# WordStar for Windows 2.0 README

This document contains technical tips for using WordStar for Windows (WSWin) and information that was unavailable when the manual went to print.

Choose Print from the File menu to print this document.

## CONTENTS

## 1. On-line Help and User's Guide

The best place to find in-depth, step-by-step information on any feature is in the on-line Help.

**TIP**   While you're running WSWin Help, you can select Always on Top from the Help menu.  If you adjust the Help window size to fill half your screen or less, you can follow the instructions while working on your document.

**User's Guide Correction**
Pp. 90 and 91.  The Spacing Outside should be <u>on the other side</u> of  the 2-point line in both drawings.

## 2. Setup

**Running Setup**
If you have trouble running Setup, follow one or more of the following suggestions:

- Run Setup again.
- Try using a different disk drive.
- Make sure you have a TEMP variable in your AUTOEXEC.BAT file set to an existing drive and directory (`SET TEMP=C:\TEMP`).
- Close any other applications running at the same time as Setup.
- Create a 4MB (minimum) swap file.
- Make sure the PATH command in your AUTOEXEC.BAT is correct and that it includes the disk drive for each entry. For example, use `C:\WINDOWS` instead of `\WINDOWS`.
- Try a test install on another computer if you have one available.

**TIP**   Be sure to include the backslash when you specify the Install Destination Drive, i.e., `C:\WSWIN` and not `C:WSWIN`.  Otherwise, Setup uses the current logged directory.

**Disk Space**
If Setup reports that you don't have enough disk space to install WSWin, but you're confident that you do, check to see if you have some temporary files that you can delete.

WSWin creates temporary files in the directory defined by the TEMP environment variable or the WSWWORK environment variable. If you exit WSWin in a non-standard way, by rebooting the computer, for example, WSWin cannot delete its temporary files.

To avoid accidentally deleting files in use by other Windows applications, exit Windows before deleting temporary files.  WSWin's temporary files begin with ! or ~ or use the extension TMP.

**Installing over WSWin 1.5**
If you haven't enough free disk space to run Setup, you can remove the contents of the WSWin 1.5 main directory.  (To be safe, first double-check to make sure you have no valuable .WSD files in this directory.)

After a Complete Install over WSWin 1.5, you may have two copies of Correct Grammar on your hard disk.  WSWin 2.0 will use the most recent one.  You can delete the old CGW directory-- unless you have another application that uses Correct Grammar.

**Performance**
Setup will run slowly if you do not use a disk cache that caches floppy disks.  We recommend that you use SMARTDrive 4.0 or higher with the default settings.  Or you can make sure that the line `buffers=30` appears in your CONFIG.SYS file.

Setup might also run very slowly if it encounters an error reading floppies or writing to the hard disk.  In this case Windows sometimes turns off the hard-drive disk cache.  To correct this problem, allow Setup to finish, exit Windows, and reboot your computer.

**Macro System On-line Reference/Help**
Choose Complete Install or Custom Install if you plan to work extensively with the macro system. If you choose Minimal Install, the Macro Help file will not be available.

## 3.  Upgrading from WSWin 1.5

**Menus**
| | |
|---|---|
| Added: | Macro and Window menus |
| Moved: | Graphics and Table menus (items on these menus were moved to the Frame menu) |
| Renamed: | Layout now called Frame |

**Context menus**
You can access the most commonly used features by pointing to various areas on-screen (the page, text, graphic, or table frames, status and style bars, etc.) and pressing the right (or secondary) mouse button. A context menu will display conveniently near your cursor position.

**Keystrokes**
Pressing Ctrl while dragging a selected graphic object will now copy that object.  Pressing Shift will constrain the movement horizontally or vertically.

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## 4. Upgrading from WordStar or WordStar 2000 for DOS

**Keystrokes**
Several keystrokes have been added to the WordStar and WordStar 2000 keystroke sets.  If your favorites are still missing, you can record and save a macro for the function and assign the macro to an appropriate keystroke.

**Key Switchers (If your keyboard does not provide key switching)**
WordStar and WordStar 2000 users who wish to swap the functionality of their Ctrl and Caps Lock keys can do so by following the steps below.  (The Ctrl and Caps Lock keys will be switched for all applications.)

Note:  If installing the switch function produces unexpected results, revert to the default keyboard configuration.

1) Copy SWITCH.COM to a directory listed on your DOS path.  (If you've already installed the WordStar SWITCH.COM, you do not need to complete steps 1-3.)
2) Test whether SWITCH.COM is compatible with your computer: type SWITCH at the DOS prompt. A message indicates whether the switcher is installed or not supported.
3) If SWITCH is installed, edit AUTOEXEC.BAT and add the line SWITCH.  (Install the switcher before you load any memory resident programs that use hot keys.)
4) Copy WSWKBD.DRV (in your WSWIN directory) to your WINDOWS\SYSTEM directory.
5) Edit SYSTEM.INI and go to the line:
```
keyboard.drv=keyboard.drv
```
Change it to read:
```
keyboard.drv=wswkbd.drv
```

**Auto-conversion and Import**
See section 10 below

## 5. Printer and Display Drivers

**Incorrect Printed Output**
If your documents print incorrectly, the printer driver might be out of date.  You can obtain the latest driver from the printer manufacturer or from Microsoft forums in on-line services such as CompuServe, America Online, or Prodigy.

**Micrografx PostScript Printer Driver**
WSWin 2.0 is not compatible with Micrografx PostScript driver versions 2.81 and earlier.  Use the Postscript driver that comes with your Windows software or the PostScript driver provided with your particular printer.

**Display Problems**
If  the display of text and graphics on the screen differs significantly from your printed output, you may need to update your display drivers.  Contact the display card manufacturer or check for updates on CompuServe.

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## 6.  Error Conditions

If you encounter a message that allows you to choose <u>Close</u> or <u>Ignore</u>, we suggest that you choose <u>Ignore</u>, save your document and continue working.  WSWin will usually correct the error. If you choose <u>Close</u>, you won't have an opportunity to save your work.

If you encounter an Application Error when running any program under Windows, it is best to exit to DOS and restart Windows to reset the memory in your computer.


## 7.  Importing Graphics

**Notes**
Choose the correct import file type when importing graphics.  For example, when importing PCX files, be sure to choose the PCX: ZSoft Paintbrush filter listed in the Import dialog box.

Some large 24 bit images might take several minutes to import.

**Filters**

| | |
|---|---|
| BMP, DIB | Bitmap |
| CGM | Computer Graphics Metafile |
| DRW | Micrografx Designer |
| GIF | Graphics Interchange Format |
| PCX | ZSoft Paintbrush |
| PIC | Lotus 1-2-3 Picture |
| PIX | Inset |
| TIF | Tagged Image File Format |
| WMF | Windows Metafile |

## 8.  Correct Grammar

Checking grammar in a document that contains floating frames may cause those frames to become fixed.  You can check the document in sections to avoid this problem.

Footnotes must be at least two lines long in order to be checked by Correct Grammar.  Also, footnotes with more than 1,000 characters might cause style tags to display in Correct Grammar. For example, `;@BodyText` may appear on a separate line in the Correct Grammar window. You can delete these tags.


## 9.  MailList

**.DBF Files**
The files in the \MAILDATA directory are not standard WSWin files; don't try to open them in WSWin. You can open the .DBF files in the MailList program. Files with an extension starting with X are index files for the databases.

**MailList and Printer Drivers**
Your printer might not be capable of printing all layouts available in MailList.  For example, some printers have only one envelope choice: #10 4 1/8" x 9 1/2".  Other envelopes might not print correctly on such printers. Press the Print Setup button on the Print dialog box to see what choices your printer has available.

**Landscape Printing**
For those labels that require landscape printing, press the Print Setup button on the Print dialog and select landscape.  Be sure the paper source and paper size are also what you want.

## 10.  Auto-conversion and Import of Text

**Auto-converting versus Importing**
When you choose Open from the File menu and select a non-WSWin document, WSWin automatically converts that document before opening it.  Auto-conversion provides the best conversion of the original document and maintains its headers or footers.

When you have a WSWin document open and you choose Import Text from the File menu, you are importing information from a document created in another application.  WSWin makes no attempt to convert features that might conflict with formatting in the open document.

**Filters**
You might not always know the format of a document you import or open.  You can prevent a serious error by selecting DOS Text as the Import Type (Import dialog box) or Available Format (Warning dialog box for conversions).

If WSWin does not have a filter for a specific document, you can move the information into WSWin by copying it to the Clipboard and then pasting it into an open WSWin document.

**TIP**  If you have the application in which you created the original document, you may be able to save it to a format supported by WSWin.

Use DOS Text without Line Breaks to export WSWin files for desktop publishing and typesetting systems.  Each paragraph (wrapped text) from the WSWin document becomes a long, single line in the exported file.  When the exported file is opened in another program, the text formats, or wraps, to fit inside the new margins.

*Available Filters*
WSWin currently provides filters that allow you to convert, import, or export files for the applications below.  The asterisk (*) denotes filters that are NOT available for auto-conversion. Contact technical support regarding availability of other filters.

   Ami Professional 1.1, 1.2, 2.0, 3.0
   ANSI/Windows Text*
   dBASE III, III Plus, IV  v. 1.0
   DOS Text (no export)
   DOS Text with Format Tags*
   DOS Text (with/without Line Breaks--export only)
   Lotus 1-2-3 1A, 2.x (PC Char Set--no export)
   Lotus 1-2-3 2.x (LICS Char Set--no export)
   Lotus 1-2-3 3.x (no export)
   Microsoft Excel 2.1, 3.0, 4.0 (no export)
   Microsoft Windows Write 3.0, 3.1
   Microsoft Word 3.0, 3.1, 4.0, 5.0, 5.5, 6.0
   Microsoft Word for Windows 1.x, 2.0
   Microsoft RTF (Rich Text Format)
   Paradox 3.5, 4.0 (no export)
   PFS: First Choice 1.0, 2.0 , 3.0

PFS: WRITE Version C
Professional Write 1.0, 2.x
Professional Write Plus
Quattro Pro DOS 4.0 (no export)
Quattro Pro Windows 1.0 (no export)
Word for Word
WordPerfect 4.1, 4.2, 5.0, 5.1, 5.2, 6.0
WordStar 2000 3.0, 3.5
WordStar DOS 3.3, 3.4, 4.0, 5.0, 5.5, 6.0, 7.0
WriteNow 3.0, 4.0
WSWin Paragraph Styles (no export)*
WSWin Frame Styles (no export)*
WSWin Text* (.WSX)

## AUTO-CONVERTING

Because no two applications are alike, conversion is a complicated process. In all cases, the goal is to do the following:

- Create a converted document that is as close to the original document as possible.

- Require a minimum amount of cleanup on the converted document. (Cleanup may include creating or modifying styles, removing unnecessary page breaks, or adding graphics.)

### Auto-Conversion Conventions
The following rules apply when you auto-convert text files from other applications:

*Characters*
WSWin converts most characters correctly, including non-English characters but excluding ASCII line-drawing characters. If a character cannot be translated, WSWin displays an underscore character, or uses a character similar to the original.

*Fonts*
Conversion of font families varies with the application. See the sections on WS and WS2000 below.

*Styles*
Conversion of styles varies with the application. See the sections on WS and WS2000 below.

**TIP**  For best results, turn off Widow Control in the converted document's paragraph styles.

*Format Changes*
Changes in font family, point size, or emphasis are marked by tags.

*Date and Time*
Date and time are converted as text.

*Headers and Footers*
Converted headers and footers are placed in header or footer frames and assigned the Header or Footer frame style.

*If Format Type Is Incorrect*
If WSWin has misread the format type of the source document during auto conversion, select the correct format type.  If auto-conversion is still not successful, try importing the document instead of opening it.

**Converting from WordStar for DOS**
*Fonts*
If you're using TrueType fonts, your fonts convert as follows:

- Serif proportional fonts convert to Times New Roman
- Sans serif proportional fonts convert to Arial
- Nonproportional fonts convert to Courier New
- Characters with no font information convert to Courier New (including text assigned a default font in the original WordStar document)

If the TrueType fonts are not installed, WSWin assigns fonts from a similar font family.

*Styles*
Style names are retained. New styles based on the BodyText style are created to handle instances where indents or other formats have changed.  For conversions, these new styles are assigned the names Convert 001, Convert 002, Convert 003, and so on.

*Not Converted*
- Line numbering (.L#)
- Turn page numbering back on (.PG)
- Overprint characters (^PH)
- Overprint lines (^P+Enter)
- Alternate font (^PA)
- Even and odd page offset (.POE, .POO)
- Conditional column break (.CC)
- Tab leaders (^P.)
- Orphan control
- Index entries (.IX)
- Table of contents entries (.TC)
- Insert file (.FI)
- Comment lines (.IG or..)
- Custom print controls (.XE, .XL, .XQ, .XR, .XW)
- Date and Time variables
- Odd and even headers and footers

*Needs Attention after Converting*
- Columns - WSWin inserts markers at the beginning and end of columns.  The column formatting isn't converted.  To format the columns, you can create a frame style with the column settings you want and apply that style to the text.  Or you can use the Column buttons in the tab/align bar.

- Inserted graphics - WSWin marks the location of the graphics you inserted in WordStar.  You can reinsert graphics files using the Import command after creating a graphics frame.

- Page length (.PL) - The frame size will be converted correctly, but you may need to choose Page Setup on the File menu and reset Paper Size.

- Paragraph numbering - WSWin converts paragraph numbers (^OZ, .P#) to text.  You can choose Auto Number on the Style menu to create or modify a numbering style.  Then you

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can apply the style to your text.

- Single-spaced line height - If the space between lines makes your text look crowded, change the Line Height option in the Modify Paragraph Style dialog box (Style menu).

- Large documents - If you see the message "Can't open source file" when converting large WordStar documents, try splitting up the original document and converting it in sections.

- Endnotes - WSWin converts endnotes to footnotes. To convert these footnotes back to endnotes, select the Print Notes At End of Story line button in the Page Setup dialog box (File menu).

**Converting from WordStar 2000**
*Fonts*
If you're using TrueType fonts, your fonts convert as follows:

- Serif proportional fonts convert to Times New Roman
- Sans serif proportional fonts convert to Arial
- Nonproportional fonts convert to Courier New
- Characters with no font information convert to Courier New (including text assigned a default font in the original WordStar 2000 document)

If the TrueType fonts are not installed, WSWin assigns fonts from the same font family.

*Proper Font Conversion*
If you install the filter for WordStar 2000 documents, take <u>one</u> of the following steps to ensure the fonts are converted properly:

- In the [WSWin] section of the WSW.INI file (found in the Windows directory), add the file path of any WordStar 2000 .PDF files used by your WordStar 2000 documents. For example,

```
PDFDIR=c:\ws2000\printer
```

- As an alternative, make sure the WordStar 2000 .PDF files are in the same directory as the WordStar 2000 documents you plan to convert.

*Not Converted*
- Appendix headings (TOC)
- Assign page number (^OA)
- Bypass spelling check
- Color (^PC)
- Continuous underline (^OL)
- Display page breaks
- Figure (TOC) (^OIF)
- Form feeds
- Keep lines together (^OK)
- Line numbering (^PL)
- Merge print commands
- No new line (^PN)
- Number of lines per page (^TMP)
- Pause printing (^PP)
- Place markers (^CM)
- All print extras (^PX)
- Table (TOC) (^OIT)

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- Tray select

*Needs Attention after Converting*
- Endnotes - WSWin converts endnotes to footnotes.  To convert these footnotes back to endnotes, select the Print Notes At End of Story line button in the Page Setup dialog box (File menu).

- Large documents - If you see the message "Can't open source file" when converting large WordStar 2000 documents, try splitting up the original document and converting it in sections.

- Merged graphics - WSWin marks the location of graphics you merged in WordStar 2000. You can reinsert graphics files using the Import command after you create a graphic frame.


## IMPORTING

### Text Import Conventions
The rules below apply when you import text files from other applications.  If you're importing from WordStar, see information about WS and WS2000 below.

*Characters*
WSWin imports most characters correctly.  If a character (including non-English characters) cannot be translated, it appears as a blank space in the imported text, or it uses a character similar to the original.

*Fonts*
Font families are not converted.  Imported fonts default to the fonts set by the BodyText style in the current WSWin document.  The size of the imported font will be as close as possible to the font size in the original document.

*Styles*
New styles are created to handle instances where indents or other formats have changed.  The new styles will be assigned the names Import 001, Import 002, Import 003, and so on.

*Format Changes*
Changes in point size or emphasis are marked by tags.

*Date and Time*
Date and time are imported as text.

*Headers and Footers*
Headers and footers are imported as invisible text on the page in which they were created.  They are assigned the style IMPORT RHC.  (You can see these imported headers and footers in the draft editor.)  You can transfer this text to a header or footer frame by following these steps:

1) Modify the paragraph style to clear the Hidden check box (Style menu, Modify Paragraph Style, Character option).
2) Cut and Paste the header or footer into a header or footer frame.

*DOS Text with Format Tags*
When ASCII formatted text is imported, WSWin interprets format tags regardless of the setting of the Interpret Format Tags check box.

*.WSD Files and Imports*
Do NOT import .WSD files using the WSWin Text filter.  (See "Importing from WSWin" below.)
The WSWin Text filter is reserved for files created by building a table of contents, index, or list, or
by exporting a WSWin story line.

*Import Operation*
Once the import operation has begun, you cannot cancel it.

*Extra Tags after Import*
You may notice that extra tags appear at the beginning and end of a file after some imports.  You
may delete them.


**Importing from WSWin**
*Styles*
Numbering style names are imported.  However, you'll have to recreate the formatting of any non-
default numbering styles.

*Transferring Information Between WSWin Documents*
Open both documents and use either Drag and Drop or Cut and Paste for quick results.
However, if you want to import the information, follow these steps:

1) Start the export by pulling down the File menu and choosing Export Text.
2) In the Export dialog box, select WSWin Text in the Export File as Type box. In the
   Filename box, specify a filename (the program will supply the .WSX extension).  Then
   choose OK .
3) Close the original document and open the document or template you want to use.
4) Start the import by pulling down the File menu and choosing Import Text.
5) In the Import Text dialog box, select WSWin Text.  In the Filename box, select the
   filename you just exported (with the .WSX extension.)

**Importing from WordStar**

*Not Imported*
- Column (.CO)
- Line numbering (.L#)
- Turn page numbering back on (.PG)
- Page numbers with #
- Double strike (^PD)
- Left and right margins (.LM, .RM)
- Temporary indent (^OG)
- Line height (.LH)
- Ruler lines (.RR)
- Even-page and odd-page headers (.HEE and .HEO)
- Even-page and odd-page footers (.FEE and .FEO)
- Even-page and odd-page page offset (.POE and .POO)
- Insert graphics (^P*)
- Tab leaders (^P.)
- Alternate font (^PA)
- Custom print controls (.XE, .XL, .XQ, .XR, .XW)

*Needs attention after importing from WordStar*
- Endnotes - WSWin converts endnotes to footnotes.  To convert footnotes back to
  endnotes, select the Print Notes At End of Story line button in the Page Setup dialog box

(File menu).

- Paragraph numbering - WSWin converts paragraph numbers (^OZ, .P#) to text.  You can choose Auto Number on the Style menu to create or modify a numbering style.  Then you can apply the style to your text.

**Importing from WordStar 2000**
*Not Imported*
   - Columns
   - Line height
   - Tab stop changes
   - Endnotes
   - Colors (^PC)
   - Merged graphics (GM)
   - Appendix heading (TOC)
   - Assign page number (^OA)
   - Bypass spelling check
   - Continuous underline (^OL)
   - Display page breaks
   - Figure (TOC) (^OIF)
   - Form feeds
   - Keep lines together (^OK)
   - MailMerge commands
   - No new line (^PN)
   - Number of lines per page (^TMP)
   - Pause printing (^PP)
   - Place markers (^CM)
   - All print extras (^PX)
   - Table of contents (TOC) (^OIC)
   - Tray select

*Needs attention after Importing from WordStar 2000*
WSWin converts endnotes to footnotes.  To convert these footnotes back to endnotes, select the Print Notes at End of Story line button in the Page Setup dialog box (File menu).


## 11.  TRADEMARK NOTICE

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