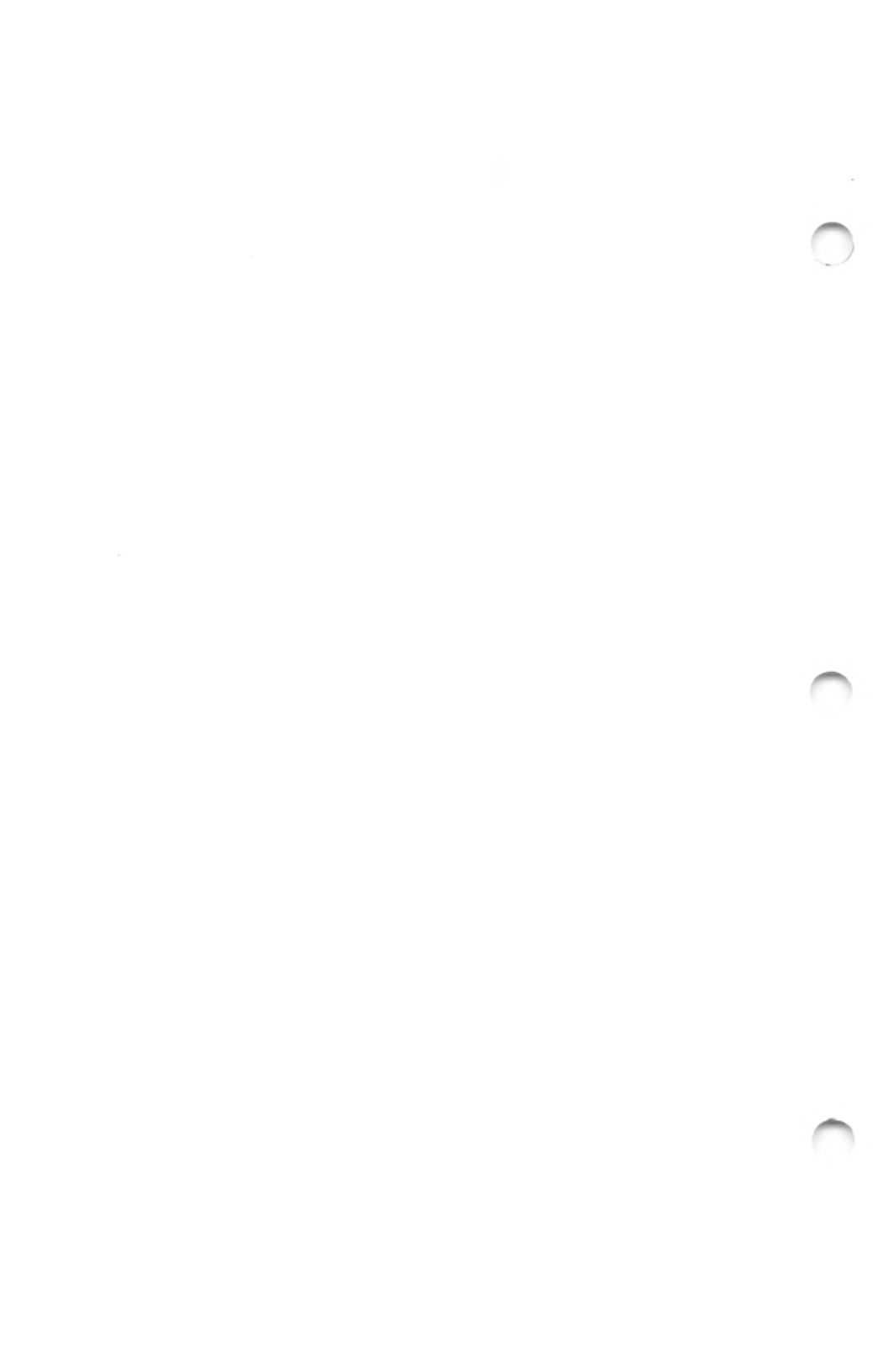
The end of the datafile was reached in the middle of the execution of a .RV command. The last record of the datafile did not contain the number of items required to print another letter (or other document). The generic names for which no data are present are given "null" values (values consisting of no characters) and printing proceeds. Printing will normally stop after this message appears and MailMerge reaches the end of the document being printed.

This message commonly indicates an error in the last record of the datafile. The message may also indicate use of the wrong datafile (one with an inappropriate number of data items per record) or indicate that an omitted item or comma earlier in the file caused an incorrect matching of the datafile with the letters. (The latter case of getting and staying "out of synch" can only occur if carriage returns are used in the datafile between items for the same letter as well as between records. Use of commas only is encouraged to facilitate "re-synching" after an omitted item.)

NOTE: This message will appear only when the end of the datafile is reached. Earlier errors or the presence of fewer variables in the datafile record (line) than in the .RV command may have caused incorrect matching of data throughout the print run. If .RV finds insufficient values on a datafile line, it proceeds automatically to following lines until enough data has been found.

NOTE: Each time the end of a document being processed with .DF/.RP is reached, MailMerge looks ahead in the datafile, passing up all carriage returns and blanks present, to see if more data is present. The message above will not occur and the document will print if the end of the file is reached before any non-blank, non-carriage return character is found (as it will be after the last letter if the datafile matches the document correctly and has a correct last record).

Sometimes you can ignore this warning. If, for example, you are printing mailing labels which read multiple "records" for each printout, the above message may appear. For instance, a document that prints 3-up address labels would read three name and address records (typically with three .RV's) on each repetition, then print the three labels. This document would get the above warning at the end, unless the number of records in the datafile happened to be a multiple of three. Then, the warning may be disregarded. The one or two labels for which no data is present would not print, since .RV automatically supplies null values for the absent data.



# Appendix C

## MailMerge Applications

---

### 1. Creating a Mailing List Datafile from an Existing Datafile

MailMerge can simplify your mailing tasks by creating a mailing list datafile. Suppose you want MailMerge to produce an address list from a comprehensive datafile created by DataStar. There is no need to design a new form for customers' names and addresses. The trick is to use a MailMerge command file to extract names and addresses from an existing invoice file, in this case, INVOICE.DTA. This command file contains dot commands and generic names on one line with a comma separating each field of the record. You do not print the command file but request an output file when you run MailMerge. The output file is a new datafile which you can open and edit in WordStar's non-document mode or use immediately for mailing list tasks.

The following example illustrates how to create a new datafile from this existing datafile called INVOICE.DTA:

```
B:INVOICE.DTA
02/24/82,7,Ms.,Lydia Esther,Womack,8993 Cherry Ave.,San Leandro,CA,94532
415,899-3400,12,89,1,98,14,87
02/16/82,5,Ms.,Annette L.,Robinson,1322 Blue Ridge Dr.,San Diego,CA,98443
714,399-5899,12,34,5,99,18,33
02/25/82,8,Mr.,Gerald R.,Franklin,87 Willow Ave.,Gunnison,CO,81539
303,390-4879,33,67,33,67,67,34
02/03/82,1,Mr.,Jeffrey M.,Jefferies,622 Virginia Hills,Denver,CO,80288
303,372-9999,23,45,55,44,78,89
02/17/82,6,Mr.,Roland M.,Robinson,1745 Navajoe Rd.,San Francisco,CA,94720
415,372-6590,234,77,89,45,324,22
02/13/82,4,Mr.,James Peter,Livingston,3354 Main Street,San Rafael,CA,94902
415,893-5599,454,33,15,00,469,33
02/15/82,3,Ms.,Ester,Williams,724 West Broadway,Pueblo,CO,81293
303,228-6648,458,99,230,00,688,99
02/06/82,2,Dr.,Carl C.,Chester,1808 Oak Hill Dr.,Alhambra,CA,94553
213,372-8899,287,99,645,78,933,77
```

In this example, eight data records are each broken into two lines, but on your screen, horizontal scrolling permits eight records in eight lines.

NOTE: If you use WordStar in non-document mode to create your datafile, MicroPro recommends that you use only commas to separate fields and only carriage returns to separate records. Otherwise, you will not be able to use the datafile with other programs in the MicroPro family.

Here is the command file you create to extract an address list datafile from INVOICE.DTA. The first four dot commands are required, and the file *must* end with a hard carriage return.

```
MT 0
MB 0
PO 0
PF OFF
DF INVOICE DTA
RV Date,N,Title,First,Last,Street,City,State,Zip,Area
RV Phone,PrevBal,AmtChgd,BalDue
&Title&,&First&,&Last&,&Street&,&City&,&State&,&Zip&
```

To produce the new datafile MAILINV.DTA:

- Run MailMerge on the command file.
- Choose disk output option.

MAILINV.DTA

Ms., Lydia Esther, Womack, 8993 Cherry Ave., San Leandro, CA, 94532  
Ms., Annette L., Robinson, 1322 Blue Ridge Dr., San Diego, CA, 98443  
Mr., Gerald R., Franklin, 87 Willow Ave., Gunnison, CO, 81539  
Mr., Jeffrey M., Jefferies, 622 Virginia Hills, Denver, CO, 80288  
Mr., Roland M., Robinson, 1745 Navajoe Rd., San Francisco, CA, 94720  
Mr., James Peter, Livingston, 3354 Main Street, San Rafael, CA, 94902  
Ms., Ester, Williams, 724 West Broadway, Pueblo, CO, 81293  
Dr., Carl C., Chester, 1808 Oak Hill Dr., Alhambra, CA, 94553

Use the new datafile for all your mailing tasks. Some of these tasks will be described in the applications which follow.

## 2. Printing Mailing Labels in Three Columns

MailMerge can print your name and address datafile in tabular form suitable for mailing labels. In the WordStar Training Guide you printed single column labels. This example shows how to print the datafile MAILINV.DTA in three columns to correspond to three columns of labels.

MAILINV.DTA

Ms., Lydia Esther, Womack, 8993 Cherry Ave., San Leandro, CA, 94532  
Ms., Annette L., Robinson, 1322 Blue Ridge Dr., San Diego, CA, 98443  
Mr., Gerald R., Franklin, 87 Willow Ave., Gunnison, CO, 81539  
Mr., Jeffrey M., Jefferies, 622 Virginia Hills, Denver, CO, 80288  
Mr., Roland M., Robinson, 1745 Navajoe Rd., San Francisco, CA, 94720  
Mr., James Peter, Livingston, 3354 Main Street, San Rafael, CA, 94902  
Ms., Ester, Williams, 724 West Broadway, Pueblo, CO, 81293  
Dr., Carl C., Chester, 1808 Oak Hill Dr., Alhambra, CA, 94553

Carefully prepare the master document to look like the following illustration. The document must have three columns with tabs and margins set precisely to match the mailing labels on the printer. As you prepare this example remember to do the following:

- Set **TABs** to correspond to label sizes (26 and 51 in this example).



Be sure to use the **TAB** key or **^I** to move the cursor. Do *not* use the **SPACE** bar.

- Use three **.RV** commands (for three columns) and put the numbers 1, 2, and 3 after each generic name.

**NOTE:** A hyphen (-) flag appears in the right hand column of a line containing **^P RETURN**.

- Press **RETURN** after the generic name in the third column.



```

L-----!-----!-----R
.OP
.PF OFF
.DF MAILINV.DTA
.RV Title1, First1, Last1, Street1, City1, State1, Zip1
.RV Title2, First2, Last2, Street2, City2, State2, Zip2
.RV Title3, First3, Last3, Street3, City3, State3, Zip3

&Title1& &First1& &Last1& ^P RETURN
                &Title2& &First2& &Last2& ^P RETURN
                        &Title3& &First3& &Last3& RETURN

&Street1& ^P RETURN
                &Street2& ^P RETURN
                        &Street3& RETURN

&City1& ^P RETURN
                &City2& ^P RETURN
                        &City3& RETURN

&State1& &Zip1& ^P RETURN
                &State2& &Zip2& ^P RETURN
                        &State3& &Zip3& RETURN

```

NOTE: Although ^P RETURN and RETURN have been printed in the illustration to show exactly how to set up the three columns, they do not actually appear on the screen.

When the master document is ready:

- Print the master document with MailMerge.
- Ignore the “null data” warning message that appears on the screen when you print.

MailMerge prints the name and address file in three columns as shown in the following example:

Ms. Lydia Esther Womack 8993 Cherry Ave. San Leandro CA 94532	Ms. Annette L. Robinson 1322 Blue Ridge Dr. San Diego CA 98443	Mr. Gerald R. F 87 Willow Ave. Gunnison CO 81539
Mr. Jeffrey M. Jefferies 622 Virginia Hills Denver CO 80288	Mr. Roland M. Robinson 1745 Navajoe Rd. San Francisco CA 94720	Mr. James Peter Livingston 3354 Main Street San Rafael CA 94902
Ms. Ester Williams 724 West Broadway Pueblo CO 81293	Dr. Carl C. Chester 1808 Oak Hill Dr. Alhambra CA 94553	

Use MailMerge to print other tabular data such as figures and statistics or even designs.

### 3. Using File Inserts to Put Paragraphs in a Letter

Suppose you want to send a variation on a form letter to customers in different regions. You can insert a special paragraph in each letter with file inserts.

For this example, the datafile, MAILINV.DTA has been altered slightly. Some cities and states have been changed.

MAILINV.DTA

Ms., Lydia Esther, Womack, 8993 Cherry Ave., San Leandro, CA, 94532  
Ms., Annette L., Robinson, 1322 Blue Ridge Dr., Dallas, TX 75277  
Mr., Roland M., Robinson, 1745 Navajoe Rd., San Francisco, CA, 94720  
Mr., James Peter, Livingston, 3354 Main Street, San Rafael, CA, 94902  
Ms., Ester, Williams, 724 West Broadway, Pueblo, CO, 81293  
Dr., Carl C., Chester, 1808 Oak Hill Dr., Buffalo, NY, 14251  
Mr., Gerald R., Franklin, 87 Willow Ave., Gunnison, CO, 81539  
Mr., Jeffrey M., Jefferies, 622 Virginia Hills, Denver, CO, 80288

Four separate document files are created, using the state abbreviations as file names, i.e., CA, CO, TX, NY. A paragraph, in this case, the address of a regional dealer, is put in each file. A .FI (file insert) with &STATE& as the generic name is placed in the master document where the dealer address is to go:

.FI &STATE&

That's it.

When MailMerge is run, the state from the datafile record is inserted in place of the generic name. Then, as it is a .FI command, the file with the corresponding state name is inserted into that place.

Here are the separate files created:

(FILE CA)  
Cosmic Creations  
1980 Main St.  
San Rafael, CA 94903

(FILE CO)  
Electronic Ecstasy  
3218 Collins Ave.  
Denver, CO 80202

(FILE NY)  
Global Gizmos  
36477 N.W. First St.  
New York, NY 10168

(FILE TX)  
Futuristic Funthings  
Five-fifty 55th St.  
Dallas, TX 75240

Here is the master document:

OP  
DF MAILINV.DTA  
.RV TITLE,FIRST,LAST,STREET,CITY,STATE,ZIP

&TITLE& &FIRST& &LAST&  
&STREET&  
&CITY&, &STATE& &ZIP&

Dear &TITLE& &LAST&.

Thank you for your interest in Galactica products. The enclosed flyer should introduce you to the advantages that Galactica toys offer.

If you have any questions you may contact the dealer in your area:  
FI &STATE&

If I can be of any further service to you, please do not hesitate to call.

Sincerely,

Jay Salesman  
Galactica  
PA

Here is one result:

Dr. Carl C. Chester  
1808 Oak Hill Dr.  
Buffalo, NY 14251

Dear Dr. Chester,

Thank you for your interest in Galactica products. The enclosed flyer should introduce you to the advantages that Galactica toys offer.

If you have any questions you may contact the dealer in your area:

Global Gizmos  
36477 N.W. First St.  
New York, NY 10168

If I can be of any further service to you, please do not hesitate to call.

Sincerely,

Jay Salesman  
Galactica

#### 4. Changing Legal Documents into Master Documents

Many forms produced in legal offices are identical except for names and dates. These legal documents can easily be changed into master documents to be used with MailMerge.

This form, a "Stipulation and Order for Transfer," has been made into a master document by substituting generic names enclosed by ampersands throughout the form wherever a change would occur. As you can see, the text remains the same; only names and numbers are changed.

MailMerge dot commands are placed at the top of the form. In this case .RV commands (Read Variables) have been used. The example supplies a datafile, LEGAL.DTA, with the information needed to complete the form. A .SV command (Set Variable) has been used to set the date for each unique document.

A completed form with information from the first record in LEGAL.DTA follows the master document.

The following datafile, LEGAL.DTA, is used with the master document file, LEGAL.FRM. These data match the order of the generic names in the .RV (read variable) line of the master document.

NOTE: On your screen, "Birney, Barnes, Billings" would appear on the same line as each data record, not on a second line, as in this example.

##### LEGAL.DTA

```
Owen Marshall,9988765,John Smith,James Jones,William Foster,Ralph Morris,  
"Birney, Barnes, Billings"  
Della Street,4532679,Barrymore,Taylor,Reynolds,Fisher.  
"Birney, Barnes, Billings"  
Perry Mason,8765890,Cunningham,Webber,Fonzerelli,Ralph.  
"Birney, Barnes, Billings"
```

OP  
DF LEGAL DTA  
RV ATTORNEY, NUMBER, PLAINTIFF, DEFENDANT, CROSSCOM, CROSSDEF, LAWFIRM  
SV DATE JUNE 30, 1982

Jones, Smith and Mason  
& ATTORNEY &  
33 Market Street  
Suite 35  
San Francisco, CA 94801  
(415) 555-3412

IN THE MUNICIPAL COURT  
San Francisco, California

& PLAINTIFF &

Plaintiff,

vs.

No. & NUMBER &

STIPULATION AND ORDER FOR

TRANSFER OF ACTION TO SUPERIOR

COURT

& DEFENDANT &

Defendant,

\_\_\_\_\_

& CROSSCOM &

Cross-complainant,

vs.

& CROSSDEF &

Cross-defendant.

\_\_\_\_\_

IT IS HEREBY STIPULATED by and between counsel for the parties in the above-entitled action that the action shall be transferred to the Superior Court of California, San Francisco, because the cross-complainant has raised the amount involved beyond the jurisdiction of this court.

Dated: & DATE &

\_\_\_\_\_  
Attorney for Plaintiff

& LAWFIRM &

By

\_\_\_\_\_  
Attorneys for Defendants  
and Cross-complainant

ORDER

It is so ordered.

Dated:

\_\_\_\_\_  
Judge of the Municipal Court

PA  
.....

Jones, Smith and Mason  
Owen Marshall  
33 Market Street  
Suite 35  
San Francisco, CA 94801  
(415) 555-3412

IN THE MUNICIPAL COURT  
San Francisco, California

John Smith,  
Plaintiff,  
vs.  
James Jones,  
Defendant,

No. 9988765  
STIPULATION AND ORDER FOR  
TRANSFER OF ACTION TO SUPERIOR  
COURT

William Foster,  
Cross-complainant,

vs.

Ralph Morris,  
Cross-defendants.

IT IS HEREBY STIPULATED by and between counsel for the parties in the above-entitled action that the action shall be transferred to the Superior Court of California, San Francisco, because the cross-complainant has raised the amount involved beyond the jurisdiction of this court.

Dated: June 30, 1982

\_\_\_\_\_  
Attorney for Plaintiff

Birney, Barnes, Billings

By

\_\_\_\_\_  
Attorneys for Defendants  
and Cross-complainant

ORDER

It is so ordered.

Dated:

\_\_\_\_\_  
Judge of the Municipal Court



## 5. Completing Legal Forms with Operator Input: An Affidavit

An "Affidavit" has been made into a master document with generic names substituting for names, numbers, etc. In this example, .AV commands (Ask Variable) are used. As these questions appear on the screen one at a time when MailMerge is run, the operator types information in response.

Notice that the generic names are boldfaced on the master document by using the WordStar boldfacing command - **^PB** - when the form is created. The variable data which are substituted for the generic names are in turn boldfaced, as you can see on the completed form which follows:

AFFIDAVIT

POWER OF ATTORNEY OF AUTHORIZATION OF AGENT

AV "Date of issue?" Date  
AV "Which State?" State  
AV "Which County?" County  
CS  
AV "Trademark" Trademark  
AV "Registrant or authorized person?" Registrant  
AV "Registration Number?" Number  
AV "Type of Commerce? Interstate or Foreign" Commerce

Mark **&Trademark&**  
Reg. No. **&Number&**  
Date of issue **&Date&**  
To: **&Registrant&**

State of **&State&**  
County of **&County&**

**&Registrant&** being sworn, states that **&Registrant&** owns Registration No. **&Number&**, as shown by records in the Patent Office; that said registration is now in force; that the mark shown therein is in use in **&Commerce&** commerce on each of the following goods recited in the registration **&Number&**, and that the benefits of the act of July 5, 1946, are hereby claimed for said registration

(Signature and Title)

PA

AFFIDAVIT

POWER OF ATTORNEY OF AUTHORIZATION OF AGENT

Mark **DATA TOGGLES**  
Reg. No. **2,345,678**  
Date of issue **August 31, 1982**  
To: **Jamison Doe**

State of **California**  
County of **Los Angeles**

**Jamison Doe** being sworn, states that **Jamison Doe** owns Registration No. **2,345,678**, as shown by records in the Patent Office; that said registration is now in force; that the mark shown therein is in use in **Interstate** commerce on each of the following goods recited in the registration **2,345,678**; and that the benefits of the act of July 5, 1946, are hereby claimed for said registration.

---

(Signature and Title)

# Appendix D

## Quick Guides to Using MailMerge

---

To produce a series of personalized form letters, a list of mailing addresses is merged with a master document for a form letter.

### QUICK GUIDE 1

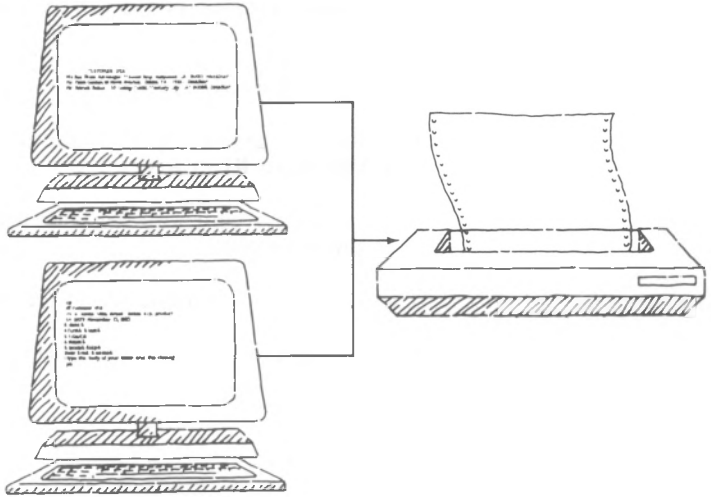
CREATE YOUR MAILING LIST

### QUICK GUIDE 2

CREATE YOUR FORM LETTER

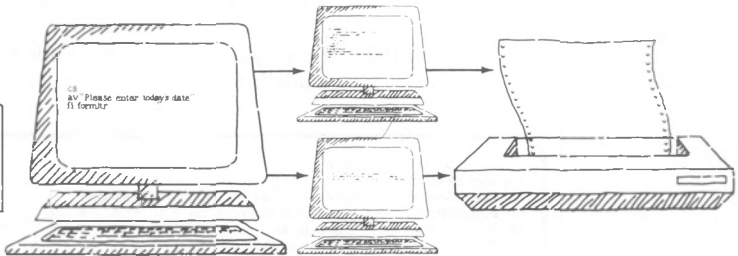
### QUICK GUIDE 3

PRINT YOUR LETTER SERIES



### QUICK GUIDE 4

CREATE YOUR COMMAND FILE



## Quick Guide 1: Producing A Datafile (Mailing List)

### TO CREATE YOUR MAILING LIST

In creating a mailing list, or any datafile, you must follow these guidelines (or use DataStar, which will automatically set up your file this way):

1. Enter data using WordStar in **NON-DOCUMENT** mode.
2. Begin each record in **COLUMN 1**.
3. Separate categories of information (fields) with **COMMAS**.
4. Follow *every* field with a comma  
**EVEN IF THERE IS NO DATA FOR A FIELD.**
5. If a field entry is to contain a comma, frame the entire field in **QUOTES**.
6. Follow the last field in each record with a **CARRIAGE RETURN**.
7. Enter every record with the same number of fields, in the same order.

These guidelines are illustrated in the steps below:

STEP 1. From the WordStar Opening Menu:

TYPE: N

SEE:

Name of file to edit?

TYPE: **mailing.dta RETURN**

STEP 2. Enter your mailing list, following the guidelines listed above.

```
B CUSTOMER DTA
Ms.,Dee Skies,Astrologer,77 Sunset Strip,"Hollywood, CA",90025,WordStar  \
Mr.,Flash Gordon,.99 Nova Avenue,"Dallas, TX",75231,DataStar          \
Mr.,Patrick Pollux,.33 Galaxy Circle,"Century City, CA",90068,DataStar  \
Mr.,Sky King,Rancher,,"Missoula, MT",59802,WordStar                    \
Ms.,Polly Polaris,Space Caseworker,664 Etoile Court,"Jacksonville, FL",331 +
```

RETURN  
RETURN  
RETURN  
RETURN

STEP 3. Save your file: After the last **RETURN**,

TYPE: **\*KD**

## Quick Guide 2: Producing A Master Document

### TO CREATE YOUR FORM LETTER

The form letter shown in the example below uses the mailing list datafile created in **QUICK GUIDE 1**.

The basic guidelines which apply to master documents are:

1. Enter the **.DF COMMAND BEFORE THE .RV COMMAND**
2. Identify all generic names, using **.DF**, **.AV** and **.SV** commands, *before* they are placed in the text and **SURROUNDED BY AMPERSANDS**.
3. End the last line with a **CARRIAGE RETURN**. When the master document is a form letter, end the last line with a **NEW PAGE COMMAND (.PA)** followed by a carriage return.

These guidelines are illustrated in the steps below:

STEP 1. From the WordStar Opening Menu:

TYPE: **D**

SEE:

Name of file to edit?

TYPE: **formltr RETURN**

STEP 2. Beginning in column 1, enter the form letter exactly as shown below.

```
.op RETURN
df customer.dta RETURN
.rv m.name,title.street.locale.zip.product RETURN
.sv DATE November 13, 1983 RETURN
&date& RETURN
RETURN
&m& &name& RETURN
&title/O& RETURN
&street/O& RETURN
&locale& &zip& RETURN
RETURN
Dear &m& &name&, RETURN
RETURN
(type the body of your letter and the closing)
.pa RETURN
```

STEP 3. Save your file: After the last **RETURN**,

TYPE: **^KD**

## Quick Guide 3: Printing Through MailMerge (Form Letter Series)

### TO PRINT YOUR LETTERS

The example below gives instructions for printing the form letter produced in **QUICK GUIDE 2**, with the mailing list created in **QUICK GUIDE 1**.

STEP 1. From the WordStar Opening Menu:

TYPE: M

SEE:

Name of file to MailMerge?

TYPE: formltr RETURN

STEP 2. Answer the following prompts as shown:

For default press RETURN for each question:  
Disk file output (Y/N)  
Start at page number?  
Stop after page number?  
Number of copies?  
Use form feeds (Y/N):  
Suppress page formatting (Y/N)  
Pause for paper change between pages (Y/N): Y  
Ready printer, press RETURN

RETURN  
RETURN  
RETURN  
RETURN  
RETURN  
RETURN  
RETURN

STEP 3. MailMerge will pause after each letter, and wait for you to prepare your printer with the next sheet of letterhead paper. When the printer is ready, respond:

P Continue PRINT

P

## Quick Guide 4. Creating A Command File (For Form Letter)

The form letter produced in **QUICK GUIDE 2** used the **.SV** command to specify the **DATE** within the **FORMLTR** file itself. In this example, a command file is created which includes an **.AV** command to ask for the date at the start of the print run.

### CREATE YOUR COMMAND FILE

A "command" file contains no text (or very little text); each line is a MailMerge **DOT COMMAND**.

- STEP 1.** Create your datafile(s) and master document(s) as shown in **QUICK GUIDES 1 and 2**, but omit the line in the form letter which begins with the command: **.SV**.
- STEP 2.** From the WordStar Opening Menu:  
**TYPE: N**  
**SEE:**

Name of file to edit?

**TYPE: formltr.cmd RETURN**

- STEP 3.** Beginning in column 1, enter a list of commands as shown:

```
cs
.av "Please enter today's date:". DATE
fi formltr
```



- STEP 4.** Save your file:  
After the last **RETURN**, **TYPE ^KD**
- STEP 5.** From the WordStar Opening Menu:  
**TYPE: M**  
**SEE:**

Name of file to MailMerge?

**TYPE: formltr.cmd RETURN**

Answer the prompts as shown in **QUICK GUIDE 3**.

- STEP 6.** MailMerge will clear the screen and display this prompt:

Please enter today's date

Respond by typing the date and pressing **RETURN**.

- STEP 7.** MailMerge will pause after each letter, and wait for you to prepare your printer with the next sheet of letterhead paper.  
Respond as shown in **QUICK GUIDE 3**.

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

Know all men by these presents, \_\_\_\_\_

of the County of \_\_\_\_\_ State of Texas,

do hereby certify that \_\_\_\_\_

is the true and correct copy of \_\_\_\_\_

as the same appears from the \_\_\_\_\_

records of the \_\_\_\_\_

County of \_\_\_\_\_ State of Texas.

Witness my hand and seal of office this \_\_\_\_\_

day of \_\_\_\_\_ 19\_\_\_\_.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public



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**NCR**

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**SPELLSTAR™**  
**User Reference**  
**Manual**

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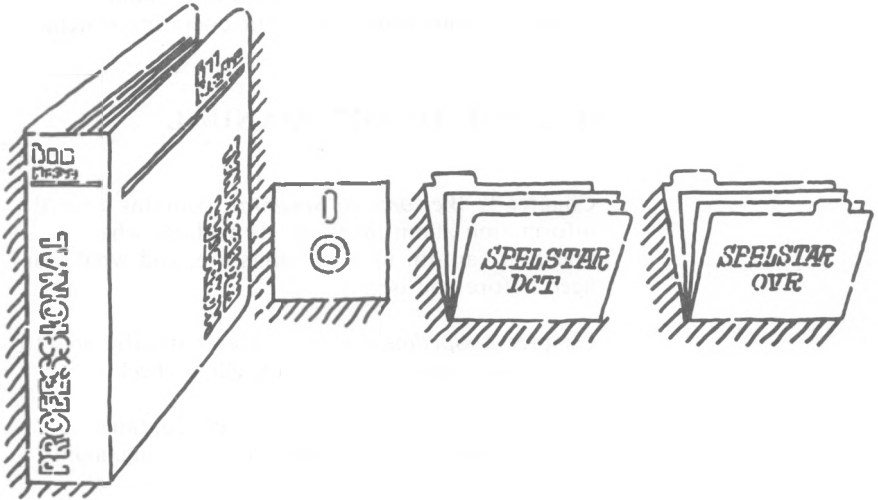
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# 1. Welcome to SpellStar

...introducing you to SpellStar...

---



**WHAT YOU HAVE** Your SpellStar package includes this manual and a disk that contains the files:

SPELSTAR.OVR and SPELSTAR.DCT.

CD.COM (for converting user-modified dictionaries to the new 3.3 format. Type CD at your system prompt.)

**WHAT YOU NEED** SpellStar performs only as an option of WordStar®. Therefore, you need a working knowledge of the WordStar program. You also need the following four files:

- WS.COM
- WSMGS.OVR
- WSOVLY1.OVR
- SPELSTAR.OVR

The file SAMPLE.TXT is provided for practice with SpellStar. The dictionary, SPELSTAR.DCT, can be on any available disk drive, including the logged drive. Check the Program Specification Sheet in Appendix A for computer memory requirements.

See your dealer if you have questions about your computer, your printer, or your operating system.

---

## A GUIDE TO THIS MANUAL

Chapter 1, *Welcome to SpellStar*, contains general information about SpellStar. It explains what SpellStar can do, what its limits are, and what you need before you begin.

Chapter 2, *Spelling Check*, contains specific how-to information about running a spelling check.

Chapter 3, *Dictionary Maintenance*, contains specific how-to information about creating/maintaining a dictionary.

For quick reference, three diagrams are provided:

- Possible Paths Through SpellStar, pp. 1-11 and 1-12.
- A Common Path Through Spelling Check, pp. 2-2 and 2-3.
- These same diagrams are contained in Appendix C.
- A Common Path Through Dictionary Maintenance, pp. 3-3 and 3-4.

MicroPro and NCR suggests the following:

- To familiarize yourself with the program, see the *WordStar Training Guide*, Lesson 19.
- To run a spelling check for the first time, read Chapter 1, *Welcome to SpellStar*, and Chapter 2, *Spelling Check*.



- To create/maintain a dictionary for the first time, read Chapter 1, Welcome to SpellStar, and Chapter 3, Dictionary Maintenance.
- To refer to a specific item, use the index.

## **SYMBOLS USED IN THIS MANUAL**

---



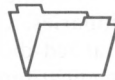
'Remember'



'Caution'



'Return'



'File'



'CTRL' the control key

## OVERVIEW

---

SpellStar is a checking program that locates spelling and typing errors in your text, freeing you of the worry of misspelled words. SpellStar proofreads your copy and checks it against its 20,000 word dictionary. The dictionary is based on the American Heritage Dictionaries published by Houghton Mifflin Company. The program flags incorrect words or words not found in its dictionary. For each flagged word, you have the following options:

- to leave it as is
- to change it
- to keep it as is and add it to the dictionary (never to be flagged again)

And with SpellStar, you can create your own dictionaries. Computer stores sell disks which hold specialized dictionaries; you might find a dictionary of medical terms, for example. But sometimes it is more efficient to create your own—a list of your customers' names, perhaps, or words unique to your business.

You'll find SpellStar very easy to use. The screens will take you every step of the way; just read the helpful prompts and respond to them.

From the WordStar Opening Menu, select the SpellStar option, name your file, and then choose one of SpellStar's two operations:

- Spelling Check
- Dictionary Maintenance

**SPELLING CHECK** The **Spelling Check** operation proceeds through three phases. At the end of each phase, SpellStar displays your choices. You will usually press RETURN to go on to the next phase. Each screen will tell you how to restart or exit.

The phases are:

1. **Proofreading:** Any word not in the dictionary—a name, a typographical error, an abbreviation, etc.—is considered a misspelling. At the end of this phase, you can tell SpellStar to list your misspellings.
2. **Flagging:** Upon request, SpellStar will flag your misspellings with the marker @.
3. **Correcting:** Upon request, SpellStar displays your flagged text. You then move from flagged word to flagged word. At each stop, you can either fix the word, bypass it until later (leaving the flag), ignore it (removing the flag), or mark it for later addition to a dictionary.

## **DICTIONARY MAINTENANCE**

The Dictionary Maintenance operation, with a single pass, will update an existing dictionary or create a new dictionary.

Simply identify the word file and the dictionaries, then choose the options you want to use, like “add words” or “delete words” or “combine add/delete,” and let SpellStar do the rest.

---

## **IMPORTANT TERMS**

### **MAIN DICTIONARY**

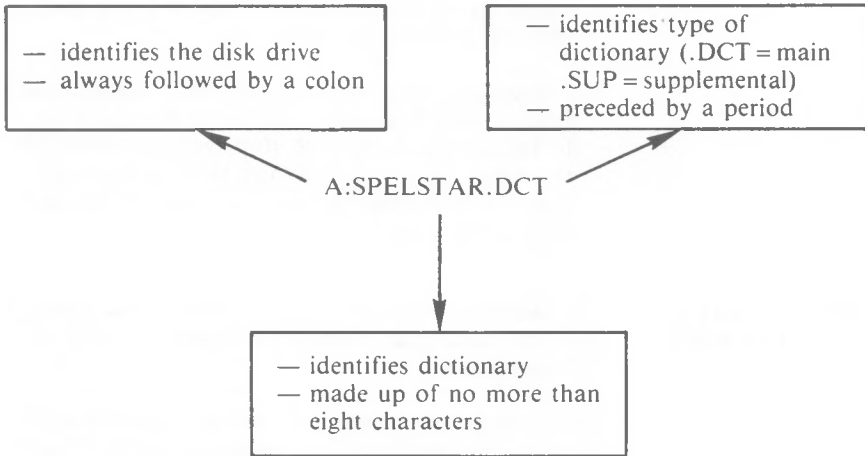
The primary dictionary that SpellStar uses when doing a spelling check—either SPELSTAR.DCT that you received with SpellStar or a special dictionary of your own choosing. SPELSTAR.DCT is assumed to be on the currently logged drive unless you indicate that you have moved it to another drive.

### **SUPPLEMENTAL DICTIONARY**

A dictionary of special words not normally found in a main dictionary. A supplemental dictionary might contain words unique to your business. If you were running a word processing business and your

customers were doctors, lawyers, and plumbers, you'd probably want to create a supplemental dictionary for each type of business.

NOTE: The name of a main or supplemental dictionary is made up of three parts as follows:



Although you can use *any* three-letter extension, using `.DCT` and `.SUP` allows SpellStar to do a little extra work for you. The program automatically looks on your logged drive and the A drive for your `.DCT` and `.SUP` dictionaries.

## SPELLING CHECK CONTROLS

The keys you can press to change the information SpellStar needs to run the spelling check. There are four spelling check controls:

- D** The main dictionary.
- S** Any supplemental dictionary.
- F** The file to be checked.
- W** The work drive SpellStar uses for sorting.

By pressing any of these keys, you can change the information listed on the screen under “current value.” In other words, you choose the dictionary, file, and work drive. If, however, the information already on the screen is exactly what you want, you needn’t press any of these keys.

## DICTIONARY MAINTENANCE CONTROLS

The keys you can press to change the information SpellStar needs to run the dictionary maintenance. There are four dictionary maintenance controls:

- F** The word file that you want to add to or delete from a dictionary.
- D** The existing dictionary you want to update.
- U** The new dictionary that this update will create.
- W** The work drive that SpellStar uses for sorting.

By pressing any of these keys, you can change the information listed on the screen under “current value.” In other words, you choose the dictionary, file, and work drive. If, however, the information already on the screen is exactly what you want, you needn’t press any of these keys.

## CURRENT VALUE

The specific information presently listed for each of the controls. Under the heading current value on your screen is the name of the dictionary, file, and disk drive which SpellStar is going to use in its spelling check or dictionary maintenance. If you want to change a current value (i.e., have SpellStar use a *different* dictionary, file, or disk drive), press the appropriate letter and answer the prompts that appear.

For example, if the current value of the disk drive is A, you will see the following line on the screen:

W · Change work drive = A:

To change the current value of the work drive to B, you would press **W**, then answer the prompt with **B**.

**DEFAULT VALUE** The current value that is displayed when you first enter SpellStar (SPELSTAR.DCT as the main dictionary and A as the work disk drive, for example). Unless you change it, SpellStar assumes that this pre-set value is acceptable. Because SpellStar supplies default values, you usually can begin your spelling check without changing the controls. Default values save time.

**STATUS CHECK** An operating system function that can provide a list of the names of files on a disk, the size of those files, and the amount of unused disk space (see your operating system instructions for details). You can run a status check to make sure that SpellStar has enough disk space for its sorting files.

**FLAG** The marker, @, that SpellStar places in front of any word not found in the dictionary.

**WORD FILE** A WordStar document containing words you want added to or deleted from an existing dictionary or words to create an entirely new dictionary.

## GETTING STARTED

---

At the WordStar Opening Menu:

TYPE S

You see the prompt:

NAME OF FILE TO CHECK ADD TO DICTIONARY?

TYPE *filename* (of the document you want SpellStar to use)

At this point, it doesn't matter if you want to check spelling on a document or maintain a dictionary.



If, for instance, you want to check the spelling on the document A:LETTER.DOC.

TYPE **A:LETTER.DOC**

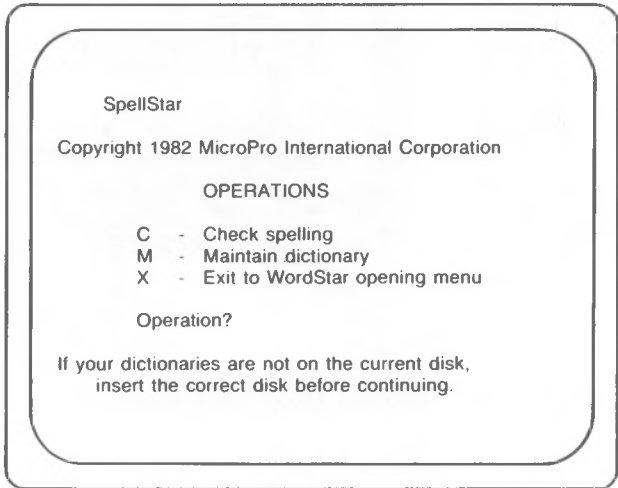
If you want to add the word file A:LETTER.ADD to a dictionary,

TYPE **A:LETTER.ADD**

Your entry will be displayed either on the Spelling Check Control Screen, as the current value of the file to be checked, or on the Dictionary Maintenance Control Screen, as the current value of the word file (the F control in both cases).

NOTE: Pressing **^R** (Restore) will cause the last file you edited to be named automatically as the file to use.

You see the SpellStar Operations Menu on your screen:



You can choose one of the following operations:

- To check spelling

TYPE C or 

- To maintain a dictionary

TYPE M

- To exit from SpellStar to WordStar

TYPE X

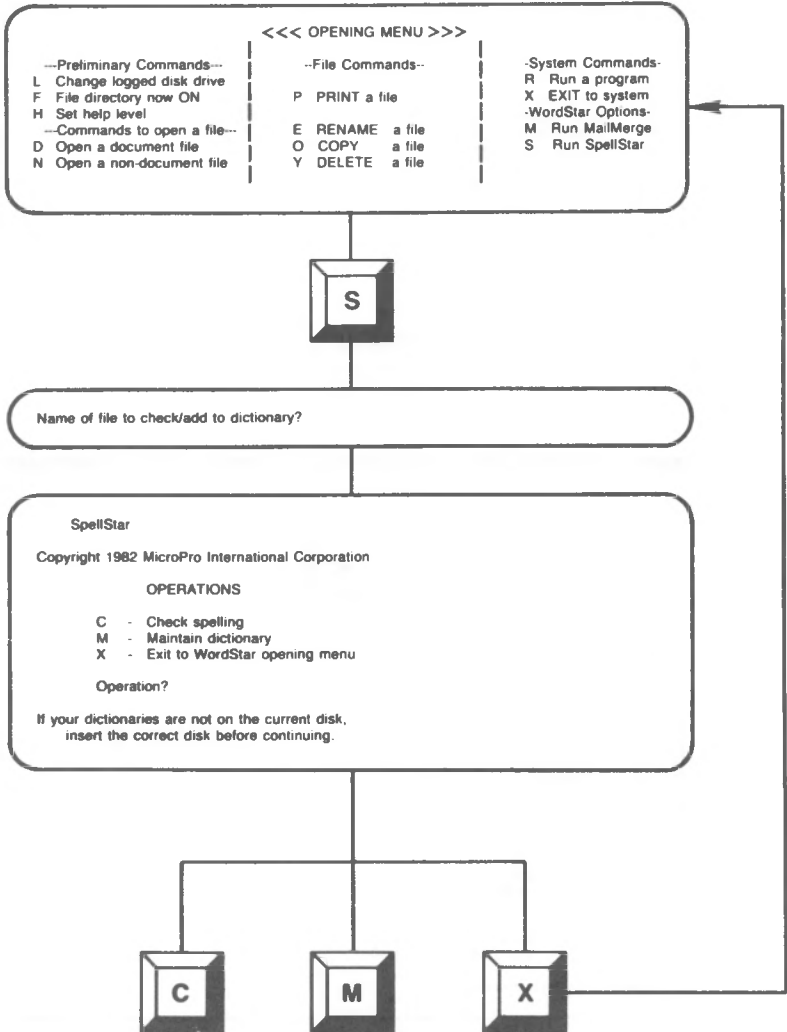
The diagram on the following pages shows these beginning procedures.

The main function of SpellStar is to check spelling. Maintaining a dictionary is a support operation you'll use to increase the power of the spelling check. The two operations will be described in separate chapters, beginning with the Spelling Check (Chapter 2), followed by Dictionary Maintenance (Chapter 3).



## SpellStar Diagram

The following chart shows the possible paths through SpellStar.





SpellStar - Spelling Check Operation

SPELLING CHECK CONTROLS		CURRENT VALUE
D	- Use another main dictionary =	A SPELSTAR DCT
S	- Add supplemental dictionary =	
F	- Change file to be checked =	A:FILENAME XXX
W	- Change work drive =	A:

<RETURN> - Start spelling check  
X - Exit to Operations Menu

Control to change?

**Spelling Check  
Chapter 2**



SpellStar - Dictionary Maintenance

DICTIONARY MAINTENANCE CONTROLS		CURRENT VALUE
F	- Change word file to use =	A:FILENAME ADD
D	- Change dictionary to update =	A:SPELLSTAR.DCT
U	- Change name of new or updated dictionary =	A:
W	- Change work drive for sort =	A:

DICTIONARY MAINTENANCE OPTIONS		
N	- Create a new dictionary =	NO
A	- Add words =	NO
T	- Delete words =	NO
C	- Combine add/delete =	YES
S	- Use "S" words from ".ADD" file =	NO
L	- List dictionary words =	NO

<RETURN> - Start dictionary maintenance  
X - Exit to Operations Menu

Control or option to change?

**Dictionary Maintenance  
Chapter 3**

## 2. Spelling Check

...Spelling Check operation...actions you can take at each screen...



In the previous chapter you learned how to start SpellStar.

TYPE S

TYPE *filename*

At the Operations Menu

TYPE C or

The first screen you see displays the Spelling Check Controls. But before you read a description of this screen, examine the following diagram of the most common path through the Spelling Check operation.

## Spelling Check

<<< OPENING MENU >>>

...Preliminary Commands... L Change logged disk drive F File directory now ON H Set help level ...Commands to open a file... D Open a document file N Open a non-document file	..File Commands..  P PRINT a file  E RENAME a file O COPY a file Y DELETE a file	..System Commands.. R Run a program X EXIT to system ..WordStar Options.. M Run MailMerge S Run SpellStar
--	--	--

Select SpellStar

Press:



Name of file to check/add to dictionary?

Identify your file Type: *drive:filename.extension*

SpellStar

Copyright 1982 MicroPro International Corporation

OPERATIONS

- C - Check spelling
- M - Maintain dictionary
- X - Exit to WordStar opening menu

Operation?

If your dictionaries are not on the current disk,  
insert the correct disk before continuing.

Choose "Check Spelling"

Press:



SpellStar - Spelling Check Operation

SPELLING CHECK CONTROLS	CURRENT VALUE
D - Use another main dictionary =	A SPELSTAR DCT
S - Add supplemental dictionary =	
F - Change file to be checked =	A FILENAME XXX
W - Change work drive =	A

<RETURN> - Start spelling check  
 X - Exit to Operations Menu

Control to change?

Verify/Change Controls  
Start proofreading phase

Press:



SpellStar · Spelling Check Operation [Checking A:FILENAME.XXX]

SpellStar is now checking your document for misspelled words.

Number of words in document	..... 12
Number of different words	..... 12
Number of words in main dictionary	..... 21011
Number of words in supplement	.....
Number of dictionary words checked	..... 408
Number of misspelled words	..... 2
Total number of misspellings	.....

SpellStar has completed proofreading your document.  
 Enter "L" to list the misspelled words.  
 Enter <RETURN> to flag errors in your text.  
 Enter "R" to abandon the check and restart.

List the misspelled words

Press: 

APPL ORANG

Enter <RETURN> to flag errors, "R" to restart.

Start flagging phase

Press: 

SpellStar has flagged the misspellings in the text.

If you changed disks at the beginning of this program,  
 please insert the original disk before continuing.

Enter <RETURN> to correct errors in text, "R" to restart.

Start correcting phase

Press: 

A:FILENAME XXX PAGE 1 LINE 1 COL 61 Action (F/B/I/D/S)?

F - Fix word	D - Add to dictionary
B - Bypass word	S - Add to supplemental dictionary
I - Ignore word	

L.....R

This is a sample file for SpellStar. We have misspelled @Orang  
 and appl.

Fix "misspellings"

Use:     

Spelling Check Completed\*\*\*Press ESCAPE Key

End Spelling Check

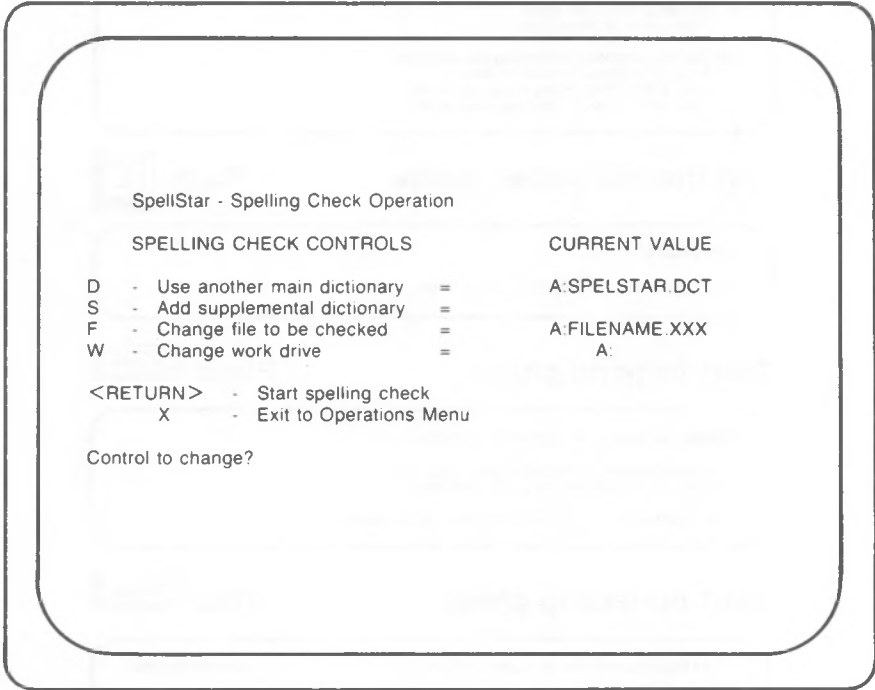
Press: 

Save your file

Press:   

## SPELLING CHECK CONTROLS

When you type **C** at the Operations Menu, SpellStar shows you a menu of Spelling Check controls.



On this screen, SpellStar displays the Spelling Check controls and their current values. You have a chance to confirm or change these values.

It's as if your proofreader had arrived and announced, "I'm going to proofread the file you named, using A:SPELSTAR.DCT as my dictionary, and I'm going to do my work in Room A. If that's all right with you, tell me, and I'll begin to proofread. If you want to change anything, tell me what you want to change before I begin."

Like the proofreader, this screen tells you that the program will check the file you name, A:FILENAME.XXX, against the main dictionary, A:SPELSTAR.DCT, using the A disk drive as its work area. Since the S control is blank on the screen, your file will not be checked against a supplemental dictionary. Unless you want to change one of these items, the program will begin its spelling check as soon as you press RETURN.



**D - Use another main dictionary =**

SPELSTAR.DCT, the main dictionary, is standard equipment with SpellStar. Unless you tell it otherwise, SpellStar assumes that the main dictionary is on the logged disk drive. If you're logged on drive A, the current value of the **D** control is A:SPELSTAR.DCT.

You must have a dictionary named as the current value of **D**. SpellStar cannot operate without one. It can be any SpellStar-readable dictionary, even one with the extension .SUP. However, in spite of its .SUP extension, such a dictionary would no longer be *supplemental* once you named it as a *main* dictionary. See the following chart.

IF controls are	THEN
D - A:SPELSTAR.DCT S - A:PLUMBER.SUP	SpellStar checks your document against both dictionaries in one pass
D - A:SPELSTAR.DCT S -	SpellStar checks your document against <i>only</i> A:SPELSTAR.DCT
D - A:PLUMBER.SUP S -	SpellStar checks your document against <i>only</i> A:PLUMBER.SUP
D - S - A:PLUMBER.SUP	SpellStar won't work. You'll get an error message: "E101: File not found on disk"

Although extensions are not required, it's useful to use .DCT and .SUP to distinguish main from supplemental dictionaries. SpellStar recognizes .DCT and .SUP and automatically looks on both the logged drive and the A drive for them. Extensions also provide a way to identify your files quickly.



**S - Add Supplemental Dictionary =**

With SpellStar you can use one supplemental dictionary along with the main dictionary during a spelling check.

Naming a supplemental dictionary is optional. When you enter SpellStar, the current value of supplemental dictionary is blank. SpellStar assumes you don't have one unless you make an entry giving the disk drive, name, and extension.



**F - Change file to be checked =**

You may use any file that WordStar can read.



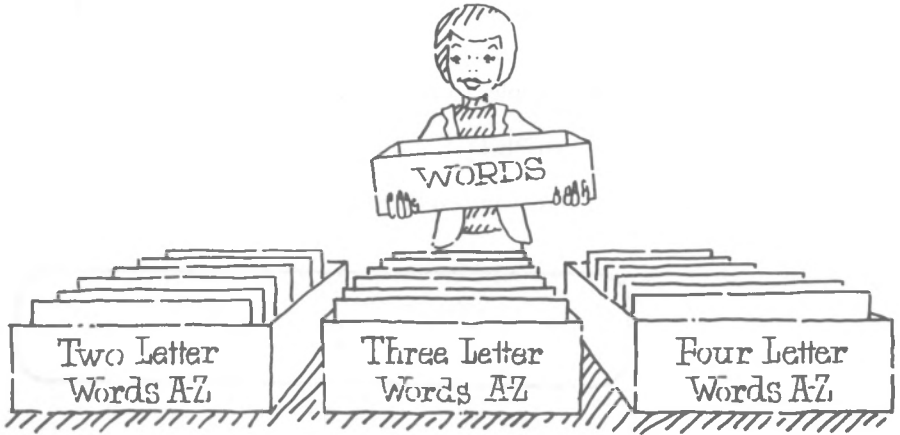
**W - Change work drive =**

This control lets you tell SpellStar where to put its temporary files if it needs to write them to disk.

SpellStar needs room to work. As it sorts through your document, the program stores each word in a temporary location. If there are no more than a



thousand unique words in the document it's checking, SpellStar does the sorting in your computer's internal memory without writing the sort file to disk. A sort file of more than about a thousand words requires disk space.



### CHECK FOR SPACE

The critical factor in deciding which work drive to use is the space available on each disk. The sorting files take up about the same amount of space as your document file. To find out how large your document is and whether the sorting files will fit on the same disk, do a status check.

If you don't have enough space for the sorting files for a large document, divide your document into smaller files and run the spelling check on one file at a time.

NOTE: You can divide the file with the block (^K) commands.

- Mark a block (using ^K^B and ^K^K)
- Write the marked block to another file (using ^K^W)
- Delete the marked block from the original file (using ^K^Y)

## CHANGING CURRENT VALUES

---

### PROCEDURE

When you start the Spelling Check, you see the controls and their current values. See Screen on p. 2-4.

To change a current value, press the keys **D**, **S**, **F**, or **W**.

For example, to change the main dictionary

#### TYPE D

SpellStar will respond with the following prompt:



D · Dictionary A SPELSTAR DCT This is the main dictionary  
Enter the drive, filename, and/or type of  
main dictionary to use

The drive (A:), file name (SPELSTAR), or extension (.DCT) can be changed separately or in combination. Even though the cursor always appears at the first character of the value in the prompt, your entry is automatically inserted into the proper place.

NOTE: SpellStar knows which part of the name you're changing even though the cursor is in the first position of the name. Here's *how* it knows.

- The drive name is followed by a colon (:).
- The file name has no punctuation.
- The extension is preceded by a period (.).

If you press any of the four keys (D, S, F, W), but then decide to leave the values unchanged, press RETURN.

NOTE: Whenever you exit from SpellStar and WordStar, then return, you'll find the current values reset to the default, i.e., reset to the standard values that appeared on the screen when you received your SpellStar program.

**RULES FOR  
CHANGING  
D, S, AND F**

- To change the drive only, enter **D, S,** or **F**. Then type the letter of the new drive, a colon, and press RETURN.

NOTE: If you enter #: RETURN, SpellStar substitutes the logged disk drive for the previous drive.

- To change the file name only, enter **D, S,** or **F**. Type the new file name and press RETURN.
- To change the extension only, press **D, S,** or **F**, then enter the extension preceded by a period and press RETURN.
- To change two or three parts of the value at once, just enter the new information in order, using the appropriate punctuation.
- To erase the file name or extension of a control value, leaving it blank, select **D, S,** or **F**. The prompt is displayed.
  - To erase the file name, TYPE # RETURN.
  - To erase the extension, TYPE .# RETURN.
  - To erase the whole value, press SPACE, then RETURN.

**RULES FOR  
CHANGING W**

- You cannot erase the value of the work drive.
- To change to another drive, enter **W**, and then type the letter of the new drive. You do not need a colon, nor do you have to press RETURN.

## RUNNING THE SPELLING CHECK

---

When you have the current values you want, press RETURN to begin the spelling check. SpellStar will move through the following three phases:

1. Proofreading
2. Flagging
3. Correcting

At the end of each phase, your choices will be displayed on the screen.

### Phase 1. Proofreading the File

During this phase, SpellStar counts, sorts, and checks the words in your document and displays the results. See the following screen. (The numbers will vary with the document being checked.)

SpellStar - Spelling Check Operation [Checking A:FILENAME.XXX]

SpellStar is now checking your document for misspelled words.

Number of words in document ..... : 12  
Number of different words ..... : 12  
Number of words in main dictionary ..... : 21011  
Number of words in supplement ..... :  
Number of dictionary words checked ..... : 408  
Number of misspelled words ..... : 2  
Total number of misspellings ..... :

SpellStar has completed proofreading your document.

Enter "L" to list the misspelled words.  
Enter <RETURN> to flag errors in your text.  
Enter "R" to abandon the check and restart.

The numbers displayed represent:

- the number of words in your document
- the number of unique words in your document
- the number of words in the main dictionary
- the number of words in the supplemental dictionary
- the number of dictionary words checked
- the number of misspelled words

The total number of misspellings remains blank until later in the program.

At the end of the proofreading phase, you have three choices:

- L** List the 'misspellings'
- R** Leave the spelling check
- RETURN** Begin the next phase, flagging the errors

## **LISTING MISSPELLINGS**

If you want to see the "misspelled" words displayed on your screen, choose the first option.

### **TYPE L**

You will see a list like this:

```
AA BI SAN ATTN ALICE TOM'S TYPOS WIT'S  
BILOXI CALVIN RAFAEL SURVAY APROPOS
```

Enter<RETURN> to flag errors, "R" to restart.



If the list is too long to fit on one screen, you have three choices:

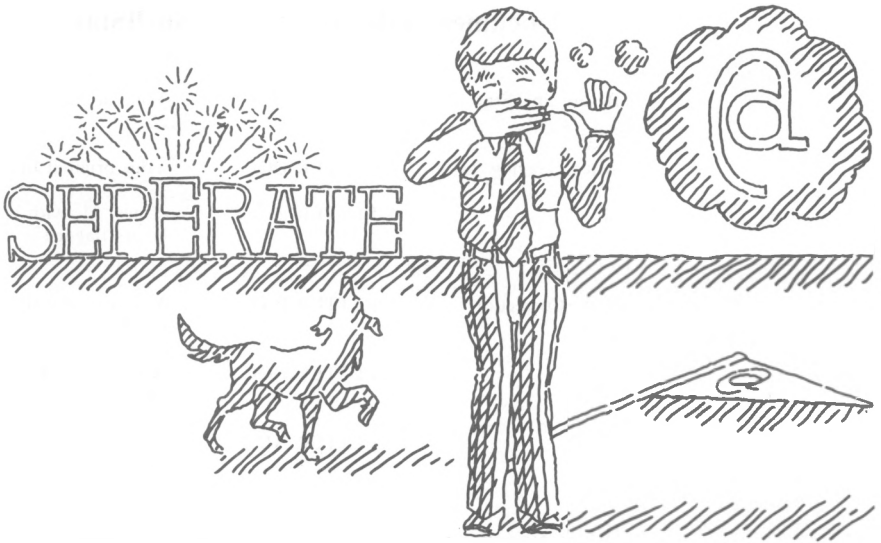
- SPACE** Go to next screen
- C** Scroll continuously
- ^L** Stop scrolling  
(**^L** is a toggle; press **^L** again to resume scrolling)

At the end of the list, this prompt is displayed:

Enter <RETURN> to flag errors, "R" to restart.

## Phase 2. Flagging the Errors

SpellStar inserts a flag (@) in front of every word it doesn't find in the dictionary.



SpellStar ignores the following:

- single letters (example: A, B, etc., in outlines)
- dot commands
- soft hyphens (sees words with soft hyphens as single words)
- hard hyphens (sees two words joined by a hard hyphen as two separate words)

SpellStar creates a copy of your document containing the flags. This flagged copy has the same name as your document except for the extension @@@. Thus, the flagged copy of A:LETTER.DOC is named A:LETTER.@@@. See the following table.

## Document Files created by SpellStar

Before SpellStar	A:LETTER.DOC	Your original file
After Flagging	A:LETTER.DOC	Your original file
	A:LETTER.@@@	A new file with errors flagged
After Correction	A:LETTER.BAK	Your original file (no flags)
	A:LETTER.DOC	A new corrected file (no flags)
	A:LETTER.ADD	A new file of saved words

When flagging is completed, the prompt on your screen looks like this:

SpellStar has flagged the misspellings in the text.  
 Enter<RETURN>to correct errors in text. "R" to restart.

**R**            Begin spelling check again  
**RETURN** Go on to the next phase, correcting the file

### Phase 3. Correcting the Files

The flagged document is displayed with this correction menu at the top of the screen:

A FILENAME @@@ PAGE n LINE n COL nn Action (F/B/I/D/S)?  
 F - Fix word                                  D - Add to dictionary  
 B - Bypass word                              S - Add to supplemental dictionary  
 I - Ignore word



The cursor flashes at the first flagged word. (The word may also be highlighted or dimmed, depending on your terminal.) You must choose one of the actions (F/B/I/D/S) at each of the flagged words. The actions would direct SpellStar as follows:

- F** Fix this misspelled word
- B** Bypass this word for now, but leave it flagged
- I** Ignore this word and remove the flag
- D** Mark this word for addition to a main dictionary
- S** Mark this word for addition to a supplemental dictionary



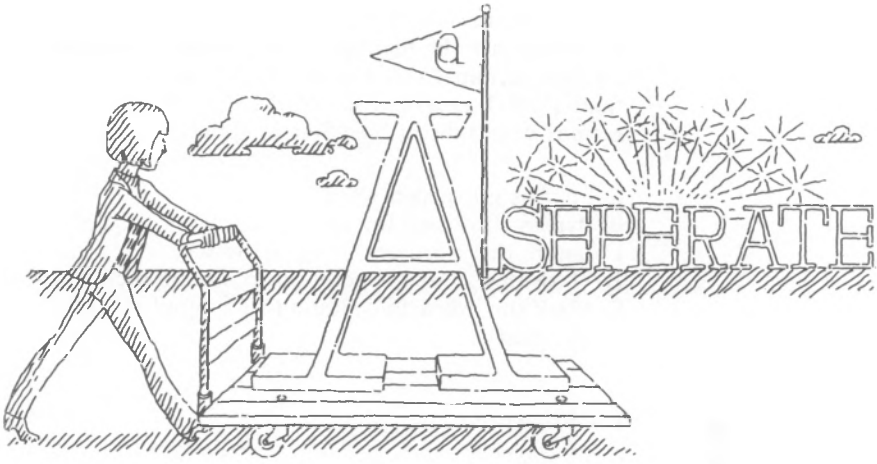
#### **F - Fix word**

Use **F** to fix a misspelled word. Choosing **F** allows you to use any of WordStar's editing commands, including the re-format command **^B**.

After fixing the misspelled word, *move to the next flagged word with the command ^L*. Only after fixing a word do you have to use **^L**. The other actions (B/I/D/S) cause SpellStar to move to the next flagged word automatically.

When you re-format a paragraph with **^B**, the cursor moves to the end of the paragraph, possibly skipping over a flagged word. You can either move the cursor back to a place in front of the word you skipped or continue on through the document and make a second pass to catch anything you missed the first time.

If you decide *not* to change a word after selecting **F**, just move to the next word with **^L**. The word will no longer be flagged. (The **F** action removes the flag.)



**B - Bypass word**

Use **B** to bypass a word for now, leaving it flagged. This option allows you to delay decisions on particular words.



**I - Ignore word**

Use **I** to remove the flag and leave the word unchanged. This would most likely be your choice for a proper name. Use **I** for words you don't want added to your dictionary.

Should the "ignored" word appear again in the document, the cursor will not stop. SpellStar can remember "ignore" instructions for approximately fifteen words (128 bytes) at a time. When this memory capacity is exceeded, SpellStar remembers the most recent fifteen or so words.



**D - Add to Dictionary**  
**S - Add to Supplemental Dictionary**



Use **D** to mark a word you want added to your main dictionary and **S** to mark a word you want added to a supplemental dictionary. SpellStar asks you, with a Yes/No prompt, to confirm your decision. If you respond “NO,” you must choose another action for that word. SpellStar collects these **D** and **S** words into a file. At the end of a spelling check, look at your disk directory. SpellStar has created a file with your file name and the extension **.ADD**.

Thus, after checking A:LETTER.DOC, you have an additional file A.LETTER.ADD.

During the dictionary maintenance operation, you can add the words from this file to one or more dictionaries. SpellStar knows that **D** words go to a main dictionary and **S** words go to a supplemental dictionary. But you can instruct SpellStar otherwise. That is, when you actually run maintenance on the **.ADD** file, you can add **D** words to a supplemental dictionary or **S** words to a main dictionary.

## ENDING THE CHECK

---

When you've finished the correction phase, SpellStar will prompt:

Spelling Check Completed Press \*\*\* ESCAPE Key

To leave SpellStar

**PRESS ESCape**

To save your file

**TYPE ^KD**

SpellStar automatically saves your uncorrected document (*filename.BAK*).

To abandon your corrections, enter **^KQ**. All the flags will be restored and the file will be found as **filename.@@@** in your directory.

### Tips On The Correcting Phase

#### HOW TO HIDE THE FLAGS

To see your file without the flags, use the **^OD** command while you're in WordStar's edit mode fixing a misspelled word. The flags in your file cause some distortion of the margins on the screen.



#### HOW TO INTERRUPT



To interrupt the correction phase, press **^U** and then **ESCape**. The flag will be restored on the current word, and you'll be in WordStar's edit mode.

Enter **^KD** to save what you have done. When you are ready to resume the correction phase, enter **D** on the WordStar Opening Menu, enter the file name, and then enter **^QL**.

## HOW TO DOUBLE-CHECK CORRECTIONS

When you get to the end of the correction phase, it's advisable to go back through the document to make sure all the flags have been removed. After you've chosen an action for the last flagged word in the file, the following prompt is displayed:

Spelling Check Completed Press \*\*\* ESCAPE Key

Press ESCape, then enter **^QL** and **B** (to search backward from the cursor).

NOTE: SpellStar creates an .ADD file during the correction phase. In subsequent passes through the correction phase, SpellStar will ignore words already in the .ADD file. If you've changed your mind about any of the words you've chosen, delete the .ADD file before rerunning SpellStar.

## HOW TO CORRECT A FILE LATER

If you don't want to correct your file immediately after SpellStar has proofread and flagged it, you can correct it later.

When you are ready to start the correction phase, begin at WordStar's Opening Menu and then follow these steps:

To open a document file

TYPE **D**

WordStar will prompt for the name of your file.

TYPE *filename.@@@*



Example: A:LETTER.@@@



The file is displayed.

TYPE **^QL**

SpellStar will display this prompt:

To search for misspelled words, enter one of the following -  
RETURN = search forward, B = search backward:

Enter the appropriate response. Correction now continues as it would have had there been no interruption.

### 3. Dictionary Maintenance

...maintaining the dictionary...  
producing a customized dictionary...

---



The main dictionary, SPELSTAR.DCT, comes with the SpellStar package. While running spelling checks, you may find words you would like to add to SPELSTAR.DCT. The dictionary maintenance function not only makes it possible to add words but also to create a new main or supplemental dictionary. You simply run your list of words through the dictionary maintenance function. Purchased on-disk dictionaries can also be reformatted through dictionary maintenance to make them readable to SpellStar and to compress them into less space.

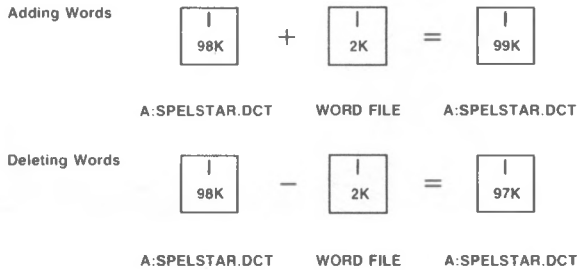
In summary, with dictionary maintenance, you can:

- update a main or supplemental dictionary.
- create a new main or supplemental dictionary.
- re-format a purchased dictionary.

**CHECKING FOR  
SPACE BEFORE  
YOU BEGIN**



Before beginning maintenance, consider your available disk space. Do a status check. Obviously, a new dictionary will need some space on a disk, but less obviously, the maintenance function itself needs some work space. When SpellStar updates an existing dictionary, it first creates the revised dictionary, *then* deletes the old one. So, while maintenance is running, you must have enough space for both dictionaries. An updated dictionary takes up the same amount of disk space as the old dictionary *plus* half the space occupied by the file of words you're adding or *minus* half the space occupied by the file of words you're deleting. A new dictionary will be half the size of the word file used to create it. See the following diagram.



In Chapter 1 you learned how to start SpellStar.

TYPE S

TYPE *filename*



At the Operations Menu

TYPE M

The first screen you see displays the Dictionary Maintenance controls and options. But before you read a description of this screen, examine the following diagram of the Dictionary Maintenance operation.



## Dictionary Maintenance

<<< OPENING MENU >>>

---Preliminary Commands---	---File Commands---	---System Commands---
L Change logged disk drive	P PRINT a file	R Run a program
F File directory now ON		X EXIT to system
H Set help level	E RENAME a file	-WordStar Options-
---Commands to open a file---	O COPY a file	M Run MailMerge
D Open a document file	Y DELETE a file	S Run SpellStar
N Open a non-document file		

Select SpellStar

Press: 

Name of file to check/add to dictionary?

Identify your word file Type:  
*drive:filename.extension*

SpellStar

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OPERATIONS

- C - Check spelling
- M - Maintain dictionary
- X - Exit to WordStar opening menu

Operation?

If your dictionaries are not on the current disk,  
insert the correct disk before continuing.

Choose Maintenance

Press: 

SpellStar - Dictionary Maintenance

DICTIONARY MAINTENANCE CONTROLS		CURRENT VALUE
F	- Change word file to use	= A:FILENAME.ADD
D	- Change dictionary to update	= A:SPELSTAR.DCT
U	- Change name of new or updated dictionary	= A:
W	- Change work drive for sort	= A:

DICTIONARY MAINTENANCE OPTIONS		
N	- Create a new dictionary	= NO
A	- Add words	= NO
T	- Delete words	= NO
C	- Combine add/delete	= YES
S	- Use "S" words from ".ADD" file	= NO
L	- List dictionary words	= NO

<RETURN> - Start dictionary maintenance  
X - Exit to Operations Menu

Control or option to change?

### Verify/Change Controls and Options Start maintenance

Press: 

SpellStar is now creating/updating your dictionary.

Number of words in input file	12
Number of different words in input file	12
Number of words in dictionary being updated	21011
Number of words added to dictionary	2
Number of words deleted from dictionary	0
Number of words in new or updated dictionary	21013

SpellStar has completed the dictionary maintenance.

If you changed disks at the beginning of this program,  
please insert the original disk before continuing.

Enter <RETURN> to return to WordStar, "R" to restart.

### End Maintenance

Press: 

## DICTIONARY MAINTENANCE CONTROLS

If you have chosen Dictionary Maintenance, you will see the following screen:

```

SpellStar - Dictionary Maintenance

DICTIONARY MAINTENANCE CONTROLS                                CURRENT VALUE
F - Change word file to use                                    = A:FILENAME.ADD
D - Change dictionary to update                                = A:SPELSTAR.DCT
U - Change name of new or updated dictionary                  = A:
W - Change work drive for sort                                =      A:

DICTIONARY MAINTENANCE OPTIONS
N - Create a new dictionary                                    =      NO
A - Add words                                                  =      NO
T - Delete words                                              =      NO
C - Combine add/delete                                        =      YES
S - Use "S" words from ".ADD" file                            =      NO
L - List dictionary words                                     =      NO

<RETURN> - Start dictionary maintenance
X        - Exit to Operations Menu

Control or option to change?
    
```

This screen displays the Dictionary Maintenance controls and their current values. You may change these values or leave them as they are. There are four controls:

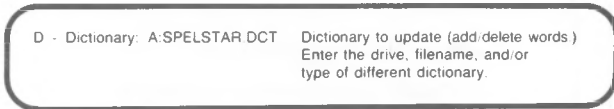
- F** The word file SpellStar will use, that is, the list of words you want to add to or delete from a dictionary
- D** The existing dictionary to update
- U** The new dictionary
- W** The work drive

## Changing Current Values

### PROCEDURE

To change the current value of any control, enter the control identifier (F, D, U, or W) in response to the prompt: "Control or option to change?"

SpellStar will respond with another prompt showing the control you chose along with its current value. For example, if you chose **D**, the prompt at the bottom of the screen looks like this:



On this screen, enter a new value, using the rules for changing controls.



### F - Change word file to use

The word file contains words you want added to or deleted from an existing dictionary, or words to create an entirely new dictionary. There are four kinds of word files:

- An .ADD file that SpellStar creates during a spelling check. You'll probably use the .ADD file more often than any other word file. It contains the words you marked with **S** or **D** during the spelling check. The .ADD file remains on your disk until you erase it.
- A document file. You can name any document file as the word file to use. SpellStar will ignore duplicate words.

- A file of words you create. Use WordStar to make a list of words. It's a good idea to include all the forms of each word (plurals, tenses, -ing forms, possessives).
- A purchased dictionary. If you have purchased a specialized dictionary on disk, use it as the word file during a dictionary maintenance run so that it can be made readable by SpellStar.

The current value of the **F** control is the file you named when you first entered SpellStar.

To change the current value of the word file, type **F** in response to the prompt: "Control or option to change?"



#### **D - Change dictionary to update**

The dictionary to update must be an existing dictionary, either main or supplemental. Blank out the **D** control (SPACE, RETURN) when you are creating a new dictionary.

SpellStar assumes the current value for the **D** control is SPELSTAR.DCT.

To change the current value of the dictionary to update, type **D** in response to the prompt: "Control or option to change?"

If you want to update your old dictionary, but you don't have enough space on your disk for SpellStar to do its work, follow this procedure:

Make sure your old dictionary, A:SPELSTAR.DCT, is the current value of the **D** control. Put a blank disk (or one with enough space for the dictionary) into the B disk drive. Change the **U** control to a current value of B. Run maintenance. After the maintenance run, delete A:SPELSTAR.DCT, and then copy B:SPELSTAR.DCT to the A disk. See "Checking For Space Before You Begin," p. 3-2.



### U - Change name of new or updated dictionary

Use the U control to create:

- a completely new dictionary
- an updated version of an old dictionary while keeping your original intact.

To create a completely *new* dictionary, change the current value of the U control, naming the disk drive, dictionary name, and extension. You will also have to delete any dictionary from the D control (the first case on the following table).

To create an *updated* version of your old dictionary while keeping the original intact, change the disk drive of the U control to a drive *other than the one* the old dictionary is on. After the maintenance run, your original dictionary will be unchanged on one disk drive, and an updated version will be on the other (the second case on the following table).

NOTE: If the current value of the U control is the logged disk drive followed by blanks, and the dictionary being updated is *also* on the logged disk drive, a new version of that dictionary will *replace* the old one. In effect, you will have only updated the old dictionary; you will *not* have created an additional dictionary, leaving the old one intact (the third case on the following table).

IF controls are	THEN after maintenance you will have
D - = U - = B:PLUMBER.SUP	B:PLUMBER.SUP (New dictionary)
D - = A:SPELSTAR.DCT U - = B:	A:SPELSTAR.DCT (Original) B:SPELSTAR.DCT (Updated version)
D - = A:SPELSTAR.DCT U - = A:	A:SPELSTAR.DCT (Update, original gone)



It's useful (but not necessary) to use the extension .DCT for main dictionaries and the extension .SUP for supplemental dictionaries. SpellStar recognizes the extension names and will do a little extra work for you. For instance, SpellStar will automatically look on the logged drive and the A drive for your .DCT and .SUP dictionaries.

Consider disk space when using the U control. It's a good idea to do a status check before starting maintenance. See "Checking For Space Before You Begin," p. 3-2.



### W - Change work drive for sort

As in the Spelling Check operation, SpellStar creates temporary files for sorting the word file. These sorting files require about the same amount of space as the word file. SpellStar assumes you want to use the logged disk drive for the temporary files. Therefore the current value of the W control is the logged disk drive.

To name a drive other than the logged drive, type W in response to "Control or option to change?"

## DICTIONARY MAINTENANCE OPTIONS

---

When you have the current value you want (file name, work drive, etc.), tell SpellStar which options you'd like to run.

Available options are shown on the screen.

DICTIONARY MAINTENANCE OPTIONS		
N - Create a new dictionary	=	NO
A - Add words	=	NO
T - Delete words	=	NO
C - Combine add/delete	=	YES
S - Use "S" words from ".ADD" file	=	NO
L - List dictionary words	=	NO
(RETURN) - Start dictionary maintenance		
X - Exit Operations Menu		
Control or option to change?		

Select an option by making the value read "YES."  
Cancel an option by making the value read "NO."  
Look at the current values of the options. SpellStar assumes you want the combination add/delete option as shown above. To change any option, enter the letter of the option in response to "Control or option to change?" For example, to create a new dictionary, type N. This prompt appears at the bottom of the screen:

Create a new dictionary using words in the input file  
Enter (Y)es or (N)o.



To change the value of the **N** option to yes, type **Y**.

SpellStar rejects any illogical combination of options by cancelling the prior selection. For example, choosing the **N** option causes SpellStar to change the **A** option to "YES." You can't create an entirely new dictionary (**N**) without adding words (**A**).



#### **N - Create a new dictionary**

Choose the **N** option to produce a new main or supplemental dictionary with the words in your word file.



**NOTE:** When using the **N** option, *be sure* to name your new dictionary in the **U** control and blank out the existing dictionary name in the **D** control.

#### **A - Add words**



Choose the **A** option to add your word file to a main or supplemental dictionary.

Don't worry about duplicate words. SpellStar knows they are duplicates and ignores them.

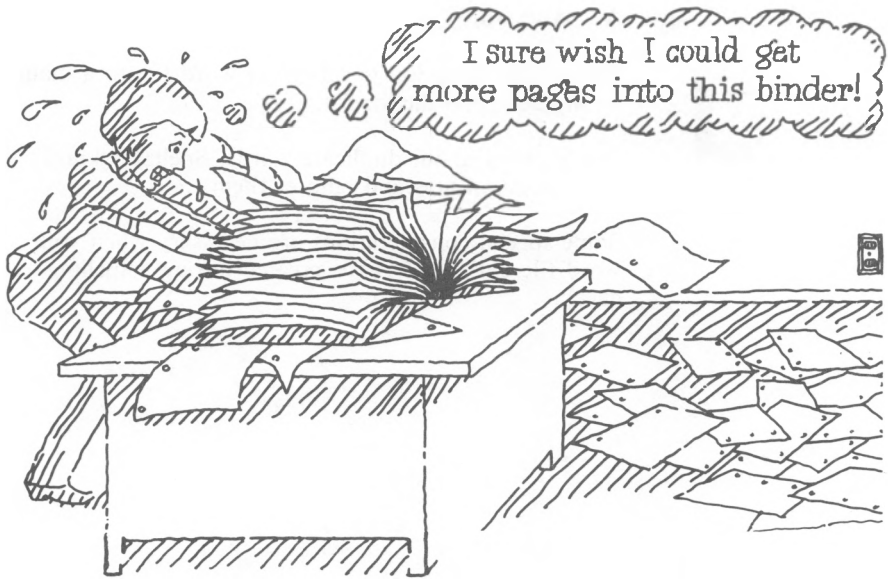
Some special considerations are necessary when your word file is the **.ADD** file created during a spelling check.

SpellStar assumes you haven't changed your mind and still want to add **D** words to the main dictionary and the **S** words to a supplemental dictionary. If you have changed your mind, follow these procedures:

- To add the **D** words to a supplemental dictionary, name the supplemental dictionary as the value of the "D - change dictionary to update" control.
- To add **S** words to a main dictionary, choose the **S** option.



To add both **D** and **S** words to any dictionary, run the maintenance operation twice. You cannot perform maintenance using both the **D** and **S** words at the same time.





### T - Delete words

At times, you might want to delete words. Choose the **T** option if you have taken any of the following actions:

- Added a word file to the wrong dictionary (plumbing terms to a medical dictionary, perhaps).
- Added a misspelled word to a dictionary.
- Reviewed a dictionary and found words you never use.



If you have added a word file to the wrong dictionary, simply rerun the maintenance operation using the same word file. But this time choose the “T - delete word” option.

To delete misspelled or unnecessary words, you must have a word file. Create one by using the following procedure in WordStar:

- On the Opening Menu, type **D**.

- Give the word file a name. (To help you remember what the file is, use the dictionary name with the extension .DEL.)
- Enter the words in any order.
- Return to the SpellStar maintenance operation, naming the word file in the “F - change word file” control and naming the dictionary in the “D - change dictionary to update” control.



### C - Combine Add/Delete

This is the most commonly chosen option. It works this way:

- SpellStar reads the word file. If a word isn't in the dictionary, SpellStar adds it.
- If a word is in the dictionary, SpellStar displays the word and the prompt:

This word is in the dictionary Should it be deleted? (Y/N)

The prompt is a precaution against accidental deletion. You have another chance to say, “Yes, I really want this word deleted,” or “No, don't delete it.”



### S - Use “S” words from “.ADD” file

During a spelling check, you may have marked some words as S words. SpellStar saved them for you in your .ADD file.

Choose the **S** option when you want your **S** words to be used as the word file for maintenance. You can then perform maintenance as you would with any word file and dictionary.

To add the **S** words to a dictionary, name the dictionary to update (**D** = dictionary), then choose the “**A** - add words” option and the “**S** - use ‘**S**’ words” option.

To delete the **S** words from a dictionary, name the dictionary to update (**D** = dictionary), and then choose the “**T** - delete words” option and the “**S** - use ‘**S**’ words” option.

To create a new supplemental dictionary with the **S** words, name the new dictionary (**U** = dictionary), change the “**D** - dictionary to update” to blank, and then choose the “**N** - new dictionary” option, the “**A** - add words” option, and the “**S** - use ‘**S**’ words” option.



#### **L - List dictionary words**

When you choose the **L** option, SpellStar displays the words it's using—first your word file, then your dictionary.

#### **HOW TO PRINT A WORD FILE**

You can print a word file. You can also print an .ADD file, although it will show some extraneous characters. (SpellStar stored some instructions for itself when it created the .ADD file for you.)

You *cannot* print the contents of a dictionary, but you can see the dictionary on the screen with the **L** option. The **L** option cannot be used alone. It must be used during the creation or updating of a dictionary. However, your computer can be tricked into thinking that a maintenance function is occurring. Use the following procedures to force a dictionary listing:

## HOW TO DISPLAY A DICTIONARY

- First, make up a dummy word file by entering one word in it. Use a word you know is in the dictionary.
- Next, set up a dictionary maintenance run naming your "one-word" word file, naming your dictionary, and choosing the options "C - combine add/delete" and "L - list dictionary words."
- Then, run dictionary maintenance.
- Now SpellStar will go through the dictionary, listing words on the screen as it goes. When it reaches the word in your "one-word" file, SpellStar will ask if you want to delete this word. Type N for no. SpellStar will continue listing the dictionary words.

Thus you can see the complete list of words without changing the dictionary.

## HOW TO INTERRUPT MAINTENANCE

Use ^U to interrupt dictionary maintenance. This command requires a bit of time to take effect. Restarting maintenance causes the SpellStar work files to be deleted. No maintenance is done.

## Notes On The L Option

### HOW TO GAIN EFFICIENCY

Choosing the L option decreases the speed of the maintenance run. By choosing L, you've asked SpellStar to do two functions: update the dictionary and display the list of words on the screen as it adds them. You can increase the efficiency of the maintenance run somewhat, depending on the option you choose at the next prompt. If the list is longer than one screen, SpellStar displays the following choices:

"Space" = continue, "C" = continuous listing, "L" = stop/start list

When you choose **Space** (continue), SpellStar displays an entire screen of words. Updating stops until you press "Space" again. Then updating continues until another screen of words has been processed. That screen is displayed, then updating stops until you press "Space" again, and the process continues until all of the words have been added and displayed.

When you choose **C** (continuous listing), SpellStar updates and scrolls the on screen display without interruption until the maintenance run is completed.

If you enter **^L** (stop/start list) to stop the listing, updating continues at an accelerated pace. Pressing **^L** again starts the listing wherever SpellStar is in the dictionary. Within the **L** option, **^L** operates as an on/off switch and can be used repeatedly throughout the maintenance run. Depending on where SpellStar is in the updating process, a request to stop listing (**^L**) may be slow to take effect. *Be patient.* Because **^L** is an on/off toggle switch, repeating your entry will only turn the listing on again, adding to the delay and the confusion.

## THE MAINTENANCE RUN

---

### PROCEDURE

When you have completed your selections, begin the maintenance run. At the Controls and options screen, press RETURN.

You'll see this screen:

SpellStar is now creating/updating your dictionary.

Number of words in input file .....	12
Number of different words in input file .....	12
Number of words in dictionary being updated .....	21011
Number of words added to dictionary .....	2
Number of words deleted from dictionary .....	0
Number of words in new or updated dictionary .....	21013

SpellStar has completed the dictionary maintenance.

If you changed disks at the beginning of this program,  
please insert the original disk before continuing.

Enter <RETURN> to return to WordStar, "R" to restart.

First SpellStar counts the words in your word file and puts that number on the screen. If your word file is an .ADD file, the count represents only **D** or **S** words, whichever you selected.

Next SpellStar ignores duplicate words in your word file and displays a count of unique words.



If you chose the "L - list" option, SpellStar pauses in its maintenance and displays the list of words in the word file. (Later, it will display the dictionary words.) The list is alphabetical by word length. If the list is longer than one screen, you'll see this message:

"Space" = continue, "C" = continuous listing, "L" = stop start list

Your response to this prompt will affect the speed of the maintenance run. See the explanation under "Notes on the L option."

At the end of the listing, press RETURN.

SpellStar proceeds with the maintenance operation. As it moves through the dictionary, SpellStar displays the counts of dictionary words. If you've chosen the "L - list" option, your dictionary words are displayed during the maintenance run.

When the maintenance run is completed, SpellStar displays this message below the summary:

SpellStar has completed the dictionary maintenance.

If you changed disks at the beginning of this program,  
please insert the original disk before continuing.  
Enter <RETURN> to return to WordStar. "R" to restart.



# Appendix A

## Program Specifications

---

WordStar and its options, MailMerge, and SpellStar™ operate only if the following specifications are met. Most WordStar specifications apply also to the options. Any special requirements are noted below. For information regarding specific versions of WordStar and its options, see your dealer.

### WordStar

<b>OPERATING SYSTEM</b>	CP/M (version 2.0 or higher) CP/M-86 MP/M MS-DOS
<b>MINIMUM CPU MEMORY</b>	For 8-bit microcomputers: 56K of memory (RAM) or 50K of program memory  For 16-bit microcomputers: 64K of memory (RAM) except CP/M-86: 80K (RAM)
<b>VIDEO TERMINAL</b>	NCR Decision Mate V comes with a pre-installed video terminal that readily accommodates WordStar.
<b>PRINTER</b>	NCR Decision Mate V comes pre-installed for the NCR 6411 printer. It can be modified to operate on the letter quality printer NCR 6455.
<b>DISK STORAGE</b>	WordStar can operate with one disk drive containing at least 120K. Your NCR Decision Mate V uses 5¼" diskettes, and has two disk drives.
<b>MAXIMUM FILE SIZE</b>	8 megabytes on CP/M, CP/M-86, and MP/M. Unlimited on MS-DOS.

## SpellStar

### DISK STORAGE

MicroPro and NRC recommend that you run SpellStar with two diskettes of at least 128K each, although you can check a very small document with a small dictionary on one disk of at least 128K.

# Appendix B

## Error and Warning Messages

---

**E101: File not found on disk: d:filename.ext**

**Problem.** The file shown in the message was specified as one of the following SpellStar files:

- the main or supplemental dictionary for the check operation
- the document file to be checked
- the file containing words to be added to or deleted from a dictionary.

Either this file was not located on the drive specified, or, in the case of a file with extension name "DCT" or "SUP," was not located on the currently logged drive or the A drive.

**Solution.** If the file name or drive was entered incorrectly, restart SpellStar by responding **R** to the prompt. Then enter the correct file name or extension. If the file name and drive were correct, respond **R** to the prompt. Then exit to WordStar to find or create the desired file.

---

**E102: Error during sort**

**Problem:** This message appears whenever the internal SpellStar sort program (MicroPro's SuperSort™) encounters a problem. The specific failure will have been explained in a preceding message. See SuperSort reference manual for a detailed explanation of the problem. In most cases, the failure is caused by insufficient work space for sorting.

**Solution.** To recover from a space problem, respond to the prompt with **R** to restart SpellStar and then either select a different drive for the work drive control or change to a disk which has more available space. If neither of these actions can be taken, exit to WordStar and delete unnecessary files

from the disk. You will need at least as much space as is currently used by the file being checked or the file containing the words to update a dictionary, depending on the operation being performed.

---

**E103: Invalid word format in "add" file**

**Problem.** An input word file with an "ADD" extension specified during the Dictionary Maintenance operation did not have the internal format expected by SpellStar. The "add" format is unique to files created by WordStar in the spelling correction phase when a word is selected for adding to the main or supplemental dictionaries.

**Solution.** Respond **R** to the prompt to restart SpellStar. Exit to WordStar to rename your word file to any name having an extension other than "ADD," and then start SpellStar again.

---

**E104: Disk full while writing file d:filename.ext.  
Enter any key to restart**

**Problem.** The destination disk for SpellStar's work or output files was full. SpellStar is unable to proceed.

**Solution.** After hitting any key to restart SpellStar, follow the action described for error E102.

---

**W110: Invalid character in dictionary. Word Dropped: xxxxx**

**Problem.** While adding words to a dictionary, SpellStar encountered a word containing a character other than a letter or the apostrophe character. The word is shown in the message (replaces the xxxxx). This condition should not occur and may signal a program failure or some unexpected condition on disk.

**Solution.** SpellStar will continue after dropping this word from its operation. The proper word can be added in a later run. If this condition persists without a reasonable explanation, please notify your dealer.

---

**W180: Memory exceeded. Partial words flagged**

**Problem.** In the final phase of SpellStar, there was not sufficient memory in the computer to hold all of the misspelled words. SpellStar was forced to flag only the words which would fit and ignore the rest.

**Solution.** After the flagged words are corrected with SpellStar, rerun the correction operation to examine and correct the remaining words.

---

**W181: Word exceeds max length. Words bypassed**

**Problem.** In the final phase of SpellStar, words longer than 35 letters were misspelled. SpellStar can not process these words and therefore must bypass them.

**Solution.** Words longer than 35 letters must be checked for correct spelling by the user.

---

**E190: Insufficient memory for file areas**

**Problem.** There was not enough computer memory to open any of SpellStar's files.

**Solution.** See Appendix A for CPU memory requirements for your computer. If your system has less memory than this minimum, please contact your dealer for assistance.

---

**E191: Invalid record format in intermediate file**

**Problem.** This condition occurs when SpellStar encounters an unexpected record format within one of its internal work files. During the operation a bad sector may have been used by SpellStar.

**Solution.** Respond with **R** to the prompt to restart SpellStar, replace the work disk or change the work drive control in the menu, and then restart the operation. If the condition persists, please contact your dealer for assistance.

---

**E192: Insufficient memory for table area**

**Problem.** In the final phase of SpellStar, not enough computer memory was available to store the misspelled words found in the text.

**Solution.** See Appendix A for CPU memory requirements for your computer. If your system has less memory than this minimum, please contact your dealer for assistance.

---

**E193: Invalid character format in dictionary**

**Problem.** During the dictionary checking operation, SpellStar encountered an unrecognized character format in the main or supplemental dictionary. Either a non-SpellStar dictionary (that is, one that has not gone through SpellStar's maintenance operation) or a read error in the disk sector could cause this condition.

**Solution.** To restart SpellStar, press any key. If you were using a SpellStar dictionary, restoring the file from a backup disk can eliminate any sector errors if they occurred. If you were using a dictionary not created by SpellStar, use the dictionary maintenance operation to create a SpellStar dictionary from the file of words. If this error persists, please contact your dealer for assistance.

---

**E199: Enter any key to restart**

This message appears in conjunction with action error messages.

---



# Appendix C

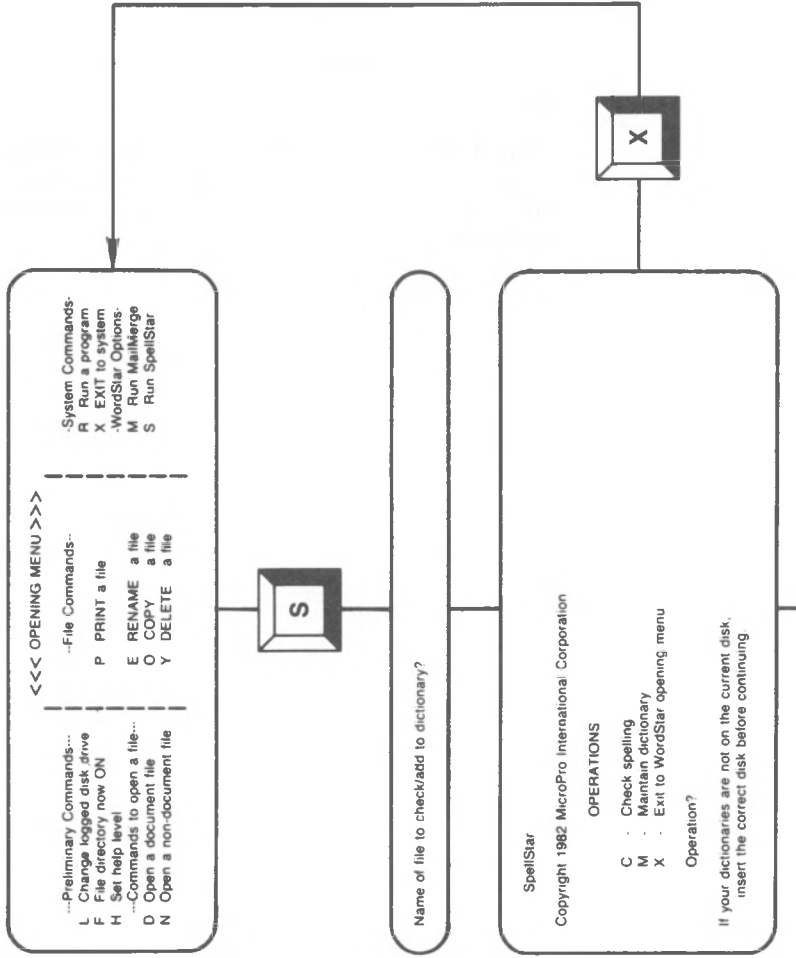
## Quick Guides

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For quick accessibility to SpellStar procedures, NCR has included the following fold-out diagrams.

Chart 1 shows the possible paths through SpellStar. Chart 2 provides the guide through a spelling check, and Chart 3 displays the steps involved in dictionary maintenance.

# Chart 1 - SpellStar Diagram





SpellStar - Spelling Check Operation

SPELLING CHECK CONTROLS

D . Use another main dictionary =  
 S . Add supplemental dictionary =  
 F . Change file to be checked =  
 W . Change work drive =

CURRENT VALUE  
 A.SPELSTAR DCT  
 A.FILENAME XXX  
 A

<RETURN> . Start spelling check  
 X . Exit to Operations Menu

Control to change?

**Spelling Check  
Chapter 2**



SpellStar - Dictionary Maintenance

DICTIONARY MAINTENANCE CONTROLS

F . Change word file to use  
 D . Change dictionary to update  
 U . Change name of new or updated dictionary  
 W . Change work drive for sort

DICTIONARY MAINTENANCE OPTIONS

N . Create a new dictionary =  
 A . Add words =  
 T . Delete words =  
 C . Combine add/delete =  
 S . Use 'S' words from 'ADD' file =  
 L . List dictionary words =

CONTROL VALUE  
 = A.FILENAME ADD  
 = A.SPELSTAR DCT  
 = A  
 = A

<RETURN> . Start dictionary maintenance  
 X . Exit to Operations Menu

Control or option to change?

**Dictionary Maintenance  
Chapter 3**

## Chart 2 - Spelling Check

### <<< OPENING MENU >>>

--Preliminary Commands--  
L Change logged disk drive  
F File directory now ON  
H Set help level  
--Commands to open a file--  
D Open a document file  
N Open a non-document file

--File Commands--  
P PRINT a file  
E RENAME a file  
O COPY a file  
Y DELETE a file

--System Commands--  
R Run a program  
X EXIT to system  
-WordStar Options-  
M Run MailMerge  
S Run SpellStar

Select SpellStar

Press:

S

Name of file to check/add to dictionary?

Identify your file Type: *drive:filename.extension*

SpellStar

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#### OPERATIONS

C - Check spelling  
M - Maintain dictionary  
X - Exit to WordStar opening menu

Operation?

If your dictionaries are not on the current disk,  
insert the correct disk before continuing.

Choose "Check Spelling"

Press:

C

SpellStar - Spelling Check Operation

#### SPELLING CHECK CONTROLS

#### CURRENT VALUE

D - Use another main dictionary	=	A SPELSTAR DCT
S - Add supplemental dictionary	=	
F - Change file to be checked	=	A FILENAME XXX
W - Change work drive	=	A

<RETURN> - Start spelling check  
X - Exit to Operations Menu

Control to change?

Verify/Change Controls  
Start proofreading phase

Press:

RETURN

SpellStar - Spelling Check Operation [Checking A FILENAME XXX ]

SpellStar is now checking your document for misspelled words

Number of words in document	: 12
Number of different words	: 12
Number of words in main dictionary	: 21011
Number of words in supplement	:
Number of dictionary words checked	: 408
Number of misspelled words	: 2
Total number of misspellings	:

SpellStar has completed proofreading your document  
 Enter "L" to list the misspelled words  
 Enter <RETURN> to flag errors in your text  
 Enter "R" to abandon the check and restart

**List the misspelled words**

Press: 

APPL ORANG

Enter <RETURN> to flag errors. "R" to restart

**Start flagging phase**

Press: 

SpellStar has flagged the misspellings in the text

If you changed disks at the beginning of this program  
 please insert the original disk before continuing

Enter <RETURN> to correct errors in text. "R" to restart

**Start correcting phase**

Press: 

A FILENAME XXX PAGE 1 LINE 1 COL 61 Action (F/B//D/S)?

F - Fix word	D - Add to dictionary
B - Bypass word	S - Add to supplemental dictionary
I - Ignore word	

L.....R

This is a sample file for SpellStar We have misspelled @Orang  
 and appl

**Fix "misspellings"**

Use:     

Spelling Check Completed\*\*Press ESCAPE Key

**End Spelling Check**

Press: 

**Save your file**

Press:   

## Chart 3 - Dictionary Maintenance

<<< OPENING MENU >>>

...Preliminary Commands... L Change logged disk drive F File directory now ON H Set help level ...Commands to open a file... D Open a document file N Open a non-document file	--File Commands--  P PRINT a file  E RENAME a file O COPY a file Y DELETE a file	..System Commands.. R Run a program X EXIT to system WordStar Options- M Run MailMerge S Run SpellStar
--	--	---

Select SpellStar

Press: 

Name of file to check/add to dictionary?

Identify your word file Type:  
*drive:filename.extension*

SpellStar

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OPERATIONS

C - Check spelling  
M - Maintain dictionary  
X - Exit to WordStar opening menu

Operation?

If your dictionaries are not on the current disk,  
insert the correct disk before continuing

Choose Maintenance

Press: 

SpellStar - Dictionary Maintenance

DICTIONARY MAINTENANCE CONTROLS		CURRENT VALUE
F	- Change word file to use	= A FILENAME ADD
D	- Change dictionary to update	= A SPELSTAR DCT
U	- Change name of new or updated dictionary	= A
W	- Change work drive for sort	= A
DICTIONARY MAINTENANCE OPTIONS		
N	- Create a new dictionary	= NO
A	- Add words	= NO
T	- Delete words	= NO
C	- Combine add/delete	= YES
S	- Use "S" words from "ADD" file	= NO
L	- List dictionary words	= NO
<RETURN>	- Start dictionary maintenance	
X	- Exit to Operations Menu	

Control or option to change?

## Verify/Change Controls and Options Start maintenance

Press: 

SpellStar is now creating/updating your dictionary

Number of words in input file	12
Number of different words in input file	12
Number of words in dictionary being updated	21011
Number of words added to dictionary	2
Number of words deleted from dictionary	0
Number of words in new or updated dictionary	21013

SpellStar has completed the dictionary maintenance

If you changed disks at the beginning of this program,  
please insert the original disk before continuing

Enter <RETURN> to return to WordStar. R to restart

## End Maintenance

Press: 

---





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