

# WordPerfect<sup>®</sup>

for the Apple IIGS

# Acknowledgements

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## **Glossary/Index**

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## Customer Support

WordPerfect is backed up by a customer support system designed to offer you fast, courteous service. If you need assistance beyond what the manual, Help key, and your dealer can provide, follow these steps:

- Try to duplicate the problem, keystroke by keystroke, to see exactly what was done.
- Be at the computer and call customer support.

Before you send the customer registration card, copy the license number from the card onto your diskettes for reference in case the number is requested by customer support.

If you are within the continental United States or Hawaii, toll-free support is available by dialing:

**(800) 321-5906**

If you are in an area where the phone system does not handle toll-free numbers, you can access customer support by dialing **(801) 226-6800**.

*You will be charged by the phone company for the call if you decide to use the 801 number.*

Once you dial the support number, an "Automated Attendant" helps you to reach the support group you need by providing one or two additional numbers to dial. If your question does not fall under any of the categories listed by the Automated Attendant, simply stay on the line after listening to the message and an operator will be with you shortly.

The customer support department takes calls from 7:00am to 6:00pm Mountain Time for IBM personal computers and compatibles. For all other computers, support hours are from 8:00am to 5:00pm.

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## WordPerfect Software

WordPerfect is also available for the IBM PC, Personal System/2 (and most compatibles), Data General, VAX, Amiga, Apple IIe/IIc, Atari ST, and Macintosh computers.\* Contact your local WordPerfect dealer for more information.

*\*Versions of WordPerfect are also available in selected foreign languages. Contact an authorized international affiliate for more information.*

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# About the Manual

Your approach to this manual depends on what you want to do and how much you already know. If you are installing WordPerfect on your computer for the first time, read the Installation section first. If you are new to word processing, spend some time with the lessons in the Learning section, then move on to the Reference section to learn about the features. If you are familiar with word processing, thumb through the lessons and use the Reference section to learn about each feature.

The following list gives a brief description of each section in the manual.

## **Getting Started**

Acquaints you with WordPerfect. After a brief introduction, the main ideas behind WordPerfect are discussed.

## **Learning**

Contains lessons which take you step-by-step through various word processing tasks.

## **Reference**

Includes information about each WordPerfect feature and how it is used.

## **Installation**

Takes you through installing WordPerfect on your computer; initializing and copying diskettes, and selecting your printers.

## **Appendix**

Contains additional information regarding printer definitions, RAM drive, and ProDOS.

## **Glossary/Index**

Includes a glossary for those who are new to computers and a complete index.

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## Manual Conventions

You should be familiar with basic Apple IIgs mouse functions such as clicking, dragging, and choosing a feature from a menu. If you are not, refer to your Apple IIgs owner's manual for information.

These words have specific meanings in this manual and are used throughout the lessons and reference material:

### **Block**

Highlight a block of text. Position the mouse arrow where you want the block to begin, press and hold the mouse button, drag the mouse arrow to the end of the block, then release the mouse button,

or

Position the cursor where you want the block to begin, choose **Block** from the **Help** feature (on the **Apple** menu), then use the **Arrow** keys to move to the end of the block.

### **Enter**

Type the bolded characters following this command, then press **Return**.

### **Move**

Move the cursor to the specified position. You can either position the mouse arrow on the specified position and click the mouse button, or press the arrow keys (by themselves, or in combination with other cursor keys).

### **Type**

Type the bolded characters following this command.

When you are given keystrokes to press, the keys may appear by themselves or in parentheses with another key. If you see two keys separated by a dash, hold down the first key while striking the second.

(**Control-b**) Hold down **Control**, then press **b**.





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# Before You Start

Make sure that WordPerfect has been installed properly and you have the right materials before you start.

## **Installation**

If you are installing WordPerfect yourself for the first time, you should read the Installation section first. Step-by-step instructions for installing WordPerfect on your computer, initializing and duplicating diskettes, and selecting printers are included.

## **Materials**

Take a moment to see if you have the materials you need to get started. These include the /WordPerfect, /Utilities, and /Word.Lists diskettes and the Quick Reference card.

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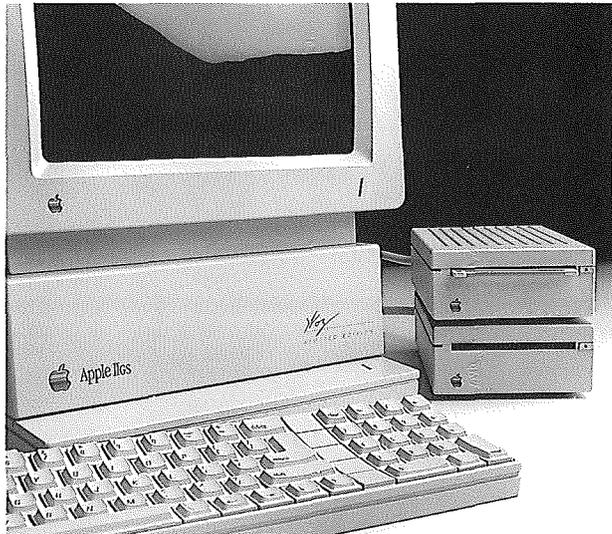
## Start WordPerfect

Once WordPerfect has been installed on your computer and you have the correct materials at hand, you are ready to start.

Keep the original copies of the WordPerfect diskettes in a safe place and use the working copies of the original diskettes (see the Installation section if you have not copied your diskettes).

### One or Two Disk Drives

To start WordPerfect on a computer with one disk drive, insert the /WordPerfect diskette into the drive (if you have two disk drives, the drive connected directly to the computer), and turn on the computer.



When you first start WordPerfect, a macro named STARTMAC displays a screenful of information, by retrieving a document named READ.ME. Read through the information on the screen, then follow the

steps below to have WordPerfect start with a clean screen rather than with STARTMAC *after* the first time.

- 1** Choose **Close** from the File menu, then click on **No** twice to clear the screen.
- 2** Choose **Defaults** from the File menu.
- 3** Click on the "Execute STARTMAC on Startup" box to remove the "x" from the box.
- 4** Click on **OK** to confirm the decision not to have STARTMAC executed each time you start WordPerfect.

You are now ready to start typing.

## Hard Disk

To start WordPerfect on a computer with a hard disk drive, boot your machine, then run the WPS.SYS16 program.

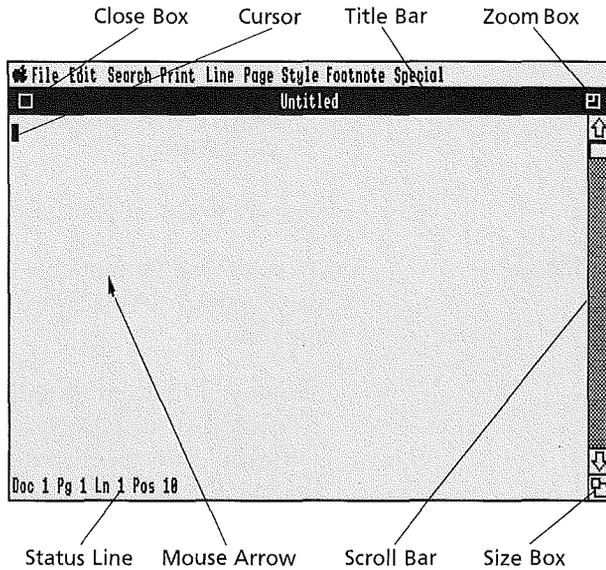
When you first start WordPerfect, a macro named STARTMAC displays a screenful of information by retrieving a document named READ.ME. Read through the information on the screen, then follow the steps below to have WordPerfect start with a clean screen rather than with STARTMAC *after* the first time.

- 1** Choose **Close** from the File menu, then click on **No** twice to clear the screen.
- 2** Choose **Defaults** from the File menu.
- 3** Click on the "Execute STARTMAC on Startup" box to remove the "x" from the box.
- 4** Click on **OK** to confirm the decision not to have STARTMAC executed each time you start WordPerfect.

You are now ready to start typing.

# Clear Window

Starting WordPerfect is like rolling a clean sheet of paper into a typewriter with margins and spacing already set. (See Formatting in the Reference section for a complete list of initial format settings).



## Mouse Arrow

The mouse arrow is controlled by the mouse. When you move the mouse, the mouse arrow moves in a corresponding way on the screen.

## Close Box

The close box (located on the left end of the title bar) is used to quickly exit a WordPerfect document. Clicking on the close box performs the same function as choosing the WordPerfect Close feature (see Close in the Reference section for more details).

## Cursor

The solid rectangle or *cursor* points like a finger to where you are on the screen. The status line at the bottom of the screen tells you the exact location of the cursor at all times.

**Scroll Bar**

The scroll bar runs along the right side of the window; it represents the entire length of a document. Inside the scroll bar is the scroll box (sometimes called the "thumb") which corresponds to the area of the document visible on the screen. Dragging the scroll box up or down the scroll bar moves you to a desired area in your document (see Scroll Boxes in the Reference section for more details).

**Size Box**

The size box (located in the lower right-hand corner of the window) is used to re-size the window. Position the mouse arrow in the size box and drag the window outline up and to the left. When you release the mouse button, the window will conform to its new boundaries.

**Status Line**

Along with the cursor position, this line also displays messages and information from WordPerfect.

**Title Bar**

In WordPerfect, the title bar shows the filename of the document in the window. When you first start WordPerfect, the filename says "Untitled."

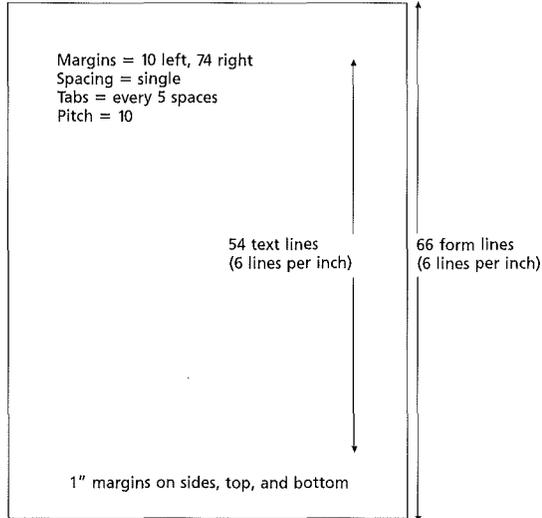
The title bar can also be used to move re-sized documents. To move a re-sized document, position the mouse arrow on the title bar and drag the outline of the document window to a desired location.

**Zoom Box**

Clicking on the zoom box (located on the right end of title bar) with the mouse returns re-sized documents back to their original size.

# Formats

Upon entering WordPerfect, you can start typing. Screen formatting and paging are automatic. Initial formats (margins, tabs, pitch, etc.) have already been set and can be changed at any time and as often as you like throughout a document.



## Document-Oriented

WordPerfect is document-oriented, which means that such features as page numbering and headers need only be entered once in a document. Margins, spacing, and other format changes are entered at the cursor and are in effect from that point forward or until another setting is entered.

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# WordPerfect Features

WordPerfect has over 110 word processing features. In addition to a 115,000-word Speller and an outstanding Thesaurus, WordPerfect offers footnotes, mail-merge, macros and dozens of other formatting features which make word processing fast and easy.

## Choosing Features

Designed to take advantage of Apple IIgs capabilities, WordPerfect lets you choose features with *either* the keyboard or the mouse.

**Mouse selection** is done by choosing a feature from one of the pull-down menus that are located at the top of the window. Some features (those not followed on the menu by ... ) go into effect immediately after you choose them, others (those followed on the menu by ... ) will present a dialogue which will require you to provide information for that particular feature.

**Keyboard selection** is done with WordPerfect's Help feature. The Help feature contains an alphabetical list of WordPerfect's features. With the Help feature, you can choose features with the Feature Search or Keyboard Equivalents.

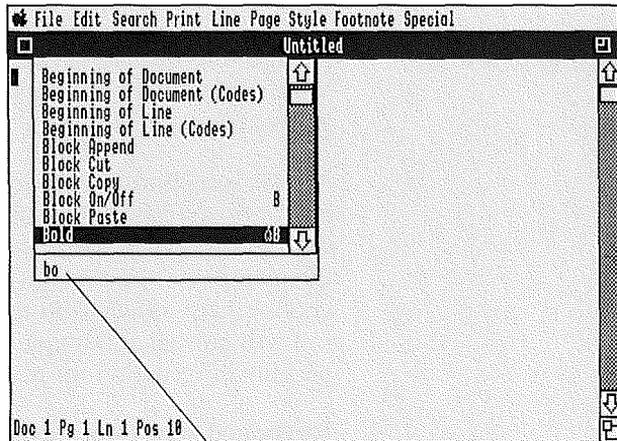
To use the Feature Search, hold down **Control**, then press the first letter of a feature name. When you type the first letter of the feature name, the Help feature appears on your screen with the cursor (a reverse-video bar) on the first feature that begins with that letter.

To choose a feature on the list, release **Control**, continue typing the letters of the feature name (or use the Cursor Control keys) until you move the cursor to the desired feature, then press **Return**.

For example, hold down **Control**, then press **b** (Control-b) to reveal all of the features beginning with

"b." Release **Control** and press **b** to highlight the **Bold** feature (Control-b, o). Press **Return** to choose **Bold**.

*The Feature Search appears at the bottom of the Help feature and lets you know what letters have been typed in the search for the feature.*



Feature Search

When choosing a feature whose first word or words are identical to the features below it (e.g., Page Down, Page Format, Suppress, Page Length...), hold down **Control**, then press a letter (Control-*letter*) to move the cursor to the words beginning with that letter. Next, release **Control**, then press the **Space Bar** to fill out the rest of the word on the Feature Search. Finally, type another letter to move to the features whose second word begins with that letter.

For example, if you want to select Page Length, hold down **Control**, then press **p** (Control-p) to move to the features beginning with "p." Release **Control**, then press the **Space Bar** to fill out the word "page" on the Feature Search. Finally, press **l** to move to Page Length, then press **Return** to choose the feature.

To choose a feature with the keyboard without bringing the Help feature to the screen, execute a Keyboard Equivalent. WordPerfect comes with several preassigned Keyboard Equivalents (which are listed in the Quick Reference), however, you can assign or reassign Keyboard Equivalents as often as you like. With WordPerfect's Keyboard Equivalents, you can speed up the time it takes to choose a feature. For information on assigning and executing Keyboard Equivalents, see Keyboard Equivalents in the Reference section.

## 7 keys to know

Even if you are strictly a mouse user, you should become familiar with the following keys and the functions they perform.



### **Clear**

Clear is used to back out of the Help feature or features that display a dialogue. For example, the Spacing, Tab Set, and Printer Control dialogues can all be canceled by pressing this key.

### **Control**

Control can be used with letter keys to bring the Help feature to the screen. Press the first letter of a desired feature while holding down Control to reveal all of the features beginning with that letter.

### **Cursor Keys**

The cursor is represented on the screen as a solid rectangle. The arrow and Number Pad keys (unless Number Lock is on) move the cursor through the text on your screen (see Cursor Movement in the Reference section for more details).

**Delete**

Delete removes text to the left of the cursor. The Number Pad . (period) key deletes text on which the cursor lies (unless Number Lock is on).

**Esc**

Esc (Escape) performs the same functions as Clear (see Clear above).

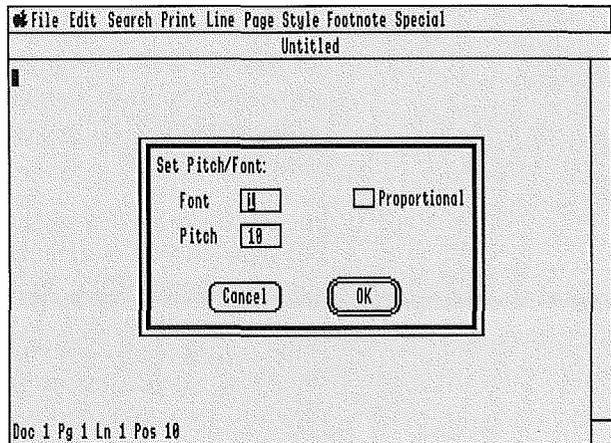
**Return**

Return is used in WordPerfect to end a paragraph or short line or to send a command to the computer. For example, pressing Return after highlighting a feature on the Help feature chooses the highlighted feature.

**Tab**

Tab can be used to move the cursor in dialogue fields.

For example, in the Font and Pitch dialogue, the cursor is originally in the "Font" box. Press Tab to move the cursor to the "Pitch" box.



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# Typing

## Word Wrap

One of the differences between a typewriter and WordPerfect is word wrap. WordPerfect automatically wraps the cursor at the end of the line. Do not press Return until you reach the end of a paragraph or short line of text.

## Insert vs. Typeover

WordPerfect uses the insert mode as the default form of editing. This means that when you move the cursor into existing text and begin typing, text is inserted at the cursor. The alternative is to type over the existing text. Pressing the Number Pad 0 (zero) key (unless Number Lock is on) or choosing Typeover from the Edit menu changes WordPerfect to the typeover mode. To return WordPerfect to the insert mode, press the Number Pad 0 key or choose Typeover again.

## R.S.V.P.'s

As you type and use features, WordPerfect sometimes asks you to confirm a request. The question, which can be answered with yes or no, always gives you a default reply.

For example, when you choose Close, WordPerfect asks you "Save Document #1?" and gives you three boxes to choose from: Yes, No, and Cancel. The button surrounded by two lines (Yes in this example) is the default reply. Pressing **Return** performs the same task as clicking on **Yes**. Pressing **Clear** or **Esc** performs the same task as clicking on **Cancel**. Pressing **n** performs the same task as clicking on **No**.

## Repeating Keys

The keys on many keyboards repeat by holding the key down. This can cause problems until you become accustomed to your keyboard. Caps Lock, Control, Shift, Option, and the Apple key are among the few

keys that do *not* repeat when held down. You can change the repeat speed with the Apple II<sub>GS</sub> Control Panel (see the Apple II<sub>GS</sub> owner's manual for more details).

### **Zeros and O's, Ones and I's**

You should never type an **l** (lowercase L) instead of a **1** (one) or an **O** (uppercase O) instead of a **0** (zero). They are very different characters to your computer and should not be substituted for each other.

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## Codes

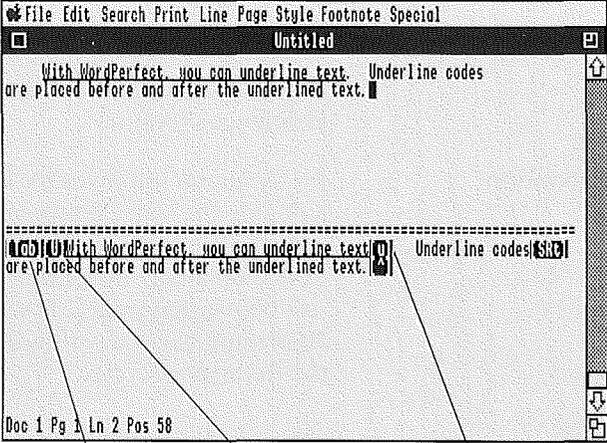
Codes are commands that tell WordPerfect and your printer what to do. All word processors place codes in the document whenever you bold, underline, change margins, or, in general, change the way a document looks.

WordPerfect hides these codes so that the text on the screen appears much like the printed page. The Codes window can be viewed at any time by choosing the Show Codes feature.

Codes not only tell WordPerfect how the document should look on screen, but more importantly, they tell the printer how to print, when to underline, when to change margins, etc.

When you choose the Underline feature, an *underline on* code is entered at the cursor and text is underlined until the Underline feature is chosen again, ending underline. When you press the Tab key, a *tab* code is entered. When you change spacing, a *spacing* code is entered and spacing is changed from that point forward until another spacing code is found.

Codes can be searched for and deleted the same as text.



Tab Code    Underline On Code    Underline Off Code

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# Printing

You can print from screen or from disk. From screen, you can print a page or document without having first saved it on disk. From disk, you can print a document or selected pages of a document (see Print in the Reference section).

## Hyphenation

Hyphenation improves the look of the printed page by reducing the space between words. Hyphenation is turned off when you start WordPerfect but can be turned on at any time (we recommend you wait until just before you print). If you want to make Hyphenation On a permanent setting, see Defaults in the Reference section.

## Printer Troubleshooting

The Appendix contains some printer helps (see Printer Troubleshooting) if you are having problems with your printer.

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# Filing

There is no need to open or name a file before you begin typing. You decide when and if the document should be saved.

After creating a document, you can save it on disk. When you retrieve a document, only a copy is shown—the original document remains untouched on disk. This means you can change the on-screen copy all you like without worrying about losing the original.

You may also replace an original copy of a document with an edited version.

## Pathname

A pathname describes the route to a file. You use either complete or partial pathnames to save and retrieve files. A complete pathname starts with a slash and includes the diskette (volume) name, another slash and the filename (see Pathname in the Reference section).

## Prefix

A prefix is the first part of a pathname. It includes at least the name of a diskette (volume) and sometimes the name of a directory. Prefixes are used as shortcuts when using ProDOS.

What you enter in response to any Pathname, Save, or Retrieve prompt determines whether or not a prefix is used. As a general rule, the default prefix (0/ on the Prefix screen) is used when the first character you enter is not a slash (/). This is called a partial pathname.

When you enter a complete pathname, the first character is a prefix number, a prefix character, or a slash (/), and the default prefix is not used.

The **default prefix** (0/) is an important prefix inasmuch as it is the prefix on which files without specified prefixes are stored.

The default prefix is originally set to the system prefix (1/ on the Prefix screen). If you do not want files that you create saved on the volume pointed to by the system prefix, you must enter a complete pathname or change the default prefix.

To change the default prefix:

- 1** Choose **File Management** from the File menu.
- 2** Click on **Prefix** to display the Prefix screen.
- 3** Click on the default prefix (0/).
- 4** Click on **Change Prefix**.
- 5** Type the new prefix, then click on **OK**.
- 6** Click on **Exit** to exit the Prefix screen.

For example, if you want to save or retrieve files from a disk called "/Data" (without having to enter a prefix), type /Data as the default prefix.

The **macro prefix** (number 4/ on the Prefix screen), holds WordPerfect's macros. You should set the macro prefix before you save or invoke a macro.

If you do not want to enter new default and macro prefixes each time you start WordPerfect, see Defaults in the Reference section.

*See Prefix in the Reference section for details on WordPerfect's prefixes.*

## **Periodical Saving**

Should power to your computer be interrupted for whatever reason (power failure, accidental unplugging, etc.), the file on your screen will be lost. For this reason, we suggest saving your work at regular intervals (every few minutes or so).

## **File Size**

With 3.5" disks, the program limit on file size is 800 Kb. With a suitable hard disk, the maximum file size is 16 megabytes. To maximize editing and scrolling speed, however, we suggest files be kept to between 20 and 70 pages. See Defaults in the Reference section for information on changing the size of the RAM portion of the Edit buffer to suit your needs.

# Preview WordPerfect

During this preview, you will type, edit, and print a few paragraphs of text. Some of the fundamentals of WordPerfect are introduced here.

## Type a Paragraph

Using the Delete key to erase mistakes, type the following paragraph without pressing Return.

**Bears have been searching for food in campgrounds since the tourist season started. For this reason, we are increasing patrols during the next few weeks.**

## Insert a Tab

Make a format change by inserting a tab.

- 1 Click on the "B" in the word "Bears" to move the cursor to the beginning of that word.
- 2 Press **Tab** to insert a tab, and the paragraph is indented to the first tab stop.

## Insert Some Text

Edit the paragraph.

- 1 Click on the "f" in the word "food" to move the cursor to the beginning of that word.
- 2 Type **Chinese take-out**
- 3 Press the **Space Bar** to insert a space between "take-out" and "food."

## Finish the Paragraph

Provide an ending for the paragraph.

- 1 Drag the scroll box (on the right side of your window) to the bottom of the scroll bar to move to the end of the text.

*The end of the paragraph is the bottom of the document. The cursor moves only through text and codes—it will not move through nothing.*

- 2 Press the **Right Arrow** key (→), press the **Space Bar** twice to add two spaces, then type your own ending to the first paragraph. (If you can't think of anything, just type this paragraph.)

## Divide the Paragraph

Make two paragraphs out of one.

- 1 Click on the beginning of the first word you just typed.
- 2 Press **Return** twice to divide the text and add a blank line.
- 3 Press **Tab** to indent the first line of the new paragraph.
- 4 Choose **Rewrite Screen** from the Edit menu to reformat the screen.

## Change Your Mind

Return the second paragraph to its original place

- 1 Press **Delete** three times to create a single paragraph.

## Center a Title

Type a centered title.

- 1 Drag the scroll box to the top of the scroll bar to move the cursor to the beginning of the document.
- 2 Press **Return** to add a blank line.
- 3 Press the **Up Arrow** key (↑) to move the cursor to the top of the document.
- 4 Choose **Center** from the Line menu to move the cursor to the center of the screen.
- 5 Type "**Bears**" as the title.

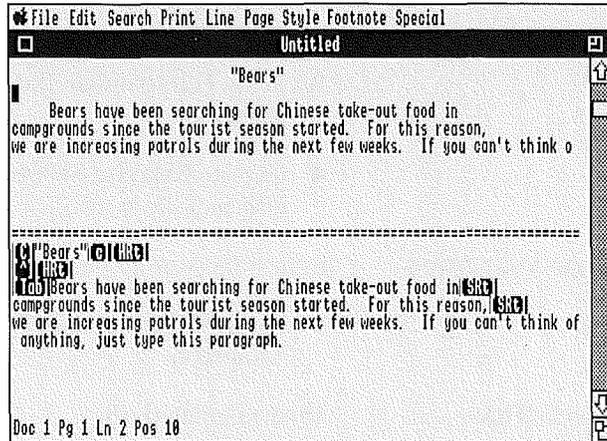
*A center code that you cannot see has been placed in the text.*

- 6 Press **Return** to end centering and move the cursor to the next line.

## Delete a Code

You have changed your mind again and decide not to have the title centered.

- 1 Choose **Show Codes** from the Edit menu to display the Center codes ([C][c]) in the Codes window.



In the Codes window, the cursor is represented by a reverse-video [^]. When you move the cursor in the Codes window, the cursor in the document window also moves.

- 2 Use the Arrow keys to move the cursor in the Codes window to the immediate right of the Center On code [C].
- 3 Press **Delete** to delete the Center On code.

*You can cancel centering by deleting either the Center On [C] or Center Off [c] code.*

See Codes in the Reference section for the complete list of codes and their meanings.

- 4 Choose **Hide Codes** from the Edit menu to remove the Codes window.

*The title should be at the left margin.*

## Print the Page

Do a page print.

- 1 Choose **Page Print** from the Print menu to print the page.

Unless there is more than one page, the Print and Page Print features do the same thing.

If your printer is set for Hand-fed forms:

- 1 Choose **Page Print** from the Print menu.
- 2 Roll a sheet of paper into the printer.
- 3 Choose **Printer Control** from the Print menu.
- 4 Click on the "Go (Resume Printing)" button.

If the document is not printed, make sure that you have installed your printer according to the installation instructions in the Installation section of this manual.

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## Exit WordPerfect

When you finish using WordPerfect, ALWAYS exit the program before turning off your machine. Turning off the machine before exiting may cause problems.

- 1** Choose **Quit** from the File menu to begin exiting WordPerfect.

The "Save Document #1?" dialogue appears on the screen.

- 2** Click on **No** to exit WordPerfect without saving the document.

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# Introduction

If you have not read the Getting Started section, take a moment to glance over that information and become familiar with any new ideas or terms. You should already know how to start and exit WordPerfect properly before beginning the lessons.

## The Lessons

The lessons in the Learning section have been grouped into four parts. They introduce you to many of WordPerfect's features. The first three lessons should be done together. The rest of the lessons can be completed individually as you have time.

Each lesson begins with a brief introduction. This is designed to give you an idea concerning the lesson. You can decide from the introduction whether or not to go through that particular lesson at that time.

Each lesson consists of a series of tasks. Each task begins with a title which is followed by the steps needed to perform the task. Illustrations of screens are shown throughout the tasks to show what your screen should look like at that point.

General comments and notes help you understand what is happening as you perform the task.

## Learning Hints

Do not become discouraged if you do not understand what is happening on your screen or if you need to start a lesson over again. It takes time to become familiar with the way WordPerfect and your computer work together.

You may want to refer to the following hints if you are having problems with a particular WordPerfect feature or task in the lessons:

- Return moves the cursor, but it also fills your document with empty lines that can push text out of sight (and out of mind). Click the mouse on a desired location or use the Arrow keys to move the cursor instead.
- Delete and the Number Pad . (period) key delete your typing mistakes. A message appears if you try to delete most WordPerfect codes. Click on **Yes** to delete the code; click on **No** to leave it alone.
- Back out of features that display a dialogue (e.g., Close, Save As, Open, Search) by clicking on **Cancel**.
- Start a lesson over again by choosing **Close** on the File menu, then clicking on **No** twice to clear the screen.
- Take the time to install WordPerfect correctly, or your printer may not work properly during a lesson.
- Some features will not work when the Block feature is on. Check the bottom of the screen for a "Block On" message, then click the mouse button to turn off Block.

## Diskettes and Drives

A diskette is also called a volume. Each diskette has a volume name. For example, "/Utilities" is the volume name of the /Utilities diskette.

A diskette drive is like a cassette recorder. It lets you save and play back information from diskettes.

## Drive 1 and Drive 2

The Apple IIgs may have two drives. The drive which is connected directly to the computer is called drive 1; the other is called drive 2.

On a two disk drive system, leave the WordPerfect diskette in drive 1. Take it out only when the lessons instruct you to do so. The Learn directory (used in most of the lessons in this section) is on the WordPerfect diskette.

## Inserting Diskettes

Sometimes WordPerfect may need a diskette that is not in a drive. For example, when you see the message

"Volume: /Word.Lists not found. Insert it and click OK."

remove a diskette from one of your drives, insert the /Word.Lists diskette into the drive, then click on **OK** to continue.

## Hard Disk Drives

Hard disk drives can be installed on the Apple IIgs. They greatly increase program speed, room to store files, and the maximum size of documents that can be edited and printed. If WordPerfect is running from a hard disk, use the File Management feature to set the default prefix for your personal directory (e.g., */hard disk name/personal directory name*).

The Getting Started section (and Prefix in the Reference section) tells you how to set the default prefix.

## The System Prefix

In most of the lessons in this section, you will be using files in the Learn directory on the /WordPerfect diskette (volume). The system prefix (1/ on the Prefix screen) points to the location of the /WordPerfect volume. To save or retrieve a file from the Learn directory on the system prefix, you type **1/learn/filename**, then click on **OK**.

## Help

The Help feature can be used as a quick reference to learn more information about a particular feature. To retrieve a screenful of information about a particular feature, choose **Help** from the Apple menu, highlight the feature on the list, then type a question mark (?) or slash (/).

## Filing Problems

If you are not sure a file has been saved, choose **File Management** from the File menu to display a list of the files on the default prefix (see File Management in the Reference section).

## Printer Problems

If your printer does not work, check the printer cable to make sure it is plugged in at both ends and plugged into the correct port at the back of the computer. Check the power switch and the power cord.

If you have not set up WordPerfect properly, your printer will not work. Follow the directions in the Installation section.

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# Fundamentals



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# Lesson 1: Typing

In this lesson you type a letter that confirms a reservation at Lone Pine National Park. When you finish, you print the letter, save it on disk, and clear the screen.

While working through the lesson, you learn the following facts about WordPerfect's features:

- Delete erases to the left.
- Center centers a line of text.
- Bold and Underline highlight text.
- Caps Lock shifts the letters on your keyboard to uppercase.
- Word Wrap automatically returns the cursor to the left margin.
- Print lets you print the document on the screen.
- Close gives you an opportunity to save a document and clears the screen.

The skills you will learn in this lesson can be used for

- Business letters.
- Letters of introduction.
- Letters to friends.
- Most correspondence.

## 1.1 Center, Bold, and Underline

Begin the letter by centering, bolding, and underlining a heading.

- 1 Choose **Center** from the Line menu to move the cursor to the center of the line.
- 2 Choose **Bold** from the Style menu to turn on Bold.

*"Pos" on the status line is bolded when the Bold feature is on.*

- 3 Choose **Underline** from the Style menu to turn on Underline.

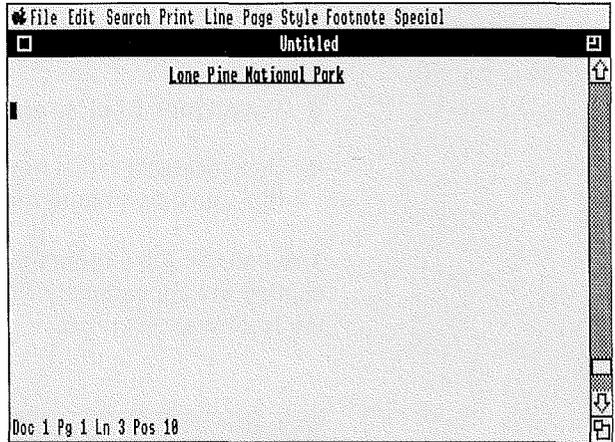
*"Pos" on the status line is underlined when the Underline feature is on.*

- 4 Type **Lone Pine National Park** as the heading.

*Press **Delete** to erase any mistakes.*

- 5 Choose **Bold** from the Style menu to turn off Bold.
- 6 Choose **Underline** from the Style menu to turn off Underline.

- 7 Press **Return** twice, once to end centering and move the cursor to the next line and once to add a blank line.

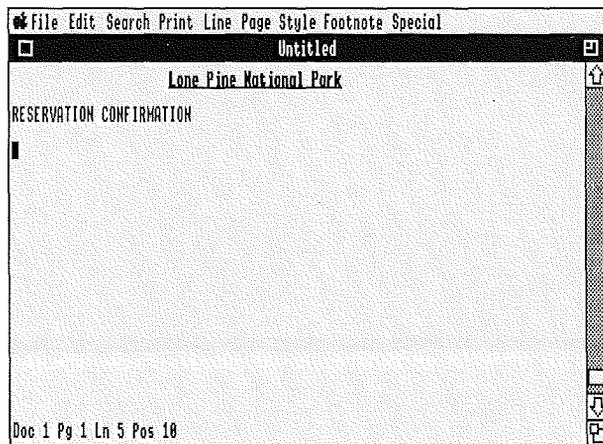


## 1.2 Caps Lock

The Caps Lock key lets you type uppercase letters without using the Shift key.

- 1 Press **Caps Lock** to begin typing in uppercase letters.
- 2 Type **reservation confirmation**
- 3 Press **Caps Lock** to end typing uppercase letters.
- 4 Press **Return** twice to move the cursor to the next line and add a blank line.

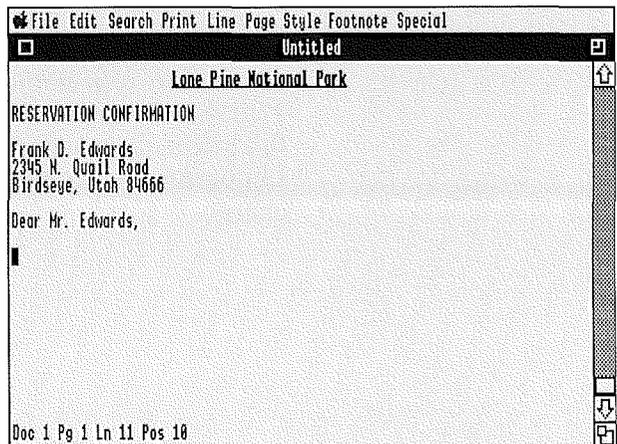
You can use the Colors feature on the Special menu to change the appearance of bolded text (see Colors in the Reference section).



### 1.3 Address and Salutation

Continue the letter by typing an address and salutation. Use **Return** to end each line and add blank lines.

- 1 Type **Frank D. Edwards**
- 2 Press **Return** to move the cursor to the next line.
- 3 Type **2345 N. Quail Road**
- 4 Press **Return** to move the cursor to the next line.
- 5 Type **Birdseye, Utah 84666**
- 6 Press **Return** twice to move the cursor to the next line and add a blank line.
- 7 Type **Dear Mr. Edwards,**
- 8 Press **Return** twice to move the cursor to the next line and add a blank line.



## 1.4 Word Wrap

Type the body of the letter. As you type, the Word Wrap feature will automatically wrap the lines within each paragraph. Press **Return** only to end the last line of a paragraph.

If, by habit, you press **Return** prematurely, press **Delete** to erase the mistake.

**1** Press **Tab** to move the cursor one tab stop to the right.

**2** Type the following paragraph.

**This letter is a confirmation of your request for a traditional log cabin.**

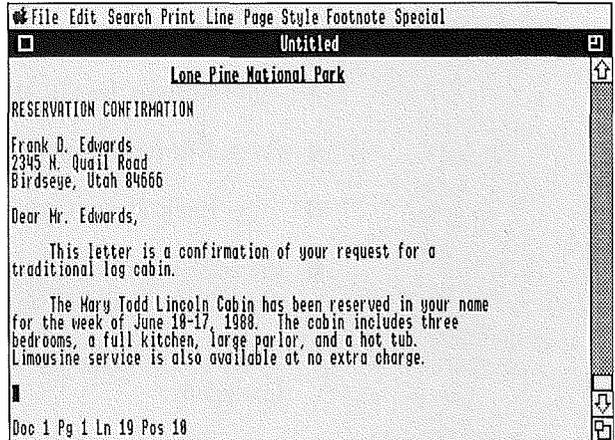
**3** Press **Return** twice to move the cursor to the next line and add a blank line.

**4** Press **Tab** to move the cursor one tab stop to the right.

**5** Type the following paragraph.

**The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1988. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub. Limousine service is also available at no extra charge.**

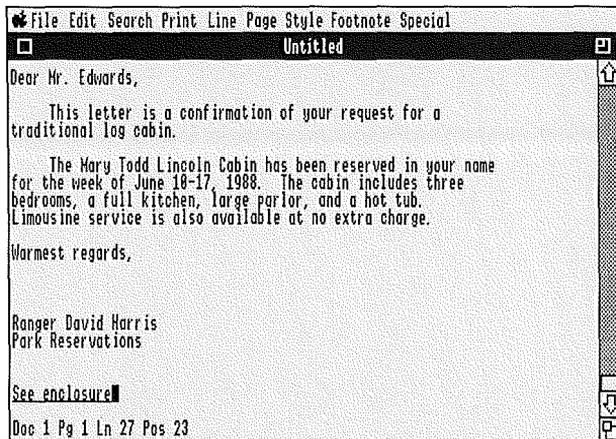
- 6 Press **Return** twice to move the cursor to the next line and add a blank line.



## 1.5 Close the Letter

Type the closing of the letter.

- 1 Type **Warmest regards,**
- 2 Press **Return** four times to move the cursor to the next line and add three blank lines for a signature.
- 3 Type **Ranger David Harris**
- 4 Press **Return** to move the cursor to the next line.
- 5 Type **Park Reservations**
- 6 Press **Return** three times to move the cursor to the next line and add two blank lines.
- 7 Choose **Underline** from the Style menu to turn on Underline.
- 8 Type **See enclosure**
- 9 Choose **Underline** from the Style menu to turn off Underline.



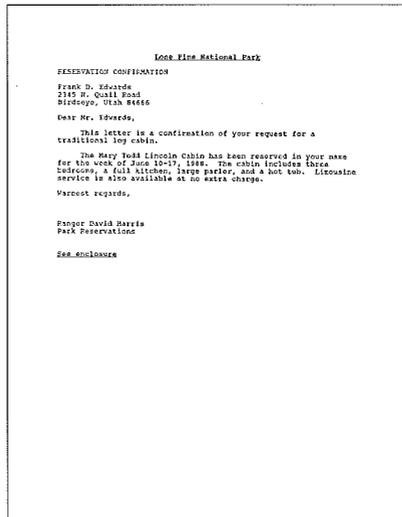
## 1.6 Print

Before printing and saving the letter you have created, be sure that you have installed your printer according to the installation instructions in the Installation section of this manual.

**1** Choose **Print** from the Print menu.

The letter will be printed.

If your printer is set for Hand-fed forms (you are inserting each sheet of paper into your printer by hand), your computer will beep when you try to print. The beep is a reminder to roll a piece of paper into your printer; choose Printer Control from the Print menu, and click on the "Go (Resume Printing)" button to start printing.



**1.7 Save the Document** Save the document as a file named CABIN.

- 1** Choose **Close** from the File menu, then click on **Yes** to save the document.

*You can also click on the close box at the left end of the title bar to start the exiting process.*

- 2** Type **1/learn/cabin** as the filename, then click on **OK** to save the CABIN file in the Learn directory on the system prefix (1/ on the Prefix screen).

- 3** Click on **No** to clear the screen.

If an "Invalid Pathname" message appears, you entered the filename incorrectly. WordPerfect lets you enter the filename again.

If you do not enter a prefix number or a slash before the filename, the file will be saved on the default prefix (0/ on the Prefix screen).

You can change the default prefix if you wish (see Prefix in the Reference section).

---

## Lesson 2: Editing

In this lesson, you make editing changes to the reservation letter created in Lesson 1. When you finish, you print the letter; replace the letter on disk with the edited version on your screen, then clear the screen.

While working through this lesson, you learn the following facts about WordPerfect's features:

- Center Page centers a page vertically when it is printed.
- Insert Date inserts the current date.
- Delete and Block can be used together to erase a block of text.
- Flush Right lets you enter text from the right margin.
- Right Justification must be off to print a ragged-right margin.
- Retrieve retrieves a copy of a file on disk to the cursor position.
- Show Codes lets you see the codes in your document.
- Save lets you replace a file on disk with the document on your screen.

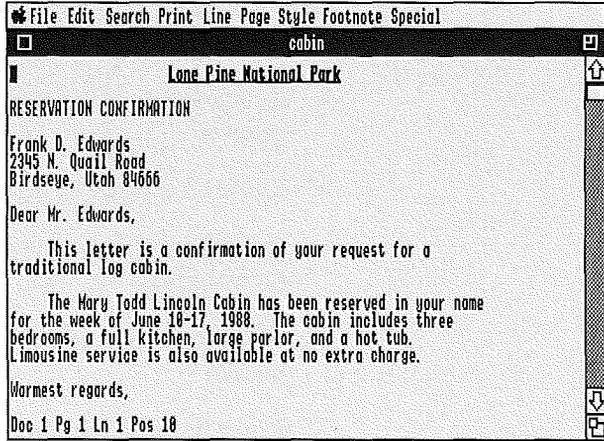
The skills you learn in this lesson can be used to

- Insert text.
- Delete words.
- Delete lines of text.
- Make new paragraphs.

## 2.1 Retrieve a Document

You should have already completed Lesson 1 before starting this lesson. If not, turn to Lesson 1 and complete the steps before continuing.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/cabin**, then click on **OK** to retrieve the CABIN file.



The file that you created in Lesson 1 will appear on the screen.

If the message "File not found" appears, you entered the filename incorrectly, or the file does not exist. WordPerfect lets you try again.

## 2.2 Delete Text and Insert Date

Begin editing the letter by deleting a line of text and inserting the current date.

- 1 Move the cursor to "RESERVATION CONFIRMATION."
- 2 Block "RESERVATION CONFIRMATION," press **Delete**, then click on **Yes** to delete the line.

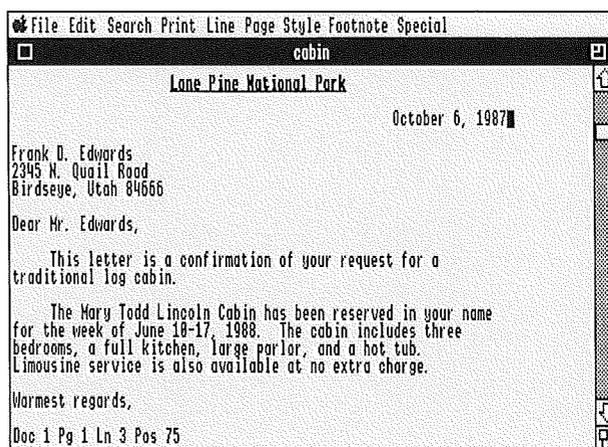
Delete End of Line on the Help feature also deletes a line of text (see Delete Text in the Reference section for more details).

- 3 Move the cursor to the beginning of Line 3 (Position 10).

*The status line on the bottom of your screen tells you the position of the cursor in your document.*

- 4 Choose **Flush Right** from the Line menu, and the cursor moves to the right margin.
- 5 Choose **Insert Date** from the Special menu to insert the current date at the cursor position.

The current date will only be inserted if you have preset Apple IIgs's built-in clock.



## 2.3 Editing

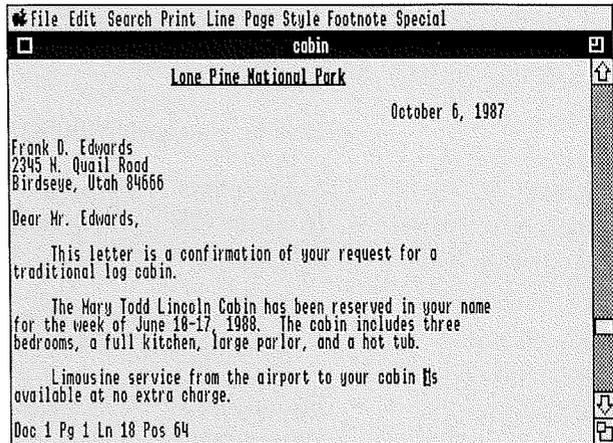
Create and edit a new paragraph.

- 1** Move the cursor to the "L" in "Limousine" (Line 17, Position 10).
- 2** Press **Delete** twice to delete two spaces.
- 3** Press **Return** twice to move the cursor to the next line and add a blank line.
- 4** Press **Tab** to move the cursor one tab stop to the right.
- 5** Move the cursor to the word "also."
- 6** Block "also," press **Delete**, then click on **Yes** to delete the word.

Delete Word on the Help feature can also be used to delete a word (see Delete Text in the Reference section for more details).

- 7** Move the cursor to the beginning of the word "available."
- 8** Press **Delete** to delete the extra space.
- 9** Move the cursor to the beginning of the word "is."
- 10** Type **from the airport to your cabin**
- 11** Press the **Space Bar** to add a space.

**12** Choose **Rewrite Screen** from the Edit menu to reformat the screen.



## 2.4 Center Page and Right Justification

Both the Center Page and Right Justification features adjust the way the text of your document appears on the printed page.

- 1 Drag the scroll box to the top of the scroll bar to move the cursor to the beginning of your document.
- 2 Choose **Center Page** from the Page menu.

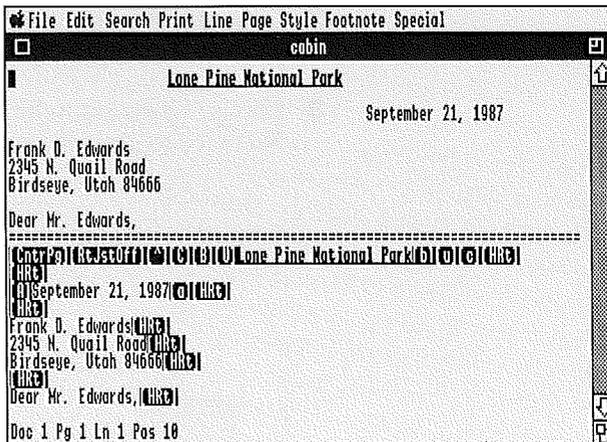
*Center Page centers text vertically on the page. However, the text will only be centered when it is printed—not on your screen.*

- 3 Choose **Right Justification** from the Print menu to turn off Right Justification.

With Right Justification off, the right margin will be uneven when the letter is printed.

- 4 Choose **Show Codes** from the Edit menu to display the Codes window.

Underneath the dashed lines in the middle of the screen, you can view the codes that you just inserted into the document: [CntrPg] and [RtJstOff].

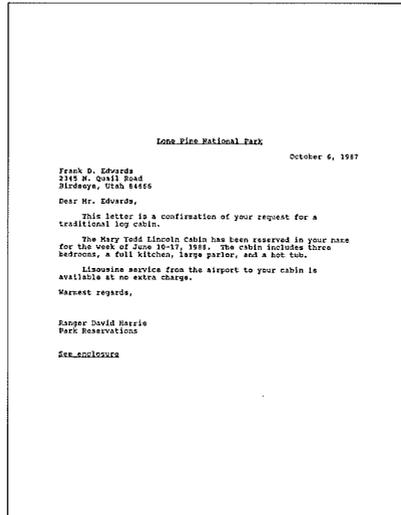


- 5 Choose **Hide Codes** from the Edit menu to remove the Codes window from your screen.

## 2.5 Print and Save

Print and save the letter, then clear the screen.

- 1 Choose **Print** from the Print menu to print the letter.
- 2 Choose **Save** from the File menu to save the new version of the document under the same filename.
- 3 Choose **Close** from the File menu, then click on **No** twice to clear the screen.



---

## Lesson 3: Formatting

In this lesson, you will make several formatting changes to the reservation letter edited in Lesson 2. Some of the changes will appear on your screen (margins, double spacing) and some will appear only when the letter is printed (pitch, page length, lines per inch).

You will also be introduced to the File Management screen. The File Management screen displays all or part of the files on a disk or in a directory.

While working through this lesson, you will learn the following facts about WordPerfect's features:

- The File Management screen displays an alphabetical list of the files on a disk.
- You can retrieve, delete, and print a file from the File Management screen.
- Margins, Tab Set, and Spacing let you enter your own line format settings.
- Pitch lets you change the number of characters printed per inch.
- Lines Per Inch can be used to increase the number of text lines on a printed page.
- Page Length changes the page format when the letter is printed.

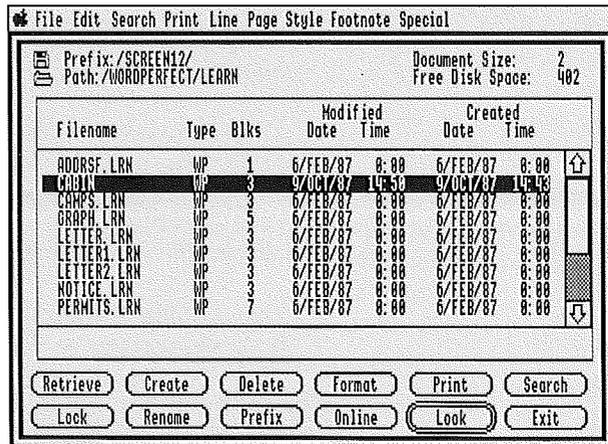
The skills you learn in this lesson can be used to change the appearance of a printed page.

### 3.1 Retrieve a Document

You can use the File Management feature to retrieve a document.

You should have already completed Lessons 1 and 2 before starting this lesson. If not, turn to those lessons and complete the steps before continuing.

- 1 Choose **File Management** from the File menu to display the files on the default prefix.
- 2 If the default prefix is not /WordPerfect, insert the /WordPerfect diskette into a drive and click on the diskette icon in the upper left of your screen until the "Path" heading reads "/WordPerfect.".
- 3 Move the cursor to the LEARN directory, then click on **Look** to display the files in the LEARN directory.
- 4 Move the cursor to CABIN on the File Management screen.



- 5 Click on **Retrieve** to retrieve the letter.

### 3.2 Pitch, Tab Stops and Margins

Begin to reformat by changing the pitch, tab stop settings, and margins.

- 1** Choose **Font and Pitch** from the Style menu.
- 2** Press **Tab** to move the cursor to the "Pitch" box.
- 3** Type **12** as the new pitch, then click on **OK**.

Now that you are printing 12 characters per inch (pitch) instead of 10, your margins need to be wider, and you need to change the tab stop settings.

- 4** Choose **Margins** from the Line menu.
- 5** Type **12** for the left margin.
- 6** Press **Tab** to move the cursor to the "Right" box.
- 7** Type **89** for the right margin, then click on **OK**.

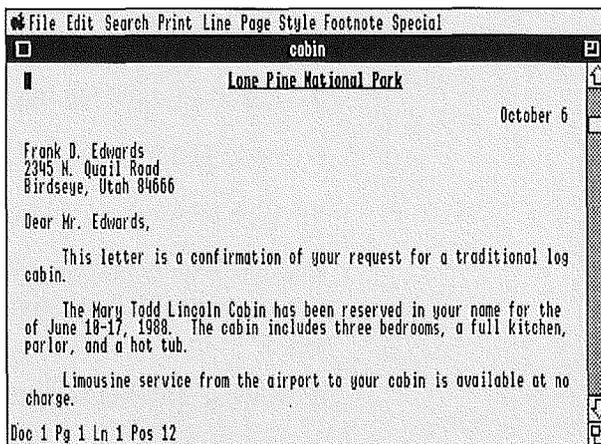
These two new margin settings give you one-inch margins on the left and right sides of your text for 12 pitch.

- 8** Choose **Tab Set** from the Line menu.
- 9** Move the cursor to position 0 on the Tab Ruler.
- 10** Execute the Keyboard Equivalent for **Delete End of Line** to erase the current tab stop settings.

*The preassigned Keyboard Equivalent for Delete End of Line is executed by typing Apple-Right Arrow. If you have assigned a Keyboard Equivalent of your own to Delete End of Line, execute that Keyboard Equivalent.*

- 11** Move the cursor to the "Position" box and type **12** to start inserting tab stops at position 12 (the new left margin).

- 12 Move the cursor to the "Increment" box and type 5 to insert tab stops every five spaces.
- 13 Click on the "Set Increment" button to set the tabs every five spaces starting at position 12.
- 14 Click on **OK** to return to your document.
- 15 Choose **Rewrite Screen** from the Edit menu to reformat the screen.



### 3.3 Lines Per Inch and Text Lines

Now, change the lines per inch (number of lines that will be printed per inch) and the text lines (the number of lines you will actually use for text on a printed page).

- 1 Choose **8 Lines Per Inch** from the Print menu to change from the preset value of 6 text lines per inch to 8.

Now that you have increased the number of lines per inch that will be printed, you can increase the number of text lines on the page.

- 2 Choose **Page Length** from the Page menu.

- 3 Click on the "Other" button.

This allows you to create your own settings.

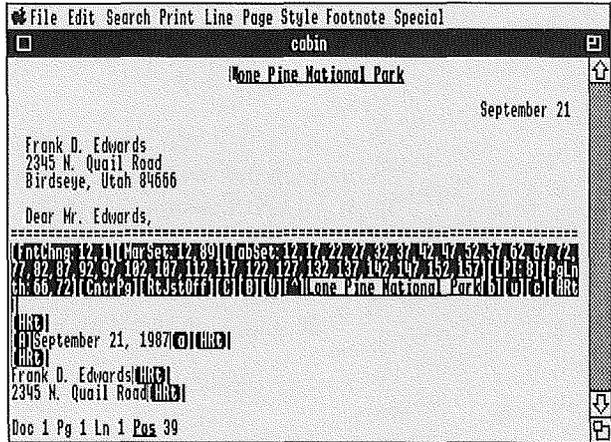
- 4 Press **Tab** to move the cursor to the "Text Len" box.

- 5 Type **72**, then click on **OK** to change the number of text lines to 72.

To arrive at 72 text lines on 11-inch paper, subtract one inch from the top and bottom for the margins. This leaves 9 inches for text, multiplied by 8 lines per inch, equals 72.

Notice that the form length stays the same while the number of text lines increases. Form length is *always* measured in 6 lines per inch; the Lines Per Inch feature only affects the text lines on a page.

- Choose **Show Codes** from the Edit menu to find the [LPI:8] and [PgLnth:66,72] codes in the Codes window.



### 3.4 Double Spacing

You can use the Search feature while in the Codes window.

- 1** Choose **Search** from the Search menu.
- 2** Press **Tab** to enter a Tab code [Tab] as the search string.
- 3** If the "Forward" button is not highlighted, click on it to turn it on.
- 4** Click on **OK** to begin the search.

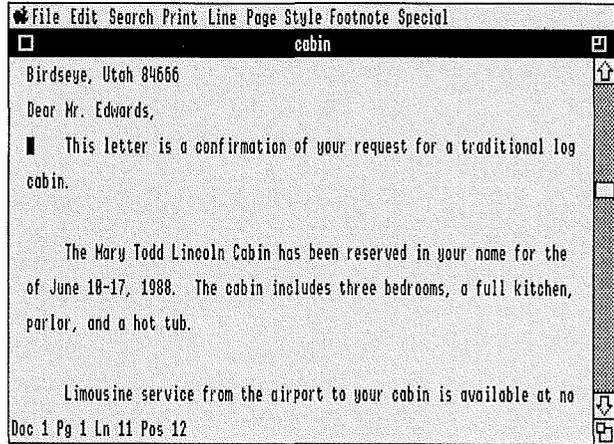
*The cursor will stop to the immediate right of the first Tab code in the letter.*

The cursor in the Codes window is represented by a reverse-video [^]. You can move it the same way that you move the cursor in the document window.

Notice that both cursors are visible when the Codes window is visible. When the Codes window is on your screen, however, the cursor that we refer to will always be the cursor in the Codes window.

- 5** Move the cursor to the left of the Tab code.
- 6** Choose **Hide Codes** from the Edit menu to remove the Codes window from your screen.

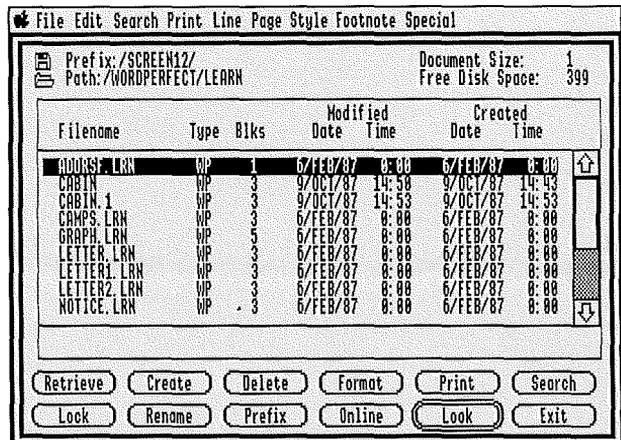
- 7 Choose **Spacing** from the Line menu.
- 8 Type **2** for double spacing, then click on **OK**.



### 3.5 Save and Print

Save the letter using a new filename, clear the screen, then print the letter.

- 1 Choose **Close** from the File menu, then click on **Yes** to begin saving the letter.
- 2 Type **1/learn/cabin.1** as the filename, click on **OK**, then click on **No** to clear the screen.
- 3 Choose **File Management** from the File menu.
- 4 If the default prefix is not /WordPerfect, insert the /WordPerfect diskette into a drive and click on the diskette icon in the upper left of your screen until the "Path" heading reads "/WordPerfect."
- 5 Move the cursor to the LEARN directory, then click on **Look** to display the files in the LEARN directory.



- 6 Type **cabin.1** to highlight the CABIN.1 file using the Name Search feature.

*You may only need to type the first letter or two of the filename.*

**7** Press the **Space Bar** to reset the Name Search feature.

**8** Click on **Print** to print the CABIN.1 file.

If the letter does not print correctly, your printer may not be able to print 12 pitch.

Irma Pitt, National Bus

October 4, 1977

Frank D. Edwards  
1117 W. 44th Street  
Minneapolis, MN 55406

Dear Mr. Edwards:

This letter is a confirmation of your request for a traditional 109 cabin.

The May Todd Lincoln Cabin has been reserved in your name for the week of June 16-17, 1978. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub.

Lincolns scowles from the airport to your cabin is available at no extra charge.

Warmest regards,

Janice David Harris  
Park Reservations

see enclosure

### 3.6 Delete a File

To complete this lesson, delete the first revision of your letter which is still saved under the filename CABIN.

- 1** Move the cursor to the CABIN file.
- 2** Click on **Delete**, then click on **OK** to delete the CABIN file.

If you are doing Lessons 1, 2, and 3 again, you can also delete the CABIN.1 file at this point.

- 3** Click on **Exit** to exit the File Management screen.

---

## Lesson 4: Troubleshooting

Each time you press a key or select a feature, you send a message to WordPerfect. Sometimes the message tells WordPerfect to display a character on the screen. Sometimes it just inserts a code into the document.

When you select a WordPerfect feature to change a setting or perform a task, a code is placed in your text. Codes are enclosed in brackets [ ] and are only seen in the Codes window.

In this lesson, you learn how to change the format of a document by inserting and deleting format codes.

While working through the lesson, you learn the following facts about WordPerfect's features:

- Retrieve lets you combine two or more documents.
- The cursor keys move the cursor in the Codes window.
- The Delete key deletes codes and text in the Codes window.
- Search lets you search for center, spacing, and other codes in the Codes window.
- Initial settings of WordPerfect can be reset by deleting intervening format codes.
- The Center code can hide text on the screen.

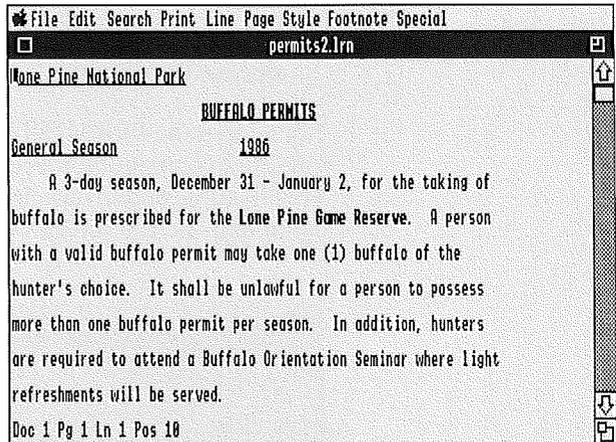
The skills you learn in this lesson can be used to

- Detect unwanted text.
- Search for and delete unwanted codes.
- Check a document with the Codes window.
- Solve some printing problems.

## 4.1 Retrieve a Document

Retrieve the Buffalo Permits document to begin making changes.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/permits2.lrn**, then click on **OK** to retrieve the PERMITS2.LRN file.

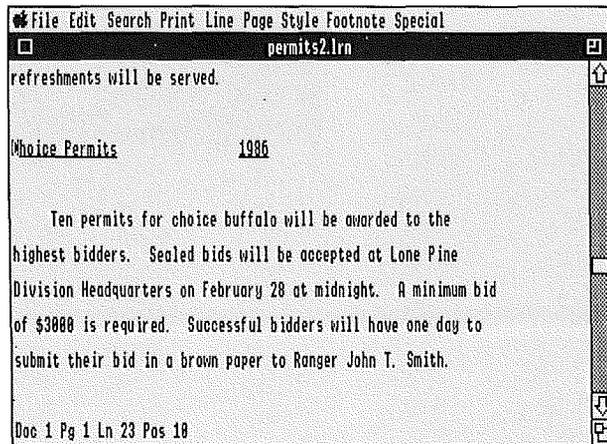


## 4.2 Combine Two Documents

In this step, you learn how to combine two documents on your screen.

- 1 Press a Home key (5 or 7 on the Number Pad) twice, then press the **Down Arrow** key (↓) to move the cursor to the end of the document (after text *and* codes).
- 2 Choose **Retrieve** from the File menu.
- 3 Type **1/learn/permits3.lrn**, then click on **OK** to retrieve the PERMITS3.LRN file.

Notice that the PERMITS3.LRN file was retrieved into the document on the screen at the cursor position. This feature can be very helpful in combining documents on the screen.



### 4.3 Center the Heading and Change the Underline Style

When you start WordPerfect, some format settings are preset (see Formatting in the Reference section for a list of preset formats). Changing format settings inserts codes into the document. Deleting format settings restores the original setting.

- 1** Drag the scroll box to the top of the scroll bar to move the cursor to the beginning of the document.
- 2** Choose **Center** from the Line menu to center the heading.
- 3** Press the **Down Arrow** key (↓) to reformat the line.
- 4** Choose **Underline Style** from the Style menu to begin changing the underline style for the document.
- 5** Click on the "Continuous Single" button, then click on **OK** to change the underline style to continuous single underlining.

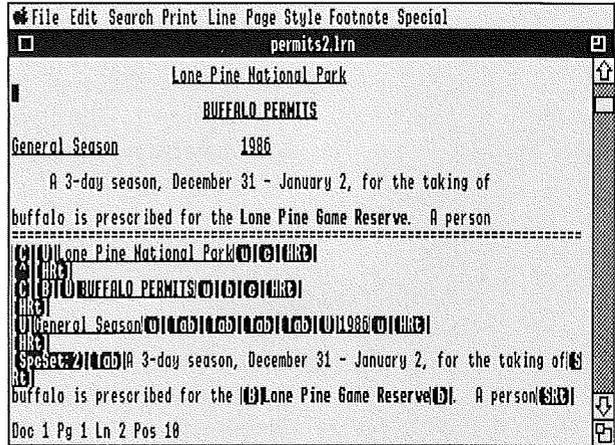
*See Underline Styles in the Reference section for details on underline styles.*



#### 4.4 Change the Underline Style Back to the Initial Setting

Restore the initial underline style setting.

- 1 Choose **Show Codes** from the Edit menu to display the Codes window.
- 2 Press **Delete** to delete the underline style setting.



- 3 Choose **Hide Codes** from the Edit menu to remove the Codes window.

Your document now appears as it did before the underline style change was made.

## 4.5 Change the Spacing Back to Single Spacing

In this step, you delete the double spacing code to change the spacing of the document back to the initial setting of single spacing.

- 1** Drag the scroll box to the top of the scroll bar to move the cursor to the top of the document before any codes.
- 2** Choose **Search** from the Search menu.
- 3** Hold down **Control**, press **s**, press the **Down Arrow** key (↓) until you highlight "Spacing," then press **Return** to insert a [SpcSet] code as the search string.

When you are entering a code as a search string, you must choose the feature from the Help feature using the keyboard.

- 4** If the "Forward" button is not highlighted, click on it to have WordPerfect search forward through the document.
- 5** Click on **OK** to begin the search.

The cursor stops to the immediate right of the first occurrence of the search string.

- 6** Choose **Show Codes** from the Edit menu to display the [SpcSet:2] code in the Codes window.



## 4.6 Correct the Overprinting Problem

Print the page, then correct the overprinting problem.

- 1 Choose **Page Print** from the Print menu to print the page on the screen.

After printing the page, you can see that the last line on the printed page has extra text printed on top of the existing text. This extra text does not appear on the screen because it is *hidden* by a misplaced Center code.

- 2 Drag the scroll box to the bottom of the scroll bar to move the cursor to the end of the text.
- 3 Choose **Show Codes** from the Edit menu to display the Codes window.

Notice that the phrase "a brown paper envelope" appears in front of the [C] code in the Codes window, but does not appear in the document window.

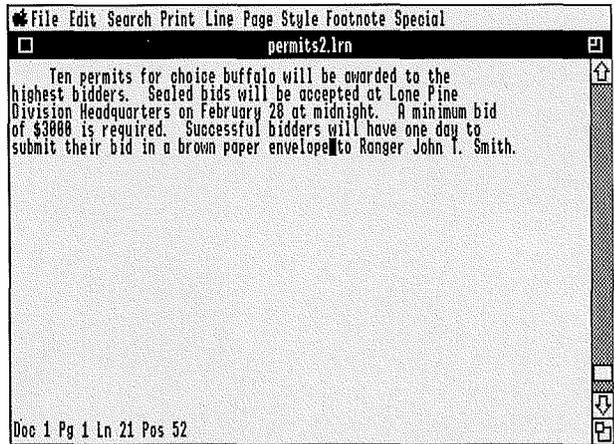
- 4 Choose **Search** from the Search menu.
- 5 Hold down **Control**, press **c**, press the **Down Arrow** key (↓) until you highlight "Center," then press **Return** to insert a Center code as the search string.
- 6 Click on the "Backward" button to have WordPerfect search backward through the document.
- 7 Click on **OK** to begin the search.

The cursor stops to the immediate right of the [C] code.

8 Press **Delete** to delete the Center code.

The phrase hidden by the Center code now appears in the document.

9 Choose **Hide Codes** from the Edit menu to remove the Codes window.





---

## Lesson 5: Moving Text

After typing the first draft of a document, much of the editing you do deals with rearranging your thoughts into an order that makes sense.

In this lesson, you are introduced to the WordPerfect features that help you rearrange and edit a sentence, paragraph, or page of text. You also learn how to create a hanging paragraph.

While working through the lesson, you learn the following facts about WordPerfect's features:

- Block and Bold help you bold an existing block of text.
- Print on the Print menu will print a block of text.
- The Move features, Cut, and Retrieve help you move a sentence, paragraph, page, or block of text.
- Margin Release and Indent help you create a hanging paragraph.

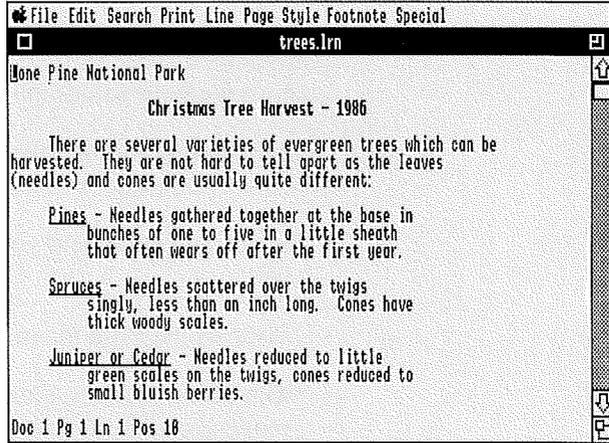
The skills you learn in this lesson can be used to

- Rearrange your text.
- Center, bold, and underline existing text.
- Save text in a temporary file while in WordPerfect.
- Print part of a page.

## 5.1 Retrieve a Document

Retrieve the Tree Permit document for editing.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/trees.lrn**, then click on **OK** to retrieve the TREES.LRN file.



## 5.2 Center, Capitalize and Underline

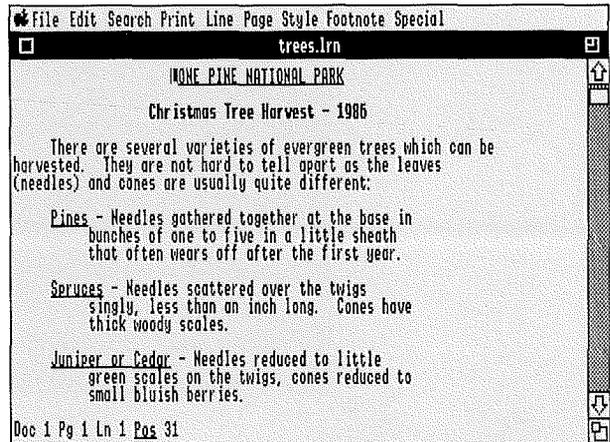
Center, capitalize, and underline the heading of the document.

- 1 Choose **Center** from the Line menu to center the heading.
- 2 Block the heading.

*"Block On" appears on the status line.*

- 3 Choose **Case Convert** from the Edit menu, then click on **Upper** to convert highlighted lowercase characters to uppercase characters.
- 4 Choose **Underline** from the Style menu to underline the highlighted text.
- 5 Click the mouse button to turn off Block.

The title is centered, underlined, and in uppercase.



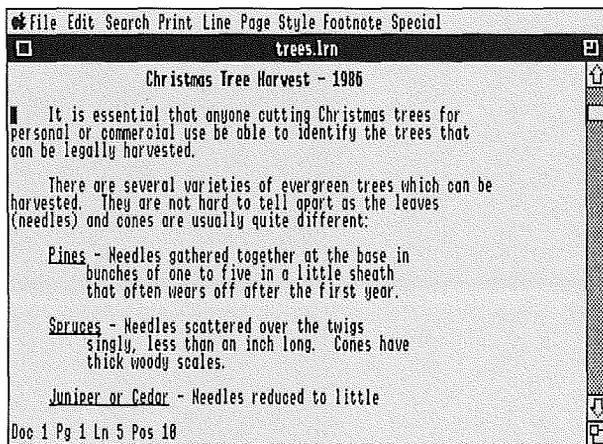
## 5.3 Move a Paragraph

Continue editing this document by moving the fifth paragraph to the beginning of the text.

- 1 Move the cursor to the left margin at the beginning of the fifth paragraph (Line 21, Position 10).
- 2 Choose **Move Paragraph** from the Edit menu, then click on **Cut** to cut the paragraph from the screen.

*The cut paragraph is automatically saved on the Clipboard.*

- 3 Move the cursor to the left margin at the beginning of the first paragraph (Line 5, Position 10).
- 4 Choose **Paste** from the Edit menu to retrieve the paragraph to the cursor position.



## 5.4 Arrange the Descriptions

The tree descriptions should be arranged in their correct alphabetical order.

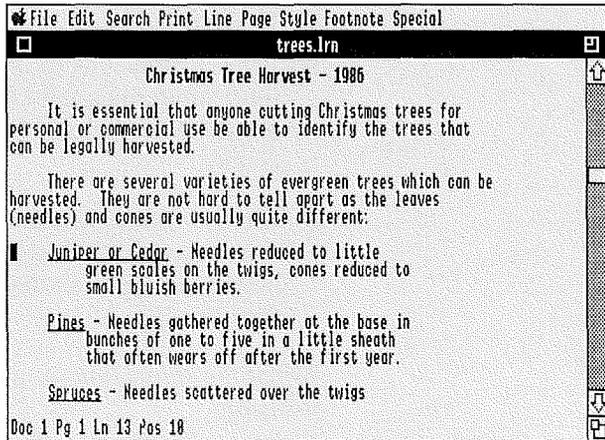
- 1** Move the cursor to the "J" in "Juniper" (Line 21, Position 15).
- 2** Press a Home key (5 or 7 on the Number Pad) three times, then press the **Left Arrow** key (←) to move to the beginning of the line before any codes.
- 3** Choose **Block** from the Help feature, then use the Arrow keys to highlight the document to the beginning of the sixth paragraph (Line 25, Position 10).

*Watch the status line to see the current cursor position.*

To include codes at the beginning of a block, you must choose Block from the Help feature.

- 4** Choose **Cut** from the Edit menu to cut the highlighted text.
- 5** Move the cursor to the first line of the third paragraph (Line 13).
- 6** Press a Home key (5 or 7 on the Number Pad) three times, then press the **Left Arrow** key (←) to move to the beginning of the line before any codes.

- 7 Choose **Paste** from the Edit menu to retrieve the paragraph to the cursor position.



## 5.5 Create a Tree Description

Add another tree description in a *hanging* paragraph. A hanging paragraph indents all but the first line of the paragraph.

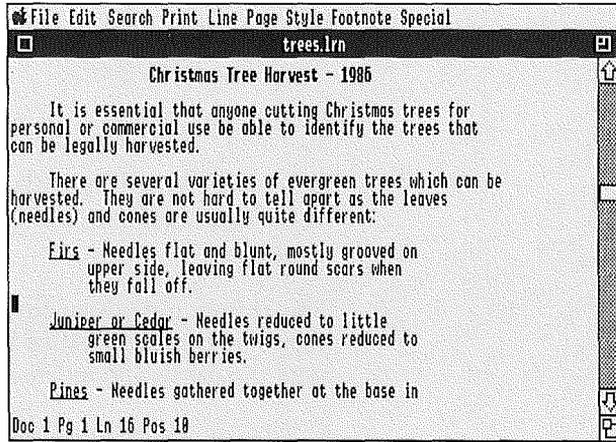
- 1 Move the cursor to the blank line before the third paragraph (Line 12).
- 2 Press **Return** to add a blank line.
- 3 Choose **Indent, Left/Right** twice from the Line menu to indent to the second tab stop from the margin.

This feature indents an equal amount from both margins. Use the **Indent, Left** feature if you do not want the paragraph indented from the right margin.

- 4 Choose **Margin Release, Left** from the Line menu to release the first line one tab stop.
- 5 Type **Firs - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off.**

*Remember to choose **Underline** before and after typing "**Firs.**"*

**6** Press **Return** to add a blank line.



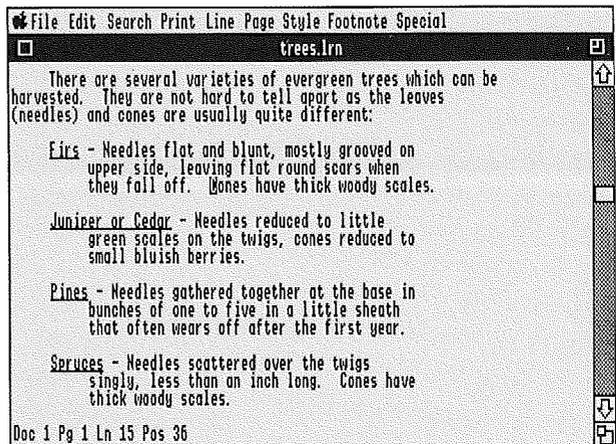
## 5.6 Copy a Sentence

Use a sentence from the Spruces tree description in the new Firs description.

- 1 Move the cursor to "Cones" in the Spruces tree description (Line 26, Position 53).
- 2 Choose **Move Sentence** from the Edit menu, then click on **Copy** to copy the sentence.

The copied sentence is saved in a temporary file.

- 3 Move the cursor to the end of the Firs tree description (Line 15, Position 34).
- 4 Choose **Paste** from the File menu to retrieve the sentence to the cursor position.
- 5 Press the **Space Bar** twice to add two spaces between the sentences.
- 6 Choose **Rewrite Screen** from the Edit menu to reformat the screen.



## 5.7 Add Another Category

You need to add one more category to the request slip at the bottom of the Tree Permit document.

- 1** Move the cursor to "Type of tree" on the request slip (Line 50, Position 10).
- 2** Press the Number Pad **1** key to move the cursor to the end of the line.
- 3** Press **Tab** three times to move the cursor three tab stops.
- 4** Type **Number of trees** as the new category.
- 5** Press the **Space Bar** once to add extra space after the text.
- 6** Choose **Underline** from the Style menu to turn on Underline.
- 7** Press the **Space Bar** nine times to create a line nine spaces long.

- 8 Choose **Underline** from the Style menu to turn off Underline.

Some printers are unable to underline spaces. If your printer will not underline spaces, use the underscore character (Shift-dash) to create the line following "Number of trees."

The screenshot shows a text editor window with the following content:

File Edit Search Print Line Page Style Footnote Special  
trees.lrn

John T. Smith  
Park Director  
Lone Pine National Park  
Fremont, UT 84666

---

Request for Tree Harvest

Name \_\_\_\_\_ Date of Harvest \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Type of tree \_\_\_\_\_ Number of trees \_\_\_\_\_

Doc: 1 Pg: 1 Ln: 50 Pos: 75

## 5.8 Block Print

Now, print only the request slip.

- 1 Move the cursor to the blank line just before the request slip (Line 37).
- 2 Block the entire request slip.
- 3 Choose **Print** from the Print menu, then click on **Yes** to print the highlighted text.

Request for Tree Harvest

Name \_\_\_\_\_ Date of Harvest \_\_\_\_\_

Address \_\_\_\_\_

Type of tree \_\_\_\_\_ Number of trees \_\_\_\_\_

- 4 Click the mouse button to turn off Block.

## 5.9 Print and Save

Print and save the edited permit document, then clear the screen.

- 1 Choose **Print** from the Print menu to print the permit.
- 2 Choose **Close** from the File menu, then click on **Yes** to begin saving the permit.
- 3 Type **1/learn/trees.1** as the filename, then click on **OK**.
- 4 Click on **No** to clear the screen.

LOGO PINE NATIONAL PARK  
Christmas Tree Harvest - 1986

It is essential that anyone making Christmas trees for personal or commercial use be able to identify the trees that can be legally harvested.

There are several varieties of evergreen trees which can be harvested. They are not hard to tell apart as the leaves (needles) and cones are usually quite different.

**ALBA** - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off. Cones have thick woody scales.

**JUNIPER OR CEDAR** - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.

**ELMS** - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.

**SPRUCE** - Needles scattered over the twigs singly, less than an inch long. Cones have thin, woody scales.

If you are interested in harvesting trees in 1986, fill out the request form below and send it to:

John T. Smith  
Park Director  
Logo Pine National Park  
Percuss, Utah 84050

-----  
Request for Tree Harvest  
-----

Name ..... Date of Harvest .....

Address .....

.....

Type of tree ..... Number of trees .....

-----

---

## Lesson 6: Spell-Checking

The Speller that comes with WordPerfect not only checks the spelling of words, but also checks for double words and lets you do a word count with or without spell-checking the document.

In this lesson, you use the Speller to check Ranger Douglas R. LaRue's annual report. Each step helps you learn about a different Speller feature.

While working through the lesson, you learn the following facts about WordPerfect's Speller:

- Ignore passes over a word for the rest of the document.
- The Speller lists alternate spellings for each word not found in the dictionary list.
- Delete 2nd automatically deletes the second word of a double word.
- Look Up lets you see the words in the Speller that match a word pattern.
- Edit moves you back into the document to edit a word.

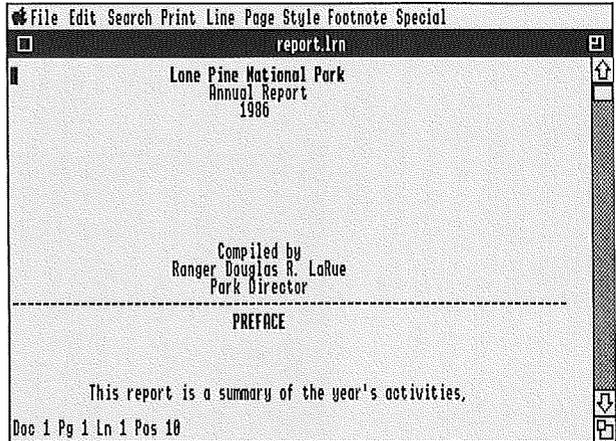
The skills you learn in this lesson can be used to

- Spell-check a word, page, or document before it is printed.
- Look up words that match a pattern.
- Count the number of words in a document.

## 6.1 Retrieve a Document

Retrieve the annual report document. This is the document you will be spell-checking.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/report.lrn**, then click on **OK** to retrieve the REPORT.LRN file.



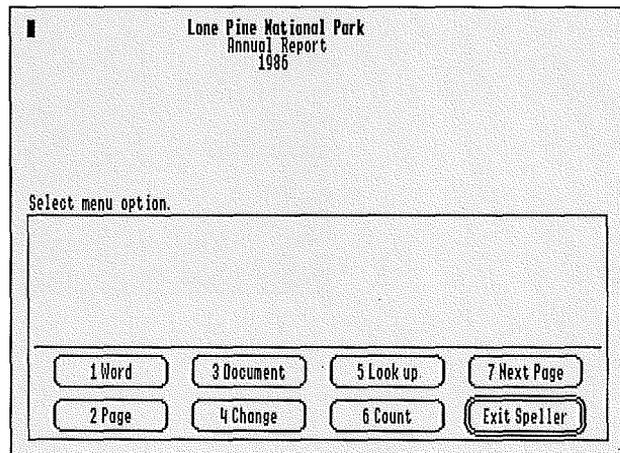
## 6.2 Start the Speller

After retrieving the annual report, spell-check the entire document.

- 1 Choose **Speller** from the Special menu.

If the /Word.Lists diskette (volume) is not in one of your drives or on your hard disk and the WP.DICTIONARY file is not found at the system (1/) or work (3/) prefix, WordPerfect asks you to insert the diskette into one of your drives and click on **OK**.

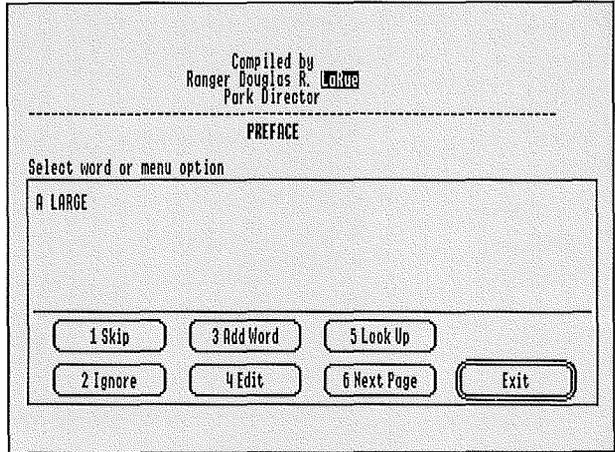
The Speller menu appears at the bottom of the screen.



- 2 Click on **Document** to begin spell-checking the entire document.

## 6.3 Ignore a Word

The Speller stops at the name "LaRue." You want the Speller to pass over the name for the rest of the document and continue spell-checking.

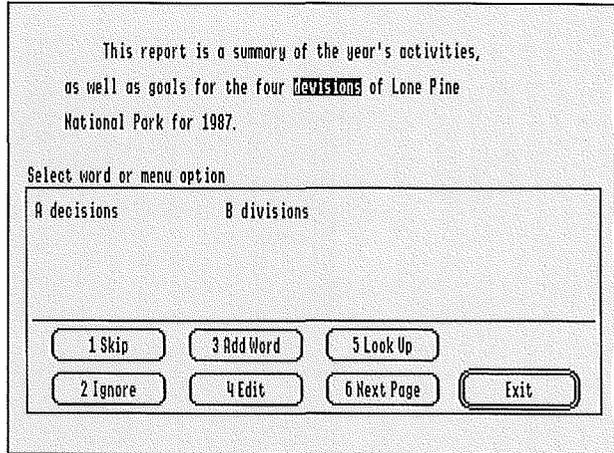


**1** Click on **Ignore**.

WordPerfect passes over the word for the rest of the document.

## 6.4 Automatically Correct a Word

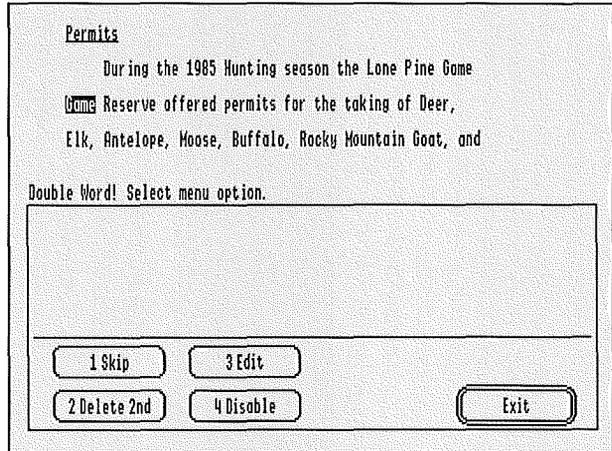
The Speller stops at the word "devisions." The correct spelling is displayed in the list.



- 1 Double-click on "divisions" to insert the correct spelling of the word and continue spell-checking.

## 6.5 Delete a Double Word

The Speller stops at a double occurrence of the word "Game." You want to delete the second word.

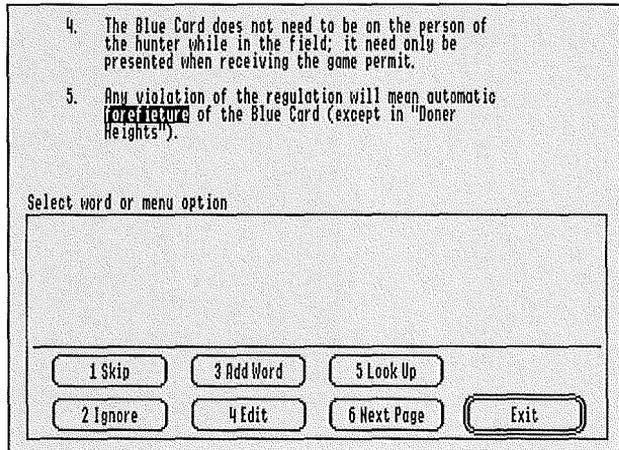


**1** Click on **Delete 2nd**.

WordPerfect deletes the second "Game" and continues spell-checking.

## 6.6 Look up a Word

The Speller stops at the word "forefieture" but does not display the correct spelling on the screen.



- 1 Click on **Look Up**, and the "Word pattern" message appears.
- 2 Type **f=f=ture** as the word pattern, then click on **OK**.

You can create a word pattern by using the equal sign (=) to represent zero or more characters and the dash (-) to represent exactly one character.

In this example, all of the words in the Speller that begin with "f," have zero or more characters followed by another "f," have zero or more characters, and end with "ture" are listed on the screen (see Wildcards in the Reference section for more details).

- 3 Double-click on "forfeiture" to insert the correct spelling in your document.

## 6.7 Manually Correct a Word

The Speller stops at the name "Doner." You need to correct the spelling by moving the cursor back into the document.

4. The Blue Card does not need to be on the person of the hunter while in the field; it need only be presented when receiving the game permit.

5. Any violation of the regulation will mean automatic forfeiture of the Blue Card (except in "Doner Heights").

Select word or menu option

A Diner	B Doer	C Done
D Doner	E Donor	F Doper
G Doser	H Doter	I Dover
J Dower	K Downer	L Dozer

1 Skip      3 Add Word      5 Look Up

2 Ignore      4 Edit      6 Next Page      Exit

- 1 Click on **Edit** to move the cursor into the document.
- 2 Move the cursor to the **n** in "Doner."
- 3 Type **n** to spell the name correctly—"Donner."
- 4 Press **Return** to exit the document and return to the Speller.

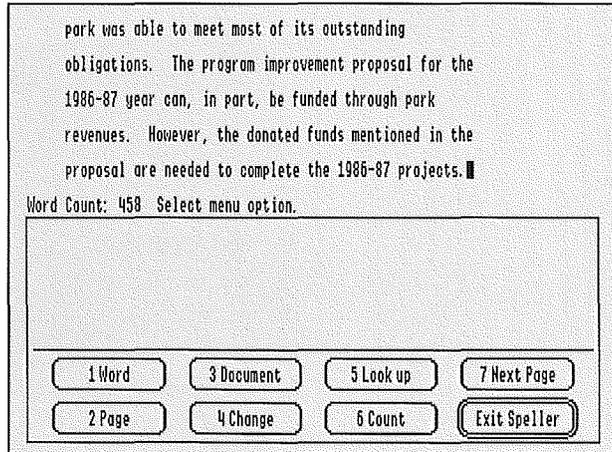
"Donner" still is not found in the dictionary.

- 5 Click on **Ignore**.

WordPerfect passes over the corrected spelling for the rest of the document.

## 6.8 Exit the Speller

Spell-checking is over, and the Word Count is displayed on the screen.



- 1 Click on **Exit Speller** to exit the Speller.
- 2 Choose **Close** from the File menu, then click on **No** twice to clear the screen.

---

## Lesson 7: Thesaurus

The Thesaurus that comes with WordPerfect helps you find words with the same meaning as a word in your document. Finding these words can also help you understand the meaning of a word.

In this lesson, you write a sentence that has the right ideas but contains the wrong words. After using the Thesaurus to find synonyms for three of the words, the sentence sounds just as you had hoped.

While working through the lesson, you learn the following facts about WordPerfect's Thesaurus:

- The Thesaurus can look up words already on the screen or words you type in.
- Look Up lets you search for synonyms and antonyms of a word you enter from the keyboard.
- The Thesaurus looks up synonyms and places them in noun, verb, and adjective groupings.
- Reference words labeled with a bullet (•) can be referenced as headwords.
- Replace replaces the word being referenced with the synonym of your choice.
- The Moveable menu (A, B, C...) labels the references under one headword at a time.
- Clear deletes the references from the column on which the cursor lies.

The skills you learn in this lesson can be used to find just the right words in any document you create.

## 7.1 Start the Thesaurus

Begin by typing a sentence.

- 1 Type **To blunder is human, to acquit sublime.**
- 2 Move the cursor to the word "blunder," which is the first word you want to replace.

*The cursor can be anywhere on or just after the word.*

- 3 Choose **Thesaurus** from the Special menu.

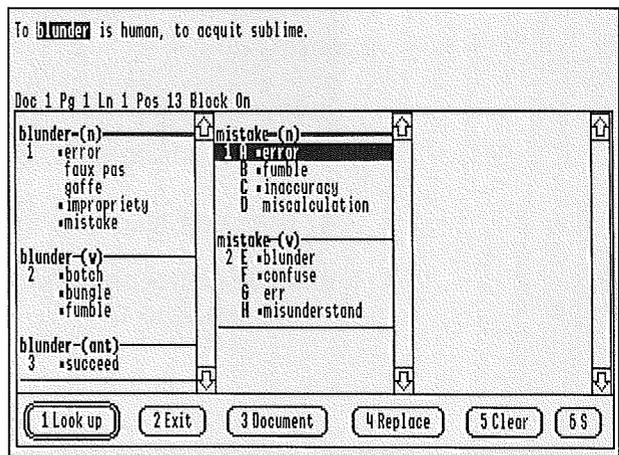
If the /Word.Lists diskette (volume) is not in one of your drives or on your hard disk and the WP.THESAURUS file is not found at the system (1/) or work (3/) prefix, WordPerfect will ask you to insert the diskette into one of your drives and click on **OK**.

## 7.2 Replace "Blunder"

The Thesaurus displays synonyms and other words that point to the same idea as the word highlighted on the screen. An acceptable replacement for "blunder" is not on the screen, so use a synonym of "blunder" to move to the second level of the Thesaurus list.

**1** Double-click on "mistake."

This moves the cursor to the second level of the Thesaurus list where "mistake" is now a headword. The second level appears in the second column on the Thesaurus screen.

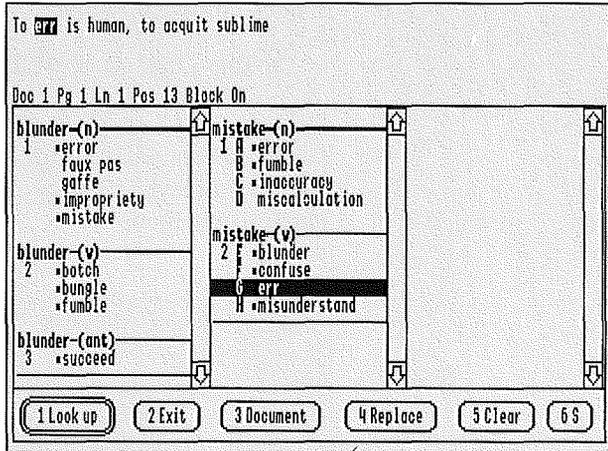


Headwords are words that can be looked up using the Thesaurus. References are words or phrases listed as synonyms or antonyms in the column underneath the headword. References preceded by bullets (•) are headwords.

Subgroups are groups of references with the same connotation. Subgroups are numbered under the headword.

Using "mistake" as a headword, you find the ideal verb to replace "blunder."

- 2 Move the cursor to "err."
- 3 Click on **Replace** to replace "blunder" with "err."

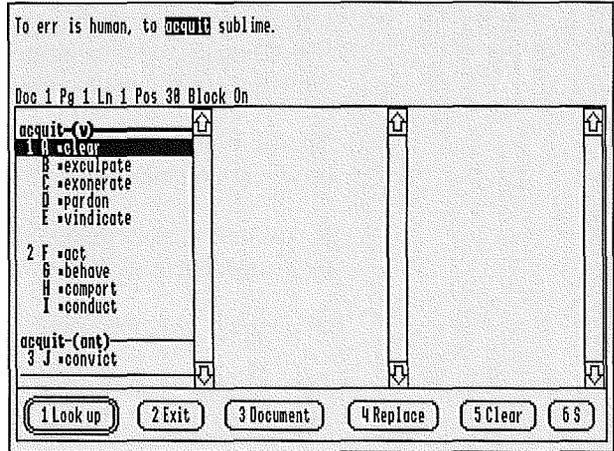


- 4 Click on **Clear** twice to clear the two columns.
- 5 Click on **Document** to move the cursor back into your document.

### 7.3 Replace "Acquit"

You are now ready to replace "acquit."

- 1 Move the cursor to the word "acquit."
- 2 Click on **Look Up**.



- 3 Double-click on "pardon."

This will move the cursor to the second level of the Thesaurus where "pardon" is now a headword.

You decide to use the word "forgive" to replace "acquit."

- 4 Move the cursor to "forgive."
- 5 Click on **Replace** to replace "acquit" with "forgive."
- 6 Click on **Clear** twice to clear the two columns.
- 7 Click on **Document** to move the cursor back into your document.

## 7.4 Replace "Sublime"

The final word to replace is "sublime."

**1** Move the cursor to the word "sublime."

**2** Click on **Look Up**.

For the first time in this lesson, the scroll bar to the left of the column is not empty. This means that the list of entries extends below the last visible entry. To view the entire list, use the scroll box.

The first visible entry is always labeled "A" regardless of where you are in the entry list.

If you have scrolled down to the bottom of the entry list, scroll back up to the top of the list.

**3** Double-click on "divine."

This will move the cursor to the second level of the Thesaurus where "divine" is now a headword.

You decide that "divine" is the best replacement word.

**4** Click on **Clear** to clear the second column.

**5** Move the cursor to "divine."

**6** Click on **Replace** to replace "sublime" with "divine."

The phrase should now read "To err is human, to forgive divine."

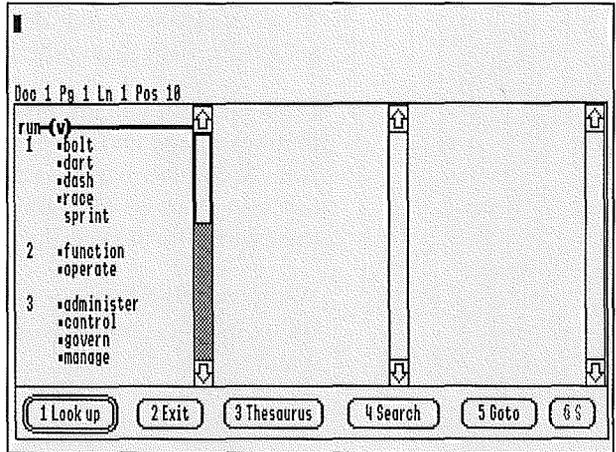
**7** Click on **Exit** to exit the Thesaurus.

**8** Choose **Close** from the File menu, then click on **No** twice to clear the screen.

## 7.5 Look up a Word of Your Choice

You can look up a word of your choice by choosing **Thesaurus** from the Special menu, typing in a word, and clicking on **OK**.

- 1 Choose **Thesaurus** from the Special menu.
- 2 Type **run**, then click on **OK**.



- 3 Click on **Exit** to exit the Thesaurus.

While in the Thesaurus, you may look up a word of your choice by clicking on **Look Up**, typing the word, then clicking on **OK**.

If you try to look up a word that is not a headword, WordPerfect displays a "Word not found" message and gives you an opportunity to enter a synonym or antonym of that word.

---

## Lesson 8: File Management

A critical part of word processing is the time you spend taking care of your files. WordPerfect provides a File Management feature that displays files in alphanumeric order. You can then perform a variety of tasks such as retrieving, printing, or deleting a file. You can also look into the contents of a file or even search for files that contain certain words.

In this lesson, you are given the task of finding a file that has a Tree Harvest Request form and Ranger John T. Smith's name. You must change the Ranger's name to Douglas R. LaRue, rename the file, and print the request form from the File Management screen.

While working through the lesson, you learn the following facts about WordPerfect's File Management feature:

- Word Search helps you find all the files that contain a certain word.
- Look lets you display the contents of a file without retrieving it.
- Rename lets you change the name of a file.

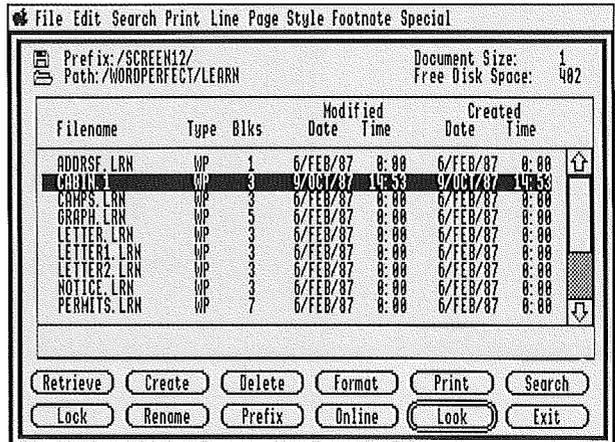
The skills you learn in this lesson can be used to

- Manage the files on a diskette or in a directory.
- Find a file without remembering the filename.
- Rename files.

## 8.1 Display a Group of Files

Before beginning your search for the file with the Tree Harvest Request form, you want to display only those files that might have the form.

- 1 Choose **File Management** from the File menu to display the list of files on the default prefix.
- 2 If /WordPerfect is not the default prefix, insert the /WordPerfect diskette into one of your drives and click on the diskette icon in the upper left of your screen until the "Path" heading reads "/WordPerfect."
- 3 Move the cursor to the LEARN directory, then click on **Look** to display the files in the LEARN directory.



## 8.2 Word Search

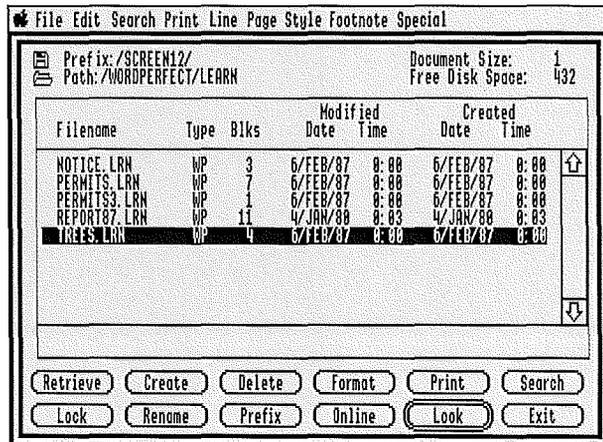
You know that the file you are looking for should have Ranger Smith's name and a Tree Harvest Request Form in it. Therefore, do a Word Search for all files with "Smith" in them.

- 1 Click on **Search** to begin a Word Search.
- 2 Enter **smith** to find all the files that have "Smith" in them.

*You do not need to type uppercase letters to match a word.*

- 3 Press **Return** to begin the search.

*WordPerfect displays only those files containing the word "Smith."*



You may enter up to nine words as search patterns. When you want to begin the search, press **Return** without typing a pattern.

### 8.3 Look

You have now limited the files to just a few. Begin using the Look feature to find the file with the Tree Harvest Request Form.

- 1 Move the cursor to the REPORT87.LRN file.
- 2 Click on **Look** to display the text in the file.
- 3 Click on **Continue** to page down through the file.

The request form is not in the REPORT87.LRN file.

- 4 Click on **Cancel** to exit the REPORT87.LRN Look window and return to the File Management screen.
- 5 Move the cursor to the TREES.LRN file.
- 6 Click on **Look** to display the text in the file.

**7** Click on **Continue** to page down through the file.

The request form is displayed in the TREES.LRN Look window. You have found the correct file.

```
* File Edit Search Print Line Page Style Footnote Special
be able to identify the trees that can be legally harvested.
If you are interested in harvesting trees in 1986, fill out the request
form below and send it to:
John T. Smith
Park Director
Lone Pine National Park
Fremont, UT 84666
-----
--- Request for Tree Harvest
Name                               Date of Harvest
Address
Type of tree

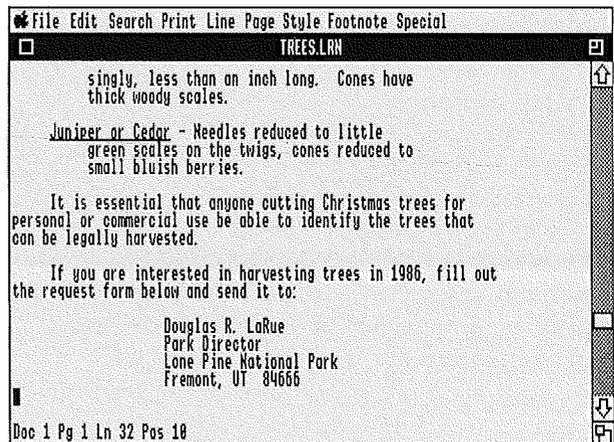
CONTINUE                            CANCEL
```

**8** Click on **Cancel** to exit the TREES.LRN Look window and return to the File Management screen.

## 8.4 Edit the File

You are now ready to replace Ranger Smith's name with Douglas R. LaRue's name, then save the new document.

- 1 Move the cursor to the TREES.LRN file, then click on **Retrieve** to retrieve the TREES.LRN file.
- 2 Choose **Search and Replace** from the Search menu.
- 3 Type **John T. Smith** as the search string to find Ranger Smith's name.
- 4 Move the cursor to the "Replace With" box.
- 5 Type **Douglas R. LaRue** as the replacement string.
- 6 Click on **OK** to execute the replacement.



- 7** Choose **Close** from the File menu, then click on **Yes** to save the edited document.
- 8** Type **1/learn/larue.bac** as the filename, then click on **OK**.
- 9** Click on **No** to clear the screen.

## 8.5 Rename and Print

Now that you have saved the edited document, rename the file, then print it.

- 1** Choose **File Management** from the File menu.
- 2** If /WordPerfect is not the default prefix, insert the /WordPerfect diskette into one of your drives and click on the diskette icon in the upper left of your screen until the "Path" heading reads "/WordPerfect."
- 3** Move the cursor to the LEARN directory, then click on **Look** to display the files in the LEARN directory.
- 4** Move the cursor to the TREES.LRN file.
- 5** Click on **Rename** to begin renaming the file.
- 6** Type **larue.trs** as the new filename, then click on **OK**.

7 Click on **Print** to print the document.

8 Click on **Exit** to exit the File Management screen.

Lone Pine National Park

Christmas Tree Harvest - 1986

There are several varieties of evergreen trees which can be harvested. They are not hard to tell apart as the leaves (needles) and cones are usually quite different:

**PIANA** - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.

**SPRING** - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.

**UNIFORM OR COAST** - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.

It is essential that anyone cutting Christmas trees for personal or commercial use be able to identify the trees that can be legally harvested.

If you are interested in harvesting trees in 1986, fill out the request form below and send it to:

Douglas R. LaFoe  
Park Director  
Lone Pine National Park  
Fresno, UT 84666

---

**Request for Tree Harvest**

Name \_\_\_\_\_ Date of Harvest \_\_\_\_\_

Address \_\_\_\_\_

Type of tree \_\_\_\_\_



)

)

)

---

## Lesson 9: Footnotes/Page Numbers

Whether you are writing a term paper for school or compiling a major investment proposal, WordPerfect provides features that help you quickly document your research.

In this lesson, you add a quote and footnote to the Lone Pine Annual Report, then edit another document using a second window and the Replace feature.

While working through this lesson, you learn the following facts about WordPerfect's features:

- Center Page lets you print a page of text that is centered vertically.
- Go To Page moves the cursor to the top of a designated page.
- Spacing and Indent help you format a quote on the page.
- Footnotes are numbered automatically for you.
- Open lets you open many documents at the same time.
- New Page Number lets you start page numbering with any number and on any page.
- Page numbering can be done in a header.

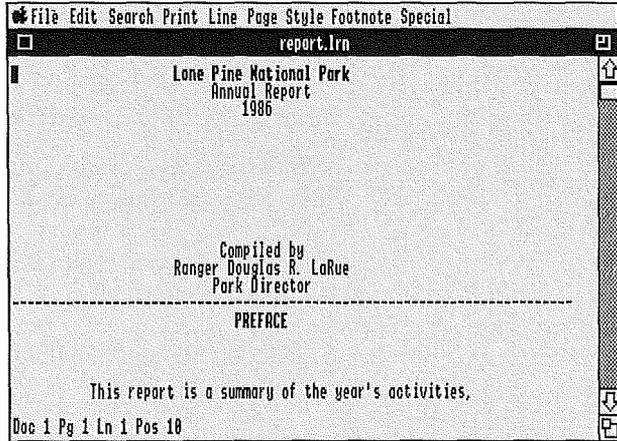
The skills you learn in this lesson can be used to

- Create reports and term papers for school.
- Document your research with footnotes.
- Edit several documents at the same time.
- Create advanced papers such as proposals, theses, and dissertations.

## 9.1 Retrieve a Document

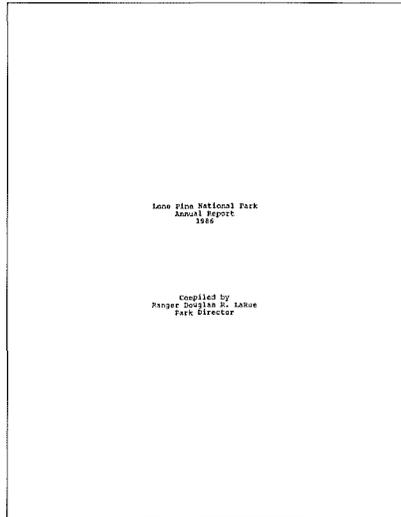
Retrieve the Annual Report and center the title page.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/report.lrn** as the filename, then click on **OK**.



**3** Choose **Center Page** from the Page menu to center the text vertically on the title page.

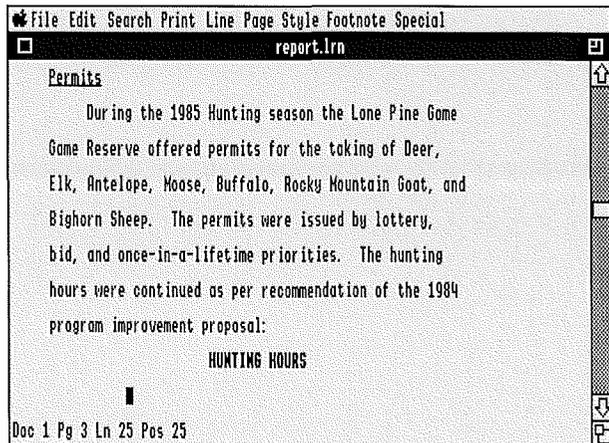
The text will not be centered on the page until you print the report.



## 9.2 Change Spacing and Indent

Insert a quotation into the report and change spacing and indentation to prepare for the quoted material.

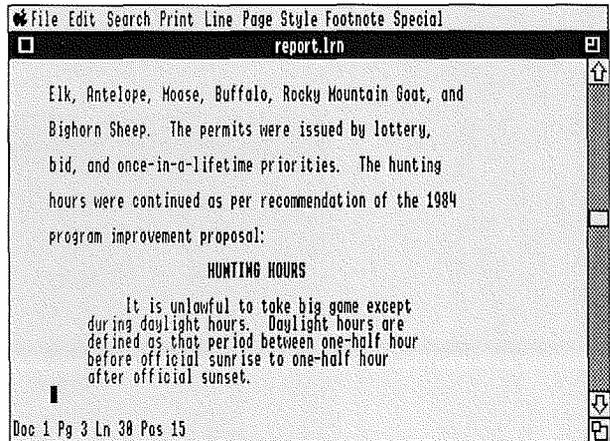
- 1 Choose **Go To Page** from the Search menu.
- 2 Type **3** , then click on **OK** to move to the top of page 3.
- 3 Move the cursor to the blank line following "Hunting Hours" (Line 25, Position 15).
- 4 Choose **Spacing** from the Line menu to change the line spacing.
- 5 Type **1** for single spacing, then click on **OK** .
- 6 Choose **Indent, Left/Right** from the Line menu to begin indenting one tab stop from the left and right margins for the quotation.
- 7 Press **Tab** to indent the first line of the quotation an extra tab stop.



### 9.3 Type the Quotation

Type the quotation, then change back to double spacing.

- 1 Type **It is unlawful to take big game except during daylight hours. Daylight hours are defined as that period between one-half hour before official sunrise to one-half hour after official sunset.**
- 2 Press **Return** to end indenting and move the cursor to the next line.
- 3 Choose **Spacing** from the Line menu to change the line spacing.
- 4 Type **2** for double spacing, then click on **OK** .



## 9.4 Create a Footnote

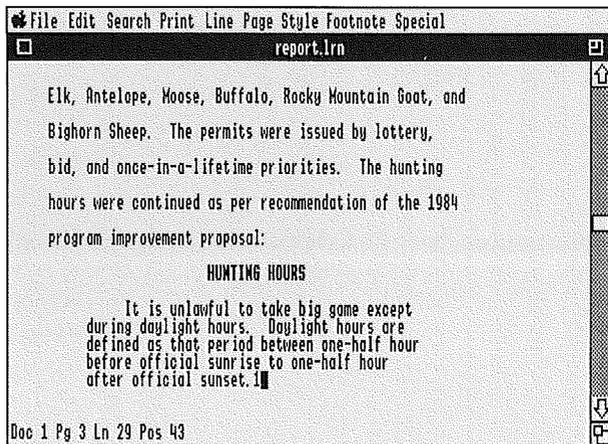
The quotation needs to be footnoted.

- 1 Press the **Left Arrow** key (←) twice to move the cursor to the end of the quotation (Line 29, Position 42).
- 2 Choose **Create** from the Footnote menu to create a new footnote.

You are placed in a special editing window for footnotes.

*The "Create Footnote" title appears on the title bar.*

- 3 Type **1986-87 State Big Game Proclamation** as the text of the footnote.
- 4 Choose **Close** from the File menu to exit the footnote editing screen, save the footnote, and return to your document.



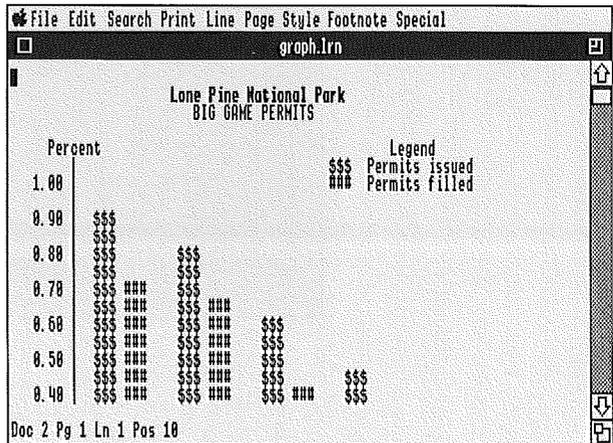
## 9.5 Open a New Window and Retrieve

To edit a graph from a separate file and move it into a document, it is easiest to first open a new window and retrieve the graph into the second window.

- 1 Choose **Go To Character** from the Search menu.
- 2 Type **:** (a colon) to move the cursor to the colon at the end of the graph statement.
- 3 Press the **Down Arrow** key (↓) to move the cursor to Line 48, Position 15.
- 4 Choose **Open** from the File menu to open a second document window.

*"Doc 2" appears on the status line.*

- 5 Type **1/learn/graph.lrn** , then click on **OK** to retrieve GRAPH.LRN into the second document window.

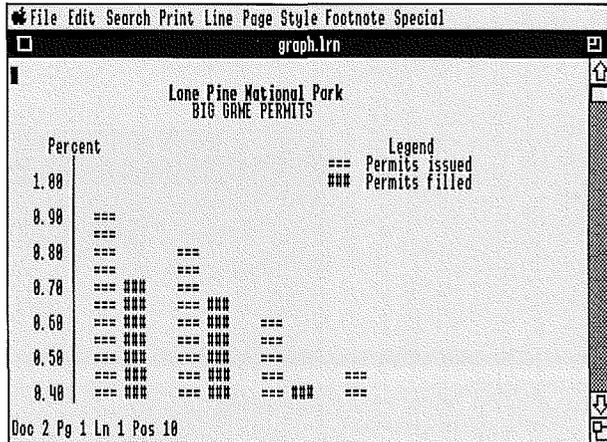


## 9.6 Replace

Replace the "\$" with "=" in the graph.

- 1 Choose **Search and Replace** from the Search menu to begin a Search and Replace.
- 2 Type \$ as the search string.
- 3 Press **Tab** to move the cursor to the "Replace with:" box.
- 4 Type = as the replace string.
- 5 Click on **OK** to execute the replacement.

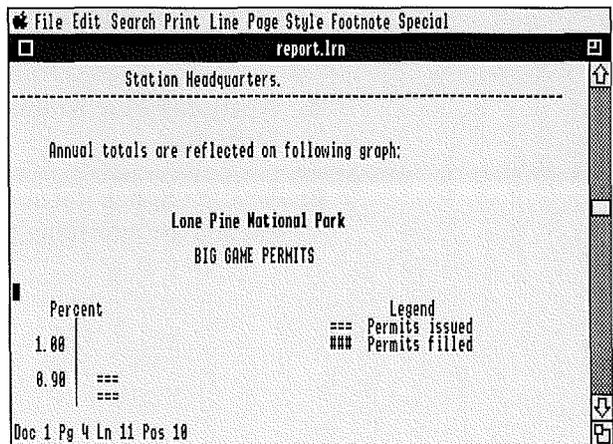
WordPerfect will replace every occurrence of "\$" with "=",



## 9.7 Move the Edited Graph

Now that you have edited the graph, you are ready to move it into the body of the report.

- 1 Move the cursor to the top of the graph.
- 2 Choose **Move Page** from the Edit menu, then click on **Cut** to remove the page from the window.
- 3 Choose **Switch Documents** from the File menu, type **1** to switch to Document 1, then click on **OK**.
- 4 Choose **Paste** from the Edit menu to insert the edited graph into the report at the cursor.
- 5 Move the cursor to the line just above the introduction to the graph (Line 44, Position 46).
- 6 Choose **New Page** from the Page menu to insert a hard page break.
- 7 Move the cursor down several lines to see the graph retrieved into the document.



## 9.8 Restart Page Numbering

You want page numbering to begin with the body of the report rather than with the title page, so start numbering over on page 3 and place the page numbers in a header.

- 1** Choose **Go To Page** from the Search menu.
- 2** Type **3**, then click on **OK** to move to the top of page 3.
- 3** Choose **New Page Number** from the Page menu.
- 4** Type **1**, then click on **OK** to start the numbering at one.
- 5** Choose **Headers and Footers** from the Page menu to begin defining a header
- 6** Click on **Header A** , then click on **Every Page** to have the header printed at the top of every page.

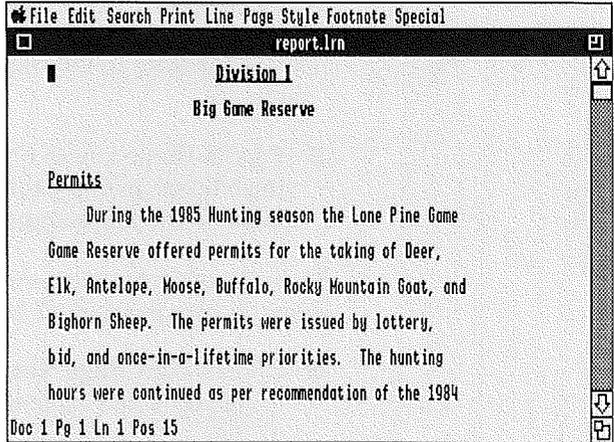
You are placed in a special editing window for headers and footers.

- 7** Choose **Flush Right** from the Line menu to place the header at the right margin.
- 8** Type **Lone Pine Annual Report -** as the text of the header.
- 9** Press the **Space Bar** to add a space between the text and the upcoming page number.

**10** Choose **Merge** from the Special menu, then click on **^N Next Record** to insert ^N.

^N is a code that tells WordPerfect to insert the page number.

**11** Choose **Close** from the File menu to save the header, exit the header/footer editing window, and return to your document.



## 9.9 New Page Number

In numbering the pages of your report, make an allowance for pages to be inserted later. Restart page numbering at 15 on the summary page.

- 1 Choose **Search** from the Search menu.
- 2 Type **summary** .
- 3 If the "Forward" button is not highlighted, click on it to turn it on.
- 4 Click on **OK** to execute the search.

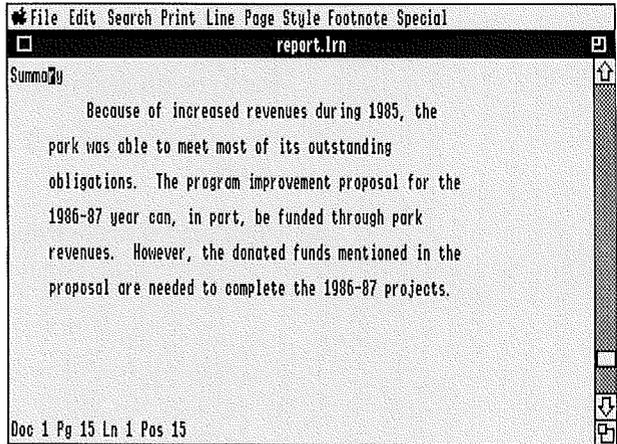
The cursor stops to the right of the first occurrence of "summary."

- 5 Press a Home key (5 or 7 on the Number Pad) three times, then press the **Left Arrow** key (←) to move to the left margin before any codes.

*Do not worry that the cursor is in the middle of a word; it is in front of all codes.*

- 6 Choose **New Page Number** from the Page menu to specify a new page number.

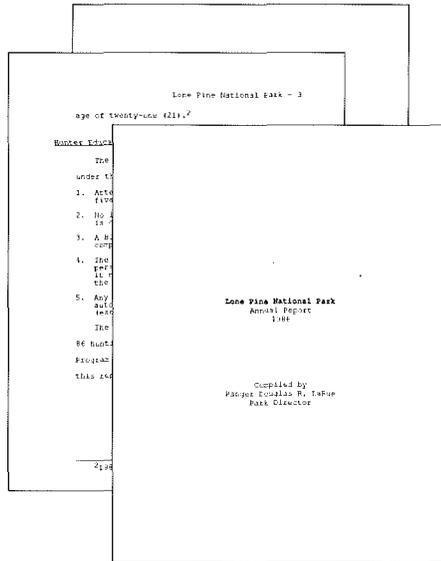
7 Type **15**, then click on **OK** to start page numbering at 15.



## 9.10 Print and Save

Print and save the document, then clear the screen.

- 1 Choose **Print** from the Print menu to print the report.
- 2 Choose **Close** from the File menu, then click on **Yes** to begin saving the report.
- 3 Type **1/learn/report.2** as the filename, then click on **OK**.
- 4 Click on **No** to clear the screen.



## 9.11 Exit Document 2

You need to close the window you created for Document 2.

- 1 Choose **Switch Documents** from the File menu.
- 2 Type **2**, then click on **OK** to switch to document 2.
- 3 Choose **Close** from the File menu, click on **No**, then click on **Yes** to exit Document 2.

---

## Lesson 10: Footnotes and Endnotes

When you need to include footnotes and/or endnotes in any document, from a term paper to a proposal, WordPerfect's Footnote and Endnote features give you a quick and easy way to do it.

In this lesson, you create footnotes for the Lone Pine Big Game Report using two different styles.

While working through this lesson, you learn the following facts about WordPerfect's Footnote and Endnote features:

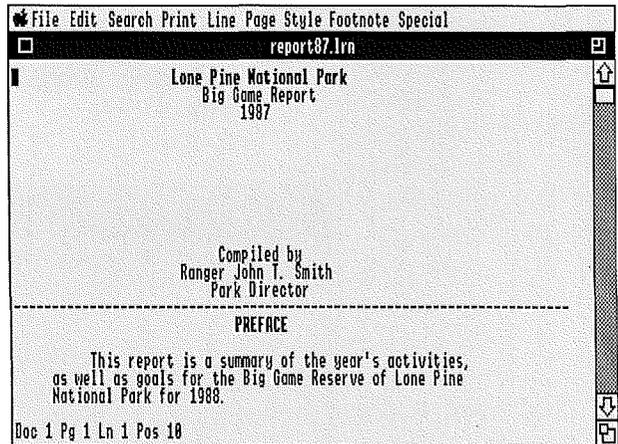
- Footnotes are numbered and renumbered automatically.
- WordPerfect adjusts page lengths to accommodate footnotes at the bottom of the page.
- Endnotes are compiled at the end of your document.
- You can quickly change the style of your footnotes/endnotes.
- Footnotes and endnotes can be in the same document.

The skills you learn in this lesson can be used to document your research with footnotes and endnotes.

## 10.1 Retrieve a Document

Retrieve the Lone Pine Big Game Report.

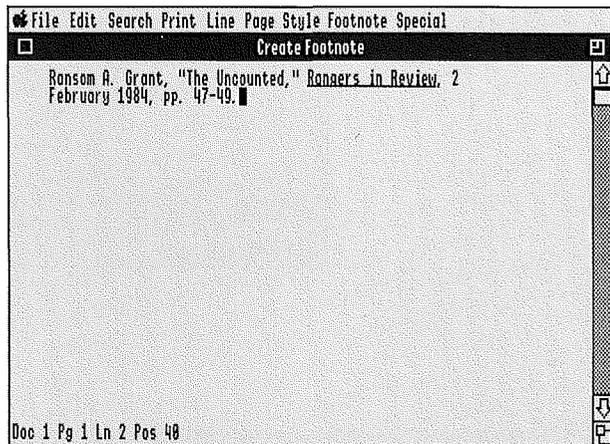
- 1 Choose **Retrieve** from the File menu to begin retrieving a document.
- 2 Type **1/learn/report87.lrn**, then click on **OK** to retrieve the REPORT87.LRN file.



## 10.2 Create Footnotes

The exact steps for creating the first footnote are outlined below. Only the document location and text are provided for the second and third footnotes.

- 1 Move the cursor to the end of the first paragraph on page 3 (Line 10, Position 56).
- 2 Choose **Create** from the Footnote menu to create a footnote.
- 3 Type **Ransom A. Grant, "The Uncounted," Rangers in Review, 2 February 1984, pp. 47-49.**



- 4 Choose **Close** from the File menu to exit the footnote screen and return to the document.

For the second footnote, follow the basic steps above and type the indicated text:

- 5 Move the cursor to the end of the second paragraph on page 3 (Line 27, Position 21).

- 6** Type **John L. Winterset, "Program Improvement Report," Government Documents Quarterly, April 1982, pp. 78- 92.**

For the third footnote, follow the basic steps above and type the indicated text:

- 7** Move the cursor to the end of the first paragraph on page 5 (Line 13, Position 33).
- 8** Type **Winterset, pp. 78-92.**

### 10.3 Create Endnotes

The exact steps for creating the first endnote are outlined, then the location and text are provided for the second and third endnotes.

- 1** Move the cursor to the end of the last paragraph on page 4 (Line 17, Position 22).
- 2** Choose **Endnote Create** from the Footnote menu to begin defining an endnote.

The endnote number is automatically inserted, and you are placed in a special editing screen for endnotes and footnotes.

*"Create Endnote" appears on the title bar.*

- 3** Choose **Indent, Left** from the Line menu to indent the endnote text.
- 4** Type the following as the endnote text:

**John R. Last, Tags and Other Wildlife I Have Known (Flatwood: Flatwood Univ. Press, 1984), pp. 23-25.**

- 5** Choose **Close** from the File menu to exit the endnote screen.

For the second endnote, follow the basic steps above and type the indicated text.

- 6** Move the cursor to the end of the paragraph on page 7 (Line 7, Position 45).
- 7** Type **Lloyd, pp. 33-64.**

For the third endnote, follow the basic steps above and type the indicated text.

- 8** Move the cursor to the end of the first sentence on page 6 (Line 4, Position 38).

9 Type the following:

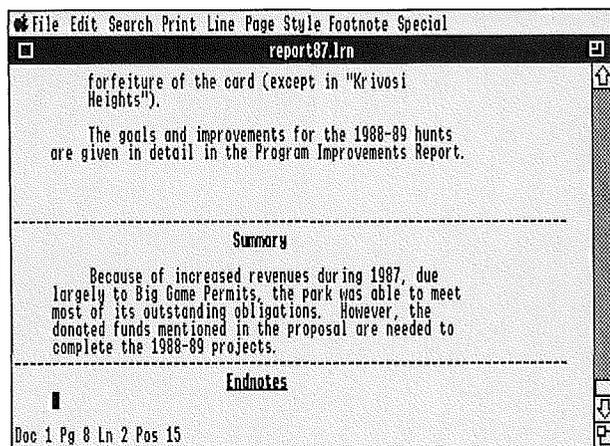
**Douglas Lloyd, "The Thrill of It All," Social Hunting Register, 189th ed., (Flatwood: Flatwood Univ. Press, 1982), pp. 33-64.**

Notice that though this is the third endnote you have typed, it has been inserted between the other two. As a result, the endnotes have been automatically renumbered, and this has become endnote # 2.

## 10.4 Create an Endnote Page

When endnotes are printed, they appear at the end of the document. Most of the time you will want them on a separate page, possibly with a title.

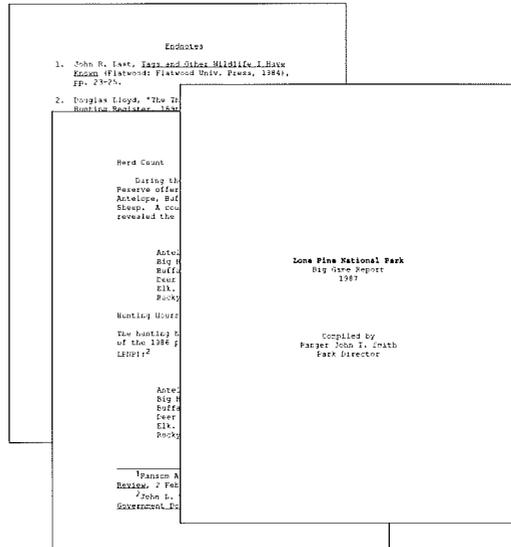
- 1 Drag the scroll box to the bottom of the scroll bar to move the cursor to the end of the document.
- 2 Choose **New Page** from the Page menu to insert a Hard Page break and start a new page.
- 3 Choose **Center** from the Line menu to turn on Center.
- 4 Choose **Bold** from the Style menu to turn on Bold.
- 5 Choose **Underline** from the Style menu to turn on Underline.
- 6 Type **Endnotes** as the title.
- 7 Choose **Bold** from the Style menu to turn off Bold.
- 8 Choose **Underline** from the Style menu to turn off Underline.
- 9 Press **Return** to turn off Center and move the cursor to the next line.



## 10.5 Print

Print the document to see how the footnotes and endnotes look.

- 1 Choose **Print** from the Print menu to print the Big Game Report.

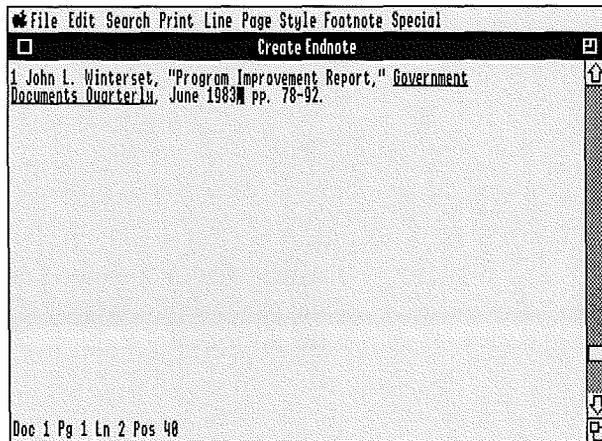


Notice that the footnotes are printed at the bottom of the page while the endnotes appear on the last page of the document.

## 10.6 Edit a Footnote

A date and month need to be changed in the second footnote. By entering the footnote number, WordPerfect finds and displays the footnote you want to edit.

- 1 Choose **Edit** from the Footnote menu to begin editing a footnote.
- 2 Type **2** to edit the second footnote, then click on **OK**.
- 3 Move the cursor to the "A" in "April 1982."
- 4 Press the Number Pad . (period) key until you delete "April 1982."
- 5 Type **June 1983** as the new text.



- 6 Choose **Close** from the File menu to return to the document.

## 10.7 Change Numbering Styles

A variety of options are available for changing the style of footnote and endnote numbering.

- 1** Drag the scroll box to the top of the scroll bar to move the cursor to the beginning of the document.
- 2** Choose **Options** from the Footnote menu to display the Footnote Options dialogue.
- 3** Click on the "Endnote Numbering" button to begin changing the Endnote numbering mode.
- 4** Click on the "letters" button to select letters for the Endnote numbering mode.
- 5** Click on **OK** to confirm your selection.

The Endnote numbering style has been changed for endnote numbers in the document. You can now customize your own numbering style.

- 6** Click on the "Note Style" button to begin changing the Footnote numbering style.
- 7** Hold down **Control**, press **u**, press the **Down Arrow** key (↓) until you highlight "Underline," then press **Return** to insert an Underline On code in the "Footnote Style String In Text" box.

If you want to enter a feature code into a Note Style string, you must choose the feature from the Help feature with the keyboard.

- 8** Hold down **Control**, press **f**, press the **Down Arrow** key (↓) until you highlight "Footnote, Create," then press **Return** to insert a footnote code in the string.

**9** Hold down **Control**, press **u**, press the **Down Arrow** key (↓) until you highlight "Underline," then press **Return** to insert an Underline Off code.

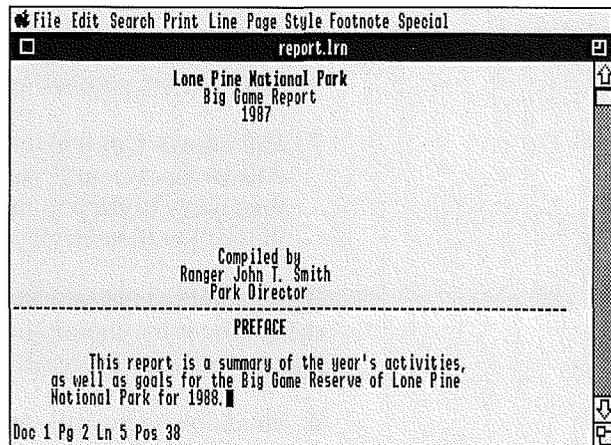
**10** Type / (a slash).

You have now changed the footnote numbering style for the numbers that appear in the text of your document.

**11** Press **Tab** to move the cursor to the "Footnote Style String In Note" box.

**12** Follow the same steps (7-10) as outlined above to insert the same style.

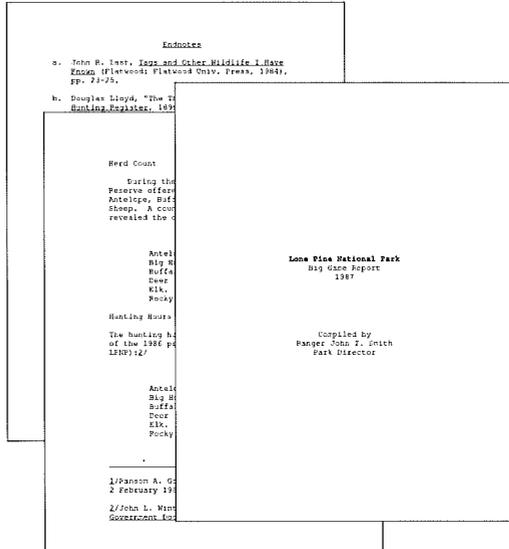
**13** Click on **OK** twice to exit the Footnote Options menu.



## 10.8 Print and Clear the Screen

Print the report again and notice the change in numbering style for the footnotes and endnotes in the text and in the notes.

- 1 Choose **Print** from the Print menu to print the edited Big Game Report.



- 2 Choose **Close**, then click on **No** twice to clear the screen without saving the document.







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# Lesson 11: Macros

In this lesson, you use WordPerfect's Macro feature to type a closing for a notice from the Lone Pine Ranger Station. Once you have inserted the closing, you use another macro to send the notice to the printer.

While working through this lesson, you learn the following facts about WordPerfect's Macro feature:

- A macro remembers a series of keystrokes or mouse commands.
- A document can be automatically printed with a macro.
- A macro can close a letter.
- You need to enter the macro name before starting the macro.
- Most of the steps in a macro are actually performed as you record the macro.

The skills you learn in this lesson can be used to create a macro that can

- Type a letter closing.
- Print a document.

## 11.1 Define a Macro

Create a macro that sends one copy of the document on your screen to printer 1.

Make sure you have set the macro prefix (4/ on the Prefix screen) before you begin this lesson. If you need help, see Prefix in the Reference section.

- 1** Choose **Macro Define** from the Special menu to begin defining the macro.
- 2** Type **print** for the macro name, then click on **OK**.

*"Macro Def" appears on the status line. From now until you end the macro definition, each key you press or mouse command you enter will be recorded as part of the macro.*

- 3** Choose **Print** from the Print menu.
- 4** Choose **Macro Define** from the Special menu to end defining the macro.

The keystrokes or mouse commands used to print a document from the screen are recorded in the macro. The screen remains clear.

## 11.2 Define a Second Macro

Create a macro consisting of a format change (tab setting), text (a closing), and some extra spacing.

- 1 Choose **Macro Define** from the Special menu to begin defining the macro.
- 2 Type your first initial (e.g., **J**) as the macro name, then click on **OK**.

You are now ready to record the first part of your macro—a tab setting.

- 3 Choose **Tab Set** from the Line menu.
- 4 Click on position 0 on the Tab Ruler.
- 5 Execute the Keyboard Equivalent for **Delete End of Line** to erase the current tab stop settings.

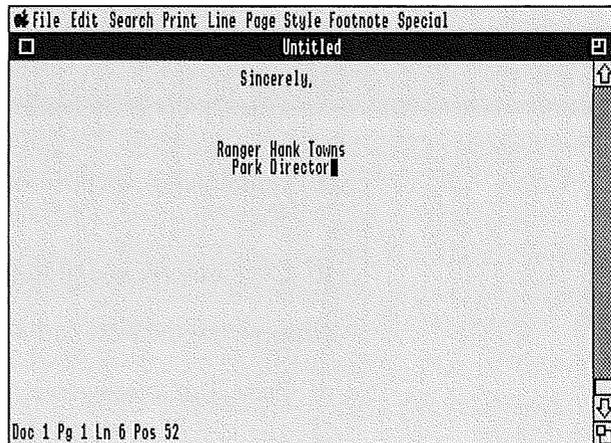
*The preassigned Keyboard Equivalent for Delete End of Line is executed by typing Apple-Right Arrow. If you have assigned a new Keyboard Equivalent to Delete End of Line, you must execute the new Equivalent. For a list of preassigned Keyboard Equivalents, see Keyboard Equivalents in the Reference section of this manual or your Quick Reference card.*

- 6 Double-click on the Arrow at the right end of the tab ruler to reveal positions 40-80.
- 7 Double-click on position 45 to set a tab at position 45.
- 8 Click on **OK** to exit the Tab Set dialogue.

Now, record the next part of your macro—the closing.

- 1 Press **Tab** to move the cursor to the tab stop.
- 2 Choose **Center** from the Line menu to begin centering at the tab stop.

- 3 Type **Sincerely,**
- 4 Press **Return** four times to end centering and add three blank lines for a signature.
- 5 Press **Tab** to move the cursor to the tab stop.
- 6 Choose **Center** from the Line menu to begin centering at the tab stop.
- 7 Type **Ranger** and your own name.
- 8 Press **Return** to end centering and move to the next line.
- 9 Press **Tab** to move the cursor to the tab stop.
- 10 Choose **Center** from the Line menu to begin centering at the tab stop.
- 11 Type **Park Director**
- 12 Choose **Macro Define** from the Special menu to end defining the macro.



Since macros are automatically saved in the macro file (on prefix 4/), you can clear the screen without saving the macro.

**13** Choose **Close** from the File menu, then click on **No** twice to clear the screen.

### 11.3 Retrieve a Document

Retrieve the NOTICE.LRN document.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/notice.lrn**, then click on **OK** to retrieve the NOTICE.LRN document.

## 11.4 Execute a Macro

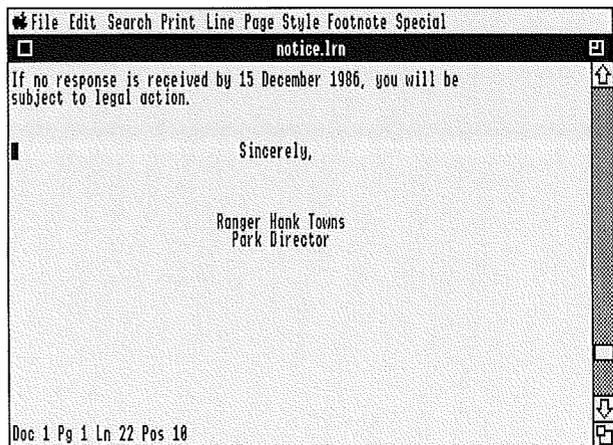
Use one of your macros in the document.

- 1 Move the cursor to the "S" in "Sincerely" (Line 21, Position 10).
- 2 Press a Home key (5 or 7 on the Number Pad) three times, then press the **Left Arrow** key (←) to move to the beginning of the line before any codes.
- 3 Execute the Keyboard Equivalent for **Delete End of Page**, then click on **Yes**.

*The preassigned Keyboard Equivalent for Delete End of Page is executed by typing Apple-Down Arrow.*

- 4 Choose **Macro Execute** from the Special menu.
- 5 Type your first initial as the macro name, then click on **OK** to execute the macro.

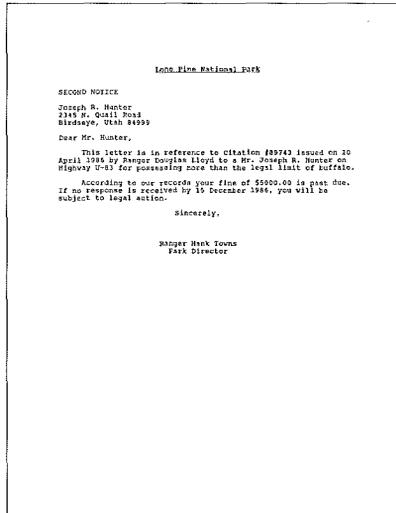
The new closing appears on the screen.



## 11.5 Print and Save

Print the document using the "print" Macro, then save it.

- 1 Choose **Macro Execute** from the Special menu.
- 2 Type **print** as the macro name, then click on **OK** to execute the macro.
- 3 Choose **Close** from the File menu, then click on **Yes** to begin saving the document.
- 4 Type **1/learn/notice1.lrn** as the filename, then click on **OK**.
- 5 Click on **No** to clear the screen.



---

## Lesson 12: Macro Chaining

In this lesson, you create a simple macro chain that centers the page, inserts the current date, and sends two copies of a campsite reservation letter to the printer.

While working through this lesson, you learn the following facts about WordPerfect's features:

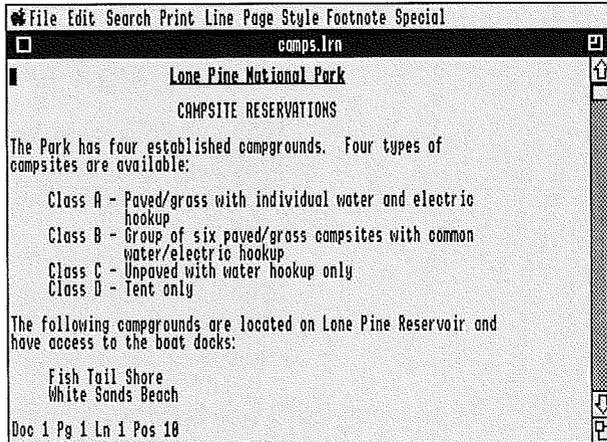
- When you chain two macros together in a simple chain, all of the functions in the first macro are completed before WordPerfect starts the second macro.
- Select Print Options on the Printer Control dialogue can be used to change the number of copies of a document that you want printed.

The skills you learn in this lesson can be used to quickly and accurately perform a task which you need to perform repeatedly throughout a document.

## 12.1 Retrieve a Document

Retrieve the campsite reservation letter.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/camps.lrn**, then click on **OK** to retrieve the CAMPS.LRN document.



## 12.2 Create the "Print" Macro

Create a macro that can send two copies of a document to the printer.

- 1** Choose **Macro Define** from the Special menu to begin defining the macro.
- 2** Type **print** for the macro name, then click on **OK**.

If you have already defined a macro named "print," a "Replace Existing File?" message appears on the screen. Click on **Yes** to replace the old "Print" macro with the new one you are about to create.

- 3** Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 4** Click on the "Select Print Options" button.
- 5** Press **Tab** to move the cursor to the "Number of Copies" box.
- 6** Type **2**, then click on **OK**.
- 7** Click on **Exit** to exit the Printer Control dialogue.
- 8** Choose **Print** from the Print menu to print the entire document.

Two copies of the letter are sent to your printer.

**9** Choose **Macro Define** from the Special menu to end defining the "Print" macro.

Lone Pine National Park  
CAMPSITE RESERVATIONS

The Park has four established campgrounds. Different types of campsites are available:

- Class A - Paved/grass with individual water and electric hookup
- Class B - Group of six paved/grass campsites with common water/electric hookup
- Class C - Unpaved with water hookup only
- Class D - Tent only

The following campgrounds are located on Lone Pine Reservoir and have access to the boat docks:

- Fish Tail Shore
- White Sand Beach

The remaining campgrounds are located in the Wilderness Mountain area and have access to the trail heads:

- Headie Rock
- Silver Mine Flats

For reservations contact the appropriate ranger station.

## 12.3 Create the "Format" Macro

Now create a macro that starts the "Print" macro and adds some formatting changes. This becomes the first macro of the macro chain.

- 1** Choose **Macro Define** from the Special menu to begin defining a macro.
- 2** Type **format** as the macro name, then click on **OK**.
- 3** Choose **Macro Execute** from the Special menu to start a macro.
- 4** Type **print** for the macro name, then click on **OK**.

You have just chained the "Print" macro to the "Format" macro.

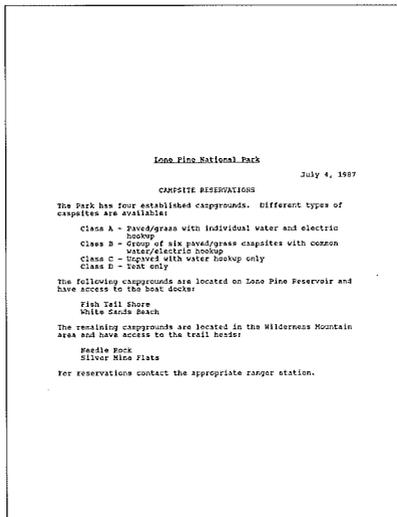
- 5** Choose **Center Page** from the Page menu to center the page from top to bottom.
- 6** Move the cursor to the next line and press **Return** twice to add two blank lines.
- 7** Move the cursor up one line.
- 8** Choose **Flush Right** from the Line menu to move the cursor to the right margin.
- 9** Choose **Insert Date** from the Special menu to insert the current date into the document.
- 10** Choose **Macro Define** from the Special menu to end defining the "Format" macro.
- 11** Choose **Close** from the File menu, then click on **No** twice to clear the screen.

## 12.4 Start the "Format" Macro

You are now ready to start the chained macros.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/camps.lrn** as the document to be retrieved, then click on **OK**.
- 3 Choose **Macro Execute** from the Special menu.
- 4 Type **format** as the macro name, then click on **OK**.

The page is centered, the date is inserted, and two copies of the letter are sent to the printer.



- 5 Choose **Close** from the File menu, then click on **No** twice to clear the screen.

---

## Lesson 13: Repeating Macro Chains

When you search through a document, you usually want to find every occurrence of the search string. You can create a macro that will perform a search, then chain the macro to itself so it searches over and over for the search string. The macro ends when the search results in a "Not Found." This kind of macro chain is called a repeating macro chain.

In this lesson, you create a macro that bolds every occurrence of a phrase in a letter.

While working through this lesson, you learn the following about WordPerfect's Macro feature:

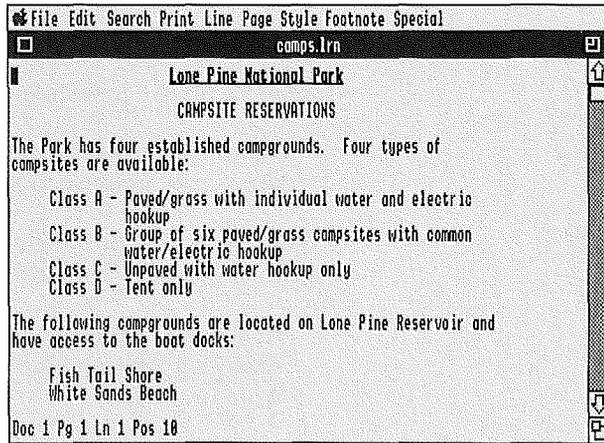
- Repeating chains are especially useful when searching through your document for a recurring word or phrase.
- A repeating chain is created when you link a macro to itself.

The skills you learn in this lesson can be used to quickly and accurately perform a task which you need to perform repeatedly throughout a document.

## 13.1 Retrieve a Document

Retrieve the CAMPS.LRN document onto a clear screen.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/camps.lrn**, then click on **OK** to retrieve the CAMPS.LRN document.



## 13.2 Create a Repeating Macro Chain

Create a repeating macro that bolds every occurrence of the "Class" subtitle in the reservation letter. Since there is a Search in the macro, the macro automatically stops when the phrase no longer appears in the document.

- 1** Choose **Macro Define** from the Special menu to begin defining the macro.
- 2** Type **class** as the macro name, then click on **OK**.
- 3** Choose **Search** from the Search menu.
- 4** Type **Class** as the new search string.

*The preassigned Keyboard Equivalent for Delete End of Line is executed by typing Apple-Right Arrow.*

- 5** If the "Forward" button is not highlighted, click on it to turn it on.
- 6** Click on **OK** to execute the search.

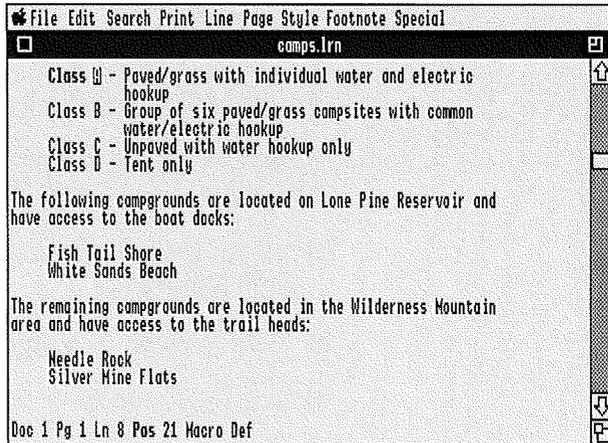
Bold the first subtitle.

- 7** Press the **Right Arrow** key (→) twice to move the cursor to the immediate right of the "A" following the first occurrence of "Class."
- 8** Execute the Keyboard Equivalent for **Block** to turn on Block, then press the **Left Arrow** key (←) until you highlight the subtitle.

*The preassigned Keyboard Equivalent for Block is executed by typing Option-b.*

When you are using Block while defining a macro, you should choose Block from the Help feature and use the Arrow keys.

- 9 Choose **Bold** from the Style menu to bold the highlighted block of text.
- 10 Execute the Keyboard Equivalent for **Block** to turn off Block.
- 11 Press the **Right Arrow** key (→) until you move the cursor to the "A" following "Class."



Chain the macro to itself.

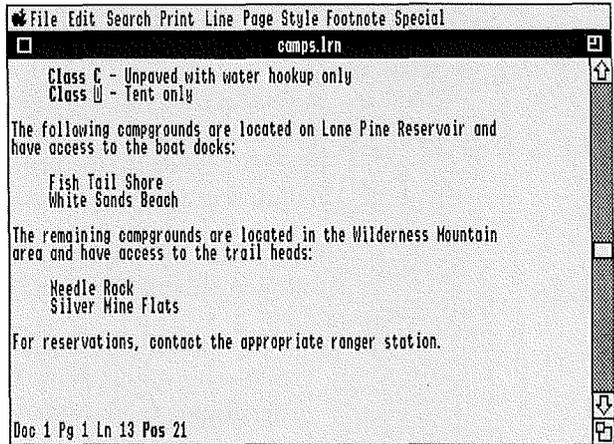
- 12 Choose **Macro Execute** from the Special menu to execute a macro.
- 13 Type **class** for the macro name, then click on **OK**.
- 14 Choose **Macro Define** from the Special menu to end defining the "Class" macro.

### 13.3 Execute the Macro

Start the repeating macro.

- 1 Choose **Macro Execute** from the Special menu.
- 2 Type **class**, then click on **OK** to execute the CLASS macro.

When every occurrence of "Class" has been found and bolded, the macro stops. The cursor remains at the last occurrence of "Class."



- 3 Choose **Close** from the File menu, then click on **No** twice to clear the screen.

---

## Lesson 14: Conditional Macro Chains

A conditional macro chain will perform a search, then make a decision depending on the search findings.

You create a conditional chain by including a "Found" and a "Not Found" macro in a "Search" macro. The "Found" macro is executed if the Search macro is successful. The "Not Found" macro is executed if the Search macro is unsuccessful.

In this lesson, you create a macro chain which searches a letter for a phrase. If the phrase is found, the letter is sent to the printer. If the phrase is not found, it is added to the letter.

While working through this lesson, you learn the following about WordPerfect's Macro feature:

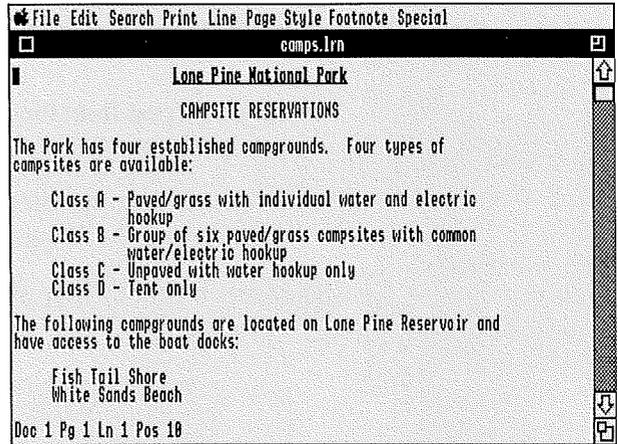
- When you start a "Search" macro, it will chain to either the "Found" or "Not Found" macro, depending on the success or failure of the search.
- The "Not Found" macro should be included at the beginning of the "Search" macro.
- The "Found" macro should be included at the end of the "Search" macro.
- The "Search" macro must include the Search feature.

The skills you learn in this lesson can be used to quickly and accurately perform either one of two tasks, depending on the outcome of a search.

## 14.1 Retrieve a Document

Retrieve the CAMPS.LRN document.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/camps.lrn**, then click on **OK** to retrieve the CAMPS.LRN file.

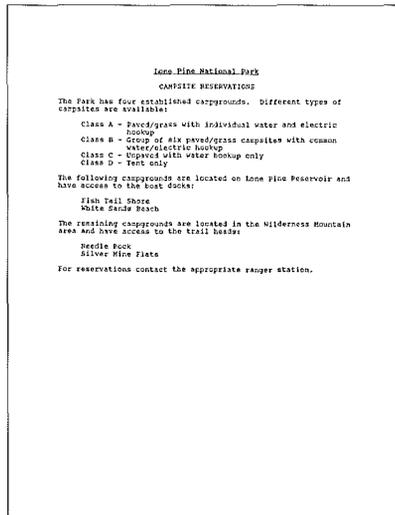


## 14.2 Create the "Found" Macro

A conditional chain involves three types of macros: "Found," "Not Found," and "Search." In this step, you create a "Found" macro for the chain. This macro sends the letter to the printer.

- 1 Choose **Macro Define** from the Special menu to begin defining the "Found" macro.
- 2 Type **found** for the macro name, then click on **OK**.
- 3 Choose **Print** from the Print menu to print the entire document.
- 4 Choose **Macro Define** from the Special menu to end defining the "Found" macro.

The letter is sent to your printer.



### 14.3 Create the "Not Found" Macro

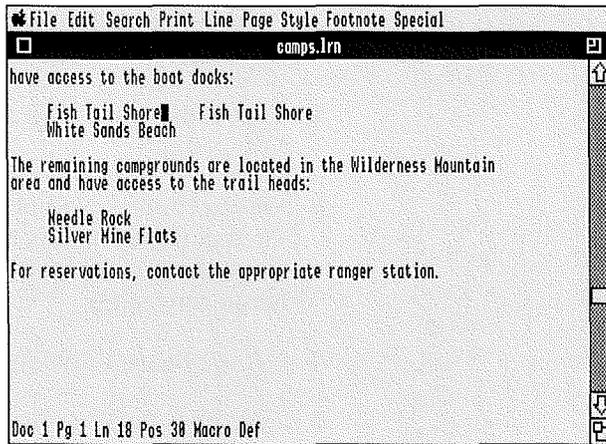
In this step, you create the "Not Found" macro. This macro adds the phrase "Fish Tail Shore" to the letter.

- 1** Choose **Macro Define** from the Special menu to begin defining the macro.
- 2** Type **notfound** for the macro name, then click on **OK**.
- 3** Press a Home key (5 or 7 on the Number Pad) three times, then press the **Up Arrow** key (↑) to move the cursor to the beginning of the document before any codes.
- 4** Choose **Search** from the Search menu.
- 5** Type **boat docks** as the search string.

*The preassigned Keyboard Equivalent for Delete End of Line is executed by typing Apple-Right Arrow.*

- 6** If the "Forward" button is not highlighted, click on it to turn it on.
- 7** Click on **OK** to execute the search.
- 8** Move the cursor down two lines.
- 9** Press **Tab** to move the cursor to the first tab stop.

## 10 Type Fish Tail Shore.



*Do not worry that "Fish Tail Shore" already appears on the screen. This document will not be saved.*

## 11 Choose **Macro Define** from the Special menu to end defining the "Not Found" macro.

## 14.4 Create the "Search" Macro

You are ready to create the "Search" macro for the conditional chain. This macro links the two previous macros together.

- 1** Choose **Macro Define** from the Special menu to begin defining the macro.
- 2** Type **search** as the macro name, then click on **OK**.
- 3** Choose **Macro Execute** from the Special menu to begin a macro.
- 4** Type **notfound** as the macro name, then click on **OK**.
- 5** Choose **Search** from the Search menu.
- 6** Type **Fish Tail Shore** as the search string.
- 7** If the "Forward" button is not highlighted, click on it to turn it on.
- 8** Click on **OK** to execute the search.
- 9** Choose **Macro Execute** from the Special menu to begin a macro.
- 10** Type **found** for the macro name, then click on **OK**.
- 11** Choose **Macro Define** from the Special menu to end defining the "Search" macro.
- 12** Choose **Close** from the File menu, then click on **No** twice to clear the screen.

## 14.5 Start the "Search" Macro

You are now ready to start the "Search" macro. The macro searches for the phrase "Fish Tail Shore." If the phrase is found, the "Found" macro starts; if the phrase is not found, the "Not Found" macro starts.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/camps.lrn**, then click on **OK** to retrieve the CAMPS.LRN file.
- 3 Choose **Macro Execute** from the Special menu.
- 4 Type **search** as the macro name, then click on **OK**.

The phrase "Fish Tail Shore" is found, so the letter is sent to the printer:

```

Lone Pine National Park
CAMPSITE RESERVATIONS

The Park has four established campgrounds. Different types of
campsites are available:

Class A - Paved/grass with individual water and electric
hookup
Class B - Group of six paved/grass campsites with common
water/electric hookup
Class C - Improved with water hookup only
Class D - Tent only

The following campgrounds are located on Lone Pine Reservoir and
have access to the back country:

Fish Tail Shore
White Snake Basin

The remaining campgrounds are located in the Wilderness Mountain
area and have access to the trail heads:

Hoodoo Rock
Silver Mine Flats

For reservations contact the appropriate ranger station.
```

## 14.6 Delete a Phrase

Delete "Fish Tail Shore."

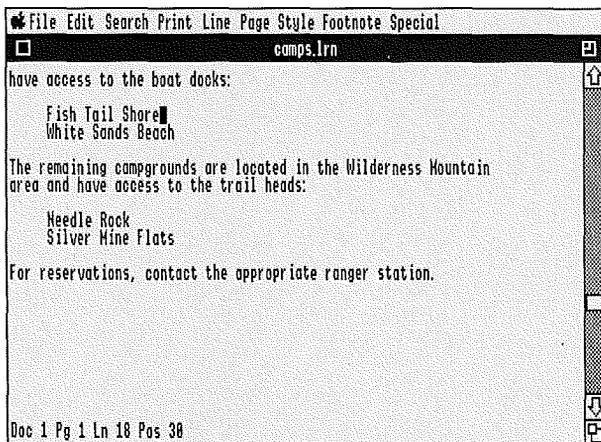
- 1** Move the cursor to the beginning of the "Fish Tail Shore" line.
- 2** Execute the Keyboard Equivalent for **Delete End of Line** to delete the line of text.
- 3** Move the cursor to the beginning of the document.

## 14.7 Restart the Macro

Now that "Fish Tail Shore" has been deleted from the letter, you are ready to restart the conditional macro.

- 1 Choose **Macro Execute** from the Special menu.
- 2 Type **search**, then click on **OK** to start the "Search" macro.

This time the phrase is not found, so "Fish Tail Shore" is added to the letter.



- 3 Choose **Close** from the File menu, then click on **No** twice to clear the screen.

---

## Lesson 15: Repeating Conditional Macro Chain

The repeating conditional chain is very similar to the conditional chain. The only difference is that in the repeating chain, the "Search" macro is chained to itself, then chained to a "Not Found" macro. The macro repeats itself over and over until the search string is no longer found, then starts the "Not Found" macro. In this lesson, you create a macro chain that bolds every occurrence of the "Class" subtitle. When "Class" is no longer found, the letter is double spaced and printed.

While working through the lesson, you learn the following facts about WordPerfect's features:

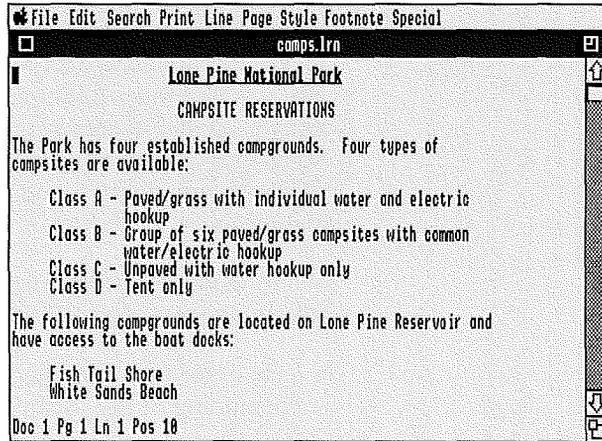
- The "Not Found" macro should be included at the beginning of the "Search" macro.
- The "Search" macro should be chained to itself at the end of the "Search" macro.

The skills you learn in this lesson can be used to quickly and accurately perform either of two tasks, depending on the outcome of a search.

## 15.1 Retrieve a Document

First, retrieve a document.

- 1 Choose **Retrieve** from the File menu.
- 2 Type **1/learn/camps.lrn**, then click on **OK** to retrieve the CAMPS.LRN file.



## 15.2 Create the "Not Found" Macro

The "Not Found" macro changes the letter to double spacing and sends the letter to the printer.

- 1** Choose **Macro Define** from the Special menu to begin defining a macro.
- 2** Type **notfound** as the macro name, then click on **OK**.

If you have previously defined a macro named "notfound", a "Replace Existing File?" message will appear. Click on **Yes** to replace the old macro with the one you are about to create.

- 3** Press a Home key (5 or 7 on the Number Pad) three times, then press the **Up Arrow** key (↑) to move the cursor to the beginning of the document before any codes.
- 4** Choose **Spacing** from the Line menu.
- 5** Type **2** for double spacing, then click on **OK**.
- 6** Choose **Print** from the Print menu to print the document.
- 7** Choose **Macro Define** from the Special menu to end the macro definition.

### 15.3 Create the "Search" Macro

The "Search" macro is the repeating conditional macro because it chains to the "Not Found" macro and to itself.

Begin by chaining the "Not Found" macro to the "Search" macro.

- 1 Choose **Macro Define** from the Special menu to begin defining a macro.
- 2 Type **search** as the macro name, then click on **OK**.

If you have previously defined a macro named "search", a "Replace Existing File?" message will appear. Click on **Yes** to replace the old macro with the one you are about to create.

- 3 Choose **Macro Execute** from the Special menu to start a macro.
- 4 Type **notfound** as the macro name, then click on **OK**.

Now that you have chained the "Not Found" macro to the "Search" macro, you can make the "Search" macro search for and bold every occurrence of the "Class" subtitle.

- 5 Choose **Search** from the Search menu to begin a forward search.
- 6 Type **Class** as the search string.

*The preassigned Keyboard Equivalent for Delete End of Line is executed by typing Apple-Right Arrow.*

- 7 If the "Forward" button is not highlighted, click on it to turn it on.

- 8** Click on **OK** to begin the search.
- 9** Press the **Right Arrow** key (→) until you move the cursor to the immediate right of the "A" following "Class."
- 10** Execute the Keyboard Equivalent for **Block** to turn on Block, then press the **Left Arrow** key (←) until you highlight the subtitle.

*The preassigned Keyboard Equivalent for Block is executed by typing Option-b.*

- 11** Choose **Bold** from the Style menu to bold the two highlighted words.
- 12** Execute the Keyboard Equivalent for **Block** to turn off Block.
- 13** Press the **Right Arrow** key (→) until you move the cursor to the "A" following "Class."

You are now ready to chain the "Search" macro to itself.

- 14** Choose **Macro Execute** from the Special menu to start a macro.
- 15** Type **search** as the macro name, then click on **OK**.
- 16** Choose **Macro Define** from the Special menu to end defining the "Search" macro.
- 17** Choose **Close** from the File menu, then click on **No** twice to clear the screen without saving the document.

## 15.4 Start the Search Macro

Execute the macro chain.

- 1 Choose **Retrieve** from the File menu to begin retrieving a document.
- 2 Type **1/learn/camps.lrn**, then click on **OK** to retrieve the CAMPS.LRN file.
- 3 Choose **Macro Execute** from the Special menu to start a macro.
- 4 Type **search**, then click on **OK** to start the "Search" macro.

When the macro cannot find another occurrence of "Class," it double spaces the letter and sends it to the printer:

- 5 Choose **Close** from the File menu, then click on **No** twice to clear the screen.

```

                                Ione Pine National Park
                                CAMPFIRE RESERVATIONS

The Park has four established campgrounds. Different types of
campsites are available:

Class A - Paved/grass with individual water and electric
hookup
Class B - Group of six paved/grass campsites with common
water/electric hookup
Class C - Unpaved with water hookup only
Class D - Tent only

The following campgrounds are located on Ione Pine Reservoir and
have access to the boat docks:

Fish Tail Shore
White Sands Beach

The remaining campgrounds are located in the Wilderness Mountain
area and have access to the trail heads:

Needle Rock
Silver Mine Flats

For reservations contact the appropriate ranger station.
```





---

## Lesson 16: Mail-Merge

Every organization or business frequently sends notices or letters to members, clients, or prospective buyers. The Merge feature in WordPerfect helps you automatically create a personalized letter for each person.

In this lesson, you use WordPerfect's Merge feature to create several personalized letters of commendation for the Volunteer Fire Department of Flatwood.

While working through this lesson, you learn the following facts about WordPerfect's Merge feature:

- A secondary file contains records of information (e.g., name, address) about individuals.
- Records in secondary files are separated with ^E.
- Each record is divided into fields with ^R.
- The primary file contains the body of the letter.
- You can retrieve information into a primary file from a secondary file by using ^F.
- The merge creates a letter for each record in the secondary file.

The skills you learn in this lesson can be used to create personalized mass mailings.

## 16.1 Create a Secondary File

Create a record of information, divide it into fields with ^R, and store it in a secondary file.

- 1 Type **Mr. Alan Wilson**
- 2 Choose **Merge** from the Special menu, then click on **^R End of Field** to end the field with ^R and move to the next line.

This first field will be the name field.

- 3 Type **Flatwood Market**
- 4 Choose **Merge** from the Special menu, then click on **^R End of Field** to end the field with ^R and move to the next line.

This second field will be the business field.

- 5 Type **55 E. Main Street**, then press **Return** to end the line with a Hard Return (HRT) and move to the next line.
- 6 Type **Flatwood, Utah 84999**
- 7 Choose **Merge** from the Special menu, then click on **^R End of Field** to end the field with ^R and move to the next line.

This third field will be the address field.

*You can have more than one line in a field.*

- 8 Type **801 666-4545**
- 9 Choose **Merge** from the Special menu, then click on **^R End of Field** to end the field with ^R and move to the next line.

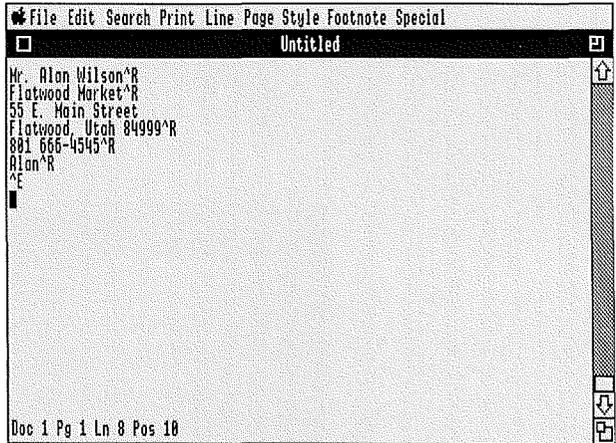
The fourth field will be the phone number field.

- 10 Type **Alan**

- 11** Choose **Merge** from the Special menu, then click on **^R End of Field** to end the field with ^R and move to the next line.

The fifth field will be the first name field.

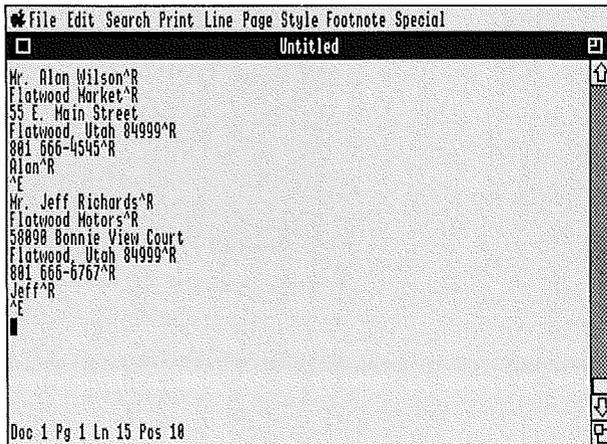
- 12** Choose **Merge** from the Special menu, then click on **^E End of Record** to end the record on Alan Wilson with ^E and move to the next line.



Now that you understand how to end a field with ^R and a record with ^E, type the record for Jeff Richards using **^R End of Field** and **^E End of Record**. Remember to insert a hard return after the street address—do not use **^R End of Field**.

**13** Create the following information record:

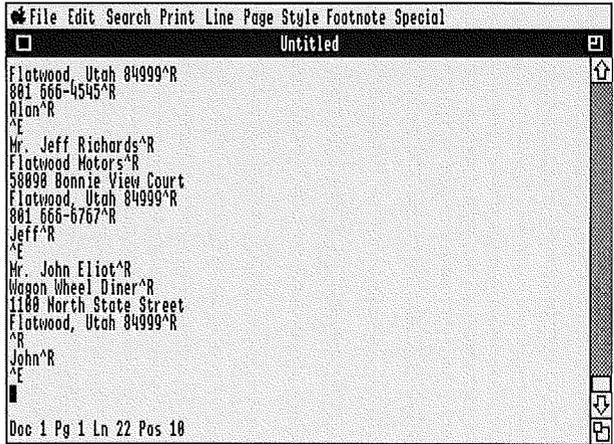
**Mr. Jeff Richards^R  
Flatwood Motors^R  
58090 Bonnie View Court  
Flatwood, Utah 84999^R  
801 666-6767^R  
Jeff^R  
^E**



Notice that Jeff and Alan's records contain the same number of fields and each field contains the same type of information.

**14** Create a third information record:

**Mr. John Eliot^R**  
**Wagon Wheel Diner^R**  
**1100 North State Street**  
**Flatwood, Utah 84999^R**  
**^R**  
**John^R**  
**^E**



Notice that even though a telephone number is not available for the Wagon Wheel Diner, ^R still needs to be inserted for the empty phone number field.

## 16.2 Save the Secondary File

Save the three records as a secondary file.

- 1** Choose **Close** from the File menu, then click on **Yes** to save the records.
- 2** Type **1/learn/address.sf** as the filename, then click on **OK**.
- 3** Click on **No** to clear the screen.

## 16.3 Primary File

Once you have created the secondary file, you can retrieve information from specific fields into a primary file. A primary file can be a letter like the one you create in this part of the lesson.

**1** Choose **Merge** from the Special menu, then click on **^F Field Number**.

**2** Type **1**, then click on **OK** to insert **^F1^** into the letter.

When the merge begins, information from field one (the name field) will be inserted at the **^F1^**.

**3** Press **Return** to move the cursor down one line.

**4** Choose **Merge** from the Special menu, then click on **^F Field Number**.

**5** Type **2**, then click on **OK** to insert **^F2^** into the letter.

When the merge begins, information from field two (the business field) will be inserted at the **^F2^**.

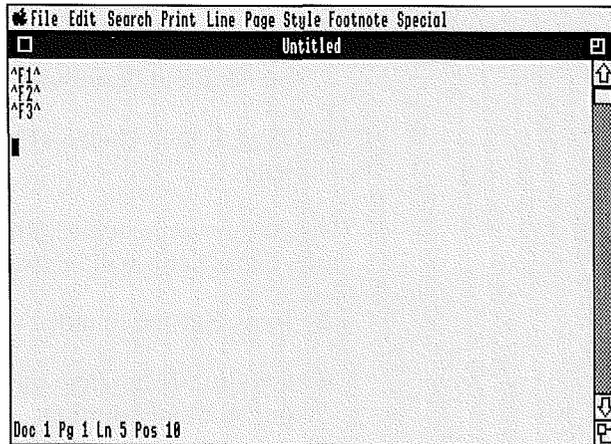
**6** Press **Return** to move the cursor down one line.

**7** Choose **Merge** from the Special menu, then click on **^F Field Number**.

**8** Type **3**, then click on **OK** to insert **^F3^** into the letter.

When the merge begins, information from field three (the address field) will be inserted at the **^F3^**.

- 9 Press **Return** twice to move the cursor down one line and add a blank line.

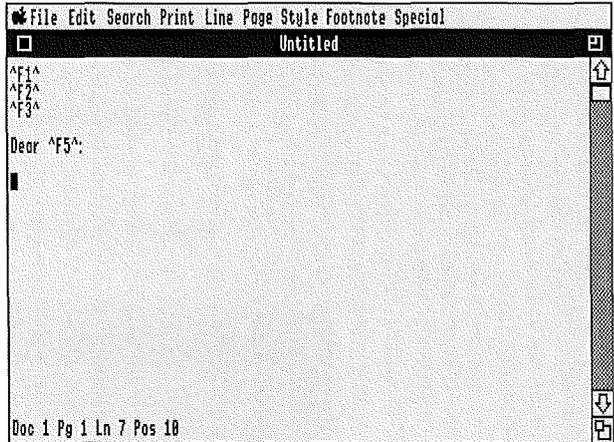


Type the salutation.

- 10 Type **Dear**, then press the **Space Bar** to add a space between "Dear" and the first name.
- 11 Choose **Merge** from the Special menu, then click on **^F Field Number**.
- 12 Type **5**, then click on **OK** to insert ^F5^ into the letter.

When the merge begins, information from field five (the first name field) will be inserted at the ^F5^.

**13** Type : (a colon), then press **Return** twice to move to the next line and add a blank line.



Create the body of the letter.

**14** Press **Tab** to move the cursor to the first tab stop.

**15** Type **Thank you,**

**16** Press the **Space Bar** to insert a space before the given name.

**17** Choose **Merge** from the Special menu, then click on **^F Field Number**.

**18** Type **5**, then click on **OK** to insert **^F5^** into the letter.

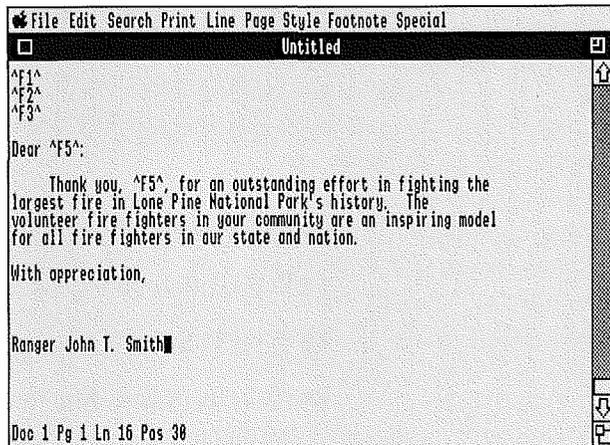
When the merge begins, information from field five (the first name field) will be inserted at the **^F5^**.

**19** Type **,** (a comma), then press the **Space Bar** to insert a space after the comma.

**20** Type for an outstanding effort in fighting the largest fire in Lone Pine National Park's history. The volunteer fire fighters in your community are an inspiring model for all fire fighters in our state and nation.

With appreciation,

**Ranger John T. Smith**



## 16.4 Save the Letter

Save the letter as a primary file named LETTER.PF.

- 1** Choose **Close** from the File menu, then click on **Yes** to save the letter.
- 2** Type **1/learn/letter.pf** as the filename, then click on **OK**.
- 3** Click on **No** to clear the screen.

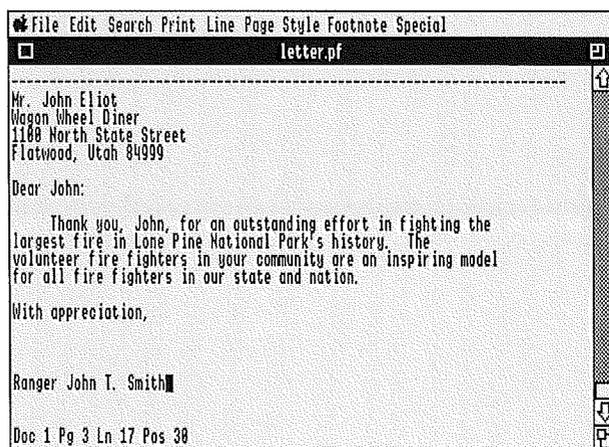
## 16.5 Merge

Now that you have created and saved the information records and letter (secondary and primary files), you are ready to merge the two files.

- 1 Choose **Merge** from the Special menu, then click on **X Execute** to specify the files that will be used in the merge.
- 2 Type **1/learn/letter.pf** as the primary file, then click on **OK**.
- 3 Type **1/learn/address.sf** as the secondary file, then click on **OK**.

The merge will begin.

Information from the first record is merged into the letter. Then, the merge continues with the second and third records. When the merge is complete, you should have a letter for each record. The letters are separated by Hard Page breaks.



## 16.6 Print and Save

The three letters you have merged can now be printed and saved in a file of their own.

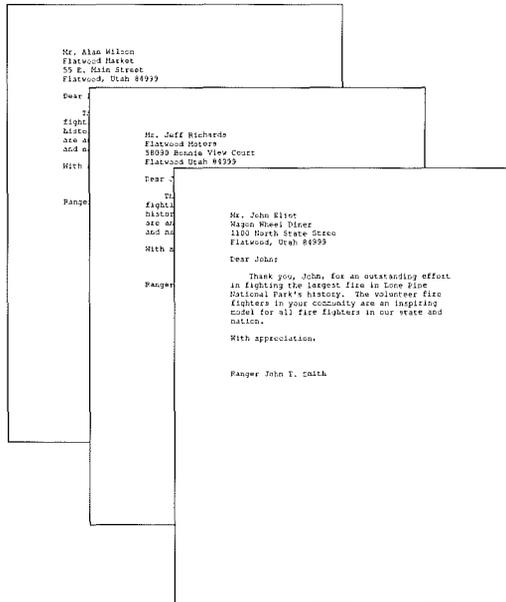
- 1 Choose **Print** from the Print menu.

The letters will be printed.

- 2 Choose **Close** from the File menu, then click on **Yes** to save the document.

- 3 Type **1/learn/commend.lrn** as the filename, then click on **OK**.

- 4 Click on **No** to clear the screen.



---

## Lesson 17: Memo-Merge

In this lesson, you use WordPerfect's Merge feature to quickly produce a memo.

While working through this lesson, you learn the following facts about WordPerfect's features:

- The Alignment Character feature lets you change the character for a Tab Align.
- The Merge Date code (^D) inserts the current date during a merge.
- The Merge Console code (^C) pauses a merge to let you enter information from the keyboard.
- The Merge Message code (^O) lets you display a reminder on your screen of what kind of information needs to be entered.
- You do not need a secondary file if you are merging from the keyboard.
- The ^R End of Field feature continues the merge after it pauses at ^C.

The skills you learn in this lesson can be used to create forms, such as memos, that can be used in a merge.

## 17.1 Center, Bold, and Underline

Start a memo by centering, bolding, and underlining a title.

- 1** Choose **Center** from the Line menu to turn on Center.
- 2** Choose **Bold** from the Style menu to turn on Bold.
- 3** Choose **Underline** from the Style menu to turn on Underline.
- 4** Type **Lone Pine National Park** as the title.
- 5** Choose **Bold** from the Style menu to turn off Bold.
- 6** Choose **Underline** from the Style menu to turn off Underline.
- 7** Press **Return** three times to end centering and add two blank lines.

## 17.2 Change the Alignment Character

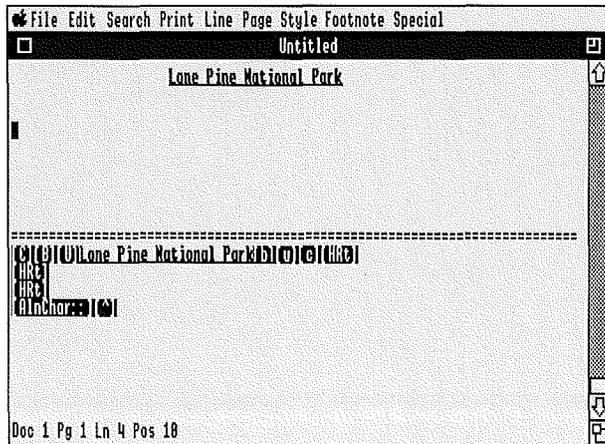
Before typing the memo headings, you need to change the alignment character:

- 1 Choose **Alignment Character** from the Line menu.
- 2 Type **:** (a colon) to change the alignment character to a colon.

Display the Codes window to see how the Alignment Character code appears in the memo.

- 3 Choose **Show Codes** from the Edit menu.

Notice the [AlnChar::] code inserted into the memo.



- 4 Choose **Hide Codes** from the Edit menu to remove the Codes window from your screen.

## 17.3 Type the Memo Headings

Type the "Date:," "To:," "From:," and "Subject:," entries in the memo heading.

Begin with the "Date:" entry.

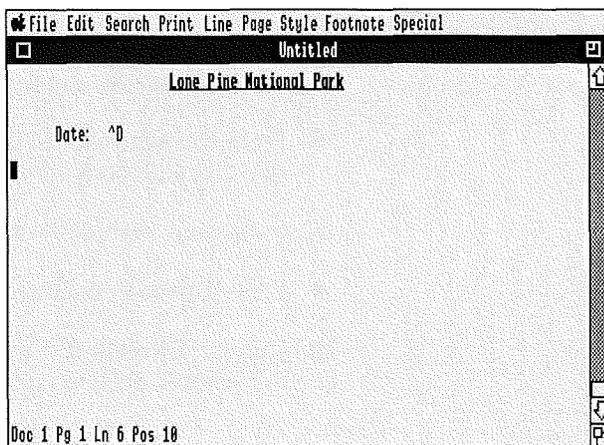
- 1 Press **Tab** to move the cursor to the first tab stop.
- 2 Choose **Tab Align** from the Line menu to move to the second tab stop and begin aligning.
- 3 Type **Date:**

When you type the colon, aligning ends, and the cursor begins moving to the right again.

- 4 Press the **Space Bar** twice to add two spaces.
- 5 Choose **Merge** from the Special menu, then click on **^D Date** to insert a ^D into the memo.

When the merge begins, the current date will be inserted at the ^D. The correct date appears only if you have previously set the Apple IIgs built-in clock.

- 6 Press **Return** twice to move the cursor to the next line and add a blank line.



Type the "To:" entry.

- 1** Press **Tab** to move the cursor to the first tab stop.
- 2** Choose **Tab Align** from the Line menu to move to the second tab stop and begin aligning.
- 3** Type **To:**, then press the **Space Bar** twice to add two spaces.
- 4** Choose **Merge** from the Special menu, then click on **^C Console** to insert ^C into the memo.

When the merge begins, WordPerfect stops at the ^C to let you enter text from the keyboard.

- 5** Press **Return** twice to move the cursor to the next line and add a blank line.

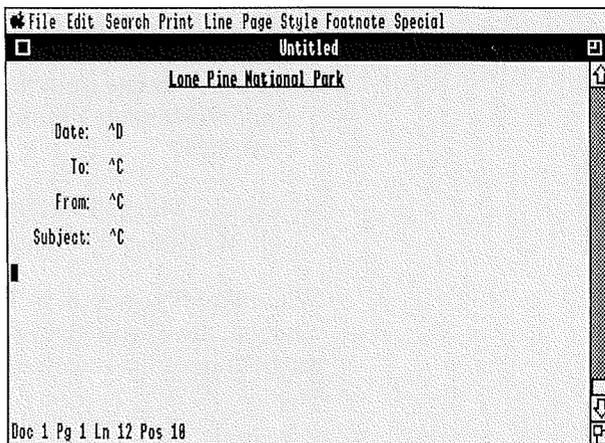
Now type the "From:" entry.

- 1** Press **Tab** to move the cursor to the first tab stop.
- 2** Choose **Tab Align** from the Line menu to move to the second tab stop and begin aligning.
- 3** Type **From:**, then press the **Space Bar** twice to add two spaces.
- 4** Choose **Merge** from the Special menu, then click on **^C Console** to insert ^C into the memo.
- 5** Press **Return** twice to move the cursor to the next line and add a blank line.

Now type the "Subject:" entry.

- 1** Press **Tab** to move the cursor to the first tab stop.
- 2** Choose **Tab Align** from the Line menu to move to the second tab stop and begin aligning.

- 3 Type **Subject:**, then press the **Space Bar** twice to add two spaces.
- 4 Choose **Merge** from the Special menu, then click on **^C Console** to insert a ^C into the menu.
- 5 Press **Return** twice to move the cursor to the next line and add a blank line.

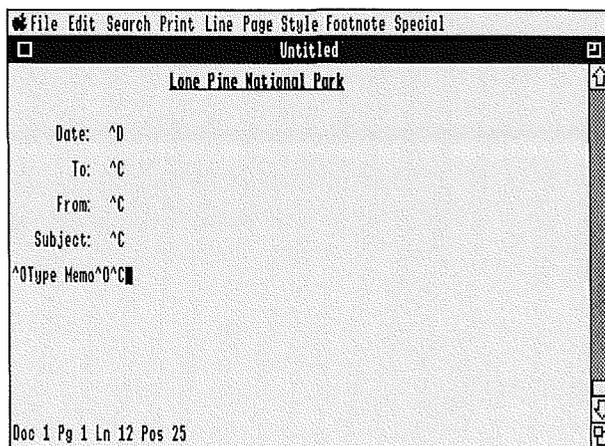


## 17.4 Merge ^O Message

When WordPerfect finds a pair of ^O codes during a merge, the text between the ^O codes is displayed at the bottom of the screen. In this lesson, the text is a message explaining what needs to be typed when WordPerfect pauses at ^C.

- 1 Choose **Merge** from the Special menu, then click on **^O Message** to insert ^O at the beginning of the message.
- 2 Type **Type Memo** as the message.
- 3 Choose **Merge** from the Special menu, then click on **^O Message** to insert ^O at the end of the message.
- 4 Choose **Merge** from the Special menu, then click on **^C Console** to insert ^C into the memo.

When WordPerfect finds ^OType Memo^O^C during a merge, the "Type Memo" message is displayed at the bottom of the screen, and the merge pauses at the ^C.



## 17.5 Save the Memo

Save the memo as a primary file.

- 1** Choose **Close** from the File menu, then click on **Yes**.
- 2** Type **1/learn/memo.pf** as the filename, then click on **OK**.
- 3** Click on **No** to clear the screen.

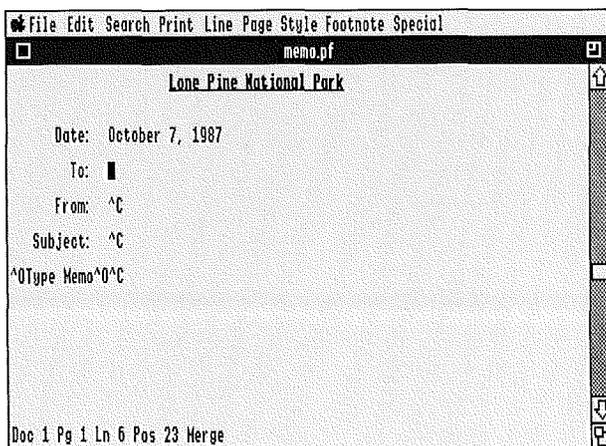
## 17.6 Merge

You are now ready to begin the merge.

- 1 Choose **Merge** from the Special menu, then click on **X Execute** to specify the files that will be used in the merge.
- 2 Type **1/learn/memo.pf** as the primary file, then click on **OK**.
- 3 Click on **OK** to begin the merge without a secondary file.

*You do not need to enter the name of a secondary file because the information for the merge comes from the keyboard.*

WordPerfect will automatically insert the correct date and stop at the first ^C.



Choose **Merge** from the Special menu, then click on **^E End of Record** at any time to stop the merge and start over.

## 17.7 Complete the Memo

You are now ready to fill in the memo heading.

- 1 Type **All Park Entrance Personnel** for the "To:" entry.
- 2 Choose **Merge** from the Special menu, then click on **^R End of Field** to continue the merge.

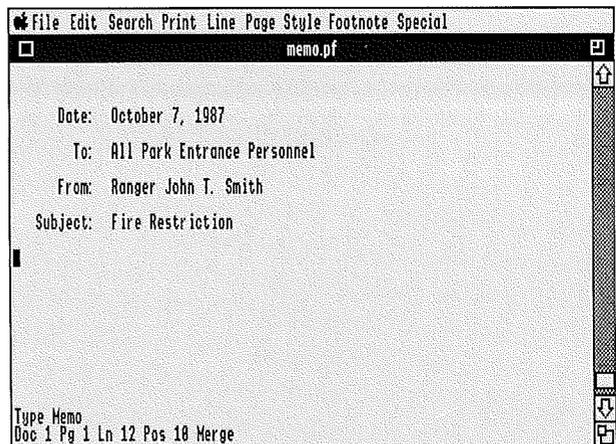
WordPerfect stops at the next ^C.

- 3 Type **Ranger John T. Smith** for the "From:" entry.
- 4 Choose **Merge** from the Special menu, then click on **^R End of Field** to continue the merge.

WordPerfect stops at the next ^C.

- 5 Type **Fire Restriction** for the "Subject:" entry.
- 6 Choose **Merge** from the Special menu, then click on **^R End of Field** to continue the merge.

WordPerfect displays the "Type Memo" message at the bottom of the screen, then stops at the final ^C.



**7** Type the following.

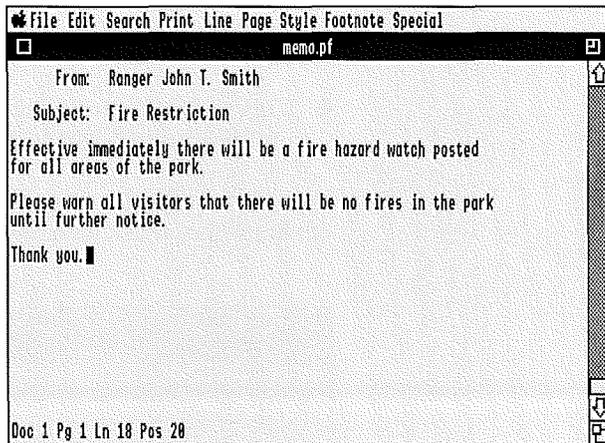
**Effective immediately there will be a fire hazard watch posted for all areas of the park.**

**Please warn all visitors that there will be no fires in the park until further notice.**

**Thank you.**

**8** Choose **Merge** from the Special menu, then click on **^R End of Field** to end the merge.

You can use the MEMO.PF file over and over again to create other memos.



## 17.8 Print and Save

The memo you have created by merging information from the keyboard and the primary file can now be printed and saved.

**1** Choose **Print** from the Print menu.

The memo will be printed.

**2** Choose **Close** from the File menu, then click on **Yes** to save the document.

**3** Type **1/learn/memo.lrn** as the filename, then click on **OK**.

**4** Click on **No** to clear the screen.

Inns\_Elms\_National\_Park

Date: October 7, 1987  
To: All Park Entrance Personnel  
From: Ranger John T. Smith  
Subject: Fire Restriction

Effective immediately there will be a fire hazard watch posted for all areas of the park.

Please warn all visitors that there will be no fires in the park until further notice.

Thank you.

---

## Lesson 18: Combining Macros and Merges

You can save keystrokes during a merge by using macros to automate the process.

In this lesson, you merge a memo form (primary file) with the keyboard. The merge is started by a macro. After you type the memo, another macro sends the completed memo to the printer, then asks for a filename to save the memo on disk.

While working through this lesson, you learn the following facts about macros and merges:

- You can start a merge with a macro.
- You can automatically start a macro at the end of each merged document.

The skills you learn in this lesson let you fully automate the merge process, from starting the merge to saving and printing the merged document.

## 18.1 The Memo

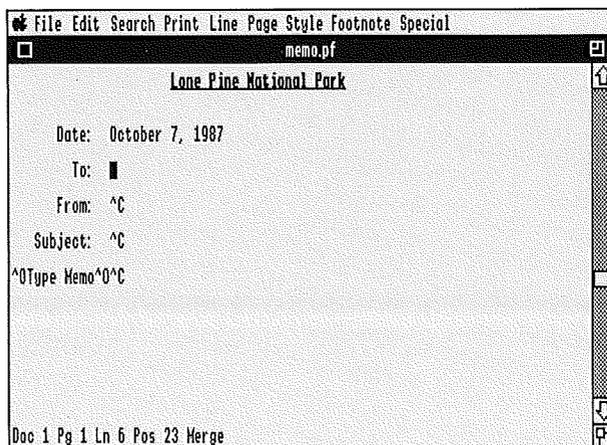
The memo for this step is a primary file created in Lesson 17. If you have not completed Lesson 17, do so and save the primary file as MEMO.PF in the Learn directory on the system (1/) prefix.

## 18.2 Define the "Memo" Macro

To begin, define a macro that starts the merge. The number of keystrokes needed to start the memo-merge is thereby reduced.

- 1 Choose **Macro Define** from the Special menu to begin defining a macro.
- 2 Type **memo** as the macro name, then click on **OK**.
- 3 Choose **Merge** from the Special menu, then click on **X Execute** to start the merge.
- 4 Type **1/learn/memo.pf** as the primary file, then click on **OK**.
- 5 Click on **OK** since there is not a secondary file.

Merging begins.



- 6 Choose **Merge** from the Special menu, then click on **^E End of Record** to end the merge.

When you include a merge in the macro definition, the macro definition automatically ends.

### 18.3 Define the "End" Macro

Define a macro that automatically sends the finished memo to the printer, then requests a filename for the memo.

- 1 Choose **Macro Define** from the Special menu to begin defining a macro.
- 2 Type **end** as the macro name, then click on **OK**.
- 3 Choose **Print** from the Print menu to print a document.
- 4 Press a Home key (5 or 7 on the Number Pad) three times, then press the **Up Arrow** key (↑) to move the cursor to the beginning of the document before any codes.
- 5 Choose **New Page** from the Page menu to insert a hard page break.
- 6 Press the **Up Arrow** key (↑) to move the cursor to the first page of the document.

The previous three steps are designed to keep this document on a separate page when it is appended to another file.

- 7 Choose **Block** from the Help feature, press a Home key (5 or 7 on the Number Pad) twice, then press the **Down Arrow** key (↓) to block the entire memo.
- 8 Choose **Append** from the Edit menu to begin appending the block to another file.
- 9 Type **1/learn/memo.x** to append the block to MEMO.X, then click on **OK**.

You can append the block to any file you want by entering a different filename. The filename you enter, however, will be the file this block is appended to every time you run the "End" macro.

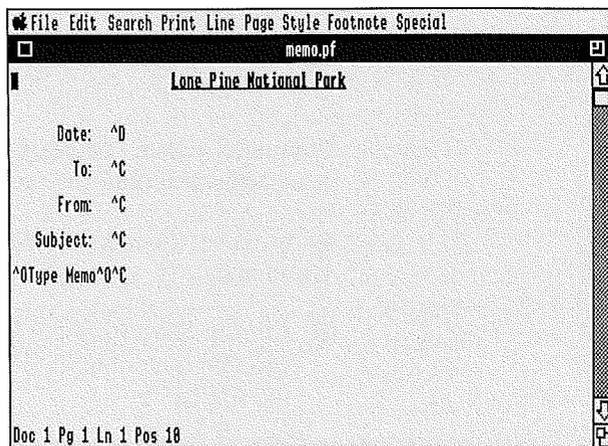
- 10** Choose **Block** from the Help feature to turn off Block.
- 11** Choose **Close** from the File menu, then click on **No** twice to clear the screen.
- 12** Choose **Macro Define** from the Special menu to end the macro definition.

## 18.4 Prepare the Primary File

There are specific merge commands that tell the primary file to start a macro after the merge is finished. In this case, you will insert a code that tells the primary file MEMO.PF to start the "End" macro after the memo is completed.

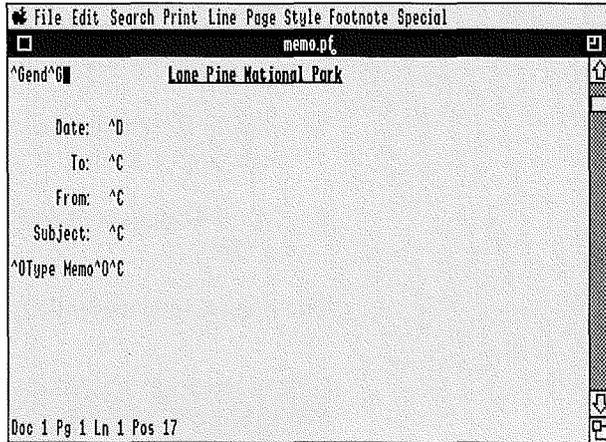
- 1 Choose **Retrieve** from the File menu to begin retrieving a document.
- 2 Type **1/learn/memo.pf** as the filename, then click on **OK**.

The memo appears on the screen.



- 3 Choose **Merge** from the Special menu, then click on **^G Chain to Macro** to insert ^G into the memo.
- 4 Type **end** (the name of the macro you just created).
- 5 Choose **Merge** from the Special menu, then click on **^G Chain to Macro** to insert ^G into the memo.

You should see ^Gend^G at the top of the memo.



No matter where you place a macro in a primary file, it will not start until the merge has ended.

Now resave the memo with the new merge commands.

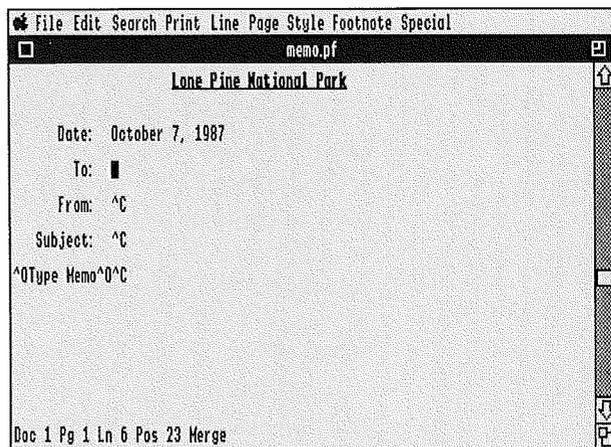
- 6** Choose **Save** from the File menu to replace the original memo on disk with the edited memo on the screen.
- 7** Choose **Close** from the File menu, then click on **No** twice to clear the screen.

## 18.5 Start the Macro and Merge

Now you are ready to run the macro and merge.

- 1 Choose **Macro Execute** from the Special menu to start a macro.
- 2 Type **memo** as the macro name, then click on **OK**.

The macro begins by starting your memo merge.



- 3 After typing each entry, choose **Merge** from the Special menu, then click on **^R End of Field** to continue the merge.

- 4 After you type the last entry (the text of the memo), choose **Merge** from the Special menu, then click on **^R End of Field** again, and the memo will be sent to the printer, appended to a file named MEMO.X, and cleared from the screen.

Long Pine National Park

Date: October 7, 1987  
To: All Park Entrance Personnel  
From: Ranger John T. Smith  
Subject: Fire Restriction

Effective immediately there will be a fire hazard notch posted for all areas of the park.

Please warn all visitors that there will be no fires in the park until further notice.

Thank you.

## Lesson 19: Merge to the Printer

When you need to merge and print a large number of letters and you do not have time to sit and watch, or there is not enough memory and disk space for the resulting file of merged documents, you should merge to the printer.

In this lesson, you create a primary file that automatically sends each merged document to the printer before creating a new one. Both the primary file LETTER.PF and the address file ADDRESS.SF created in lesson 16 are necessary for this lesson.

*Hand-fed forms cannot be used while merging to the printer.*

While working through this lesson, you learn the following facts about merge commands:

- ^N Next Record tells WordPerfect to get the next record from the secondary file.
- ^T To Printer tells WordPerfect to send all text merged to that point to the printer.
- ^P Primary File tells WordPerfect to start the merge over using the primary file named between ^P's.

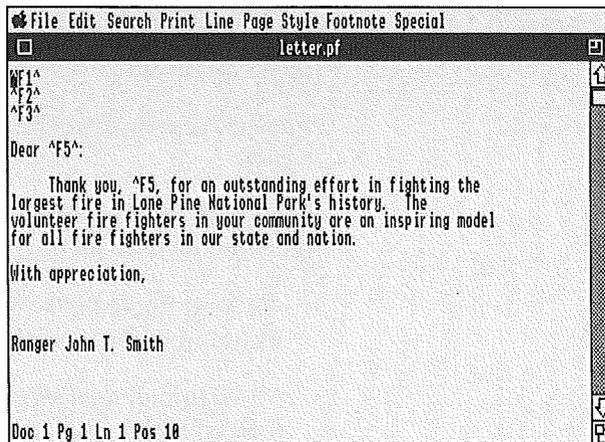
The skills you learn in this lesson can be used to print

- Mass-mailing letters.
- Labels.
- Organizational notices.

## 19.1 Change the Primary File

Begin this lesson by inserting merge commands into the primary file that send each letter to the printer. The file LETTER.PF used in this step was created in Lesson 16.

- 1 Choose **Retrieve** from the File menu to retrieve a document.
- 2 Type **1/learn/letter.pf** as the filename, then click on **OK**.



- 3 Move the cursor to the end of the document.
- 4 Press **Return** twice to add a blank line between the text and commands.
- 5 Choose **Merge** from the Special menu, then click on **^T To Printer** to insert ^T into the primary file.

The ^T will send all text merged to that point to the printer.

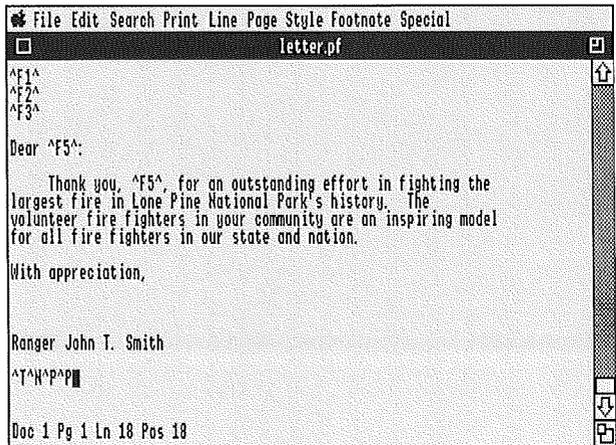
- 6 Choose **Merge** from the Special menu, then click on **^N Next Record** to insert ^N into the primary file.

The ^N tells the merge to go to the next record in the secondary file.

- 7 Choose **Merge** from the Special menu, then click on **^P Primary File** to insert ^P into the primary file.

The ^P tells the merge to start over again.

- 8 Choose **Merge** from the Special menu, then click on **^P Primary File** to insert another ^P to complete the pair.



The pair of ^P's tells the merge which primary file to use next. Because a primary file is not named between the two ^P's, WordPerfect uses the same primary file again.

The ^N^P^P combination tells WordPerfect not to insert an extra page break since the printer will automatically advance to the next page when it finishes each letter.

## 19.2 Save the Primary File

Save the document as a primary file.

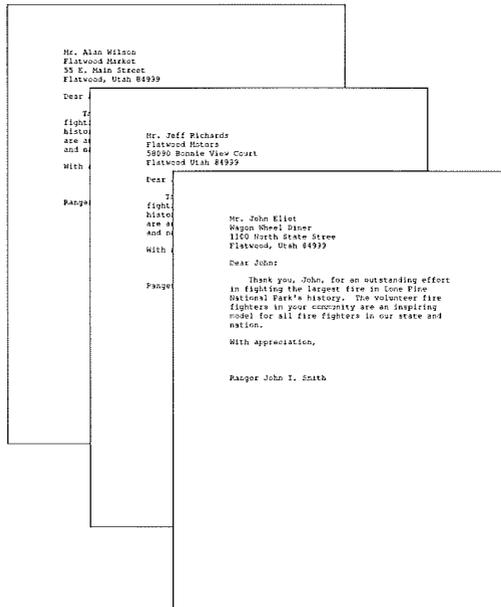
- 1** Choose **Close** from the File menu, then click on **Yes** to begin saving the file.
- 2** Type **1/learn/merge1** as the filename, then click on **OK**.
- 3** Click on **No** to clear the screen.

## 19.3 Merge

The secondary file used in this merge, ADDRESS.SF, was created in Lesson 16.

- 1 Choose **Merge** from the Special menu, then click on **X Execute** to start the merge.
- 2 Type **1/learn/merge1** as the primary file, then click on **OK**.
- 3 Type **1/learn/address.sf** as the secondary file, then click on **OK** to begin the merge.

The screen is cleared and the letters are merged to the printer.



---

## Lesson 20: Reports and Lists

Lists and reports can be generated by customizing the merge. In this lesson, you create a name and phone list by using the secondary file ADDRESS.SF created in Lesson 16.

While working through this lesson, you learn the following facts about the Merge feature:

- A secondary file can be used for more than just a simple merge.
- You can adjust the format of a document after it has been merged.

The skills you learn in this lesson can be used to generate lists and reports.

## 20.1 The Primary File

Begin by creating a primary file called PHONE.LST.

- 1** Choose **Merge** from the Special menu, then click on **^F Field Number**.
- 2** Type **1**, then click on **OK** to insert **^F1^** into the letter.
- 3** Press **Tab**.
- 4** Choose **Merge** from the Special menu, then click on **^F Field Number**.
- 5** Type **4**, then click on **OK** to insert **^F4^** into the letter.
- 6** Press **Return**.
- 7** Choose **Merge** from the Special menu, then click on **^N Next Record** to insert **^N** into the letter.
- 8** Choose **Merge** from the Special menu, then click on **^P Primary File** to insert **^P** into the letter.
- 9** Choose **Merge** from the Special menu, then click on **^P Primary File** to insert another **^P** into the letter.

The **^N^P^P** combination tells WordPerfect not to insert an extra page break since the printer will automatically advance to the next page when it finishes printing the current page.

## 20.2 Save the Primary File

Save the document as a primary file.

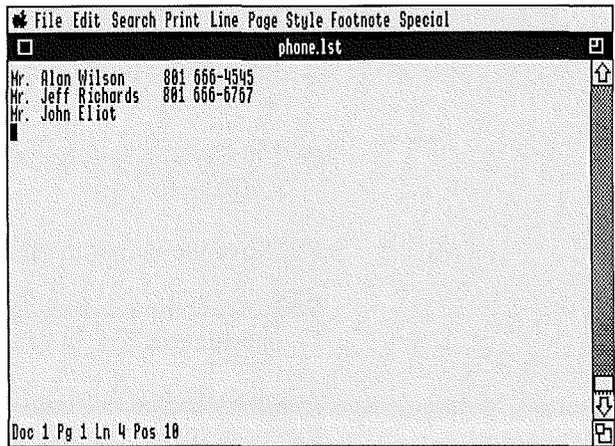
- 1 Choose **Close** from the File menu, then click on **Yes** to begin saving the primary file.
- 2 Type **1/learn/phone.lst** as the filename, then click on **OK**.
- 3 Click on **No** to clear the screen.

## 20.3 Merge

You are ready to create a phone list with the Merge feature. If you have not completed Lesson 16, turn there now and create the ADDRESS.SF file.

- 1 Choose **Merge** from the Special menu, then click on **X Execute** to start the merge.
- 2 Type **1/learn/phone.lst** as the primary file, then click on **OK**.
- 3 Type **1/learn/address.sf** as the secondary file, then click on **OK**.

The Merge will begin.



## 20.4 Adjust the Format

After creating a list, you can adjust the format and add titles to finish editing the document. Set a tab for the phone numbers in the merged document.

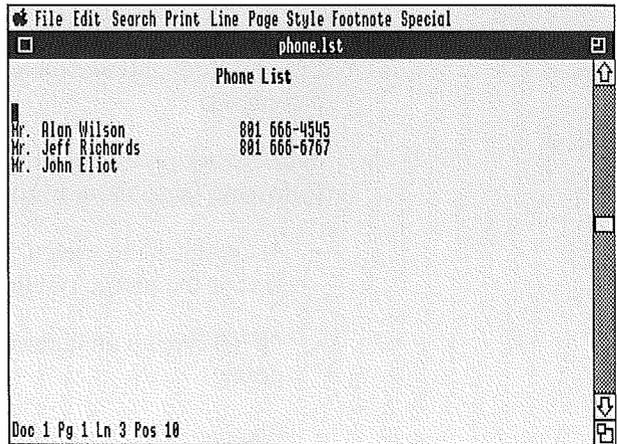
- 1** Move the cursor to the beginning of the document.
- 2** Press **Return** to add a blank line, then press the **Up Arrow** (↑) to move the cursor to the first line.
- 3** Choose **Center** from the Line menu to center a heading.
- 4** Choose **Bold** from the Style menu to turn on Bold.
- 5** Type **Phone List** as the heading.
- 6** Choose **Bold** from the Style menu to turn off Bold.
- 7** Press **Return** twice to end centering, move to the next line, and add a blank line.
- 8** Choose **Tab Set** from the Line menu to begin setting new tabs.
- 9** Move the cursor to position 0 on the Tab Ruler.
- 10** Execute the Keyboard Equivalent for **Delete End of Line** to erase all of the tab stops.

*The preassigned Keyboard Equivalent for Delete End of Line is executed by typing Apple-Right Arrow.*

- 11** Double click on position 40 to set a tab.
- 12** Click on **OK** to confirm the setting.

**13** Choose **Rewrite Screen** from the Edit menu to reformat the screen.

The phone numbers move to position 40.



**14** Choose **Close**, then click on **No** twice to clear the screen without saving the document.

---

## Lesson 21: Document Assembly

WordPerfect's Merge feature can help you assemble documents from various files saved in any directory.

In this lesson, you create several paragraphs (each in a separate file) and use them with Merge to "assemble" a contract.

While working through this lesson, you learn the following facts about Merge codes:

- ^U updates the screen so you can see the added text as the merge progresses.
- ^P^C^P lets you enter a file to be retrieved at that point.
- Placing ^P^C^P between two ^O's lets you display a reminder of what your options are at that point in the merge.

The skills that you learn in this lesson can be used to create customized contracts.

## 21.1 Create Eight Primary Files

Now that you know how to insert merge codes into a document, create eight primary files.

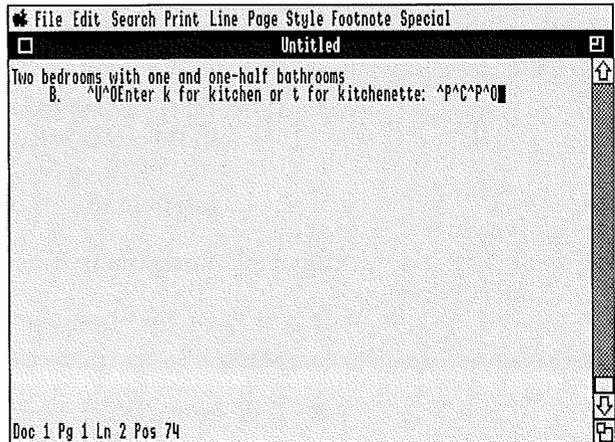
When you see [HRT], press **Return**, and when you see [Tab], press **Tab**.

### First file

Create the first file.

- 1 Type **Two bedrooms with one and one-half bathrooms**[HRT] [Tab]**B.**[Tab] **^U^O**Enter k for kitchen or t for kitchenette: **^P^C^P^O**

This is how your document should look on screen.



Save the first primary file.

- 2 Choose **Close** from the File menu, then click on **Yes**.
- 3 Type **two** as the filename, then click on **OK**.
- 4 Click on **No** to clear the screen.

## Second file

Create the following file.

- 1 Type **Three bedrooms with one and three-quarters bathrooms**[HRT] [Tab]**B.**  
[Tab]^U^OEnter k for kitchen or t for kitchenette:^P^C^P^O

Save the second primary file.

- 2 Choose **Close** from the File menu, then click on **Yes**.
- 3 Type **three** as the filename, then click on **OK**.
- 4 Click on **No** to clear the screen.

## Third file

Create the following file.

- 1 Type **Four bedrooms with two full bathrooms**[HRT] [Tab]**B.**[Tab]  
^U^OEnter k for kitchen or t for kitchenette:^P^C^P^O

Save the third primary file.

- 2 Choose **Close** from the File menu, then click on **Yes**.
- 3 Type **four** as the filename, then click on **OK**.
- 4 Click on **No** to clear the screen.

### **Fourth file**

Create the following file.

- 1** Type **Kitchen including appliances** [HRt]  
[Tab]C.[Tab]^U^OEnter p for pool  
or h for hot tub:^P^C^P^O

Save the fourth primary file.

- 2** Choose **Close** from the File menu, then click on **Yes**.
- 3** Type **k** as the filename, then click on **OK**.
- 4** Click on **No** to clear the screen.

### **Fifth file**

Create the following file.

- 1** Type **Kitchenette with no appliances**[HRt]  
[Tab]C.[Tab]^U^OEnter p for pool or h  
for hot tub:^P^C^P^O

Save the fifth primary file.

- 2** Choose **Close** from the File menu, then click on **Yes**.
- 3** Type **t** as the filename, then click on **OK**.
- 4** Click on **No** to clear the screen.

### **Sixth file**

Create the following file.

- 1** Type **Swimming Pool**

Save the sixth primary file.

- 2** Choose **Close** from the File menu, then click on **Yes**.
- 3** Type **p** as the filename, then click on **OK**.
- 4** Click on **No** to clear the screen.

### **Seventh file**

Create the following file.

- 1** Type **Marble hot tub**

Save the seventh primary file.

- 2** Choose **Close** from the File menu, then click on **Yes**.
- 3** Type **h** as the filename, then click on **OK**.
- 4** Click on **No** to clear the screen.

### **Eighth file**

Create the following file.

- 1** Type **I.[Tab]Property Description[HRt]  
[Tab]A.[Tab]^U^OEnter the number of  
bedrooms (two-four):^P^C^P^O**

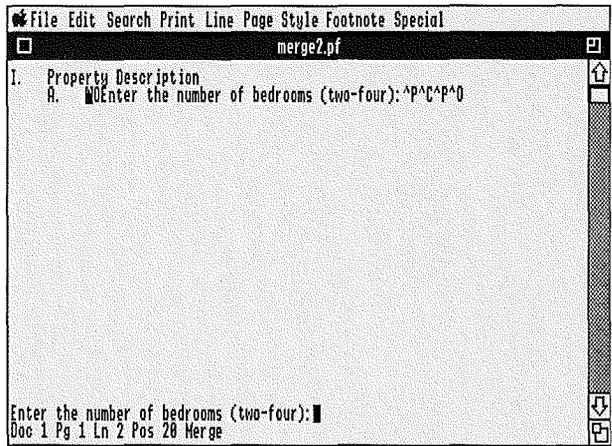
Save the eighth primary file.

- 2** Choose **Close** from the File menu, then click on **Yes**.
- 3** Type **merge2.pf** as the filename, then click on **OK**.
- 4** Click on **No** to clear the screen.

## 21.2 Merge

You are now ready to assemble a document.

- 1 Choose **Merge** from the Special menu, then click on **X Execute** to start the merge.
- 2 Type **merge2.pf** as the primary file, then click on **OK**.
- 3 Click on **OK** to confirm that there is no secondary file and begin merging.



You can now respond to the prompts displayed at the bottom of the screen. Enter letters or words (the words need to be completely typed out). The merge will automatically continue until a property description is completed.

### 21.3 Clear the Screen

When the merge is finished, clear the screen.

- 1 Choose **Close** from the File menu, then click on **No** twice to clear the screen.

---

## Lesson 22: Merge—Boilerplates

In this lesson, you build a flexible contract using previously-created files. You should have completed Lesson 21 before starting this lesson.

While working through this lesson, you learn the following facts about the Merge feature:

- ^V Transfer lets you transfer merge codes into the document being created.
- You can create a primary file which, when merged with itself, creates a secondary file.

The skills you learn in this lesson can be used to create and add to secondary files at the same time you create merge documents.

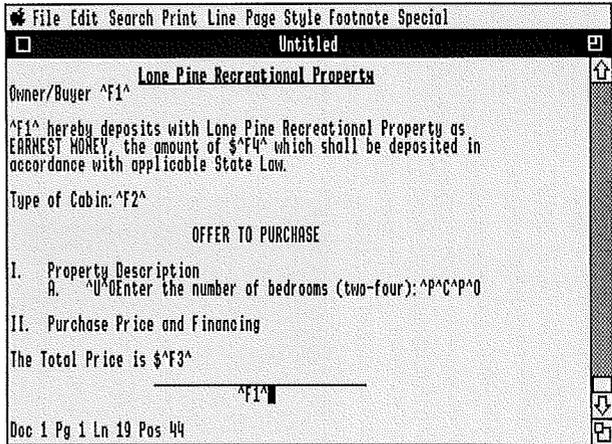
## 22.1 Create a File

Create and save the following file so that it is on disk when you create the FORM memo in step 22.4.

- 1** Type **customer file** as the text in the file.
- 2** Choose **Close** from the File menu, then click on **Yes** to begin saving the text.
- 3** Type **customer** as the filename, then click on **OK**.
- 4** Click on **No** to clear the screen.

## 22.2 The First Primary File

Duplicate the file you see on the screen below. This primary file is the basic contract used in the merge.



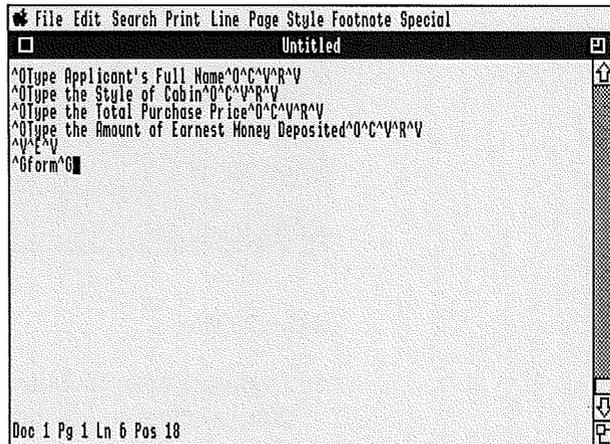
Save the file.

- 1 Choose **C**lose from the File menu, then click on **Y**es to begin saving the document.
- 2 Type **merge4** as the filename, then click on **O**K.
- 3 Click on **N**o to clear the screen.

## 22.3 The Second Primary File

Duplicate the file you see on the screen below. This primary file is used to help create a secondary file with one record which merges with the contract primary file created earlier.

When you enter ^R and ^E, the cursor wraps to the next line. Delete the [HRT] so that your cursor is next to the ^R or ^E to add the next code.



Save the file.

- 1 Choose **Close** from the File menu, then click on **Yes**.
- 2 Type **merge3** as the filename, then click on **OK**.
- 3 Click on **No** to clear the screen.

## 22.4 Create a Macro

This macro is started after the secondary record is created. The secondary file with the single record is saved, then merged with the contract primary file.

- 1** Type **This is a test** in order to have some text on the screen.
- 2** Choose **Macro Define** from the Special menu to begin defining a macro.
- 3** Type **form** as the macro name, then click on **OK**.
- 4** Execute the Keyboard Equivalent for **Block** to turn on Block.

*The preassigned Keyboard Equivalent for Block is executed by typing Option-b.*

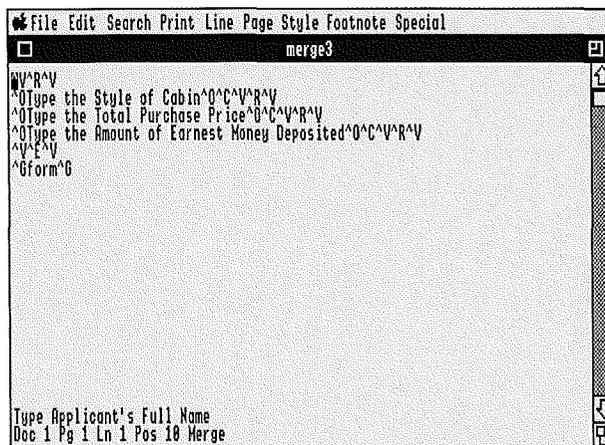
- 5** Press a Home key (5 or 7 on the Number Pad) twice, then press the **Up Arrow** key (↑) to move the cursor to the beginning of the document.
- 6** Choose **Save As** from the File menu.
- 7** Type **customer** as the filename, click on **OK**, then click on **Yes** to confirm the replacement.
- 8** Execute the Keyboard Equivalent for **Block** to turn off Block.
- 9** Choose **Close** from the File menu, then click on **No** twice to clear the screen.
- 10** Choose **Merge** from the Special menu, then click on **X Execute** to start the merge.
- 11** Type **merge4** as the primary file, then click on **OK**.
- 12** Type **customer** as the secondary file, then click on **OK**.

- 13** Choose **Merge** from the Special menu, then click on **^E End of Record** to end the merge (and macro).
- 14** Choose **Close** from the File menu, then click on **No** twice to clear the screen.

## 22.5 Merge

You can now begin merging.

- 1 Choose **Merge** from the Special menu, then click on **X Execute** to start the merge.
- 2 Type **merge3** as the primary file, then click on **OK**.
- 3 Click on **OK** since there is no secondary file (one has not yet been created).

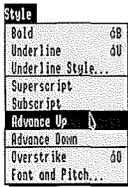


- 4 Type the information requested by the prompts, choose **Merge** from the Special menu, then click on **^R End of Field**.
- 5 Choose **Close** from the File menu, then click on **No** twice to clear the screen.

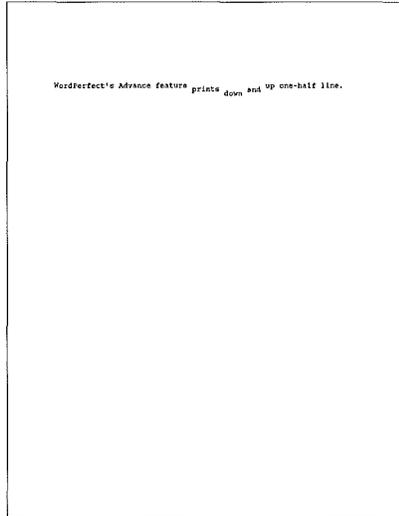








The Advance feature lets you print text one-half line up or down from your regular text.



## Advance Up or Down

When you want to advance your text up or down one-half line:

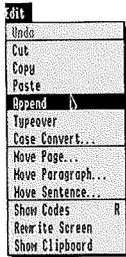
- 1** Move the cursor to where you want the advance to begin.
- 2** Choose **Advance Up** or **Advance Down** from the Style menu to advance up or down.

*An "Adv dn" or "Adv up" message and the new line number appear on the status line.*

**3** Type the text to be printed up or down one-half line.

When you want to return to your original line position, choose **Advance Up** or **Advance Down** again to move back down or back up.

# Append



This feature lets you add a block of text to the end of an existing file.

- 1 Block the text you want appended.
- 2 Choose **Append** from the Edit menu to append the highlighted text to a file.
- 3 Type the name of the file, then click on **OK**.

*Do not append to a locked file.*

If WordPerfect cannot find the named file, a new file is created using the name you entered, and the block of text is saved as that file.

---

## Binding Width

This feature on the Printer Control menu shifts text to the right on odd-numbered pages and to the left on even-numbered pages. This allows room on two-sided copies for holes or other bindings. For one-sided copies, just increase the left margin.

- 1** Choose **Printer Control** from the Print menu.
- 2** Click on the "Select Print Options" button.
- 3** Press **Tab** twice to move the cursor to the "Binding Width" box.
- 4** Type the width in tenths of an inch, then click on **OK**.

For example, enter 5 for one-half inch binding width.

- 5** Click on **Exit** to exit the Printer Control menu.

The binding width is changed for every print job until you exit WordPerfect. If you want the binding width to be changed for the next print job only, click on the "Next print job only" box before clicking on OK.

A code for binding width *is not* inserted into your document. If you want to change the binding width or set it back to zero, follow the steps above and reset the value.

If you want to make your Binding Width setting permanent, see Defaults in this section.

Block is used to define portions of your text for use with other features. When Block is on, two [Block] codes appear in the Codes window. The text between the two codes is blocked.

- 1** Move the cursor to one end of the text you wish to block.

- 2** Press and hold the mouse button.

*A "Block On" message on the status line indicates that you are defining a block of text.*

- 3** Highlight the text you want defined by dragging to the opposite end of the text you wish to block.

- 4** Release the mouse button.

- 5** Select a feature for use with the highlighted text.

- 6** Click the mouse button to turn off Block.

## WordPerfect Features

With Block on, you can use any of the following WordPerfect features:

Append	Go To Character
Bold	Paste
Case Convert	Print
Copy	Save As
Cut	Underline
Delete	

If you are blocking text while defining a macro, you should choose Block from the Help feature, then press the Arrow keys to highlight the block.

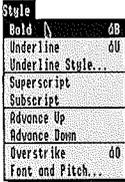
---

# Bold

[B][b]

Bolded text is printed darker than normal text. On the screen, you may select the color of bolded text with the Colors feature (see Colors in this section).

## Type Bolded Text



When you want to bold text on your screen and at the printer:

- 1 Choose **Bold** from the Style menu to turn on Bold.
- 2 Type the text.
- 3 Choose **Bold** from the Style menu again to turn off Bold.

*"Pos" on the status line is bolded when the cursor is moved through bolded text.*

## Bold Existing Text

Use the Block feature to bold text you have already typed on your screen.

- 1 Block the text you want bolded.
- 2 Choose **Bold** from the Style menu to bold the text.
- 3 Click the mouse button to turn off Block.

## Remove Bolding

If you change your mind and do not want a block of text bolded, you can delete the bold codes in the Codes window.

- 1 Choose **Show Codes** from the Edit menu to display the Codes window.
- 2 Move the cursor in the Codes window to the immediate right of either the [B] or [b] code.
- 3 Press **Delete** to delete the code.

- 4 Choose **Hide Codes** from the Edit menu to remove the Codes window.

When deleting bolded text on the normal screen, a "Delete [Bld]?" message might appear. Click on **Yes** to delete the bold codes surrounding the text. Click on **No** to leave the bold codes as they are.

---

## Cancel

WordPerfect's Cancel feature can be used to:

- Back out of a WordPerfect menu or message.
- Cancel a WordPerfect hyphenation request and wrap the word (when Hyphenation is on).

You can choose Cancel from the Help feature or by clicking on it when it appears as an option in many of WordPerfect's dialogues.

The **Clear** key on the keyboard perform the same functions as the Cancel feature.

*Cancel will not turn off the "Macro Def" message. You need to choose **Macro Define** from the Special menu.*

---

## Cancel Printing

The Cancel Printing option on the Printer Control dialogue lets you cancel your print job.

- 1** Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 2** Click on the "Cancel Printing" button.
- 3** Click on **OK** to cancel the print job.
- 4** Click on **Exit** to exit the Printer Control dialogue.

When printing is canceled, you will need to advance the paper in your printer to the top of the next page.

*If you want to stop the printer to make a mechanical adjustment and continue printing the same job, click on the Stop Printing button (see Stop Printing in this section).*

---

# Capitalization

## Lock

The Caps Lock key lets you type uppercase letters without holding down the Shift key:

- 1** Press **Caps Lock** until it locks into a down position.
- 2** Type the text.
- 3** Press **Caps Lock** again to release the key and end typing uppercase letters.

## Case Conversion

With the Case Convert feature, you can change blocks of existing text to uppercase or lowercase letters.

- 1** Block the text you want to change.
- 2** Choose **Case Convert** from the Edit menu.
- 3** Click on **Lower** to convert the block to lowercase letters or click on **Upper** to convert the block to uppercase letters.
- 4** Click the mouse button to turn off Block.

---

## Case Convert

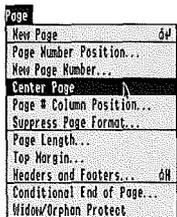


With the Case Convert feature, you can change blocks of existing text to uppercase or lowercase letters.

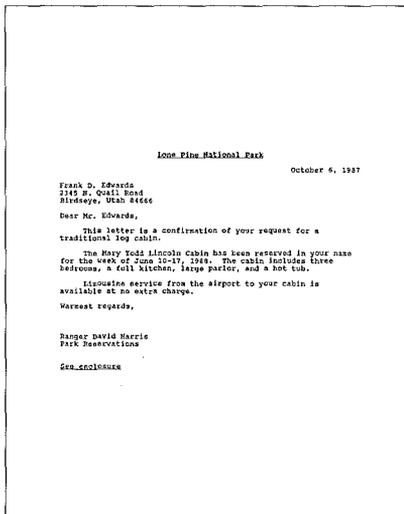
- 1 Block the text you want to change.
- 2 Choose **Case Convert** from the Edit menu.
- 3 Click on **Lower** to convert the block to lowercase letters or click on **Upper** to convert the block to uppercase letters.
- 4 Click the mouse button to turn off Block.

# Center Page

[CtrPg]



This feature centers text vertically on the page when the page is printed. The text is not centered on the screen.

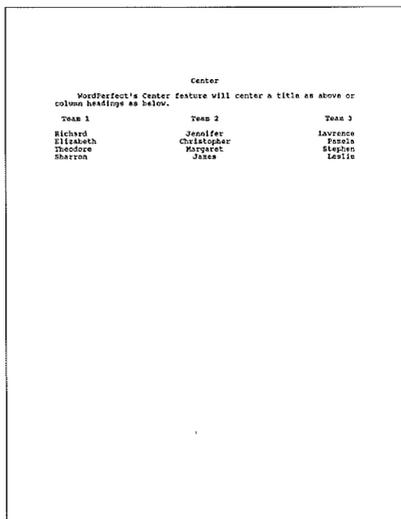
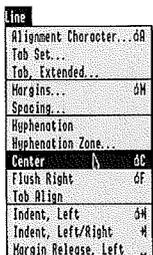


- 1 Move the cursor to the beginning of the page (before any codes).
- 2 Choose **Center Page** from the Page menu.

Choose Center from the Line menu to center a line of text horizontally on the page (see Center Text in this section).

## Between Margins

Choose the Center feature from the Line menu to center a line of text between margins.



- 1 Move the cursor to the left margin.
- 2 Choose **Center** from the Line menu to move the cursor to the center of the line.
- 3 Type the line of text you want centered.
- 4 Press **Return** to turn off centering.

*If the cursor is not at the left margin, the text will be centered at the cursor position.*

## Existing Text

You can center an existing line of text with the Center feature.

- 1** Move the cursor to the beginning of the text to be centered.
- 2** Choose **Center** from the Line menu.
- 3** Press the **Down Arrow** key (↓).

## Columns

You can use the Flush Right and Center features to produce columns.

- 1** Enter a heading.

*Remember to press Return after you type the heading.*

- 2** Choose **Center** from the Line menu to move the cursor to the center of the screen.
- 3** Enter another heading.
- 4** Choose **Flush Right** from the Line menu to move the cursor to the right margin.
- 5** Enter another heading.
- 6** Choose **Show Codes** from the Edit menu to display the Codes window.
- 7** Move the cursor to the immediate right of the Hard Return [HRt] codes between the text and press **Delete** to delete the codes.
- 8** Choose **Hide Codes** from the Edit menu to remove the Codes window.

If the headings overlap, some of the text will disappear from the screen.

## Over Columns

The Center feature can center a heading over a column of text or numbers.

- 1** Move the cursor to the center of the column.

You may press Tab to position the cursor.

- 2** Choose **Center** from the Line menu to begin centering.

- 3** Type the text to be centered.

The Center code [C] takes precedence over other codes. If you type text in front of a Center code, the text may disappear from your screen. Delete the [C] code, and the text will reappear.

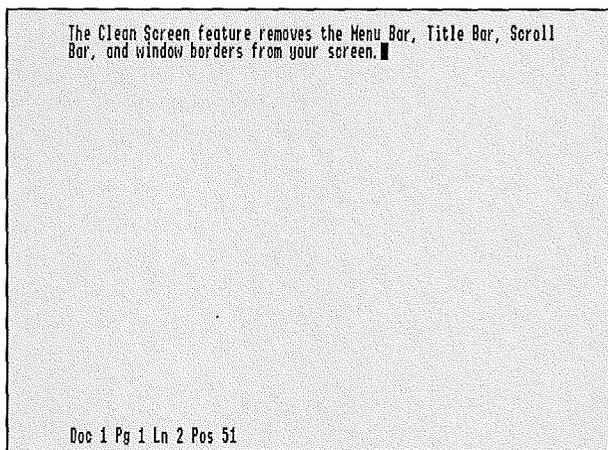
## Clean Screen



The Clean Screen feature removes the Menu Bar, Title Bar, Scroll Bar, and window borders from your screen.

- 1 Choose **Clean Screen** from the Special menu.

Only text and the status line appear on the screen.



To access the features while in Clean Screen, you must use the Help feature. To access the Help feature while in Clean Screen, you must use the keyboard.

- 2 Hold down **Control**, press **c**, release **Control**, then double-click on **Clean Screen** to return to the original screen.

---

# Clipboard

Text that has been cut or copied is saved on the Clipboard and remains there until you cut or copy again, or until you turn off the computer.

## Viewing the Clipboard

To view text that is on the Clipboard:

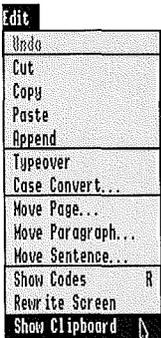
- 1 Choose **Show Clipboard** from the Edit menu.
- 2 Click on **OK** to return to your document.

## Retrieving Text

To retrieve the text that is on the Clipboard:

- 1 Move the cursor to where you want the text retrieved.
- 2 Choose **Paste** from the Edit menu.

The text will be retrieved at the cursor position.



# Close



When you choose **Close**, you can save your current document, then begin a new document or exit WordPerfect.

**1** Choose **Close** from the File menu.

"Save Document #?" appears.

**2** Click on **Yes**, type a filename, and click on **OK** if you want to save the document, or click on **No** to not save the document.

**3** When "Exit Document #1?" appears, click on **Yes** to exit WordPerfect or click on **No** to clear the screen and begin a new document.

Click on **Cancel** if you change your mind about exiting, and you will be returned to the document on your screen.

Clicking on the close box at the left end of the title bar performs the same function as choosing Close.

To exit multiple documents, use the Quit feature (see Quit in this section). To replace a file with an edited version, use the Save feature (see Save in this section).

## Codes

Codes are commands that tell WordPerfect and your printer what to do. All word processors place codes in the document when you bold, underline, change margins, or, in general, change the way something looks.

WordPerfect *hides* these codes so the text on the screen appears much like the printed page. Codes and text can be viewed together at any time by choosing **Show Codes** from the Edit menu.

Codes not only tell WordPerfect how the document should look on screen, but more importantly, tell the printer which font to use, when to underline, change margins, etc.

For example, when you choose Underline, an Underline On code [U] is entered at the cursor, and text is underlined until Underline is chosen again to end underlining. When you press the Tab key, a Tab code [Tab] is entered. When you change the spacing, a Spacing code [SpcSet:*n*] is entered, and spacing is changed to that setting from that point forward until another spacing code is found.

Codes are searched for and deleted the same as text.

The following is a list of all the WordPerfect codes that can appear in the Codes window (*n* represents numbers that appear in the code).

[^]	Cursor Position
[ ]	Hard Space
[-]	Hyphen
-	Soft Hyphen
/	Cancel Hyphenation
[A][a]	Tab Align or Flush Right
[AdvUp]	Advance Up 1/2 Line

[AdvDn]	Advance Down 1/2 Line
[AlnChar; <i>c</i> ]	Alignment Character
[B][b]	Bold
[Bin#: <i>n</i> ]	Sheet Feeder Bin Number
[Block]	Block
[C][c]	Center
[CntrPg]	Center Page
[Cmd:]	Embedded Printer Command
[CndEOP: <i>n</i> ]	Conditional End of Page
[EInd]	End of Indent, Left or Indent, Left/Right
[ETabs: <i>n,n</i> ]	Extended Tabs Reset
[FntChng: <i>n,n</i> ]	Specify New Font or Print Wheel
[FtnOpt]	Footnote/Endnote Option
[Hdr/Ftr: <i>n,n;text</i> ]	Header or Footer Definition
[HPg]	Hard Page
[HRt]	Hard Return
[HZoneSet: <i>n,n</i> ]	Reset Hyphenation Zone
[Ind]	Beginning of Indent, Left
[l/rInd]	Beginning of Indent, Left/Right
[LPI: <i>n</i> ]	Lines Per Inch
[MarRel]	Left Margin Release
[MarSet: <i>n,n</i> ]	Left and Right Margin Reset
[Note:End, <i>n</i> :[note#] <i>text</i> ]	Endnote
[Note:Foot, <i>n</i> :[note#] <i>text</i> ]	Footnote
[Ovrstk]	Overstrike Preceding Character
[Pg#: <i>n</i> ]	New Page Number
[Pg#Col: <i>n,n,n</i> ]	Column Position for Page Numbers
[PgLnth: <i>n</i> ]	Set Page Length
[PosPg#: <i>n</i> ]	Set Position for Page Numbers
[RtJustOff]	Right Justification Off
[RtJustOn]	Right Justification On

[SpcSet: <i>n,n</i> ]	Spacing Set
[SPg]	Soft New Page
[SRt]	Soft Return
[Sbscrt]	Subscript
[SprScrt]	Superscript
[Suprs: <i>n</i> ]	Suppress Page Format Options
[Tab]	Move to Next Tab Stop
[TabSet: <i>n,n</i> ]	Tab Reset
[TopMar: <i>n</i> ]	Set Top Margin in Half-Lines
[U][u]	Underline
[UndrlnStyle: <i>n</i> ]	Underline Style
[W/O Off]	Widow/Orphan Off
[W/O On]	Widow/ Orphan On

## Colors



The Colors feature allows you to change the on-screen color of normal text, bolded text, inverse-bold text, and the screen background.

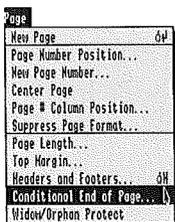
- 1** Choose **Colors** from the Special menu to display the colors dialogue.
- 2** Click on the "Normal," "Bold," "Inverse-Bold," or "Background" buttons to change the color of normal text, bold text, inverse-bold text, or the screen background.
- 3** Move the scroll boxes up and down the "Red," "Green," and "Blue" scroll bars to make the color lighter or darker.
- 4** When you finish, click on **OK** to confirm your color selections.

When changing text color (regular, bold, and inverse-bold), you can see the result of your color change next to the button corresponding to the type of text you are changing. When changing background color, the entire screen will change colors as you make color adjustments.

The color changes will remain in effect until you exit WordPerfect.

If you want to make the color changes permanent, see Defaults in this section.

## Conditional End of Page [Cmd+EOP:w]



This feature lets you protect a certain number of lines from being split by a page break.

- 1** Move the cursor to the line above the lines to be kept together (even if there is text on that line).
- 2** Choose **Conditional End of Page** from the Page menu.
- 3** Type the number of lines you want kept together; then click on **OK**.

WordPerfect will always keep the lines together by placing a page break before the lines if necessary. You can use this feature to keep a title or subject heading together with the first paragraph of text.

When you want to avoid widows and orphans (single lines of text at the top or bottom of a page), use the Widow/Orphan feature (see Widow/Orphan in this section).

---

## Convert

The Convert utility is used to convert non-WordPerfect files into a format which is usable by WordPerfect. To use this utility, the files you wish to convert must be ProDOS based.

Before you convert the files, rename the overflow files from WP.TV.doc#.TMP and WP.BV.doc#.TMP to WP.TV.TMP and WP.BV.TMP.

- 1** Boot the /Utilities diskette.
- 2** Open the /Utilities diskette by double-clicking on the Utilities diskette icon.
- 3** Double-click on **CONVERT.SYS16**.
- 4** Insert the source disk into a drive.
- 5** Type the full pathname (*/diskette (volume) /filename*) of the file that you wish to convert to WordPerfect format.

The Catalog feature on the File menu lets you view a list of the files on your disk. Double-clicking on a filename will insert the file in the "Input File Name" box.

- 6** Move the cursor to the "Output File Name" box.
- 7** Type the full pathname (*/diskette (volume) /filename*) that you wish to call your file in WordPerfect.

- 8 Click on the button corresponding to the source type, then click on **OK**.

You should have a formatted ProDOS diskette that will be used to store the file after it has been converted. If a file of the same name already exists, the cursor will move back to the beginning of the line to allow you to enter another filename.

- 9 Choose **Quit** from the File menu to exit the Convert program.

---

## Cursor Movement

The cursor can only move through text and codes. When you reach the beginning or end of your document, the cursor stops moving.

Pointing to a position in your document with the mouse arrow and clicking the mouse button will move the cursor to that position.

Dragging the scroll box up or down the scroll bar will show different areas of your document on the screen (see Scroll Boxes in this section).

Unless Number Lock is on, the Number Pad keys on the right of your keyboard are programmed for use as cursor control keys. In addition to a set of Arrow keys, the Number Pad contains Home, Page Up, Page Down, Screen Up, Screen Down, Typeover, End, and Delete Right keys. The following is a list of the cursor movements which the Number Pad keys perform:

**Key 1** is the End key. It moves the cursor to the end of the line.

**Key 2** is the Down Arrow key. It moves the cursor down one line.

**Key 3** is the Page Down key. It moves the cursor to the first line of the following page.

**Key 4** is the Left Arrow key. It moves the cursor one character to the left.

**Key 5** is a Home key (see "Home key" below).

**Key 6** is the Right Arrow key. It moves the cursor one character to the right.

**Key 7** is a Home key (see "Home key" below).

**Key 8** is the Up Arrow key. It moves the cursor up one line.

**Key 9** is the Page Up key. It moves the cursor to the first line of the current page. When pressed again, it moves the cursor to the first line of the previous page.

**Key 0** is the Typeover key. It is used to change WordPerfect to Typeover mode (see Typeover in this section).

The + (plus) key is the Screen Up key. It moves the cursor to the beginning of the first line on the screen. When pressed again, it moves the cursor to the beginning of the first line on the previous screen.

The - (minus) key is the Screen Down key. It moves the cursor to the beginning of the last line on the screen. When pressed again, it moves the cursor to the beginning of the last line on the following screen.

The . (period) key is the Delete Right key. It deletes the character on which the cursor lies. In the Codes window, it deletes the character to the right of the cursor.

## **Arrow Keys**

Including the Number Pad keys, your keyboard has two sets of arrow keys. Both sets can be used to move the cursor a character at a time (←, →) or a line at a time (↑, ↓) through your document, the Codes window, or the Help feature.

## **Home Key**

The Home keys (Numbers 5 and 7 on the Number Pad) can be used with the arrow keys to quickly move the cursor to the beginning or end of text.

**Home, Arrow** moves the cursor to the edge of the text on your screen.

**Home, Home, Arrow** moves the cursor to the beginning or end of your document or line.

**Home, Home, Home, Left Arrow** (←) moves the cursor to the beginning of a line before any codes.

**Home, Home, Home, Up Arrow** (↑) moves the cursor to the beginning of the document before any codes.

## Cursor Control With Features

WordPerfect's cursor can also be controlled with several features on the Help feature.

For fast cursor movement with these features, you should use Keyboard Equivalents (see Keyboard Equivalents in this section).

**Beginning of Document** moves the cursor to the beginning of the text in the document.

**Beginning of Document (Codes)** moves the cursor to the beginning of the document (before text and codes).

**Beginning of Line** moves the cursor to the beginning of the text on the line.

**Beginning of Line (Codes)** moves the cursor to the beginning of the line before any codes.

**End of Document** moves the cursor to the end of the document (after text and codes).

**End of Line** moves the cursor to the end of the line (after text and codes).

**Go To Character** moves the cursor to the immediate right of the first occurrence of a specified character.

**Go To Page** moves the cursor to the top of a specified page.

**Home** performs the same functions as the Home key (see "Home keys" above).

**Page Down** moves the cursor to the beginning of the first line on the next page.

**Page Up** moves the cursor to the beginning of the first line on the current page. When chosen again, it moves the cursor to the first line of the previous page.

**Screen Down** moves the cursor to the beginning of the last line on the screen. When chosen again, it moves the cursor to the last line on the following screen.

**Screen Left** moves the cursor to the left-most visible character on a line. If the text extends beyond the left edge of the screen, choosing Screen Left again moves the cursor one screen to the left.

**Screen Right** moves the cursor to the right-most visible character on a line. If the text extends beyond the right edge of the screen, choosing Screen Right again moves the cursor one screen to the right.

**Screen Up** moves the cursor to the beginning of the first line on the screen. When chosen again, it moves the cursor to the first line of the previous screen.

**Word Left** moves the cursor to the beginning of the previous word.

**Word Right** moves the cursor to the beginning of the following word.

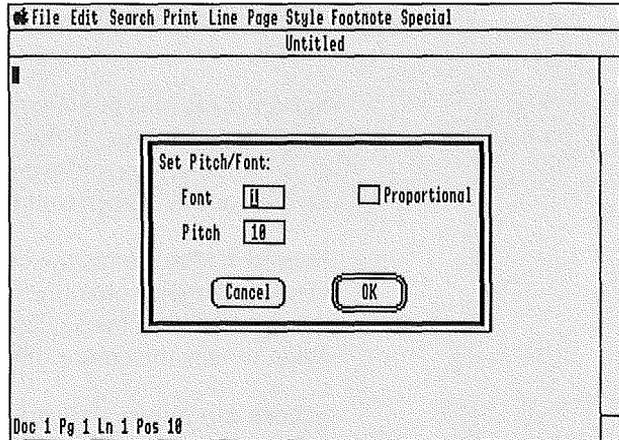
## Search

The Search feature is useful for moving the cursor to a specific word or phrase in your document (see Search in this section for details).

## Moving Between Fields

Some WordPerfect features present dialogues with several options. To move the cursor between option fields, you can press **Tab**.

For example, in the Font and Pitch dialogue, the cursor is originally in the "Font" box. Press Tab to move the cursor to the "Pitch" box.



*For details on answering requests with the keyboard (e.g., Yes, No, OK, and Cancel) see Typing in this section.*

# Cut, Copy, and Paste



Cut, Copy, and Paste on the Edit menu let you move a block of text.

- 1** Block the text you want to move.
- 2** Choose **Cut** or **Copy** from the Edit menu to cut or copy the highlighted text.
- 3** Move the cursor to where you wish to retrieve the text.
- 4** Choose **Paste** from the Edit menu to retrieve the text to the cursor position.

Cut removes the text from your document; Copy leaves the text on your screen. The text for both options is saved on the Clipboard and remains there until you cut or copy again, or until you turn off the computer.

To retrieve text from the Clipboard, choose Paste, and the text on the Clipboard will be retrieved at the cursor position.

To move sentences, paragraphs, and pages of text, see Move in this section.

# Date Format/Insert

This feature inserts the current date and/or time into your document. You can also insert a merge code that inserts the current date during a merge.

## Text

When you want to insert the current date/time as text into your document:

- 1 Move the cursor to the place where you want the date/time inserted.
- 2 Choose **Insert Date** from the Special menu to insert the date/time.

## Format

Using the Date Format feature, you can change the way the date and time are displayed.



- 1 Choose **Date Format** from the Special menu to display the Date Format dialogue.

- 2 Type a date format setting, then click on **OK**.

The menu gives examples of some of the different formatting styles from which you can choose. Numbers represent different menu selections.

- 1 Day of the month
- 2 Month (number)
- 3 Month (word)
- 4 Year (all four digits)
- 5 Year (last two digits)
- 6 Hour (24 Hour Clock)
- 7 Hour (12 Hour Clock)
- 8 Minute
- 9 am/pm

You can use any other characters (e.g., letters, punctuation) to help create the format.

<b>Format</b>	<b>Display</b>
3 1,4	November 26, 1987
3 1, 4--7:8 9	November 26, 1987--11:57 am
DATE: 2/1/5	DATE: 11/26/87

You can include up to 22 characters in the format.

The Date Format will remain in effect until you exit WordPerfect.

If you want to make your Date Format setting permanent, see Defaults in this section.

## **Merging**

You can have the date/time inserted automatically during a merge by including ^D in the primary file.

- 1** Move the cursor to the place where you want the date/time inserted.
- 2** Choose **Merge** from the Special menu, then click on **^D Date** to insert ^D into your document.

When the primary file is merged, the current date/time will be inserted where the ^D appears (See Merge in this section).

---

# Defaults

The Defaults feature can be used to save Keyboard Equivalents and format settings, restore WordPerfect's initial settings, execute the STARTMAC on startup, and/or change the edit buffer size.

## Saving Keyboard Equivalents

Unless saved, user-defined Keyboard Equivalents are deleted when you exit WordPerfect. Saved Keyboard Equivalents remain in effect each time you start WordPerfect.



After you have entered a Keyboard Equivalent:

- 1 Choose **Defaults** from the File menu.

To save Keyboard Equivalents, the "Keyboard Equivalents" box should have an "x" in it and the "Save current values" button should be highlighted. If any of the other boxes have an "x" in them, those settings will also be saved.

- 2 If the "Keyboard Equivalents" box is off, click on it to turn it on.
- 3 Click on the "Save current values" button.
- 4 Click on **OK** to save the current Keyboard Equivalents.

## Saving Format Settings

Unless saved, most user-defined format settings are deleted when you exit a document. Other user-defined format settings are deleted when you exit WordPerfect. When user-defined format settings are not saved, WordPerfect uses its initial settings each time the program starts.

For example, suppose that you would rather use double spacing than WordPerfect's initial setting of single spacing. Unless you save double spacing as a format setting, WordPerfect always uses single spacing when the program starts.

In order to save user-defined format settings, use the Defaults feature.

After you have entered a format setting:

- 1** Choose **Defaults** from the File menu.

To save format settings, the "Formatting Variables" box should have an "x" in it, and the "Save current values" button should be highlighted. If any of the other boxes have an "x" in them, those settings will also be saved.

- 2** If the "Formatting Variables" box is off, click on it to turn it on.
- 3** Click on the "Save current values" button.
- 4** Click on **OK** to confirm your selections.

The next time you boot WordPerfect, your new format setting will immediately be in effect.

Settings on the following features can be saved as format settings.

Alignment Character  
Binding Width  
Colors  
Date Format  
Font  
Footnote Options  
Hyphenation  
Hyphenation Zone  
Lines Per Inch  
Margins

Number of Copies (to be printed)  
Page Length  
Page # Column Position  
Page # Position  
Pitch  
Print Options  
Printer Number  
Proportional Spacing  
Repeat Count  
Right Justification  
Select Printers  
Spacing  
Tab Set  
Top Margin  
Typeover  
Underline Style  
Widow/Orphan

Notice that features such as Colors and Typeover which are not normally considered format settings can be saved as format settings.

## **Saving Pathnames and Prefixes**

Using the Defaults feature, you can also save the pathnames to the Speller and Thesaurus and the default (0/), macro (4/), and work (3/) prefixes. WordPerfect prevents you from having to reenter the pathname or prefix each time it is called for.

After you have entered the pathname or prefix for the first time:

- 1** Choose **Defaults** from the File menu to begin saving the pathname.

To save pathnames and prefixes, the "Formatting Variables" box should have an "x" in it, and the "Save current values" button should be highlighted. If any of the other boxes have an "x" in them, those settings will also be saved.

- 2 If the "Formatting Variables" box is off, click on it to turn it on.
- 3 Click on the "Save current values" button.
- 4 Click on **OK** to save the pathname or prefix.

WordPerfect saves the pathname or prefix. When WordPerfect needs the pathname or prefix, it searches for the volume you entered as part of the pathname or prefix. If WordPerfect cannot find the volume in a drive or on hard disk, it asks you to insert the disk into a drive and click on **OK**. If you click on **Cancel**, WordPerfect asks you for a new pathname or prefix.

## Restoring Original Values

Restoring original values deletes *all* user-defined values and returns WordPerfect to its initial settings the next time you start the program.

- 1 Choose **Defaults** from the File menu.
- 2 Click on the box(es) which represents the settings whose initial settings you wish to restore.
- 3 Click on the "Restore original values" button.
- 4 Click on **OK** to confirm your selections.

The next time you boot WordPerfect, initial values for the objects you chose are restored (see Formatting, Keyboard Equivalents, and Prefix in this section for a list of initial values).

## Executing the STARTMAC

If you want WordPerfect to perform a task every time you boot the program, you may define a macro called STARTMAC and use the Defaults feature to execute it on startup.

After defining STARTMAC:

- 1 Choose **Defaults** from the File menu.

- 2** If the "Execute STARTMAC on Startup" box does not have an "x" in it, click on it to turn it on.
- 3** Click on the "Save current values" button.
- 4** Click on **OK** to confirm your selection.

The next time you boot WordPerfect, STARTMAC is executed. If you do not want WordPerfect to execute STARTMAC every time you boot the program, follow the steps above but click on the "Execute STARTMAC on Startup" box to remove the "x".

## **Edit Buffer Size**

You may also increase the edit buffer size with the Defaults feature. The edit buffer is the amount of your file you want stored in RAM.

- 1** Choose **Defaults** from the File menu.
- 2** Type the new setting, then click on **OK**.
- 3** Click on the "Save current values" button.
- 4** Click on **OK** to save the new buffer size setting.

The next time you boot WordPerfect, the edit buffer will be set to the new size.

The edit buffer size is measured in units of 1Kb and is rounded to the nearest multiple of 8Kb. You must enter at least 8Kb. If you enter less than 8Kb, WordPerfect rounds up to 8Kb.

---

## Delete Codes

You can delete WordPerfect codes from a document window or the Codes window. See Codes in this section for a list of all WordPerfect codes.

One of the easiest ways to locate and delete a code is to use the Search feature. For example, if you want to locate and delete a Bold code:

- 1 Move the cursor to the beginning of a document.
- 2 Choose **Search** from the Search menu.
- 3 Execute the Keyboard Equivalent for **Bold** to insert a Bold code as the search string.
- 4 If the "Forward" button is not highlighted, click on it to turn it on.
- 5 Click on **OK** to begin the search.

The cursor stops to the right of the first Bold code.

- 6 Press **Delete**.
- 7 Click on **Yes** to confirm the deletion and delete the Bold code.

*For some codes (such as [Tab]), you do not need to type y to confirm the deletion.*

To insert WordPerfect codes into a search string, you must choose them from the Help feature using the keyboard.

### Codes Screen

You can move through the Codes window to find and delete any unwanted codes.

- 1 Choose **Show Codes** from the Edit menu to display the Codes window.

The Codes window shows both codes and text. The cursor in the Codes window appears as a reverse-video [^].

- 2** Move the cursor to the immediate right of a code.
- 3** Press **Delete** to erase the code.
- 4** Choose **Hide Codes** to remove the Codes window.

---

## Delete Files

You can delete files from a directory while in WordPerfect.

- 1** Choose **File Management** from the File menu.
- 2** Move the cursor to the file you want to delete.
- 3** Click on **Delete**, then click on **OK**.

*Click on Cancel if you do not want the file deleted.*

- 4** Click on **Exit** to exit the File Management screen.

## Delete Text

There are several ways to delete unwanted codes and text in your document.

### Deleting with Keys

You can delete codes and text one character at a time with two of the keyboard keys.

The **Delete** key erases codes and text to the immediate left of the cursor.

The Number Pad . (period) key deletes codes and text on which the cursor lies. In the Codes window, it deletes codes and text to the immediate right of the cursor.

*Before you delete some codes, a "Delete [code]?" message appears. Click on **Yes** to delete the code; click on **No** to skip over the code.*

### Deleting with Features

Several of the features on WordPerfect's Help feature can be used to delete large amounts of codes and text.

To quickly delete text with these features, use Keyboard Equivalents (see Keyboard Equivalents in this section).

**Delete End of Line** deletes codes and text from the cursor to the end of the line.

**Delete End of Page** deletes codes and text from the cursor to the end of the page. A "Delete ?" dialogue appears on the screen after the feature is selected. Click on **Yes** to delete the text; click on **No** if you want to leave the text as it is.

**Delete Left** deletes the character or code to the immediate left of the cursor.

**Delete Right** deletes the character or code on which the cursor lies. In the Codes window, it deletes the character or code to the immediate right of the cursor.

**Delete Word** deletes the word on which the cursor lies. If the cursor lies on a space, **Delete Word** deletes the word to the left of the cursor.

## Deleting a Block

To delete a block of text,

- 1** Block the text and press **Delete**.

A "Delete block?" dialogue appears.

- 2** Click on **Yes** to delete the highlighted text; click on **No** to leave the text as it is.

---

# Directories

A directory is a special file that holds the names of a group of files. ProDOS uses directories to organize the files on a diskette (volume).

When you organize your files into groups, each group becomes a directory. You first create a directory, then copy a group of filenames into the directory.

You can also create a directory within a directory. Some applications refer to these as subdirectories. We refer to all directories, whether they are within another directory or not, as directories.

A pathname contains the directory names which WordPerfect follows to reach a file. A prefix is the first part of the pathname. Once the prefix is set, you do not need to type the full pathname to reach a file—only the part that is not included in the prefix.

On the File Management screen, WordPerfect provides options which help you organize and move to or through directories. Some of these options are described below. For complete information, see File Management in this section.

## Creating a Directory

To create a directory, use the Create option on the File Management screen.

- 1** Choose **File Management** from the File menu.
- 2** Click on **Create** to begin creating a new directory.
- 3** Type the directory name, then click on **OK**.

If you want the directory to be created on the default prefix (0/), you do not need to type the prefix; simply

type the directory name. If you enter a prefix number, a prefix character, or a slash (/) at the beginning of the name, the default prefix will be ignored.

If you want the directory to be on another diskette (volume), then you must enter the full pathname. A full pathname consists of a prefix number, a prefix character, or a slash (/), the diskette (volume) name, another slash, and the directory name.

## **Moving Through Directories**

The **Look** option on the File Management screen displays the files in a directory.

- 1** Choose **File Management** from the File menu.
- 2** Move the cursor to a directory name (directories have DIR in the "Type" column).
- 3** Click on **Look** to look at the filenames in the directory.

*Clicking on the folder icon next to the "Path" heading located at the top left of your screen allows you to move back through the pathname one directory at a time.*

---

## Editing

Even more than a correcting typewriter, WordPerfect is wonderfully forgiving. If you make a mistake, it is easily corrected. Simple keystrokes or clicks of the mouse button eliminate the need for scissors, correction fluid, tape, and paste.

The following topics in this section cover the editing process:

Append Block	Delete Codes
Block	Delete Text
Case Convert	Move
Clipboard	Search
Codes	Search and Replace
Cursor Movement	Switch Documents
Cut, Copy, and Paste	Typeover

---

## Error Messages

When the wrong key is pressed, or other problems arise, you will see an error message. Most error messages are self-explanatory and relate to the feature you are using. The following are some common error messages for which you may need additional instructions.

- |                                 |                                                                                                                                                                                                                                                             |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Disk Write Protected</b>     | The notch on the side of your diskette is covered with a piece of tape, etc. You cannot save files to the disk until you remove this covering.                                                                                                              |
| <b>Duplicate Pathname</b>       | You tried to rename a file with a name that already exists.                                                                                                                                                                                                 |
| <b>Duplicate Volume</b>         | You have two or more volumes on-line with the same volume name.                                                                                                                                                                                             |
| <b>File Locked</b>              | You tried to save to or delete a locked file. If you want to overwrite the locked file, use the Lock option on the File Management screen to unlock the file, then try again.                                                                               |
| <b>Filename Too Long</b>        | The filename you entered contains more than 15 characters. Try typing the filename again using 15 characters or less.                                                                                                                                       |
| <b>Invalid File Type</b>        | You tried to retrieve or replace a WordPerfect file that is not a text file (TXT is the file type) or WordPerfect document (WP is the file type). Remember that you need to start a macro with the Macro Define feature, not the Open or Retrieve features. |
| <b>Invalid Nesting in Merge</b> | Invalid characters are inserted between pairs of ^O's, ^P's, or ^S's in a merge file. Invalid characters include format codes, improper merge commands, and/or a Hard Space.                                                                                |

<b>Invalid Pathname</b>	You entered a pathname that cannot be recognized by the computer. Remember that you can only use letters, numbers, and periods, but must begin with a letter. A directory or filename can only be 15 characters long, and a pathname must begin with a prefix number, a prefix character, or a slash (/).
<b>Invalid WP Machine Type</b>	You tried to start WordPerfect on a computer that does not meet the minimum requirements for using this program. You need to have at least one disk drive and 512Kb of memory for WordPerfect to run properly.
<b>I/O Error</b>	This error message appears if the format of your disk is not correct, or if you are using a piece of hardware (disk drive, etc.) that is not working properly.
<b>Not a ProDOS Volume</b>	The disk you tried to save to or retrieve from is not formatted for use with ProDOS. WordPerfect cannot read or write files to the disk.
<b>Too Many Lines in Footnote</b>	<p>This message applies to footnotes, endnotes, headers, and footers. You are limited to one page of text in a header or footer, and up to 16,000 lines in a footnote or endnote. After typing the header, footer, footnote, or endnote, you must choose <b>Close</b> from the File menu to exit the special screen.</p> <p>If you forget to exit and continue typing in the special screen, you will get this message. You must then cut the extra text with the <b>Cut</b> feature or one of the <b>Move</b> features, exit the screen, then retrieve the text into the document.</p>
<b>Volume Directory Full</b>	You have reached the limit on the number of files you can have in the volume directory (the first directory in the pathname). You are limited to 51 files by ProDOS. Erase any unnecessary files, save the file in another directory, or create a new directory for the file.
<b>Volume Not Found</b>	The desired diskette is not in a disk drive or on hard disk. Insert it and click on <b>OK</b> .

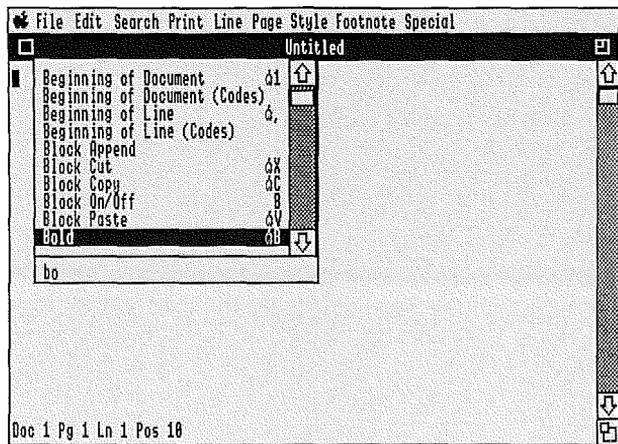
# Feature Search

WordPerfect's Feature Search is used to choose features from the Help feature using the Keyboard.

To use the Feature Search:

- 1 Hold down **Control**, then press the first letter of a desired feature.
- 2 Release **Control** and continue typing the letters of the feature or use the **Down Arrow** key (↓) until you move the cursor to the desired feature.

*The Feature Search appears at the bottom of the Help feature and lets you know what letters have been typed in the search for the feature.*



- 3 Press **Return** to choose the highlighted feature.

When selecting a feature whose first word or words are identical to the features below it (i.e., Page Down, Page Format Suppress, Page Length,...):

- 1** Hold down **Control**, then press the first letter of a desired feature.
- 2** Release **Control**, then press the **Space Bar** to fill out the rest of the word on the Feature Search.
- 3** Type another letter to move to the feature whose second word begins with that letter.

# File Management

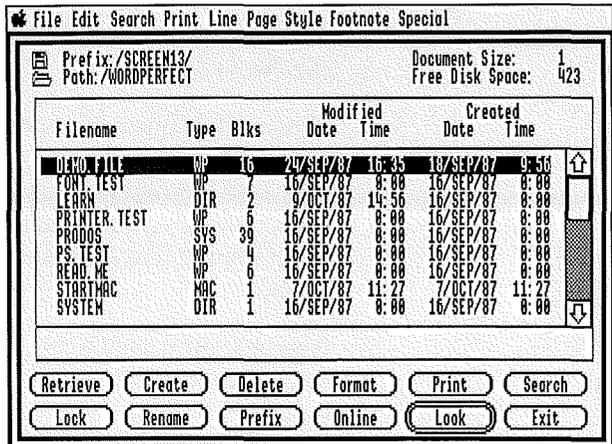


File Management is an important feature for organizing and working with the files on your diskettes (volumes). For example, you can use the File Management feature to do the following:

- Format a disk.
- Retrieve, delete, rename, print, and lock files.
- Check for files that contain certain words.
- Look into a document file or directory.
- Change the prefix.
- Create a directory.
- View the volumes on-line.

## The File Management Screen

When you choose File Management, the File Management screen appears with a header, an alphabetized list of the files on the default prefix (0/), and several options.



The header includes a diskette icon, the name of the default prefix, the pathname of the displayed files, the

size of the document you are editing, the free space on the diskette (volume) for storing files, and titles for information about each file.

The information about each file includes the filename, file type, file size, date and time the file was created, and date and time the file was last edited.

*The date and time will only be correct if you have set the Apple II's built-in clock.*

## **Diskette Icon**

Click on the diskette icon to view the File Management screen for the next volume on-line.

*To see a list of the volumes on-line, click on the On-Line option.*

## **Cursor Control**

The cursor in the File Management screen is represented by a reverse-video highlight bar.

Click on the desired filename to move the cursor to that file.

## **Name Search**

You can also move the cursor to a filename by using the Name Search.

To use the Name Search, begin typing the filename. When you type the first letter of the name, the cursor moves to the first file that begins with that letter. As you continue to add letters to the name, the cursor moves to the first filename that matches the displayed letters.

You may only need to type part of a filename to move the cursor to a file.

The letters you type appear between the list of filenames and the File Management options. Press the Space Bar to reset the Name Search.

## **File Management Options**

You can retrieve, delete, rename, print, or lock a file with the File Management options. You can also create a directory, format a disk, look through files in a directory or text in a file, set a prefix, perform a word search, or view a list of the volumes on-line.

To use a File Management option, click on the desired option.

The File Management options are briefly described below. Details for some of the options are found on other pages in this section.

**Retrieve** lets you retrieve a copy of a WordPerfect document or text file from the File Management screen to the cursor position in your document window (see Retrieve in this section).

**Create** lets you create a new directory (see Directories in this section).

**Delete** lets you delete a file from the File Management screen. When you choose delete, a dialogue appears on the screen. Click on **Yes** to delete the file; click on **No** to change your mind (see Delete Files in this section).

**Format** lets you format a diskette from within WordPerfect (see Formatting a Diskette in this section).

**Print** lets you print a WordPerfect document (WP is the file type)(see Print in this section).

**Search** displays all the files in the current directory that contain one or more specific words or have words that match a pattern. You can use the equal sign (=) and the dash (-) to create a pattern (see Word Search and Wildcards in this section).

**Lock** lets you lock or unlock files to protect them from being changed (see Locked Files in this section).

**Rename** lets you rename a file on the File Management screen.

**Prefix** lets you change any of the prefixes on the Prefix screen (see Prefix in this section).

**On-Line** lets you view a list of the volumes on-line.

**Look** lets you display the files in a directory (see Directories in this section) or look at the text of a WordPerfect (WP is the file type) or text (TXT is the file type) file.

### **Moving Back Through a Pathname**

You can move back through a pathname one directory at a time by clicking on the folder icon next to the "Path" heading.

---

# Filing

There is no need to open or name a file before you begin typing. You decide when or if the document should be saved.

After creating a document, you can save it on a diskette (volume) or in a directory on a diskette (volume). When you retrieve a document, only a copy is shown—the original document remains untouched. This means you can change the on-screen copy all you like without worrying about losing the original.

You can also replace the original document with an edited version.

The following topics in this section cover the filing process:

Close	Quit
Directories	Retrieve
File Management	Save
Open	Save As
Pathname	Text Out
Prefix	

## File Management

In addition to saving and retrieving particular documents, WordPerfect has a File Management feature that automatically lists the document names in case you cannot remember the name of a file, or cannot remember which files are in which directory.

As you create and file more documents, you will want to delete and rename files. With the File Management options, these and other filing tasks are made easy (see File Management in this section)

**File Size**

With 3.5" disks, the program limit on file size is 800Kb. With a suitable hard disk, the maximum file size is 16 megabytes. To maximize editing and scrolling speed, however, we suggest that file length be kept to between 20 and 70 pages.



## Existing Text

You can flush right an existing line of text as long as it ends with a Hard Return [HRT].

- 1 Move the cursor to the beginning of a line of text.
- 2 Choose **Flush Right** from the Line menu.
- 3 Press the **Down Arrow** key (↓) to reformat the screen.

Flush Right will not work properly if your text is more than one line long. For text that is longer than one line, align each line individually.

## Columns

You can use the Flush Right and Center features to produce columns.

- 1 Enter a heading.

*Remember to press Return after you type the heading.*

- 2 Choose **Center** from the Line menu to move the cursor to the center of the line.
- 3 Enter another heading.
- 4 Choose **Flush Right** from the Line menu to move the cursor to the right margin.
- 5 Enter another heading.
- 6 Choose **Show Codes** from the Edit menu to display the Codes window.
- 7 Move the cursor to the right of the Hard Return [HRT] codes between the text, and press **Delete** to delete the codes.
- 8 Choose **Hide Codes** from the Edit menu to remove the Codes window.

If your headings overlap, some text will disappear from the screen.



Font refers to type style. Many printers allow you to select from several different fonts. If you are using a *daisy wheel* or *thimble* type printer, you must change the print wheel to change fonts. Many dot matrix printers have several fonts stored in their memory.

- 1 Move the cursor to the position in your document where you want the font to change.
- 2 Choose **Font and Pitch** from the Style menu to display the Pitch/Font dialogue.
- 3 Type the desired font number; then click on **OK**.

Each font is assigned a number from 1 to 8. See Printer Control in this section for more details.

If you want to make your Font setting permanent, see Defaults in this section.

*Pitch is the number of characters per inch. Often, the pitch and font must be set together. If you have a question as to the pitch setting, leave it at 10.*

## Changing Print Wheels

Some printers stop to let you change the print wheel when they receive the Font code. If your printer stops,

- 1 Change the print wheel.
- 2 Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 3 Click on the "Go (Resume Printing)" button to continue printing using the new print wheel.
- 4 Click on **Exit** to exit the Printer Control dialogue.

## **Proportional Spacing**

If your printer supports proportional spacing, click on the "Proportional" box in the Pitch/Font dialogue to turn on proportional spacing (see Proportional Spacing in this section).

Proportional spacing only changes output for printers with HMI (Horizontal Motion Index). For printers with microspacing, proportional spacing will depend upon how the font table currently in use defines the font.

## **Testing Fonts**

To test which fonts your dot-matrix printer supports, print the FONT.TEST file provided on the /Word-Perfect diskette.

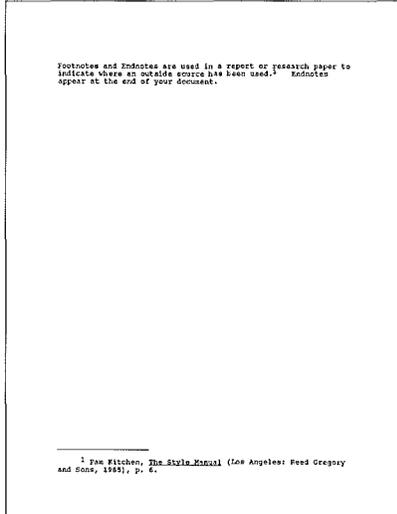
If WordPerfect does not support a desired font, you may insert a printer command or make the change with the PRINTER.SYSTEM program on the /Utilities diskette.

# Footnotes and Endnotes

[Note:Foot,n;[Note#]text]  
[Note:End,n;[Note#]text]  
[!^nOpt]



Footnotes and endnotes are useful for listing sources or providing more detailed information about a quote or item in your text. You may have footnotes and endnotes in the same document.



WordPerfect helps you number and format footnotes and endnotes in your document. Numbers are automatically inserted, footnotes are properly placed, endnotes are compiled at the end of the document, and several options let you quickly change the style.

## Creating a Note

When you create a footnote or endnote, numbering is automatically done by WordPerfect. You only need to type the text of the note.

- 1 Move to the place in your document where you want the note number inserted.

- 2 Choose **Create** or **Endnote Create** from the Footnote menu to create a new note.

You are placed in a special footnote or endnote screen.

*"Create Footnote" or "Create Endnote" appears on the title bar to let you know that you are in the footnote or endnote screen.*

- 3 Type the text of the note.
- 4 Choose **Close** from the File menu (or click on the close box) to confirm the note name and save the note.

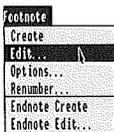
You can use most of WordPerfect's editing features when creating a note.

The note is not displayed on your screen with your document, but the first 50 characters are visible in the Codes window. You can see the entire text of the note by choosing Edit or Endnote Edit from the Footnote menu.

WordPerfect automatically reduces the number of text lines on a page by the number of lines in a footnote (plus two lines for spacing between the footnote and text).

## Editing a Note

After creating one or more notes, you may want to change the text of a particular note. Your cursor can be anywhere in your document to edit a note.



- 1 Choose **Edit** or **Endnote Edit** from the Footnote menu.
- 2 Type the number of the note you want to edit, then click on **OK**.

*"Edit Footnote" or "Edit Endnote" appears on the title bar to let you know that you are in the Footnote or Endnote Editing screen.*

- 3** Make the necessary changes.
- 4** Choose **Close** from the File menu to save the edited note and return to your document.

## Deleting a Note

To delete a note from your text:

- 1** Move the cursor to the immediate right of the note number.
- 2** Press **Delete**.
- 3** Click on **Yes** to confirm the deletion.

WordPerfect rennumbers the remaining notes in your document.

## Printing Notes

WordPerfect tries to keep the entire footnote on the same page as the reference number in your text. If a footnote needs to be split, three lines of the footnote will appear on the same page as the reference number.

You can change the number of lines to be kept together on the same page as the footnote number in your text with the Note Spacing option on the Footnote Options dialogue (see "Options" below).

Endnotes start on the last page of the document. If you want the endnotes on a separate page, move your cursor to the end of your document and choose **New Page** from the Page menu. Endnotes are only printed when you print the entire document or the last page of the document.

## New Note Number

When you add notes to your text, or retrieve a file with notes *into* the document on your screen, WordPerfect automatically rennumbers the notes for you.

If your document is divided into two or more files, or if you want note numbering to start over again in the same document, you can use the Renumber feature on the Footnote menu.

- 1 Move the cursor to the note number where you want renumbering to begin.
- 2 Choose **Renumber** from the Footnote menu to renumber the note.
- 3 Type the new number, then click on **OK**.

The note and subsequent notes are automatically renumbered.

## Footnote Options

When you want to change the format of a note (numbering style, spacing, lines to keep together, etc.), use the Options feature on the Footnote menu.



- 1 Move the cursor to the place in your document where you want the style to change.
- 2 Choose **Options** from the Footnote menu.

A dialogue is displayed with the following options:

**1 Footnote-Text Separation** lets you determine how long the line between your footnotes and text will be. You can have no line, a 2-inch line, a 2-inch line with a "Continued" message, or a line across the page. Preset for a 2-inch line.

When a footnote is split between two pages, the Continued Message feature separates the text from the footnote with a 2-inch line and prints "(Continued...)" on the last line of the footnote. "(Continued...)" is also printed on the first line of the footnote on the next page.

**2 Footnote Position** tells WordPerfect what to do when your footnote(s) and text do not take up all the

available space on a page. You can have the footnote at the bottom of the page or move it up to the bottom of the text. Preset for bottom of page.

**3 Footnote Numbering** defines the labeling mode for footnotes. Footnotes can be labeled with numbers, letters, or characters. If you decide to label your footnotes with characters, you can define which character you want to use with the Note Style option. Preset for numbers.

The Footnote Numbering option also lets you restart footnote numbering at the top of each page.

**4 Endnote Numbering** performs the same functions for Endnotes as the Footnote Numbering option does for Footnotes. Preset for numbers.

**5 Note Spacing** lets you enter (in number of lines) the amount of spacing you want within and between notes. Preset to one.

The Note Spacing option also allows you to enter the number of lines of a footnote that will stay on the same page as the footnote reference when WordPerfect needs to split a footnote, and/or how many lines will stay together if WordPerfect needs to split an endnote. Preset to 3.

**6 Note Style** lets you enter a style for notes in the text and in the note. You can enter characters, Underline, and/or Superscript. Codes appear when you choose Underline or Superscript. Choose Create or Endnote Create from the Footnote menu to insert the [Note#] code.

Footnotes in the text are preset for superscripted numbers. Footnotes in the note are preset for a 5-space indent and superscripted numbers.

Endnotes in the text are preset for superscripted numbers. Endnotes in the note are preset for the number followed by a period.

The Note Style option also lets you enter the character(s) you want to use for the Character numbering mode (see Footnote and/or Endnote numbering above).

You can enter up to 5 different characters. After all characters are used once, they are doubled, tripled, etc.

	One Character	Two Characters
First note	*	*
Second note	**	#
Third note	***	**
Fourth note	****	##
Fifth note	*****	***
Sixth note	*****	###
Seventh note	*****	****

Preset for an asterisk (\*).

If you want to make your Footnote Options settings permanent, see Defaults in this section.

## Margin Changes

When you change the margins of your document, you need to reset the margins of each note.

To reset the margins of each note, display each note in the special editing screen, then exit the screen.

- 1 Choose **Edit** or **Endnote Edit** from the Footnote menu.
- 2 Click on **OK** to display the current note.

*You can also enter a number for another note.*

**3** Choose **Close** from the File menu to exit the note.

*You may want to create a macro using Repeat Count on the Help feature that does the task for you (see Macros and Repeat Count in this section).*

---

# Formatting

Upon entering WordPerfect, you can start typing. Screen formatting and paging are automatic. Initial formats (margins, tabs, pitch, etc.) have been preset and can be changed at any time and as often as you like throughout a document.

## Document-Oriented

WordPerfect is document-oriented which means that you only need to enter features like page numbering and headers once. You enter margins, spacing, and other format changes at the cursor, and they are in effect from that point forward, until another setting is entered, or until you exit your document.

Some format settings insert codes. These codes, although unseen on a normal screen, may be seen and/or deleted in the Codes window. Formatting codes affect the text from the cursor forward.

The effect of some settings, such as Margins and Page Length, will be displayed on your screen. Others, such as Justification, Center Page, and Advance, will appear only when the document is printed.

## Initial Settings

WordPerfect comes with many features preset to a certain value. You can change these settings for a single document or for the whole time you are in WordPerfect. Once you exit WordPerfect, the features are reset to their initial settings.

The following is a list of initial settings:

Align Char	. (period)
Date Format	3 1, 4 (November 1, 1987)
E-Tabs	160,10
Font	1
Hyphenation	off
H-Zone	left=7, right=0
Lines Per Inch	6

Margins	left=10, right=74
Page # Col Pos	l=10, c=42, r=74
Page # Position	no page numbers
Page Length	66 form length, 54 text lines
Pitch	10
Right Justification	on
Spacing	1 (single)
Tabs	every 5 spaces
Top Margin	12 half-lines (1 inch)
Underline Style	non-continuous single
Widow/Orphan	no

To define your own format settings and make them permanent, see Defaults in this section.

---

## Formatting a Diskette

Before you can store files on a diskette, the diskette needs to be formatted so WordPerfect can save and find your documents.

When you format a diskette, you give it a name (volume name) so you can tell WordPerfect which diskette you want it to use. The volume name becomes the first part in the pathname of a file.

You can use the Format option on the File Management screen to format a diskette from within WordPerfect.

- 1** Choose **File Management** from the File menu.
- 2** Click on **Format** to select the Format option.
- 3** Move the cursor to highlight the device number where you want to format the diskette.
- 4** Click on **Format**.
- 5** Type a volume name, then click on **OK**.
- 6** If you have not done so, insert the diskette into the drive, then click on **OK**.

*"Destroy /volume?" may appear. This means that the diskette has already been formatted and may contain files. Because reformatting a diskette destroys all the files, you may want to use another diskette. Click on OK to destroy any files on the diskette.*

When the diskette is formatted, the new volume name appears.

- 7** Click on **Exit** to return to the File Management screen.

---

# Forms

A printer defined for WordPerfect is set for one of three types of forms: continuous, hand-fed, or sheet feeder.

*Continuous* forms have perforations that allow the paper to be fed through the printer by a tractor feeder (e.g., labels, letter-sized paper). *Hand-fed* forms are individual sheets of paper or forms that are manually placed in the printer one at a time. *Sheet feeders* are designed with one or more bins that hold a stack of loose sheets of paper which are automatically fed through the printer one at a time.

If you have one printer, but are using both continuous and hand-fed forms, you may wish to select two printers and define each alike except for the forms—one would be hand-fed and the other continuous. You could then change the Printer Number at print time through the Printer Control dialogue.

## Hand-Fed Forms

When you select Hand-Fed forms and send a document to that printer, you will hear a *beep* before the printer starts a print job.

- 1** Insert a sheet of paper into the printer.
- 2** Choose **Printer Control** from the Print menu.
- 3** Click on the "Go (Resume Printing)" button to continue printing.

Each time a page is printed, another *beep* sounds. Continue feeding forms and clicking on the Go option until all pages are printed.

# Forms Fill-in

WordPerfect can help you fill in pre-printed forms. Information from the keyboard, primary files, and secondary files can be used to fill in the form. This merge feature is for those who have to fill in the same forms over and over again.

The idea is to insert ^C at a position on the screen that corresponds to the correct position on the form and to do this at each position you want to enter text. The ^C stops the merge and lets you enter text from the keyboard.

Lone Pine National Property		Date <u>November 6, 1984</u>
Name	Type of Cabin	Reservation Date
Terry L. Brown 2354 Squaw Peak Dr. Flatwood, Utah 84099	Executive	December 20 - 27, 1984
	Number of Persons <u>10</u>	Reservation Fee <u>\$1000.00</u>
	Payment <u>\$250.00</u>	Confirmed <u>Yes</u>

## Measure the Fill-In Area

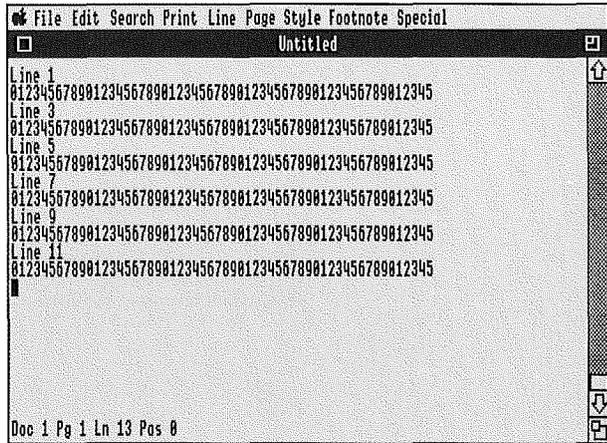
Measure the maximum area on the pre-printed form that requires fill-in. For example, an invoice whose total dimensions are 9" in width by 8" in length may have a maximum fill-in area of 8" in width by 7" in length.

## Set the Format

Clear your screen and reset your margins. If the maximum fill-in width were 8", then you would need 80 spaces (using 10 pitch) between your margins. Reset the lines-per-inch if necessary (the default is 6). Reset the page length if necessary (the default allows for 54 lines of text).

## Create a Grid

Create a grid similar to the one shown below:



Continue until you have filled the maximum fill-in area. Remember that you can copy and retrieve the first line of the grid using the Copy and Paste features.

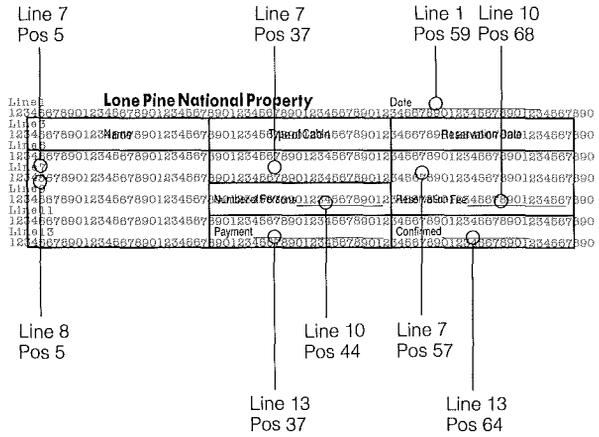
## Print the Grid

Print the grid onto a copy of your form noting line and position numbers that intersect fill-in points on your pre-printed form.

*Note the position of the form as you place it in the printer.*

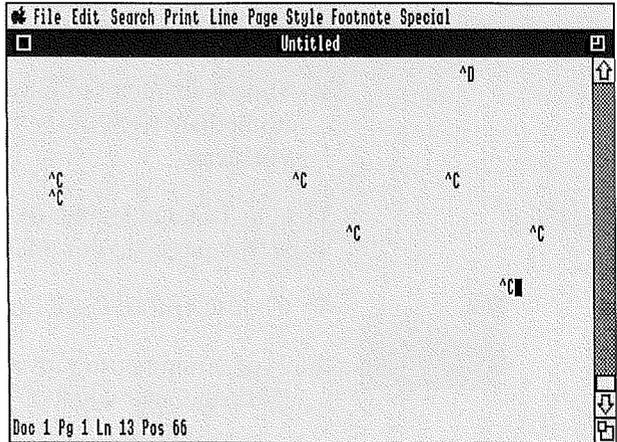
## Set the Tabs

Set the tab stops at every position you want to place a Merge code. You should set tab stops on every line where there is an entry.



## Insert the Merge Commands

Insert merge codes into the positions where you have an entry. If you need to put two prompts so close together that you do not have room on the same line, you may use the Advance Up or Advance Down feature to go to the second prompt. The prompts will appear on separate lines on the screen but will print on the same line (if your printer can advance up or down).



## Save the Primary File

Save the primary file, do a merge, load your pre-printed form into the printer, then print on the form.

---

# Go To

The Go To features can be used to quickly move the cursor to a specific position in your document.

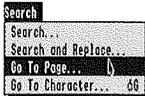
## Go To Character

The Go To Character feature moves the cursor to the immediate right of the first occurrence of a specific character in your document.

- 1 Choose **Go To Character** from the Search menu.
- 2 Type a character to move the cursor forward to the immediate right of the first occurrence of that character.

## Go To Page

The Go To Page feature moves the cursor to the top of a specific page in your document.



- 1 Choose **Go To Page** from the Search menu.
- 2 Type a number to move the cursor to the top of that page, then click on **OK**.

---

# Hard Space



If you wish to keep two or more words together, such as your name, the date, or an equation, use a Hard Space.

- 1** Type the first word.
- 2** Choose **Hard Space** from the Help feature to insert a hard space.

*Since Hard Space can only be accessed on the Help feature, you may want to use a Keyboard Equivalent.*

- 3** Type the second word.

WordPerfect considers the two words as one and may ask you to hyphenate the *word* when Hyphenation is on. Because you want to keep the words together, press **Cancel**, and the *word* will wrap to the next line.

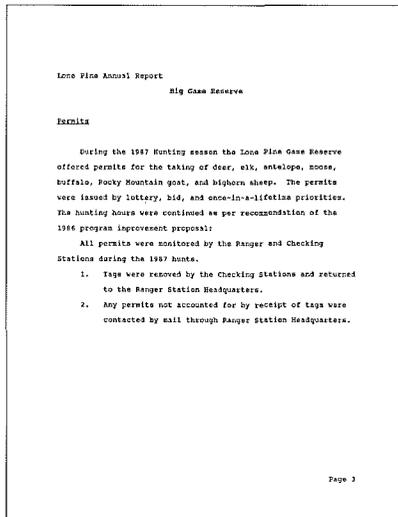
# Headers and Footers [Hdr/Ftr;n;text]



Use a header to automatically print the same information (titles or page numbers) at the top of every page, odd pages, or even pages.

*If a header is not at the beginning of your document, it may move from the top of a page when you add or delete text. To protect the header from moving, place a Hard Page break [HPg] in front of the header code.*

Use a footer to automatically print the same information (titles or page numbers) at the bottom of every page, odd pages, or even pages.



## Creating

When you want to create a header or footer:

- 1 Move the cursor to the beginning of the page on which you want the header or footer to begin.

- 2 Choose **Headers and Footers** from the Page menu to display the Headers, Footers dialogue.
- 3 Click on the "Header A" or "Header B" button for a header; click on the "Footer A" or "Footer B" button for a footer.

*You may define as many as two headers and two footers at any time in a document.*

- 4 Click on the "Every Page" button, the "Odd Pages" button, or the "Even Pages" button.

You are placed in a special Header/Footer window.

*The name of your header or footer appears on the title bar to let you know that you are in the header or footer window.*

- 5 Type the text of the header or footer.

*You may use most WordPerfect features, such as Center, Flush Right, Bold, Underline, etc. Tabs are automatically converted to the proper number of spaces.*

- 6 Choose **Close** from the File menu to save the header or footer and return to your document.

## **Editing**

When you want to make changes in a header or footer:

- 1 Move to a position *after* the Header/Footer code.
- 2 Choose **Headers and Footers** from the Page menu to display the Headers, Footers dialogue.
- 3 Click on the button corresponding to the header or footer you want to edit.
- 4 Click on **Edit** to display the Header/Footer editing screen.

- 5 Edit the text of the header or footer.
- 6 Choose **Close** from the File menu to save the edited header or footer and return to your document.

## Discontinuing

You may discontinue headers or footers at any place in your document.

- 1 Move the cursor to where you want to discontinue the header or footer.
- 2 Choose **Headers and Footers** from the Page menu to display the Headers, Footers dialogue.
- 3 Click on the button corresponding to the header or footer you want to discontinue.
- 4 Click on the "Discontinue" button to discontinue the header or footer.

The header or footer will be discontinued from the cursor forward in your document.

## Margin Change

If you change the margins in your document *after* creating a header or footer, display the header or footer editing screen, choose **Close** from the File menu, and the margins in your header or footer will automatically be updated.

## Spell-Check

If you want to spell-check a header or footer *separately* from the rest of your document, display the header or footer editing screen, then select the Speller.

## Printing

If you use two headers (or footers) on the same page, be sure that one is Flush Right or printed on a different line. Otherwise, one may print on top of the other.

Headers are printed starting on the first text line of the page. WordPerfect automatically subtracts the correct amount of lines, allowing for one blank line between

the header and the document. For example, if you have a one-line header and your text lines are set to 54, two lines are used for the header and the remainder (52) are used for the text of the document.

The first line of a footer is printed on the last text line of the page. An extra line above the footer is automatically used to double space the footer from the text. If your footer is more than one line long, the rest of the text is printed in the bottom margin.

## **Page Numbers**

If you want to include text with automatic page numbering, choose Merge from the Special menu, then click on ^N Next Record to insert ^N in a header or footer instead of using the Page Numbering feature. This is the only way you can precede page numbers with text (see Page Numbering in this section for details).

---

# Help

On-line help is available when you are using WordPerfect. From anywhere in the program, you can view a screenful of information about any WordPerfect feature.



- 1** Choose **Help** from the Apple menu.
- 2** Move the cursor to the particular feature you want information about.
- 3** Type / or ?.

A help screen of information about the highlighted feature will appear.

This can be done from anywhere in the program. For example, if you are editing a footnote and want to know how to exit the Footnote Edit screen, highlight **Footnote Edit**, and press a Help key as described above.

To exit a Help screen and return to your document, click on **OK**.

The Help feature may also be used to choose a feature or assign a Keyboard Equivalent (see Feature Search and Keyboard Equivalents in this section).

---

# Home

The Home feature can be used with arrow keys to quickly move the cursor to the beginning or end of text.

**Home, Arrow** moves the cursor to the edge of the text on your screen.

**Home, Home, Arrow** moves the cursor to the beginning or end of your document or line.

**Home, Home, Home, Left Arrow** (←) moves the cursor to the beginning of a line before any codes.

**Home, Home, Home, Up Arrow** (↑) moves the cursor to the beginning of the document before any codes.

Rather than selecting Home from the Help feature each time you want to use it, you can use the Keyboard Equivalents feature to define a Home key of your own (see Keyboard Equivalents in this section).

## Home Keys

Numbers 5 and 7 on the Number Pad (when Number Lock is not on) are predefined as Home keys and perform the same functions as the Home feature.

---

# Hyphen, Hard

When typing hyphenated words such as *mother-in-law*, use a hard hyphen instead of a dash.

- 1** Type the first word.
- 2** Choose **Hard Hyphen** from the Help feature to insert a hard hyphen.

*Since Hard Hyphen can only be accessed on the Help feature, you may want to use a Keyboard Equivalent.*

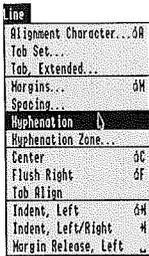
- 3** Type the second word.

If the word needs to be hyphenated, WordPerfect will automatically use the hard hyphen.

WordPerfect may ask you to hyphenate words with dashes, because a dash (not a hard hyphen) is like any other character. This can result in double hyphens. That is why hyphenated words should be typed with a hard hyphen rather than a dash.

A double dash (--) should be entered by typing a dash followed by a hard hyphen.

# Hyphenation



When you are typing or editing a document, WordPerfect does not ask you to hyphenate words. If you want to improve the visual appearance of the printed page by keeping justified lines and ragged right margins more evenly spaced, however, you can turn on the Hyphenation feature.

- 1 Position the cursor anywhere in the document.
- 2 Choose **Hyphenation** from the Line menu to turn on Hyphenation for the entire document.

*An "H" appears on the status line when Hyphenation is on.*

As you scroll through text, WordPerfect selects the words that need to be hyphenated. A *beep* sounds, and you see the message, "Position hyphen; Press ESC" along with the word to be hyphenated.

- 3 Press the **Left Arrow** (←) or **Right Arrow** (→) to position the hyphen between syllables.
- 4 Press **Esc** to hyphenate the word and continue typing.

A soft hyphen is inserted into the word (see Soft Hyphens below).

If you do not want to hyphenate the word, press **Clear**, and the word wraps to the next line. The space before the word is changed to a Soft Return [SRT], and a Cancel Hyphenation code (/) is inserted in front of the word.

Delete the slash (/) from the Codes window if you change your mind and decide to hyphenate the word.

## Hyphenation Off

You can turn Hyphenation off by choosing Hyphenation again.

- 1** Position the cursor where you want to turn off Hyphenation.
- 2** Choose **Hyphenation** from the Line menu to turn Hyphenation off for the entire document.

You can turn Hyphenation on and off as many times as you like in a document.

## Soft Hyphens

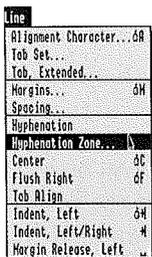
When WordPerfect helps you hyphenate, a soft hyphen is inserted into your document. The soft hyphen is a code that looks like a dash on the screen but is in reverse video in the Codes window.

When you are editing, some hyphenated words may pull together again. The soft hyphen disappears from the document window, but it can still be seen in the Codes window.

If you want to make your Hyphenation On setting permanent, see Defaults in this section.

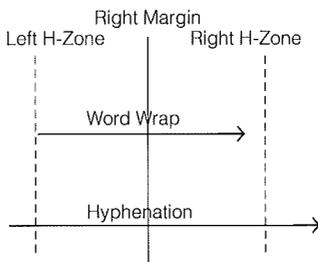
# Hyphenation Zone (H-Zone)

[HZoneSet: n,n]



WordPerfect uses a Hyphenation Zone (H-Zone) to determine if a word should be hyphenated or wrapped to the next line when the Hyphenation feature is on.

There is a right H-Zone and a left H-Zone:



If a word starts before or on the left H-Zone and moves past the right H-Zone, you are asked to hyphenate the word (see Hyphenation). If a word starts after the left H-Zone and moves past the right margin, it is wrapped to the next line.

## Setting the Hyphenation Zone

The left H-Zone is preset to 7, and the right H-Zone is preset to 0. You may change these settings to increase or decrease hyphenation.

- 1 Choose **Hyphenation Zone** from the Line menu.
- 2 Type the left H-Zone setting.
- 3 Press **Tab** to move the cursor to the "Right" box.
- 4 Type the right H-Zone setting.
- 5 Click on **OK** to confirm the settings.

A smaller Hyphenation Zone requires more hyphenation; a larger Hyphenation Zone requires less hyphenation.

*The Hyphenation Zone also determines how far you can move the hyphen in the word.*

If you want to make your new Hyphenation Zone settings permanent, see Defaults in this section.

## **Hyphenation Zone and Right Justification**

If Right Justification is on and you have a large hyphenation zone, the text in some lines may be unevenly spaced when the document is printed.

If you have a line printer and define the right Hyphenation Zone setting for a number greater than 0, some lines may print beyond the right margin when Right Justification is on.

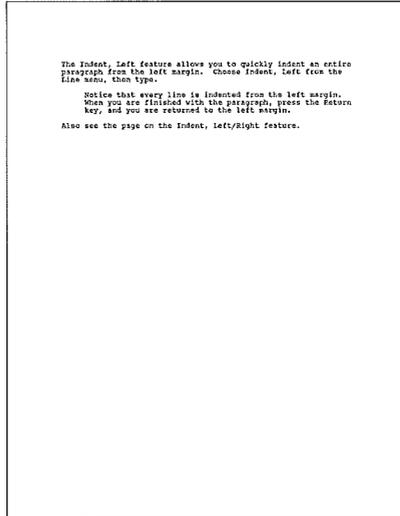
With Right Justification Off, a small Hyphenation Zone will produce a more even right margin.

# Indent, Left

[And]

Line	
Alignment Character...	OR
Tab Set...	
Tab, Extended...	
Margins...	OH
Spacing...	
Hyphenation	
Hyphenation Zone...	
Center	OC
Flush Right	OF
Tab Align	
<b>Indent, Left (I)</b>	<b>OH</b>
Indent, Left/Right	H
Margin Release, Left	J

You can use the Indent, Left feature to indent a paragraph from the left margin. Your paragraph will indent one tab stop each time you select the Indent, Left feature.



## Left Indent

When you want to indent the entire paragraph:

- 1 Choose **Indent, Left** from the Line menu to begin indenting at the next tab stop.

*You can change the tab stops to change the indent value.*

- 2 Type the text.
- 3 Press **Return** to end indenting.

## Hanging Paragraph

When you want the first line of a paragraph to begin at the left margin with the remaining lines indented, follow these steps:

- 1** Choose **Indent, Left** from the Line menu to begin indenting at the next tab stop.
- 2** Choose **Margin Release, Left** from the Line menu to move the first line of the paragraph one tab stop to the left.
- 3** Type the text of the paragraph.

*The first line of text begins at the left margin while the remaining lines are indented.*

- 4** Press **Return** to end indenting.

# Indent, Left/Right

[D/r/And]



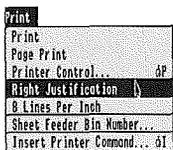
This feature indents your text from both the left and right margins until the Return key is pressed. This is useful for long, indented quotes or centering paragraphs. The tab stops are used for indent stops.

- 1 Choose **Indent, Left/Right** from the Line menu to begin indenting one tab stop from the left and right margins.

*You can change the tab stops to change the indent values.*

- 2 Type the text of the paragraph.
- 3 Press **Return** to end indenting.

## Justification On/Off [RtJstOn][RtJstOff]



Right Justification adjusts the spacing between printed characters to keep the right margin even. WordPerfect is preset for Right Justification on.

You cannot see Right Justification on the screen. When Right Justification is off, however, a [RtJstOff] code is inserted into the document. Should you turn Right Justification on after turning it off, a [RtJstOn] code is inserted into your document.

### Right Justification Off

When you want your document to print with a ragged right margin:

- 1 Move the cursor to where you want to end Right Justification.
- 2 Choose **Right Justification** from the Print menu.

### Right Justification On

When you want to restore right justification in your document:

- 1 Move the cursor to where you want to begin Right Justification.
- 2 Choose **Right Justification** from the Print menu.

You may also begin Right Justification again by deleting the previous [RtJstOff] code.

You can begin and end Right Justification in your document as many times as you wish. Right Justification settings are effective in your document from the cursor forward until another Justification change is made or until you exit the document.

If you want to make the Right Justification Off setting permanent, see Defaults in this section.

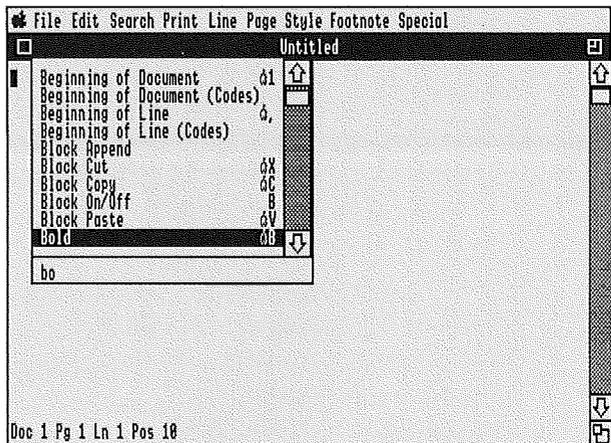
# Keyboard Equivalents

Some WordPerfect features are used more often than others. To immediately choose the features that you use most often, execute a Keyboard Equivalent.

A Keyboard Equivalent is a shortcut to choosing a feature and is created by highlighting a feature on the Help feature, holding down either the Apple or Option key, and typing a character (number, letter, period, exclamation point, etc.). When the Keyboard Equivalent is executed, the feature it is assigned to is immediately chosen.

*Keyboard Equivalents are similar to Macros (see Macros in this section).*

There are two kinds of Keyboard Equivalents: preassigned and user-defined. All Keyboard Equivalents appear to the right of their assigned features in the Help feature and on the various menus.



## Preassigned Keyboard Equivalents

WordPerfect comes to you with some Keyboard Equivalents preassigned. For example, (Apple-b) is the preassigned equivalent for the Bold feature. To immediately choose Bold, hold down the **Apple** key, then press **b**.

The following is a list of WordPerfect features with their preassigned Keyboard Equivalents:

Apple-a	Alignment Character
Apple-b	Bold
Apple-c	Center
Apple-d	Defaults
Apple-f	File Management
Apple-g	Go To Character
Apple-h	Headers and Footers
Apple-i	Insert Printer Command
Apple-m	Margins
Apple-n	New
Apple-o	Overstrike
Apple-p	Printer Control
Apple-q	Quit
Apple-r	Retrieve
Apple-s	Save As
Apple-t	Thesaurus
Apple-u	Underline
Apple-Space Bar	Hard Space
Apple-Right Arrow	Delete End of Line
Apple-Down Arrow	Delete End of Page
Apple-Comma	Beginning of Line
Apple-Period	End of Line
Apple-Return	Hard Page
Apple-Tab	Indent, Left
Apple-1	Beginning of Document
Apple-9	End of Document
Apple-Dash	Hard Hyphen
Apple-Delete	Delete Word

Option-b	Block
Option-c	Close
Option-f	Flush Right
Option-s	Show (Hide) Codes
Option-Space Bar	Margin Release, Left
Option-Left Arrow	Word Left
Option-Right Arrow	Word Right
Option-Down Arrow	Subscript
Option-Up Arrow	Superscript
Option-Tab	Indent, Left/Right

## User-Defined Keyboard Equivalents

User-defined Keyboard Equivalents are Keyboard Equivalents that you create and assign to a feature.

You can define Keyboard Equivalents for features that do not have preassigned Equivalents. You can also define Keyboard Equivalents that reassign or replace preassigned Keyboard Equivalents.

- 1 Move the cursor to a feature in the Help feature.
- 2 Hold down the **Apple** or **Option** key, then type a character of your choice to define a Keyboard Equivalent for the highlighted feature.

If a "Reassign Existing Function?" message appears on the screen, then you are replacing or reassigning an existing Keyboard Equivalent. Click on **OK** to confirm your decision; click on **Cancel** to change your mind.

*The Keyboard Equivalent will appear to the right of its assigned feature in the Help feature and on the various menus. If you use the Apple key, both an Apple and the character will appear. If you use the Option key, only the character will appear.*

You cannot assign the same Keyboard Equivalent to two features. Therefore, if you create a Keyboard Equivalent that is already assigned to another feature, the Equivalent will be deleted from the other feature and assigned to the new feature.

You also cannot have more than one Keyboard Equivalent for each feature. If the highlighted feature previously had a Keyboard Equivalent, the previous Equivalent will be deleted, and the feature will respond only to the new Equivalent.

## Executing Keyboard Equivalents

Features with Keyboard Equivalents can be chosen by executing the Equivalent.

To execute an Equivalent, repeat the keystrokes used to define the Equivalent.

- 1 Hold down the **Apple** or **Option** key, then press the character associated with the Equivalent.

Neither the Help feature nor any menu will appear. Features that have no dialogues (e.g., Bold, Center, Right Justification On) will immediately be chosen. For other features (e.g., Save As, Spacing, Underline Style), dialogues will immediately appear.

## Saving Keyboard Equivalents

If you do not save a user-defined Keyboard Equivalent, the Equivalent will be deleted when you exit WordPerfect. Saving a Keyboard Equivalent prevents you from having to define it each time you enter Word Perfect.

- 1 Choose **Defaults** from the File menu.
- 2 If the "Keyboard Equivalents" box does not have an "x" in it, click on it to turn it on.

*If any of the other boxes have an "x" in them, those settings will also be saved.*

- 3 If the "Save current values" button is not highlighted, click on it to turn it on.
- 4 Click on **OK** to confirm your selections.

All Keyboard Equivalents will be saved at their current values.

## Deleting a Keyboard Equivalent

Using the Delete key, you can delete a Keyboard Equivalent.

- 1 In the Help feature, move the cursor to the feature whose Keyboard Equivalent you want to delete.
- 2 Press **Delete** to delete the Equivalent.

## Restoring Preassigned Keyboard Equivalents

To delete all user-defined Keyboard Equivalents, whether they have been saved or not, restore the preassigned Equivalents.

- 1 Choose **Defaults** from the File menu.
- 2 If the "Keyboard Equivalents" box does not have an "x" in it, click on it to turn it on.

*If any of the other boxes have an "x" in them, those original settings will also be restored.*

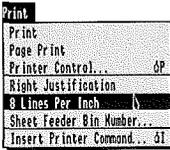
- 3 If the "Restore original values" circle is not highlighted, click on it to turn it on.
- 4 Click on **OK** to confirm your selections.

WordPerfect deletes all user-defined Keyboard Equivalents. The next time you boot WordPerfect, all preassigned Equivalents will be restored.

The Quick Reference card that came with your package lists all preassigned Keyboard Equivalents and can be used to record Keyboard Equivalents that you assign.

# Lines Per Inch

[1000]



WordPerfect is preset to print six vertical lines per inch. You can change the number of lines per inch to eight.

- 1 Move the cursor to where you want the new setting to begin.
- 2 Choose **8 Lines Per Inch** from the Print menu.

*You can print the PRINTER.TEST file to see if your printer can print eight lines per inch.*

A combination of 6 lpi and 8 lpi on the same page may cause your printer to feed the next page to the wrong starting point. You can correct this problem with the Printer Utility on your /Utilities diskette (see Utilities in this section). Enter <12> under "String to send printer at end of page." This will send a form feed at the bottom of each page. You must also set the Form Length and Top of Form switches on your printer to the proper settings.

To return to six lines per inch, choose **6 Lines Per Inch** from the Print menu.

## Text Lines

When choosing eight lines per inch, you may also want to change the number of text lines on the page.

- 1 Choose **Page Length** from the Page menu to display the Page Length dialog.
- 2 Click on the "Other" button.

This allows you to create your own settings.

- 3 Type the new setting.

**4** Press **Tab** to move the cursor to the "Text Len" box.

**5** Type the new setting, then click on **OK**.

Form length is measured in 6 lines per inch, regardless of the actual lines per inch setting. Even if you have set WordPerfect for 8 lines per inch, form length for an 11-inch long sheet of paper is 66 lines.

Text length is measured in *actual* lines of text per page. If you have set WordPerfect for 8 lines of text per inch, an 11-inch long sheet of paper with 1-inch margins at the top and bottom will have 72 lines of text (9 inches of text space x 8 lines of text per inch = 72 text lines). If you have set WordPerfect for 6 lines of text per inch, the same sheet of paper will have 54 lines of text (9 inches of text space x 6 lines of text per inch = 54 text lines).

The Lines Per Inch change is effective in a document from the cursor forward until another Lines Per Inch setting is entered or until you exit the document.

If you want to change WordPerfect's initial setting to 8 Lines Per Inch, see Defaults in this section.

---

## Locked Files

WordPerfect lets you lock files to protect them from editing changes. A locked file can be retrieved, but cannot be renamed, deleted, or saved with the same filename once it has been retrieved to the screen.

### Locking a File

Use the Lock option on the File Management screen to lock a file.

- 1** Move the cursor to the file you want locked.
- 2** Click on **Lock** to lock the file.

*An asterisk (\*) appears next to the filename.*

### Unlocking a File

To unlock a file, you follow the same steps that you used to lock the file. The asterisk will disappear from the screen.

**DO NOT** lock any WordPerfect program files. WordPerfect program files begin with WP.

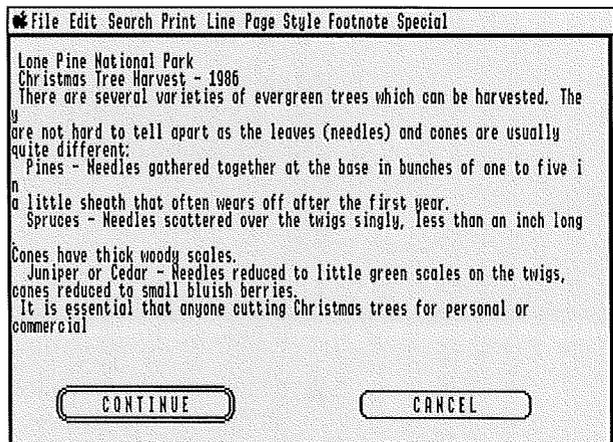
# Look

## WordPerfect Document and Text Files

The Look option on the File Management screen lets you scroll through the contents of a WordPerfect document file, text file, or picture file. Look will also display the files in a directory.

To look at the contents of a WordPerfect document or text file, use the Look option on the File Management screen.

- 1 Move the cursor to a filename (WP or TXT will be the file type).
- 2 Click on **Look** to display the contents of the document.



Click on **Continue** to scroll down through the text. You cannot edit or move in any other direction. Click on **Cancel** when you want to return to the File Management screen.

## Directories

Directories are special files that keep information about other files such as the filename and file size. Much of this information is displayed on the File Management screen.

Directories may be found in alphabetical order with the rest of the files on the File Management screen. Each directory has DIR listed under the "Type" column.

While in the File Management screen, you can use the Look option to look at all the files in a directory.

- 1** Move the cursor to a directory file (DIR is the file type).
- 2** Click on **Look** to display the files in the directory.

*Choosing the Look option does not change the default prefix.*

To move back through a pathname one directory at a time, click on the folder icon displayed next to the "Path" heading in the upper-left corner of the screen.

## Pictures

The Look option may also be used to view any picture files.

- 1** Move the cursor to a filename (PIC will be the file type).
- 2** Click on **Look** to choose Look and display the picture on your screen.

# Macros



The Macro feature lets you record both text and WordPerfect features under one name and play them back exactly as they were recorded.

You can define (record) a macro to perform any task you would normally do with WordPerfect:

- Type a closing to a letter.
- Format a document.
- Replace several items in a document.
- Print and save a file.
- Print several copies of a document.
- Send a Go command to the printer when you are using Hand-fed forms.

There are four basic steps to follow each time you define a macro:

- 1** Choose **Macro Define** from the Special menu to begin defining the macro.

*"Define Macro" appears on the status line.*

- 2** Type the name of the macro, then click on **OK**.
- 3** Record text and/or features of your choice in the macro file.
- 4** Choose **Macro Define** from the Special menu to end defining the macro.

Starting a merge while defining a macro will automatically end the macro definition. Starting the Speller or Thesaurus will turn off the macro definition while you are in the Speller or Thesaurus. When you exit the Speller or Thesaurus, the macro definition will continue.

You can choose Macro Define when a WordPerfect message is on the screen (e.g., "Document to be Saved:") to stop recording the macro.

Block and Cursor Control commands included in a macro should be chosen from the Help feature using the keyboard.

*If you are using a macro that includes the Search feature, the macro automatically ends when the search string is not found.*

## **Saving the Macro Prefix**

The keystrokes used to define a macro are stored as a file on the volume pointed to by prefix 4/ (see Prefix in this section). No matter which directory you are in when you define or execute a macro, you only need to type the macro name, then click on **OK**, and the macros will be saved on and executed from prefix 4/.

If you want your macros to be saved in a specific location (other than prefix 4/) you can save that prefix with the Defaults feature (see Defaults in this section). Once the prefix is saved, you only need to enter the filename of the macro regardless of what prefix you are in, and WordPerfect will search for the macro. If you do not save the prefix, you must enter the full pathname to execute the macro.

## **Naming a Macro**

Before you define a macro, you are asked to enter a name. There are three ways to name a macro:

- Type 1 to 15 characters, then click on **OK**.

The characters can be letters, numbers, or periods. The first character, however, must be a letter.

- Hold down the Apple or Option key, then press a letter.

Regardless of whether you held down the Apple or Option key, the macro is named Macro plus the letter

typed. For example, MACROX is shown on the File Management screen if you held down the Apple or Option key, then pressed "x."

- Click on **OK** without typing a name.

Clicking on **OK** without typing a name creates a macro named WP.MAC.TMP. The macro is a temporary macro which is erased when you exit WordPerfect. Only one of these macros may be defined each time you are in WordPerfect.

## Starting a Macro

Once you have created a macro, you are ready to execute it. If you named the macro with the Apple or Option key and a letter,

- 1 Hold down the Apple or Option key.
- 2 Press the letter.

If you defined the macro one of the other two ways, follow these steps.



- 1 Choose **Macro Execute** from the Special menu.
- 2 Type the name of the macro, then click on **OK**.

If you entered characters for the macro name, type the characters, then click on **OK**. If you clicked on **OK** without entering a name, click on **OK** without entering a name.

If the macro is not performed, then you did not enter the macro name correctly, or the macro file has been deleted.

If the macro is not on the volume pointed to by prefix 4/ and you saved the macro pathname, you will be asked to insert the volume and click on **OK**.

## Stopping a Macro

Press the **Clear** or **Esc** key to stop a macro while it is running.

## **Repeating a Macro**

You can use Repeat Count on the Help feature to repeat a macro a specific number of times (see Repeat Count in this section).

## **STARTMAC**

The first time you start WordPerfect, a macro named STARTMAC is executed. STARTMAC retrieves a copy of a file named READ.ME to your screen.

You can redefine STARTMAC to make it perform a task of your choice each time you start the program, or you can decide not to execute STARTMAC at all (see Defaults in this section).

---

# Macros, Chaining

WordPerfect lets you chain two or more macros together. When one macro finishes, the next macro automatically starts.

There are three basic types of chains:

- Simple.
- Repeating.
- Conditional.

Each type of chain is described below. However, the best way to understand chaining macros is to work through the Lessons (see Lessons 11-15 in the Learning section).

## Simple Chains

A simple chain lets you link macros together so that they are done one after the other. For example, suppose you want to chain a macro A to a macro B.

- 1** Choose **Macro Define** from the Special menu to begin defining macro A.
- 2** Type **a** for the macro name, then click on **OK**.
- 3** Define macro A.
- 4** Choose **Macro Execute** from the Special menu to start macro B.
- 5** Type **b** for the macro name, then click on **OK**.

*WordPerfect does not start macro B at this point; only when you actually run macro A does WordPerfect start macro B.*

- 6** Choose **Macro Define** from the Special menu to end defining macro A.

**7** If you have not already done so, define macro B.

When you start macro A, WordPerfect runs through all the mouse commands or keystrokes in that macro before starting macro B.

*If you are using a macro that includes the Search feature, the macro automatically ends when the search string is not found.*

You can expand a simple chain to include several macros by continuing to start one macro while recording another. This takes some careful planning to make sure the macros are chained in the correct order. Start macro B while recording macro A, start macro C while recording macro B, etc.

## Repeating Chains

When the Search feature is part of the macro, you can chain the macro to itself. This is called a repeating chain.

- 1** Choose **Macro Define** from the Special menu to begin defining macro A.
- 2** Type **a** for the macro name, then click on **OK**.
- 3** Define macro A (include Search).
- 4** Choose **Macro Execute** from the Special menu to start macro A.
- 5** Type **a** for the macro name, then click on **OK**.
- 6** Choose **Macro Define** from the Special menu to end defining macro A.

The macro is repeated over and over again until the Search results in a "**\* Not Found \***".

Instead of using a repeating chain, you can use the Repeat Count feature to invoke a macro a specific number of times (see Repeat Count in this section).

## Conditional Chains

Use a conditional chain when you want a macro to make a decision. This is done by starting two other macros while defining a Search macro.

- 1** Name the Search macro.
- 2** Start a Not Found macro.
- 3** Define the Search macro (include a Search).
- 4** Start a Found macro.
- 5** End the Search macro.

When you start the Search macro, it will chain to either the Found or Not Found macro, depending upon the success or failure of the search. If the search succeeds, then the Found macro is executed; if the search fails, then the Not Found macro is executed.

You can also create a conditional chain that repeats itself until the search results in a "**\* Not Found \***", then chains to another macro.

- 1** Name the Search macro.
- 2** Start a Not Found macro.
- 3** Define the Search macro (include a Search).
- 4** Start the Search macro.
- 5** End the Search macro.

*You can chain other macros to the Found and Not Found macros to expand the conditional chain.*

## Mailing Labels and Envelopes

The Merge feature provides a perfect way to address mailing labels and envelopes by separating the names and addresses from the rest of the fields in a secondary file. These names and addresses are merged into a new file, and this file can be formatted for labels or envelopes.

Set up the primary file to retrieve the names and addresses from the secondary file (i.e., ^F1^, ^F2^). Run the merge and save the new file under a different filename. This gives you a file that can be formatted to print single-width labels.

Use the following examples as a guide to set the format for your labels or envelopes.

*This works with continuous-form labels only. It will not work with hand-fed forms.*

### Single-Width Labels

The example and settings below show the format for 2" x 4" labels:

The diagram shows two rectangular labels stacked vertically, separated by a horizontal line. Each label is enclosed in a double-line border. On the left and right sides of the labels, there are vertical lines with small circles, representing punch holes for a continuous-form label. The text on each label is centered and reads:

Mr. Jeff Richards  
58090 Bonnie View Court  
Flatwood, Utah 84999

Mr. John Elliot  
1100 North State Street  
Flatwood, Utah 84999

Margins = 5 left and 35 right

Page Length

Form Length = 12 lines

Text Lines = 9 (6 lpi)

*The page length is determined by measuring from the top of one label to the top of the next.*

Top Margin = 6 (half-lines)

*When you set a top margin, the printer advances each label by that many lines before printing.*

Feed the labels into the printer so that the top of the first label is even with the print head.

## Envelopes

The example and settings below show the format for hand-feeding a 9" x 4" legal-sized envelope:



Margins = 40 left and 80 right

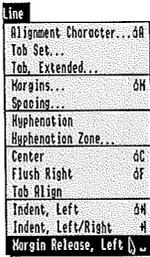
Top Margin = 0 (half-lines)

Roll the envelope to the line where you want to begin printing. Some printers have envelope feeders that use the same format as labels.

*Your printer should be set for Hand-Fed forms (see Forms in this section for instructions).*

# Margin Release, Left

[MacKey]



The Margin Release, Left feature will move the cursor one tab stop to the left each time you press it—even beyond the left margin. This is not a cursor key; it is a feature which inserts a code into your document each time it is pressed.

- 1 Choose **Margin Release, Left** from the Line menu to move the cursor one tab stop to the left.

*Selecting this feature in the middle of a text line may cause some text to disappear from your screen.*

When the cursor reaches the left-most tab stop, the Margin Release, Left feature no longer works.

To use WordPerfect's Margin Release, Left feature, choose Margin Release, Left from the Line menu, then enter your text. This causes the first line of text to "hang" outside the left margin and all other text lines to align on the left margin.

## Hanging Paragraph

When you want the first line of a paragraph to begin at the left margin while the remaining lines are indented, follow these steps:

- 1** Choose **Indent, Left** from the Line menu to begin indenting at the next tab stop.
- 2** Choose **Margin Release, Left** from the Line menu to move the first line of the paragraph one tab stop to the left.
- 3** Type the text of the paragraph.

*The first line of text begins at the left margin while the remaining lines are indented.*

- 4** Press **Return** to end indenting.



The Margins feature lets you set new left and right margins. Margins may be set to any value between 0 and 250.

- 1 Choose **Margins** from the Line menu.

*The current margins are displayed.*

- 2 Type the desired left margin.
- 3 Press **Tab** to move the cursor to the "Right" box.
- 4 Type the desired right margin, then click on **OK**.

The margins are changed to the new settings from that point forward in your document.

If your cursor is not at the left margin when setting margins, a Hard Return [HRT] is inserted before the setting.

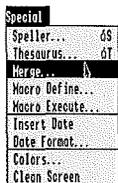
You should adjust the margins when using different fonts and pitch. For example, when using 10 pitch, you should set the margins at 10 and 74 for 1-inch margins; for 12 pitch, set the margins to 12 and 89. You may need to change the tab settings when you change margins.

When you want to check the current margin setting in your document, choose the Margins feature (see the steps above).

If you want to make your new margin settings permanent, see Defaults in this section.

---

# Merge



This feature is sometimes referred to as *mail-merge* because it is commonly used to mass-produce *personalized* form letters and mailing labels.

WordPerfect's Merge feature can be used for this purpose and much more. Contracts and boilerplates, phone lists, and memos are just a few of the documents that WordPerfect helps people create every day.

Every merge requires a *primary file*. This file directs the merge, calling for a name here, an address there, a date somewhere else, and even a selected paragraph in the middle. Text may come from *secondary merge files*, the *keyboard*, or *document files*.

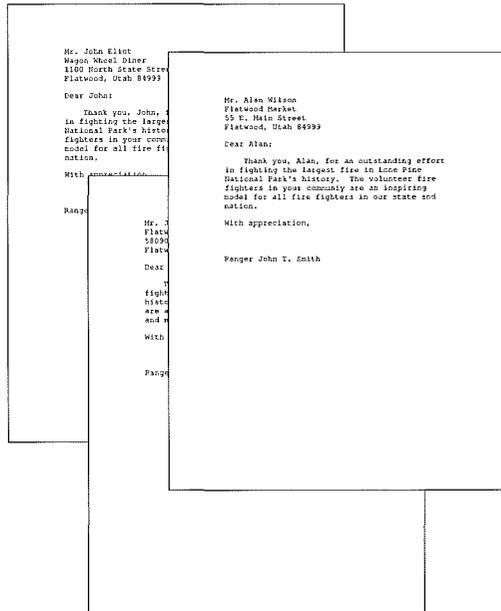
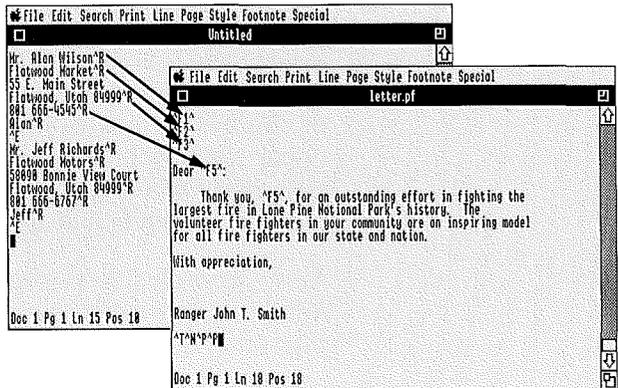
## Primary File

A primary file contains text and merge commands. The text and format can be whatever you want, while merge commands must be chosen and inserted with care. WordPerfect gives you 14 different merge commands to automate your most demanding applications.

*See Merge Codes in this section for details on the merge commands.*

## Secondary Files

Sometimes called an *address file*, the secondary merge file may contain many *records*. The number of records in a secondary file is limited only by the space in the volume, and each record can contain as much information as you like. Records are separated by ^E's (^E End of Record).



The information in each record is divided into *fields*. One field may contain a name, another a company name, and another an address. It is these fields that are merged into a primary file. During a merge, only those fields that have been requested are merged into the primary file. Fields are numbered from top to bottom within each record and are separated by ^R's (^R End of Field).

While there is no limit to the number of fields allowed in a record, each field must contain the same category of information or remain empty. Therefore, if field 3 of one record contains a phone number, then field 3 of every other record in that file must contain a phone number—or nothing at all.

*Never separate fields or records with an extra Hard Return or insert spaces between the last word in a field and ^E or ^R.*

You do not have to keep the same number of lines or words within each field. For example, you might have two address lines in field 3 of one record and five address lines in field 3 of another record.

Since secondary files can grow to include many thousands of records, we recommend that you consider the categories and methods for breaking that information down into fields. For example, if the city, state, and zip code are in the same field, it is impossible to merge anything but the whole field (city, state, and zip code) into a primary file. This problem is remedied by breaking the information down into smaller categories (i.e., the city in one field, the state and zip code in another).

## **Keyboard**

A primary or secondary file can merge with information from the keyboard. The merge pauses at a preselected place, letting you type whatever you please.

*See Lesson 17 in the Learning section for details on merging with the keyboard.*

## **Executing a Merge**

To execute a merge:

- 1** Choose **Merge** from the Special menu.
- 2** Click on **X Execute**.
- 3** Type the name of the primary file, then click on **OK**.
- 4** Type the name of the secondary file, then click on **OK**.

## **Applications**

WordPerfect's Merge feature is continually being adapted to meet an endless variety of personal and corporate needs. The following are some commonly used merge applications:

**Boilerplates** are assembled from various sources. By using the Merge feature, you can have WordPerfect help you automatically build a document, such as a contract, from one or more files, the keyboard, and/or a secondary file.

*See Lesson 22 in the Learning section for details on building a boilerplate contract.*

**Document assembly** with the Merge feature involves assembling a document (such as a contract) from several paragraphs (each in a separate file). The Merge feature even lets you select the paragraphs as you go.

*See Lesson 21 in the Learning section for details on document assembly.*

**Forms fill-in** with the Merge feature can help you fill in pre-printed forms with information coming from the keyboard, primary files, and/or secondary files.

*See Forms Fill-in in this section for details.*

**Macros and merges** used together can prevent you from repeatedly having to enter the names of primary and secondary files. All you enter is the name of the macro. You can also use merge codes to start a macro when the merge ends which in turn starts a merge which in turn starts a macro, ad infinitum.

*See Lesson 18 in the Learning section for details on starting a merge with a macro.*

**Mailing labels and/or envelopes** are printed by using names and addresses from a secondary file.

*See Mailing Labels and Envelopes in this section for details.*

**Merge to the printer** lets you merge a large number of letters to the printer when you do not have time to sit and watch. Many large companies do merges and printings (1 to 25 thousand) at night, using high-speed printers.

*See Lesson 19 in the Learning section for details on merging to the printer.*

**Reports and lists** can be generated by customizing the merge with merge commands such as ^N and ^P.

*See Lesson 20 in the Learning section for details on using ^N and ^P to create a customized list.*

---

## Merge Codes

Several merge codes are available for use in primary (or sometimes secondary) files. See Lessons 16-22 in the Learning section for details on using the codes for various tasks.

### Glossary

You should become familiar with the following merge codes and their functions:

**^C Console** temporarily pauses the merge in a primary or secondary file, allowing for text to be entered from the keyboard. Choose **Merge** from the Special menu, then click on **^R End of Field** to continue the merge.

**^D Date** inserts the current date (if the Apple IIgs's built-in clock has been set).

**^E End of Record** marks the end of a record in a secondary file. Choose **Merge** from the Special menu, then click on **^E End of Record** to stop a merge.

**^F Field Number** merges the text from field  $n$  (Where  $n = 1, 2, 3$ , etc.) into the document being created.

**^G Chain to Macro** at the beginning and end of a macro name (**^Gmacroname^G**) starts the macro at the end of a merge.

**^N Next Record** looks for the next record in the secondary file. If it does not find the next record, it ends the merge.

**^O Message** at the beginning and end of a message (**^Omessage^O**) displays the message on the status line and is generally used with **^C**.

**^P Primary File** at the beginning and end of a filename (*^Pfilename^P*) inserts the named file. If no filename is specified, the current primary file is used again.

**^Q Quit** stops the merge. It may be placed in a primary or secondary file.

**^R End of Field** marks the end of a field in a secondary file. It also continues a merge that has stopped at **^C**.

**^S Secondary File** at the beginning and end of a filename (*^Sfilename^S*) changes to the named secondary file.

**^T To Printer** sends all text that has been merged to the point of **^T** to the printer.

**^U Update Screen** rewrites the screen.

**^V Transfer** lets you transfer merge codes into the document being created.

The following are examples of merge codes used correctly:

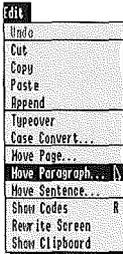
**^OEnter applicant's name^O^C** The message "Enter applicant's name" appears on the status line, and the merge pauses so that you may enter the name of the applicant. The name will be placed in the text at the position of the first **^O**.

**^P^C^P** The merge pauses so that you can enter the name of a primary file. The primary file text will begin at the position of the first **^P**.

**^Slist^C^S** The merge pauses so that you can enter the name of a secondary file. In this case the secondary filename must begin with the letters *list*. This is allowed so you can have secondary files named list1, list2, list3, etc. and will only need to type one number to change to the correct list.

**^G^Cgo^G** The merge pauses so that you can specify a macro. In this example, the name of the macro must end with the letters *go*.

# Move



The Move features let you cut or copy, then retrieve a sentence, paragraph, or page of text.

- 1 Move the cursor into the text.
- 2 Choose **Move Page**, **Move Paragraph**, or **Move Sentence** from the Edit menu.

*The selected text is highlighted on the screen.*

- 3 Click on **Cut** to cut the text, or click on **Copy** to copy the text.

*Cut removes and saves the text, while Copy saves and leaves the text on your screen. The cut or copied text is saved on the Clipboard where it remains until you cut or copy again or exit WordPerfect.*

- 4 Move the cursor to where you want the text retrieved.
- 5 Choose **Paste** from the Edit menu to retrieve the text to the cursor position.

# New



The New feature lets you create document windows for editing multiple documents.

- 1 Choose **New** from the File menu to create a new window.

*The number next to "Doc" on the status line indicates which window you are in.*

You can retrieve a document into the new window or create a new document. Use the Switch Documents feature to move between windows (see Switch Documents in this section for more details).

To open a new document window and have WordPerfect prompt you for a file to be retrieved, choose **Open** from the File menu (see Open in this section).



The New Page feature inserts a hard page break at the cursor.

- 1 Move the cursor to where you want the new page to start.
- 2 Choose **New Page** from the Page menu to insert a hard page break.

To remove a hard page break, use Delete.

- 1 Move the cursor to just after the page break line.
- 2 Press **Delete** to delete the hard page break.

In addition to dividing pages, you can also use New Page to protect a Header/Footer code or lines of text (see Headers and Footers in this section).

## Automatic Page Break

WordPerfect automatically inserts a page break when the preset number of text lines is reached. If you have headers, footers, footnotes, or page numbering, WordPerfect subtracts the appropriate number of text lines. A soft page break may be moved by changing the number of text lines (see Page Length in this section).

---

# Number Lock

WordPerfect presets the Number Pad on the right hand side of your keyboard for cursor control functions. You can use the Number Lock feature to restore the number and numerical function keys on the Number Pad.

- 1 Choose **Number Lock** from the Help feature to restore the numbers and numerical function keys on the Number Pad.

Since Number Lock can only be accessed on the Help feature, you may want to use a Keyboard Equivalent.

*When Number Lock is on, an "N" appears on the status line. The number and numerical function keys will remain active until you exit WordPerfect or until you turn the Number Lock feature off.*

To turn the Number Lock feature off, choose Number Lock again. The number and numerical function keys will be replaced with the preset cursor control functions (see Cursor Movement in this section for details on the Number Pad cursor functions).

# Open



WordPerfect's Open feature opens a new document window and prompts you to retrieve a file.

- 1** Choose **Open** from the File menu.
- 2** Type a filename, then click on **OK** to retrieve the file into the window.

*The new document number appears next to "Doc" on the status line.*

---

# Overstrike

[Ovrstk]



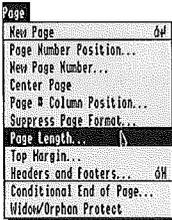
The Overstrike feature lets you print two characters in the same position. This is especially useful for combining characters on your keyboard to create foreign characters and chemical symbols.

- 1 Type the first character.
- 2 Choose **Overstrike** from the Style menu to move the cursor back one character.
- 3 Type the second character over the first.

While only the second character appears on your screen, both characters are printed when your document is sent to the printer.

# Page Length

(English, U.S.)



Using the Page Length feature, you can set various page lengths for your documents. You can also set the number of single-spaced text lines to be printed on the page.

*The page break on your screen shows you the number of text lines that will be printed (minus headers, footers, etc.)—not the overall page length.*

WordPerfect is preset for letter size (8.5" x 11") paper, 66 lines long with 54 lines of text. These settings provide for a 1-inch (6-line) top and bottom margin.

To change the initial settings, use the Page Length feature.

- 1 Move the cursor to the top of the page where you want the new setting to begin.
- 2 Choose **Page Length** from the Page menu.
- 3 Click on the "Letter Size," "Legal Size," or "Other" buttons.

*If you click on "Other," type new settings for the Form Length (always measured in 6 lines per inch) and the number of single-spaced text lines.*

- 4 Click on **OK** to confirm the settings and return to the document.

You can change the page length as many times as you want in a document. Page length changes remain in effect from the cursor forward until you make another page length change or until you exit your document.

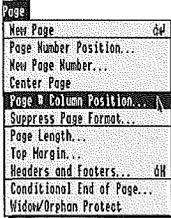
When entering the number of text lines after selecting "Other," be sure to leave room for a top and bottom margin. For example, with a setting of 8 lines per inch and a desired 1-inch top and bottom margin, you would set the page length at 66 (6 lines per inch x 11 inches) and the number of text lines at 72 (8 lines per inch x 9 inches).

Headers, footnotes, one line of footer text, and page numbers are included in the number of text lines.

If you want to make your page length changes permanent, see Defaults in this section.

# Page Number Column Position

[Page Number]



The Page Number Column Position feature lets you define the column positions for the Page Number Position feature.

- 1 Move the cursor to the beginning of the document or page.
- 2 Choose **Page # Column Position** from the Page menu.
- 3 Click on the "Initial Settings" button to accept the initial settings, or click on the "Other" button to create your own.

*If you choose "Other," type column positions for the Left Corner, Center, and Right Corner.*

- 4 Click on **OK** to confirm the settings and return to your document.

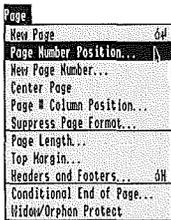
The new settings must come before you choose the Page Number Position in your document. The positions are always entered in 10 pitch.

If you want to make your Page Number Column Position settings permanent, see Defaults in this section.

You can automatically number your pages by using the Page Number Position feature. If you want to start page numbering with a number other than 1, use the New Page Number feature (see New Page Number below).

## Page Number Position

With the Page Number Position feature, you can indicate where you want a page number to appear when your document is printed.



- 1 Move the cursor to the beginning of the document or page.
- 2 Choose **Page Number Position** from the Page menu.
- 3 Click on the button corresponding to the numbering option of your choice.
- 4 Click on **OK** to confirm your selection and return to the document.

There are nine options on the Page Number Position menu:

- No page numbers.
- Top left of every page.
- Top center of every page.
- Top right of every page.
- Top alternating left and right.
- Bottom left of every page.
- Bottom center of every page.
- Bottom right of every page.
- Bottom alternating left and right.

Page numbers are preset to print at position 10 for the left corner, 42 for the center, and 74 for the right corner.

*See Page Number Column Position in this section for details on changing the position numbers.*

WordPerfect subtracts two lines from the number of single-spaced text lines—one for the page number and one to separate it from the body of the text. Page numbers do not appear on the screen, but are printed at the selected position.

If you want to make your page number position settings permanent, see Defaults in this section.

## **Merge ^N Next Record**

When you want to include text with the page number or have the current page number appear anywhere on the page, use ^N Next Record.

For example, in a header or footer, you can combine page numbers with the text.

- 1** Move the cursor in the header or footer text to the position where you want page numbers.
- 2** Choose **Merge** from the Special menu, then click on **^N Next Record** to insert ^N into the text.
- 3** Choose **Close** from the File menu to exit the header or footer.

If you select a page number position *and* ask for page numbering within a footer, two page numbers will print on the same page.

Outside of headers and footers, the ^N causes the current page number to be printed. You might use this on the last page of a document—for example, *there are ^N pages in this document.*

## **New Page Number**

The New Page Number option lets you begin page numbering with any number on any page. This is especially useful when printing a document that is saved in two or more files.

- 1** Move the cursor to the top of the page you want to renumber.
- 2** Choose **New Page Number** from the Page menu.
- 3** Type the new page number, then click on **OK**.

When you change a page number, the new number is displayed on the status line and subsequent pages are renumbered consecutively.

---

# Pathname

A pathname describes the route to a file. You use either complete or partial pathnames to save and retrieve files.

## Complete Pathname

A complete pathname always begins with a prefix number, a prefix character, or a slash (/). When entering a complete pathname, you must first specify the name of the diskette (volume), then the name of the file in the following format:

**/diskette (volume)/filename**

*or*

**/diskette (volume)/directory/filename**

Names of diskettes (volumes), directories, and filenames must always be separated by slashes.

## Partial Pathname

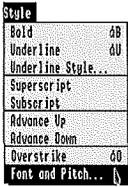
Unlike the complete pathname, the partial pathname does not require a slash (/) at the beginning. A partial pathname will let ProDOS know that it needs to use the default prefix in front of the partial pathname. For example, if you type a filename only, ProDOS will use the diskette (volume) that is on the default prefix.

This use of a partial pathname is essential to know when saving or retrieving. When WordPerfect is started, the default prefix is set to the same prefix as the system prefix (1/). To save a file to or retrieve a file from another location, you must do one of three things:

- Enter the complete pathname.
- Change the default prefix to the diskette (volume) you want to save to or retrieve from.

- Enter the prefix number of the diskette (volume) you want to save to or retrieve from, a slash, and the filename.

See Prefix in this section for details on changing prefixes.



Pitch refers to the number of characters that are printed per inch and is shown only on your printer. WordPerfect has been preset for 10 pitch, but you may use any pitch setting. Some printers, however, do not support pitch changes.

- 1 Choose **Font and Pitch** from the Style menu to display the Pitch/Font dialogue.
- 2 Press **Tab** to move the cursor to the "Pitch" box.
- 3 Type the new setting, then click on **OK**.

Click on the "Proportional" box to turn on proportional spacing (see Proportional Spacing in this section).

When you change the pitch, you may also need to change the font number. You should always change the margins when you change the pitch.

Pitch settings remain in effect from the cursor forward until another pitch setting is entered or until you exit WordPerfect.

If you wish to make your pitch setting permanent, see Defaults in this section.

---

# Prefix

A prefix is the first part of a pathname. It includes at least the name of a diskette (volume) and sometimes the name of a directory. Prefixes are used as shortcuts when using ProDOS.

What you enter in response to any Pathname, Save, or Retrieve prompt determines which prefix is used. As a general rule, the default prefix is used when the first character you enter is not a slash (/). This is called a partial pathname.

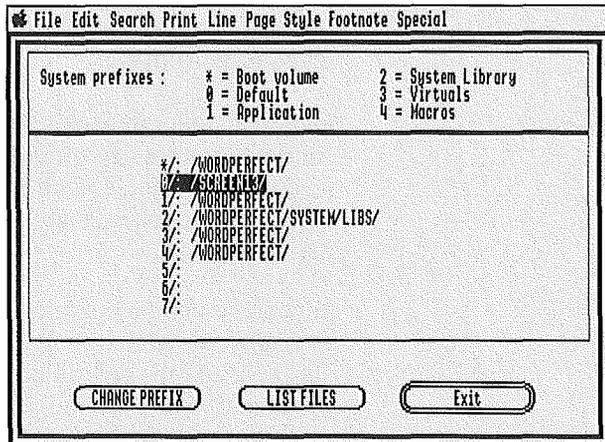
When you enter a complete pathname, the first character is a prefix number, prefix character or a slash (/), and the default prefix is not used (see Pathname in this section).

WordPerfect prefixes may be changed to any diskette by using the Prefix option on WordPerfect's File Management feature.

- 1** Choose **File Management** from the File menu.
- 2** Click on **Prefix** to view the Prefix screen.
- 3** Move the cursor to the prefix you want to change.
- 4** Click on **Change Prefix** to change the prefix.
- 5** Type the new prefix, then click on **OK**.
- 6** Click on **Exit** to exit the Prefix screen.

## The Prefix Screen

There are 9 prefixes on WordPerfect's Prefix screen. Three of the prefixes are set and cannot be changed. You can change prefixes 0/ and 3/-7/.



**\*/** is the boot prefix. It is the volume from which you booted the computer. It cannot be changed.

**0/** is the default prefix or the current working location for WordPerfect. If you enter partial pathnames, the files you enter will be saved on this prefix. It is preset to the system prefix, but you can change this prefix.

**1/** is the system prefix. It specifies the volume where the WordPerfect program originated. It cannot be changed.

**2/** is the system library prefix. It specifies where library files are located. It cannot be changed.

**3/** is the work prefix. WordPerfect sends overflow and temporary files to this prefix. This prefix is automatically set to the system prefix (1/) and can only be changed by deleting your defaults (see Work Disk in this section).

**4/** is the macro prefix. This is where macros are stored. It is preset to the system prefix, but you can change this prefix.

**5/**, **6/**, and **7/**, are prefixes that you define. They are useful in storing documents on separate diskettes (volumes) without having to change the default prefix. Once you have defined these prefixes, you can save a file to or retrieve a file from them by entering the prefix #, a slash (/), and the filename.

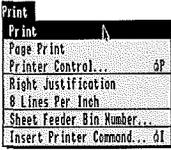
For example, suppose you define prefix **5/** as **/School**. You can save a file titled **HISTORY.1** to the **/School** diskette (volume) by typing **5/history.1**, then clicking on **OK**. If WordPerfect cannot find the **/School** diskette (volume) in any of your drives or on hard disk, it will ask you to insert it and click on **OK**.

Changing the prefix will change the way some of WordPerfect's features work. Foremost among these features are macros. Since macros are stored as files on prefix **4/**, they follow the same prefix/pathname rules as other files.

To change where your macros are saved to and retrieved from, set prefix **4/**, then use the Defaults feature to save the prefixes. Defaults will save prefixes **0/**, **3/**, and **4/** for future use (see Defaults in this section).

---

# Print



WordPerfect lets you print from the screen or from the File Management screen. From the screen, you can print an entire document, selected pages, or any block of text without saving it in a directory. From the File Management screen, you can print an entire document.

If you print specific pages, one page, or a block of text and have long footnotes on the page or in the block, they will also be printed—even if they take several pages.

## Full Text

The Print feature lets you print the entire document on your screen.

- 1 Choose **Print** from the Print menu to print the document.

## Page Print

The Page Print feature lets you print the page on which the cursor lies.

- 1 Choose **Page Print** from the Print menu to print the page.

## Selected Pages

Use the Printer Control feature to print selected pages of your document.

- 1 Choose **Printer Control** from the Print menu.
- 2 Click on the "Print a Document" button.
- 3 Type the pathname of the document you want to print.
- 4 Click on "All" to print the entire document; click on "Pages" to print selected pages.

If you are printing selected pages, move the cursor to the "Start" box and type the number of the first page you want to print, then move the cursor to the "End" box and type the number of the last page you want to print.

*For printing purposes, renumbering is ignored when a page or pages are specified. The first page is always page 1, the second page is page 2, etc.*

- 5** Click on **OK** to print.
- 6** Click on **Exit** to exit the Printer Control dialogue.

## **Block of Text**

Using the Print feature, you can print a block of text.

- 1** Block the text you want printed.
- 2** Choose **Print** from the *Print* menu.
- 3** Click on **Yes** to print the highlighted text.
- 4** Click the mouse button to turn off Block.

## **File Management Print**

The Print option on the File Management screen lets you print any file listed on the directory.

- 1** Choose **File Management** from the File menu.
- 2** Move the cursor to the file you want printed.
- 3** Click on **Print** to print the file.
- 4** Click on **Exit** to exit the File Management screen.

If your printer does not print or if you are using an Apple Laserwriter, see Printer Troubleshooting in the Appendix.

---

## Print Options, Select

You can change the printer number, the number of copies, or the binding width with Select Print Options on the Printer Control dialogue.

- 1** Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 2** Click on the "Select Print Options" button.
- 3** Move the cursor to an option, then type a new setting.

*Clicking on the "Next Print Job" box makes the changes effective for the next print job only. Otherwise, the changes will remain in effect until you exit WordPerfect.*

- 4** Click on **OK** to confirm the setting.
- 5** Click on **Exit** to exit the Printer Control dialogue.

If you wish to make your settings permanent, see Defaults in this section.

Following are descriptions for each option which appears on the Select Print Options dialogue.

### Printer Number

Type the number of the printer to which you want the document on your screen sent, then click on **OK**.

### Number of Copies

Type the number of copies of the document or page you want printed, then click on **OK**.

### Binding Width

Type the binding width (space text will be shifted to the right on odd-numbered pages and to the left on even-numbered pages for binding on two-sided copies) in tenths of an inch, then click on **OK**.

---

## Print to Disk

WordPerfect lets you save a file to your disk in a printer or text format. The file is stored as an ASCII text file. However, it contains all the characters and codes which ordinarily would be sent to the printer you select.

- 1 Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 2 Click on the "Select Printers" button to display the Printer Selection dialogue.
- 3 Click on the printer definition you want to define for disk file output.
- 4 Click on the correct printer card definition.
- 5 Move the cursor to the "Slot" box, then type **0** for the slot number.

Entering 0 means that you want to print to disk.

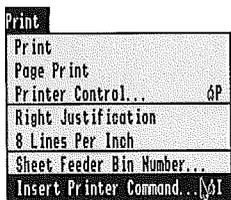
- 6 Click on the button corresponding to the type of forms.
- 7 Click on **OK** until you return to the Printer Control dialogue, then click on **Exit** to exit the Printer Control dialogue.
- 8 Choose **Print** from the Print menu to print the file.

*The file will be saved as "WP.TXT." If you would like to save more than one file to disk, rename each after saving or the second file will write over the first one.*

The printer you selected will keep printing to disk until you go into the Printer Selection dialogue and change the slot number back to 1.

# Printer Commands

[Cmd:]



Printer Commands are used to control special functions on your printer or typesetter. Printer Commands do not, however, affect the formatting of your document on the screen.

- 1 Choose **Insert Printer Command** from the Print menu.
- 2 Type the command to be sent to the printer.
- 3 If the "Embedded Printer Command" button is not highlighted, click on it to turn it on.
- 4 Click on **OK** to confirm the command.

Printer Commands are not displayed on the screen, but may be seen by choosing **Show Codes** from the Edit menu.

Command codes *less than* 32 decimal and *greater than* 126 decimal must be entered in angle brackets. Codes *between* 32 and 126 decimal (printable characters) may be typed *or* entered in decimal within angle brackets.

For example, if you have two-color ribbon and your printer manual gives the command for changing to the second color as ESC Q, you should enter <27>Q (27 is the decimal equivalent for ESC). To change back to the first color, the command is ESC w which would be entered as <27>w.

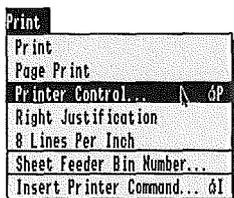
## **Down-Loading a Font or File**

If a large number of codes must be sent to the printer (i.e., down-load a font), you can create a file of these codes using BASIC or a text editor and have Word-Perfect send the whole file to the printer.

- 1** Choose **Insert Printer Command** from the Print menu.
- 2** Type the name of the file.
- 3** If the "File of Printer Commands" button is not highlighted, click on it to turn it on.
- 4** Click on **OK** to confirm the selection.

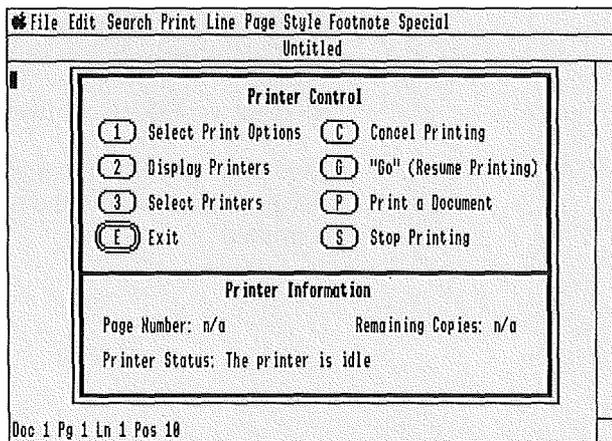
The contents of the file are not displayed on the screen, but are sent to the printer when the document is printed.

# Printer Control



WordPerfect provides a helpful way to manage your printing—the Printer Control feature.

- 1 Choose **Printer Control** from the Print menu to display the Printer Control dialogue.



- 2 Click on the button corresponding to the option of your choice.
- 3 Click on **Exit** to exit the Printer Control dialogue.

## The Menu

Following are descriptions for each option which appears on the Printer Control dialogue. Details for some options are found on other pages in this section.

**Select Print Options** changes the printer number, number of copies, and/or binding width (see Print Options, Select in this section).

**Display Printers** displays a list of three printers and eight available fonts for each printer (see Printers and Fonts, Display in this section).

**Select Printers** defines up to three different printers. If you only have one printer, you may wish to set up several definitions—one for continuous forms, one for hand-fed forms, etc. (see Printers, Select in this section).

**Cancel Printing** cancels the printing of the print job (see Cancel Printing in this section).

**Go (Resume Printing)** restarts the printer after it has been stopped for hand-fed forms, font changes, or after using the Stop Printing option.

**Print a Document** prints a document which has been saved on disk. You may specify on which pages to begin and end printing (see Print in this section).

**Stop Printing** stops the printer without canceling the print jobs. Use this option if the paper jams, ribbon runs out, etc. After correcting the problem, use the Go (Resume Printing) option to restart the print job. The job will restart at page 1 (see Stop Printing in this section).

*Remember that many printers have a buffer (temporary storage area) which stores text from your document sent by WordPerfect. The printer will not stop when you choose the Stop Printing option until this buffer area is cleared.*

## **Printer Information**

Below the Printer Control dialogue are some categories giving information about the printer:

**Page Number** displays the number of the page currently being printed.

**Remaining Copies** displays the number of copies left to print. It is used only when more than one copy of a document is being printed.

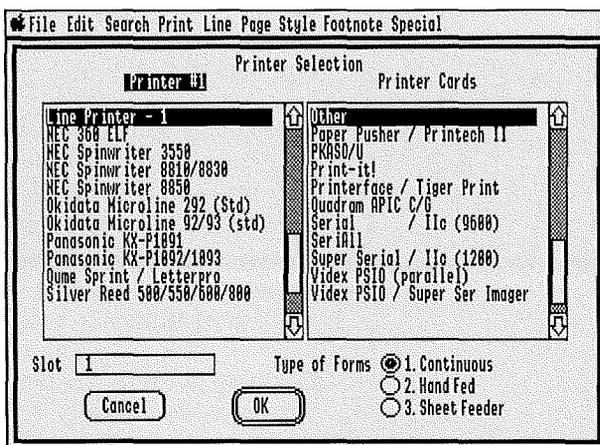
**Printer Status** gives instructions about the printer. For example, "Insert another sheet" is displayed when the printer finishes printing a page of a document using hand-fed forms.

## Printers, Select

Before you start printing, WordPerfect needs to know which printer(s) you will be using. The Select Printers option on the Printer Control dialogue lets you choose the printer definition WordPerfect will use to communicate with the printer. You are also asked for the printer card, slot number, and type of forms.

- 1 Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 2 Click on the "Select Printers" button to display the Printer Selection dialogue.

*You may select up to 3 printers. The printer number is highlighted.*



- 3 Click on the correct printer definition.
- 4 Click on the correct printer card definition.
- 5 Move the cursor to the "Slot" box, type the slot number, then click on **OK**.

Entering 0 will cause WordPerfect to print to disk (see Print to Disk in this section).

- 6** Click on the button corresponding to the method in which paper will be fed to your printer.
- 7** Click on **OK** to define printer two and follow the steps above.
- 8** Click on **OK** to define printer three and follow the steps above.
- 9** Click on **OK** to exit the Printer Selection dialogue.
- 10** Click on **Exit** to exit the Printer Control dialogue.

If your printer is not listed or if you are using an Apple Laserwriter, see Printer Trouble-shooting in the Appendix.

If you choose Hand-Fed (single sheet) forms, WordPerfect helps print the individual pages (see Forms in this section).

If you choose Sheet Feeder forms, you are asked for additional information (see Sheet Feeders in this section). Click on the correct sheet feeder definition, click on **OK**, type the additional sheet feeder information, click on **OK**, then try printing. If there are problems, use the Select Printers option again to adjust the settings.

If you do not want to select your printers each time you enter WordPerfect, see Defaults in this section.

---

## Printers and Fonts, Display

The Display Printers option on the Printer Control dialogue lists selected printers and accompanying fonts.

- 1** Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 2** Click on the "Display Printers" button to display the printer definitions, fonts, and form types for Printers 1-3.
- 3** Click on **Continue**, then click on **Exit** to exit the dialogues.

To change these fonts, you must use the Printer Utility included on your /Utilities diskette. See Utilites in this section for more detailed printer information.

---

## Proportional Spacing

When you choose Proportional Spacing, a code is inserted in your document telling the printer to proportionally space the document. This means that each character will be spaced according to its width. For example, uppercase letters are wider than lowercase letters, m's are wider than i's etc.

- 1** Move the cursor to where you want proportional spacing to begin in the document.
- 2** Choose **Font and Pitch** from the Style menu.
- 3** Type in a number for a proportionally-spaced font.
- 4** Press **Tab** to move the cursor to the "Pitch" box.
- 5** Type a new setting.

*Proportional spacing will work with any Pitch setting but looks best with 12, 13, or 14 pitch.*

- 6** Click on the "Proportional" box.
- 7** Click on **OK** to confirm the settings and return to your document.

Some fonts are proportionally spaced while others are not. WordPerfect usually defines font 3 as a proportionally-spaced font. To discover which fonts have been defined for proportional spacing, see "Print Wheels" below.

Proportional spacing only changes output for printers with HMI (Horizontal Motion Index). For printers with microspacing, proportional spacing will depend upon how the font table currently in use defines the font.

Proportional spacing, Font, and Pitch settings will remain in effect from the cursor forward until another setting is entered, or until you exit the document.

If you want to make your Proportional Spacing setting permanent, see Defaults in this section.

## Print Wheels

Use the Display Printers and Fonts option on the Printer Control dialogue to discover which fonts have been defined for proportional spacing.

- 1** Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 2** Click on the "Display Printers" button to display the printer definitions, fonts, and form types for Printers 1-3.

*The predefined fonts are displayed on the screen. Note the number which corresponds to the proportionally-spaced print wheel you will be using.*

- 3** Click on **Continue**, then click on **Exit** to exit the dialogues and return to your document.

Generally, there are two types of proportional spacing switches which can be set at the printer. One type designates the kind of print wheel to be used, such as metal, plastic, or proportionally spaced. If your printer has this type, set it to proportional spacing. The second type designates pitch: 10, 12, 15, or PS. This switch should be set to 10 pitch, which enables WordPerfect to control the proportional spacing.

# Quit



The Quit feature gives you an opportunity to save your document, then exits you from WordPerfect.

- 1 Choose **Quit** from the File menu.

WordPerfect gives you an opportunity to save your document.

- 2 Click on **Yes** to save the document before exiting WordPerfect; click on **No** to immediately exit WordPerfect.

The Quit feature is particularly useful when you have finished working with multiple documents and wish to exit WordPerfect. After choosing Quit, you can save your documents one at a time, then exit all of the documents (and WordPerfect) simultaneously.

If you choose Close while in multiple documents, you will be asked if you want to exit each individual document.

---

## Recover

Recover is a utility program which converts overflow files into a format that can be used by WordPerfect. This program is provided in case a power or machine failure causes the document in the computer's memory to be lost. While not all the document is stored on disk, portions may be.

To use Recover:

- 1** Boot /Utilities.
- 2** Double click on the Utilities diskette icon to display the files on the /Utilities diskette.
- 3** Double-click on **RECOVER.SYSTEM**.

*You will see a short explanation about Recover. At the bottom of your screen, you will see "Enter pathname to overflow files:/WORK."*

- 4** Insert the diskette with the overflow files into a drive.
- 5** Enter the location of your overflow files.

You will then see: "Enter name for the recovered file: REC.DOC.001."

- 6** Press **Return**.

*If you wish to use another name, delete REC.DOC.001 and type any pathname you want.*

When the recovery is complete, the following message appears on your screen: "Operation successfully completed. Press any key to exit."

You are now ready to enter WordPerfect and retrieve your recovered document. Portions of the document which were unrecoverable will appear as "[text loss]."

---

# Repeat Count

You can use the Repeat Count feature to repeat a WordPerfect feature or character a specified number of times.

- 1 Choose **Repeat Count** from the Help feature.

*Since Repeat Count can only be accessed on the Help feature, you may want to use a Keyboard Equivalent.*

- 2 Choose the WordPerfect feature or character you want to be repeated from the Help feature.

The feature is repeated 8 times (the default number). For example, you can choose Repeat Count, then press the Down Arrow key to move the cursor down eight lines. Choose Repeat Count, then choose Macro Execute to repeat a macro eight times.

The following features can be used with the Repeat Count feature:

Arrow keys	Page Up/Down
Delete Word	Screen Up/Down
Macro Execute	Word Left/Right

## Repetition Number

When you want to repeat a WordPerfect feature or character more or less than 8 times, you can change the repetition number.

- 1 Choose **Repeat Count** from the Help feature.
- 2 Type a repetition number.
- 3 Choose the feature you want repeated.

For example, choose **Repeat Count**, type **10**, then choose **Delete Word** to delete ten words.

When you want to change the default number of 8, choose **Repeat Count**, type the repetition number, then click on **OK**. The new repetition number will remain in effect until you change it again, or until you exit the document.

Pressing **Esc** (in a situation where canceling a feature is not possible) performs the same function as choosing Repeat Count from the Help feature.

If you wish to change the repetition number permanently, see Defaults in this section.

# Retrieve



You can retrieve a document onto a clear screen or into a document already on the screen at the cursor position. You can also retrieve a block of text that has been cut or copied.

When retrieving a document, you are only displaying a *copy* of a file. The original file remains unchanged until you replace it with a document on your screen.

- 1 Choose **Retrieve** from the File menu.
- 2 Type the name of the file you want to retrieve, then click on **OK**.

If you are retrieving a block of text that has been cut or copied, just click on **OK** without typing the filename.

If the message, "File not found" appears, the filename has been entered incorrectly, the file is on another diskette (volume), or the file does not exist. WordPerfect lets you try again.

Only files with the file type WP or TXT (ASCII Text Files) may be retrieved.

If the message "Invalid File Type" appears, you are trying to retrieve a file that is not of the filetype WP or TXT. WordPerfect gives you the opportunity to retrieve the file in a WP or TXT format. Unless you are absolutely sure that the file can be retrieved in one of those two formats, click on "Cancel."

When retrieving a block of text, WordPerfect retrieves the *last* block of text that was cut or copied.

## File Management

The Retrieve option on the File Management screen can also be used to retrieve a document.

- 1** Choose **File Management** from the File menu.
- 2** Move the cursor to the file you want to retrieve.
- 3** Click on **Retrieve** to retrieve the file.

## Text Files

When retrieving a text file, the [HRt]'s will be converted to [SRt]'s unless the file is converted to a WP type first using the convert program (see Convert in this section).

Another way to keep the [HRt]'s unchanged when retrieving a text file is to treat the file you are retrieving as a macro.

- 1** Choose **Macro Execute** from the Special menu to start a macro.
- 2** Type the name of the text file you want to retrieve, then click on **OK**.

The text file is brought into WordPerfect intact (all [HRt]'s are still [HRt]'s).

Since WordPerfect simulates actually typing text files in again, the cursor is at the end of the document once it is retrieved.

---

# Return

[HRt][SRt]

Press Return to end short lines of text or paragraphs, insert blank lines, or move the cursor to the left margin.

You can also press Return to accept the default value for many of WordPerfect's messages. For example, after you choose Close, you will see a "Save Document #?" message. Yes is double-circled which means that it is the default value. If you want to choose Yes, you can press Return.

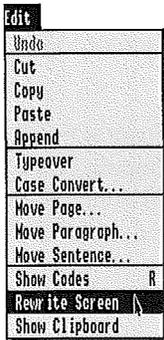
You do not need to press Return each time you reach the end of a line as you do when using a typewriter. Instead, the cursor automatically returns or *wraps* to the next line when you reach the right margin.

*A Soft Return code [SRt] is inserted into your text when WordPerfect wraps a line. A Hard Return code [HRt] is placed in your text when you press Return.*

If you press Return instead of allowing the cursor to wrap, your text will not reformat properly when changes are made and justification will not work properly.

When you see the word *enter* in the manual, you should type the text which follows, then press Return.

# Rewrite Screen



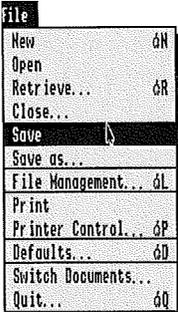
The Rewrite Screen feature lets you reformat the document on your screen by formatting to the end of the current page.

- 1 Choose **Rewrite Screen** from the Edit menu.

The current page will be reformatted, and the cursor will return to its original position.

The above steps can also be used to reformat the screen if the text on the screen does not appear as it should due to a power surge or problems with the terminal.

# Save

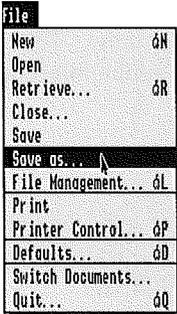


WordPerfect's Save feature saves the document on your screen under its current filename. This is especially useful when you are replacing a document with an edited version.

- 1 Choose **Save** from the File menu.

The document is immediately saved under its current filename. If the document had no filename, then it is saved under the filename UNTITLED.

# Save As



When typing, you should periodically save your text. The Save As feature lets you store your document on disk without losing your place in the text on your screen.

- 1 Choose **Save As** from the File menu.
- 2 Type a filename for the document.
- 3 If you want your file saved as an ASCII text file, click on the "Text Format" button.
- 4 Click on **OK** to save the file.

*You can use up to 15 characters (letters, numbers, periods); however, the filename must begin with a letter.*

Your document is always saved on the default prefix unless you type a complete pathname (see Pathname in this section).

## Edited Version

If you are editing a document you retrieved from disk, you can replace the original version with the edited version, or save the edited version under another filename.

- 1 Choose **Save As** from the File menu.

The filename of the original document appears on the screen.

- 2 Click on **OK**, then click on **Yes** to replace the original version with the edited version, or type a filename, then click on **OK** to save the document under a different filename.

The Save feature saves a document on screen under its current filename (see Save in this section). The Close

feature lets you save and exit without selecting two features (see Close in this section).

## **Block Save**

Using the Save As feature, you can also save a block of text.

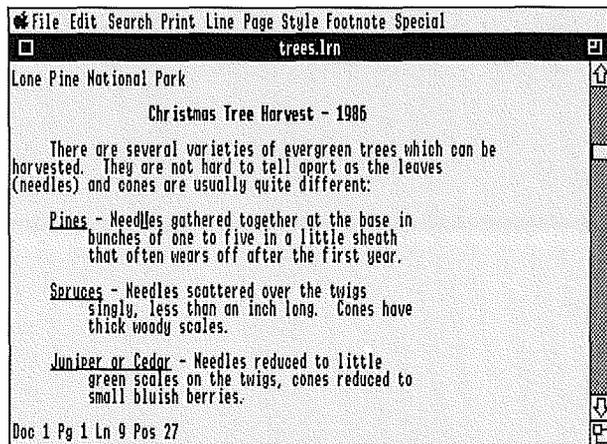
- 1** Block the text you want to save.
- 2** Choose **Save As** from the File menu.
- 3** Type a filename, then click on **OK**.
- 4** Click on the mouse button to turn off Block.

# Scroll Boxes

Placed between two arrows on the right side of document windows, the Help feature, and some feature dialogues (e.g., Thesaurus), is a scroll bar. The scroll bar represents the entire length of the window or dialogue it borders.

Within the scroll bar is the scroll box (sometimes called a "thumb"). The location of the scroll box in the scroll bar corresponds to the area of the document or dialogue visible on the screen.

For example, if the scroll box is located at the top of the scroll bar, then the top of the document or dialogue is visible on the screen. If the scroll box is located at the bottom of the scroll bar, then the bottom of the document or dialogue is visible on the screen.



Using the mouse and the scroll box, you can reduce scrolling time by quickly moving to a desired area of the document or dialogue.

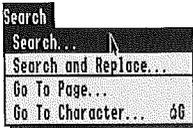
- 1** Position the mouse arrow in the scroll box.
- 2** While holding down the mouse button, drag the outline of the scroll box up or down the scroll bar.
- 3** Release the mouse button.

The area of the document or dialogue corresponding to the location of the scroll box in the scroll bar appears on the screen.

To view document windows, the Help feature, and dialogues with scroll bars one screen at a time, click on the scroll bar. Clicking on the scroll bar below the scroll box screens down the document or dialogue. Clicking on the scroll bar above the scroll box screens up the document or dialogue (see "Screen Down/Up" in Cursor Movement in this section).

To move the cursor up or down one line at a time, click on the arrow box at either end of the scroll bar.

# Search



WordPerfect lets you search for text and/or codes in a forward or reverse direction. A **"\* Not Found \*"** message appears when the search does not find what it is looking for in the document.

*See Search and Replace to learn how to do a Global Search and Replace.*

- 1** Choose **Search** from the Search menu.
- 2** Type the string of characters and/or codes you want to find.
- 3** Click on the "Forward" button to search forward from the cursor position in your document; click on the "Backward" button to search backward from the cursor position in your document.
- 4** Click on **OK** to execute the search.

*If you want to start the Search with a keyboard command, you must choose Search from the Help feature. Pressing Return will enter [HRT] in the search string.*

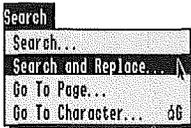
The cursor will stop to the immediate right of the first occurrence of the string.

You can use the equal sign (=) wildcard character in your search string. The equal sign (=) represents zero or more characters. For example, if you type the string **b=ck**, WordPerfect will stop at the first occurrence of a word that starts with b, followed by 0 or more characters, followed by ck.

If you want to enter a WordPerfect code as the search string, choose the feature associated with the code from the Help feature using the keyboard.

If you want WordPerfect to find a whole word such as **the** (not **these**, **therefore**, and **other**), you must type spaces before and after the word. Lowercase characters will match both lowercase and UPPERCASE. UPPERCASE will match only UPPERCASE.

# Search and Replace



This feature (sometimes called *Global Search and Replace*) helps you replace every occurrence of a word, phrase, or WordPerfect code with another word, phrase, or WordPerfect code in a document.

*Search and Replace only works in a forward direction.*

- 1** Choose **Search and Replace** from the Search menu.
- 2** Type the string of characters and/or codes you want to replace in the "Search For:" box.
- 3** Press **Tab** to move the cursor to the "Replace With:" box.
- 4** Type the new string of characters and/or codes.

If you want to delete the searched for string, leave the "Replace with" box empty.

- 5** If you want to Confirm (stop at) each replacement, click on the "Confirm replace?" box.
- 6** Click on **OK** to execute the replacement.

You can use the equal sign (=) wildcard character in the search string. The equal sign (=) represents zero or more characters. For example, if you type the string **b=ck**, WordPerfect will stop at the first occurrence of a word that starts with b, followed by 0 or more characters, followed by ck.

If you want to enter a WordPerfect code as the search string, choose the feature associated with the code from the Help feature using the keyboard.

If you want WordPerfect to find a whole word such as **the** (not **these**, **therefore**, and **other**), you must type spaces before and after the word. Lowercase characters will match both lowercase and UPPERCASE. UPPERCASE will match only UPPERCASE.

If the string of characters or codes is not found, a "\* Not Found \*" message appears.

A sheet feeder is an attachment to your printer that automatically feeds paper (one sheet at a time) into the printer. If you select Sheet Feeder as the type of form when selecting printers, you are asked additional questions about your specific sheet feeder.

If your sheet feeder has more than one bin, you can send part or all of a document to different bins with the Sheet Feeder Bin Number option on the Select Printers dialogue.

## Type of Forms

When you select your printers, you must specify the type of forms you are using.

- 1** Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 2** Click on the "Select Printers" button to begin defining your printer.
- 3** After you have entered your printer selections and have chosen Sheet Feeder as the type of form, click on the type of Sheet Feeder you are using, then click on **OK**.
- 4** Press **Tab** twice to move the cursor to the "Number of Sheet Feeder Bins" box.

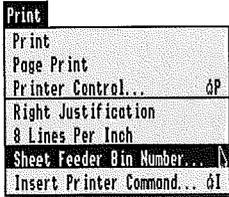
*Do not enter information for the number of lines to move down or spaces to move over unless there is a problem after testing the sheet feeder.*

- 5** Type the number of sheet feeder bins, then click on **OK**.

- 6 Define other printers as you desire, then click on **OK** until you get to the Printer Control dialogue.
- 7 Click on **Exit** to exit the Printer Control dialogue.

## Sheet Feeder Bin Number

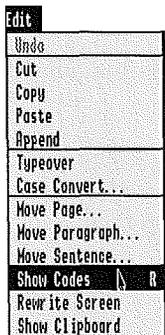
You can specify the sheet feeder bin number when typing your document.



- 1 Move the cursor to the very top of your document or to the top of the page on which you would like to change bins (before any codes).
- 2 Choose **Sheet Feeder Bin Number** from the Print menu.
- 3 Type the number of the bin you want to use, then click on **OK**.

Paper is fed to the printer from the selected bin at the place in the document where the Sheet Feeder Bin Number code is inserted.

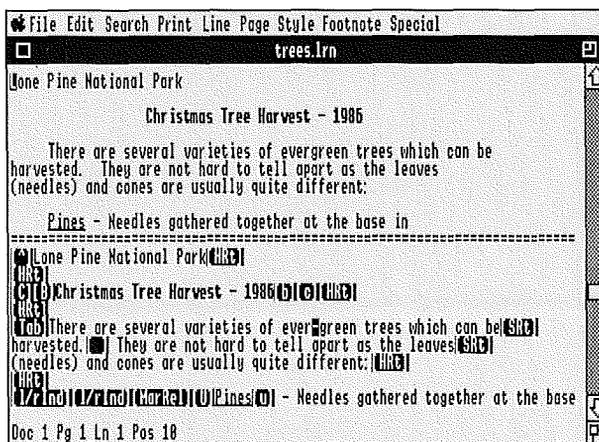
## Show Codes



WordPerfect is a *clean screen* program which shows, as closely as possible, how text will actually look on a piece of paper. There are no control codes or special symbols on the screen to clutter your text.

When you choose most WordPerfect features, a code is inserted into your text. These *hidden* codes determine how your text looks on the screen and/or at the printer. For example, when you change your margins, type a footnote, or select page numbering, a code is inserted.

To see the codes and where they are located in the text, choose **Show Codes** from the Edit menu.



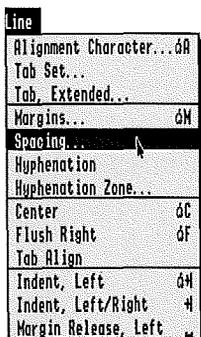
Underneath the dashed lines, the text is displayed with the codes, and the cursor is shown as a reverse-video [^].

The display is centered and split as evenly as possible between the document and Codes window. You can

move through text and codes with any of the cursor keys, and you can delete text and codes with Delete or the Number Pad . (period) key.

You may also use any WordPerfect feature while in the Codes window.

When you finish with the Codes window, choose **Hide Codes** from the Edit menu to return to your document window.



WordPerfect is preset for single spacing between lines. When you want to switch to another setting (double, triple, etc.):

- 1 Choose **Spacing** from the Line menu.
- 2 Type the new spacing number in the "# Lines" box, then click on **OK**.

For half-line spacing (.5, 1.5, 2.5, etc.) type the whole number in the "# Lines" box, then click on the ".5" box.

WordPerfect shows the correct spacing on the screen to the nearest whole number (rounding up). For example, if you set one-and-one-half line spacing, it appears as double spacing on the screen. Check the status line to see on which line the cursor is actually resting.

Spacing may be reset any number of times in a document, and will remain in effect from the cursor forward until you enter another spacing setting or until you exit the document.

If you wish to make your new spacing setting permanent, see Defaults in this section.

# Speller



The WordPerfect Speller helps you check the spelling of a word, a page of text, or an entire document. The Speller also checks for double words, displays all the words that match a pattern, and does a word count.

The Speller helps you proof the document on your screen by comparing each word in your document with the list of correctly spelled words in the dictionary.

The dictionary (WP.DICTIONARY) is made up of a main word list and a common word list. To speed up proofing, the Speller first looks for the word in the smaller, common word list. The main list is checked only if the word is not found in the common word list.

The dictionary also looks for an optional word list named WP.SUPPLEMENT, which is created for you when you add words to the dictionary from WordPerfect. This file is saved at the system prefix (1/ on the Prefix screen) and can be edited in WordPerfect (see Adding Words below for details).

## Features

WordPerfect's Speller includes:

- A 115,000-word dictionary.
- On-screen spell-checking.
- Spell-check a word, a page of text, or an entire document.
- Pattern lookup.
- Check for double occurrence of a word.
- Add words to the dictionary.
- Word count.

## Starting the Speller

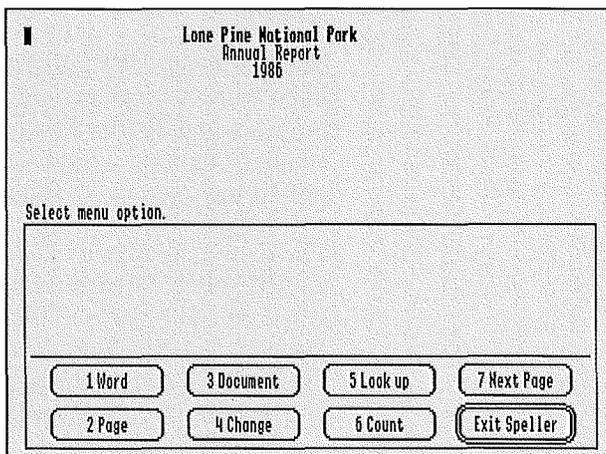
WordPerfect comes with the Speller on the /Word.Lists diskette.

- 1 Choose **Speller** from the Special menu.

If the /Word.Lists diskette is not found and the WP.DICTIONARY file is not found at the system (1/) or work (3/) prefix, WordPerfect will ask you to insert it into a drive and click on **OK**.

If you want WordPerfect to find the dictionary somewhere else, click on **Cancel**, type the pathname of the dictionary file, then click on **OK**.

The following menu should appear on the screen:



If you change the location of the WP.DICTIONARY file to a diskette (volume) other than /Word.Lists and want to keep WordPerfect from asking where the dictionary file is each time you reenter WordPerfect and choose the Speller, see Defaults in this section.

## Spell-Checking

With the Speller menu on the screen, you can click on **Word** or **Page** to check the word or page on which the cursor is resting. When you click on **Document**, the Speller checks the entire document.

## Things you should know while spell-checking:

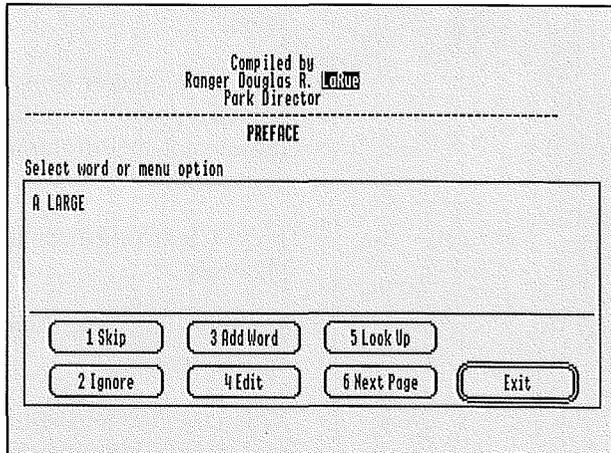
- The message "Searching..." appears at the bottom of the document until the Speller finds a word not found in the dictionary or a double occurrence of a word.
- When the Speller stops at a misspelled word and presents possible correct spellings, double-click on the correct spelling to insert the word into your document.
- Press **Clear** or **Esc** at any time to stop spell-checking.
- Numbers and words with numbers are not checked by the Speller.
- When the Speller is finished, it will display the number of words checked.
- The Speller is case-sensitive. If the word you are spell-checking is capitalized, a capital letter is automatically inserted in the correct word.
- A temporary area in memory is used to save skipped words and to keep a copy of added words before they are saved in the WP.SUPPLEMENT file.

If this area becomes full, skipped words will be removed to make room for added words. If the area is filled with added words, the message "Dictionary Full" will appear. To correct this problem, use the Speller Utility (see Speller Utility in this section).

## Word Not Found

A word not found is displayed in reverse video along with a list of possible replacement words. The replacement list includes words that are different by a single letter or two letters typed out of sequence. If the list extends beyond the screen, click on **Next Page**

to continue viewing more words in the replacement list. More comprehensive lists can be viewed by using the Look Up option.



**1 Skip;** spell-checking continues. The Speller stops at the next occurrence of the word.

**2 Ignore;** spell-checking continues. The word is passed over for the rest of the document.

**3 Add Word;** the word is saved in the supplementary dictionary (WP.SUPPLEMENT), and spell-checking continues.

**4 Edit;** correct the spelling, then press Return to continue spell-checking. The word is redisplayed if it is still not found in the dictionary.

If you know the word is spelled correctly, use Add Word (3) if you wish to add the word to the supplementary dictionary.

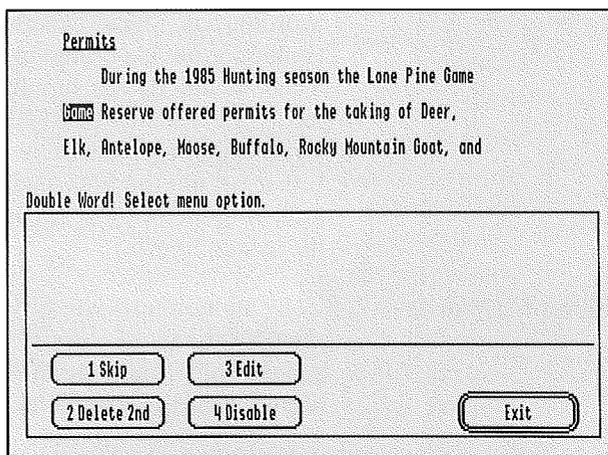
**5 Look up;** you can look up a word in the main dictionary that matches a pattern, and replace the

*word not found* with the correct spelling (see "Looking up words" below for details on creating a pattern).

**6 Next Page**; shows the next page of possible replacement words.

## Double Word

When the speller finds a *double word* occurrence, the second word appears in reverse video along with the following options:



**1 Skip**; ignores the double word and continues spell-checking.

**2 Delete 2nd**; erases the second occurrence of the word.

**3 Edit**; allows you to rewrite the text as you like.

**4 Disable**; ignores double-occurring words.

## Change Dictionary

Before you start spell-checking, you can change to another dictionary.

**1** Choose **Speller** from the Special menu.

- 2** When WordPerfect asks you to insert the /Word.Lists diskette, click on **Cancel**.
- 3** Type the pathname of the dictionary.
- 4** Click on **OK**.

Dictionaries can be created using the Speller Utility (see Speller Utility in this section).

## Adding Words

When you add words while spell-checking, they are saved in the WP.SUPPLEMENT file created by WordPerfect. This file is located on the diskette (volume) that is pointed to by the system prefix (1/). You can add, delete, or edit words in the file by retrieving WP.SUPPLEMENT into WordPerfect. Each word is separated by a Hard Return. When you finish editing the file, save it as WP.SUPPLEMENT, replacing the original file on the diskette (volume) in the system prefix.

## Looking Up Words

You can look up a word by typing a pattern which matches the word. Single letters are represented by dashes (-), while an equal sign (=) represents zero or more letters in succession.

After choosing **Look up**, the message "Word Pattern:" appears. Type a pattern which matches the word you wish to find, then click on **OK**.

For example, **re-d** matches "read" and "reed" but not "red." **Bl=ot** matches "blot," "Blackfoot," and "bloodshot." **Bl=fo-t** matches "Blackfoot" only.

*Looking up words takes much longer when an equal sign or a dash is used as the first character.*

A list of words which match the specified pattern appears on your screen. You may double-click on the correct spelling to replace the misspelled word.

## **Count**

This option counts the words in the document on your screen and displays the result.

---

# Speller Utility

The Speller Utility (SPELL.SYSTEM) helps you maintain the dictionary. You can add words to or delete words from the dictionary and even create separate dictionaries to fill specific needs.

## Starting the Speller Utility

Because of the extensive use of the disk drives required when modifying the dictionary, this utility will not function on a single-drive system. Attempts to do so may damage the dictionary.

We recommend that you make a backup copy of the dictionary before using this utility as a safeguard against power failure or other accidents.

## Two Disks Drives

Using the /Utilities diskette and the /Word.Lists diskette, start the Speller Utility.

- 1** Insert the /Utilities diskette into drive 1 and the /Word.Lists diskette into drive 2.
- 2** Boot the computer.
- 3** Double-click on the Utilities diskette icon to display the files on the /Utilities diskette.
- 4** Double-click on SPELL.SYSTEM.
- 5** Enter **/word.lists/wp.dictionary** when prompted for the pathname of the new dictionary.

## Hard Disk

Change the prefix to the directory containing WP.DICTIONARY, run SPELL.SYSTEM, and enter **/word.lists/wp.dictionary** as the name of the new dictionary.

## Dictionary

When you choose the Speller, each word in the document on your screen is checked against a list (dictionary) of correctly spelled words. This list (WP.DICTIONARY) is made up of a *main* word list

and a *common* word list. To speed up proofing, the Speller first looks for the word in the smaller common word list. The main list is searched only if the word is not found in the common word list.

Because of the amount of time required to rearrange the word lists when you have created a new dictionary or added words to an existing dictionary, there is a greater chance of power failure which could destroy the dictionary. Therefore, be sure to back up your current dictionary before adding or deleting words.

There is no need to stay with the computer while it is rearranging the lists. A message will notify you when the program is finished.

## **Changing or Creating a Dictionary**

Before performing any of the other options on the Speller Utility, change to or create another dictionary.

In order to create a new dictionary or add words to an existing dictionary, you must have a diskette which contains at least the amount of space required by the new dictionary being created. To be certain there is sufficient space available, we suggest that you use a blank, formatted diskette.

To create a dictionary:

- 1** Type **1** to create a dictionary.
- 2** Insert a blank, formatted diskette into drive 2.
- 3** Enter */volume name/dictionary name*

A dictionary has been created, but it contains no words. You must use the Add Words option (see below).

To change to another dictionary:

- 1** Type **1** to change to a dictionary.
- 2** Insert the alternate dictionary into drive 2.
- 3** Enter */volume name/dictionary name*

## Adding Words

Words can be added to the dictionary from existing files or directly from the keyboard. As the process may take some time, be sure to enter all files and words from the keyboard before choosing the Exit option on the Add Words menu.

Words added to the common word list are automatically added to the main word list.

To add words from an existing file:

- 1** Type **2** to add words to the dictionary.
- 2** Type **y** or **n** to add words to the common word list.

*If you type **n**, "Add words to the main dictionary?" appears.*

- 3** Type **y** to add words to the main dictionary.
- 4** Type **2** to add words from a file.
- 5** Insert the disk with the file of words to be added into drive 1.
- 6** Enter the pathname of the file containing the words to be added.

*If "Not enough space on Work volume" appears, insert a blank formatted disk into drive 1 (the disk which you are adding to remains in drive 2), and enter **/volume name** of the blank disk.*

This is a long process, but there is no need to stay with the computer while it is rearranging the lists. A message will notify you when the program is finished.

To add words from the keyboard:

- 1** Type **2** to add words from the keyboard.
- 2** Type **y** or **n** to add words to the common word list.
- 3** Type **y** to add words to the main dictionary.
- 4** Type **3** to add words from the keyboard.
- 5** Enter the words to be added to the list (each must be separated by a space).
- 6** Type **1** to exit the menu.

*If "Not enough space on Work volume" appears, insert a blank formatted disk into drive 1 (the disk which you are adding to remains in drive 2), and enter /**volume name** of the blank disk.*

A message will notify you when the program is finished.

## **Delete Words From Dictionary**

Words to be deleted from the dictionary can be entered from existing files or directly from the keyboard. Be sure to enter all files and words before choosing the Exit option on the Delete Words menu as the process may take some time no matter how many words are being deleted.

Words deleted from the main word list are also deleted from the common word list.

To delete words from a file:

**1** Type **3** to delete words.

If "Not enough space on Work volume" appears, insert a blank, formatted disk into drive 1 (the disk to be deleted from remains in drive 2) and enter */volume name* of the blank disk.

**2** Type **y** or **n** to delete words from the main dictionary.

*If you type n, "Delete words from common word list?" appears.*

**3** Type **y** to delete words from the common word list.

**4** Type **2** to delete words from a file.

**5** Insert the disk containing the file of words to be deleted into drive 1.

**6** Enter the pathname of the file containing the words to be deleted.

To delete words from the keyboard:

**1** Type **3** to delete words.

If "Not enough space on Work volume" appears, insert a blank, formatted disk into drive 1 (the disk to be deleted from remains in drive 2) and enter */volume name* of the blank disk.

**2** Type **y** or **n** to delete words from the main dictionary.

*If you type n, "Delete words from common word list?" appears.*

**3** Type **y** to delete words from the common word list.

**4** Type **3** to delete words from the keyboard.

**5** Enter the words to be deleted from the list (each must be separated by a space).

**6** Type **1** to exit.

### Display Common Word List

To view the words in the common word list:

**1** Type **4** to display words.

**2** Type any key to continue through the list.

**3** Press **Clear** or **Esc** to exit the list.

### Check Location of a Word

To see if a word is found in either the common or main word lists:

**1** Type **5** to check the location of a word.

**2** Enter the word to be checked.

**3** Press **Clear** or **Esc** to exit the prompt.

### Look Up

This option works the same as the Look Up option on the Speller.

**1** Type **6** to look up a word(s).

**2** Enter a word pattern (i.e., **re=d** or **t-p**).

See Wildcards in this section for more details.

**3** Press **Clear** or **Esc** to exit the list.

---

## Stop Printing

The Stop Printing option on the Printer Control dialogue is designed to stop printing before the print job is completed. Reasons for stopping a print job en route might include paper jams, incorrect margins, or pitch changes.

- 1** Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 2** Click on the "Stop Printing" button to stop the printer.
- 3** Make any necessary adjustments, then advance the paper in the printer to the top of the next page.
- 4** Choose **Printer Control** from the Print menu to display the Printer Control dialogue.
- 5** Click on the "Go (Resume Printing)" button to resume printing.

Printing is restarted at the beginning of the document.

- 6** Click on **Exit** to exit the Printer Control dialogue.

If you need to start the printing over and the job is on the screen or saved on disk, or you simply want to cancel the print job, choose Cancel Printing instead of Stop Printing. The former option stops the printing, cancels the print job, and advances the next sheet of paper to the top-of-form where possible.

If your printer has a buffer (a temporary memory for text waiting to be printed), printing will not stop until the buffer is empty. WordPerfect has no control over text after it has been sent to the printer. Switching the printer off empties the buffer.

*If you switch off the printer with a document in the buffer that is not on your screen and has not been saved, the document is lost. There is no way to retrieve it again.*

# Super/Subscript

[SprScript][Sbscript]

Style	
Bold	␣B
Underline	␣U
Underline Style...	
Superscript	
Subscript	
Advance Up	
Advance Down	
Overstrike	␣O
Font and Pitch...	

This feature lets you superscript or subscript one character at a time.

- 1 Choose **Superscript** or **Subscript** from the Style menu to superscript or subscript the next character.

*Notice the "S" or "s" on the status line.*

- 2 Type any character.

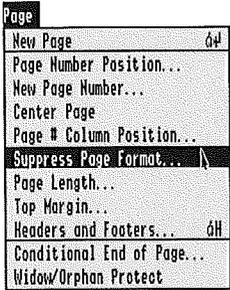
*Super/Subscript does not change the way text is displayed on the screen.*

A character that is super or subscripted will usually be printed up or down one-third of a line. This, however, depends on the type of printer you are using.

*You can also use the Advance feature to print a string of characters up or down one-half line (see Advance in this section for details).*

# Suppress Page Format

[Suprsm]

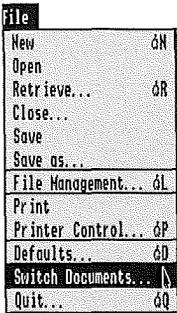


The Suppress Page Format feature lets you turn off any page formatting items (page numbers, headers, and footers) for the current page.

- 1** Move the cursor to the beginning of the page.
- 2** Choose **Suppress Page Format** from the Page menu.
- 3** Click on the box corresponding to the format option you want turned off.
- 4** Click on **OK** to confirm your selection(s) and return to your document.

In addition to turning off page format options, you can also have the page number printed at the bottom center position for the current page only.

## Switch Documents



The Switch Documents feature lets you move from one document to another when you are working on multiple documents.

- 1 Choose **Switch Documents** from the File menu to switch to another document window.

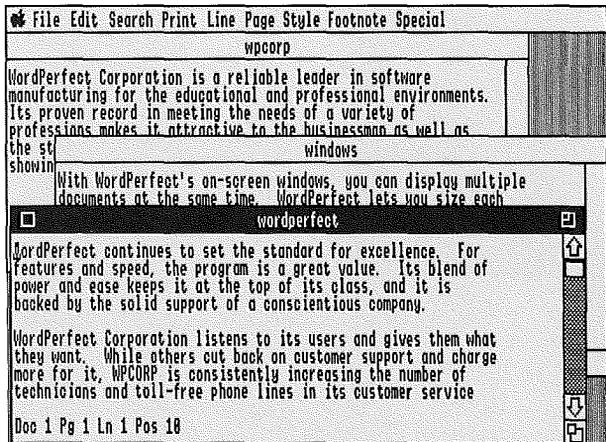
- 2 Type a document number, then click on **OK**.

The document becomes active and is placed on top of any other open document windows (notice the document number on the status line).

*If a "Document Not Found" message appears, you have not created a document with that number. See *New or Open* in this section for details on creating multiple documents.*

To display multiple documents on the screen, move the mouse arrow to the size box in the lower right hand corner of your screen, press and hold the mouse button, drag the outline of the document window up and to the left, then release the mouse button.

To reposition resized document windows, move the mouse arrow to the title bar, press and hold the mouse button, drag the outline of the document window to another location, then release the mouse button.

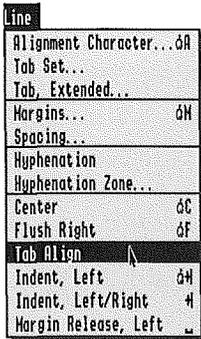


With multiple documents on your screen, click on the window of your choice to bring it to the front of your screen.

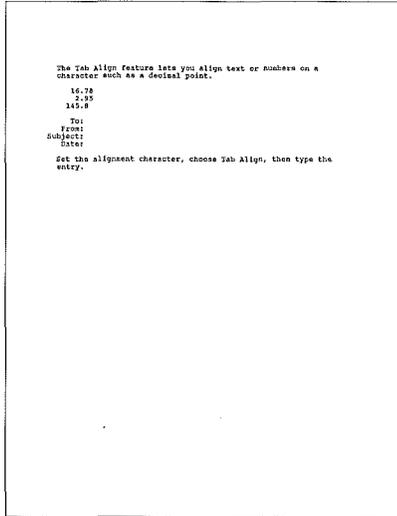
It is possible to completely cover document windows with other document windows. If you do so, you will not be able to click on the covered window with the mouse and must use the Switch Documents feature to switch to the covered document.

# Tab Align

[A][a][AlignChar:]



Use the Tab Align feature to vertically line up text or numbers on a character such as a decimal point.



## Set the Alignment Character

The alignment character is the symbol (period, space, etc.) on which the text or numbers you enter are aligned.

- 1 Choose **Alignment Character** from the Line menu.
- 2 Type the character you want to use.

## Align Text

When the alignment character is set, you are ready to align text.

- 1 Choose **Tab Align** from the Line menu to move the cursor to the first tab stop.

*The "Align Char = character" message appears on the status line as a reminder.*

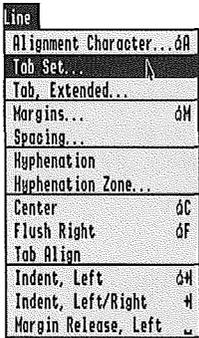
**2** Type the text.

Typed text moves to the left until the alignment character is typed, Tab Align is selected again, or Tab or Return is pressed. Once the alignment character is typed, the "Align Char = character" message disappears from the screen and text is inserted normally.

If you want to make your new Alignment Character permanent, see Defaults in this section.

# Tab Set

[TabSet:n,n]



Tabs have been preset for every five spaces. You can clear all tabs and/or insert tab settings of your own.

- 1 Choose **Tab Set** from the Line menu to display the Tabs dialogue.
- 2 Set one or several tab stops (see below).
- 3 Click on **OK** to exit the Tabs dialogue.

There are several ways you can set or delete tabs.

You may set single tabs by double-clicking on the column position.

To set multiple tabs, type the starting position, the interval number, then set the increments.

- 1 Move the cursor to the "Position" box.
- 2 Type the column number for the first tab stop.
- 3 Press **Tab** to move the cursor to the "Increment" box.
- 4 Type the increment number.
- 5 Click on **Set Increment** to set the multiple tabs.
- 6 Click on **OK** to confirm the settings and return to your document.

*For example, enter 0 for the position number and 5 for the increment number, if you want your tabs to be set every 5 spaces beginning at position 0.*

## Set a Tab

## Set Multiple Tabs

## Delete a Tab

Double-click on the "T" you want to delete.

## **Delete Multiple Tabs**

Using the keyboard, choose **Delete End of Line** from the Help feature. All tabs from the cursor forward are deleted.

You can set tabs as many times as you want within a document. Only the text after a tab setting is affected.

If you want to make your new tab settings permanent, see Defaults in this section.

---

# Tabs

[Tab]

Tabs have been preset for every five spaces. When you want to move to a tab stop, press **Tab** to insert a tab.

To set and/or clear tab stops, choose the Tab Set feature (see Tab Set in this section for details).

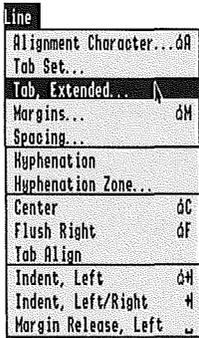
The Tab key inserts a code in your document that is used by the printer as an exact measurement.

## Extended Tabs

You may have up to 250 columns in WordPerfect. When you move past position 160, you are in extended tabs. Extended tabs have been preset for every 10 spaces beginning with position 160 (see Tabs, Extended in this section for details).

# Tabs, Extended

[E]Tabs:n,n]



You need to use this feature only if your right margin extends past position 160. Extended tabs have been preset for every 10 spaces, beginning with position 160.

You may change the extended tabs.

**1** Choose **Tab, Extended** from the Line menu.

**2** Type the position number of the first tab.

*Use a number from 160 to 250.*

**3** Press **Tab** to move the cursor to the "Interval" box.

**4** Type the interval number, then click on **OK**.

*This sets the number of spaces between each tab.*

If you want to set individual tabs, type 0 in the "Interval" box, then click on **OK**.

---

## Text Out

The Text Out feature allows you to save your document as a standard ASCII text file.

- 1** Choose **Save As** from the File menu.
- 2** Type the filename.
- 3** Click on the "Text Format" button.
- 4** Click on **OK** to save the file.

You may type the complete or partial pathname of the file. If you type a partial pathname, your document will be saved on the default prefix.

*Text files only contain characters, carriage returns, and line feeds.*

# Thesaurus



The WordPerfect Thesaurus helps you find words with the same meaning as a word in your document. It displays synonyms (words with the same meaning) and antonyms.

As many as three headwords and their references can be displayed at the same time, side-by-side.

Lesson 7 shows how to use many of the Thesaurus features.

## Terms

You should be familiar with the following three terms when using the Thesaurus.

- A **Headword** is a word that can be looked up in the Thesaurus.
- A **Reference** is a word or phrase found under a headword. References preceded by bullets (•) are headwords.
- A **Subgroup** is a group of references with the same connotation. Subgroups are numbered under the headword.

## Starting the Thesaurus

Like the Speller feature, the word list for the Thesaurus (WP.THESAURUS) comes on the /Word.Lists disk.

- 1 Choose **Thesaurus** from the Special menu.

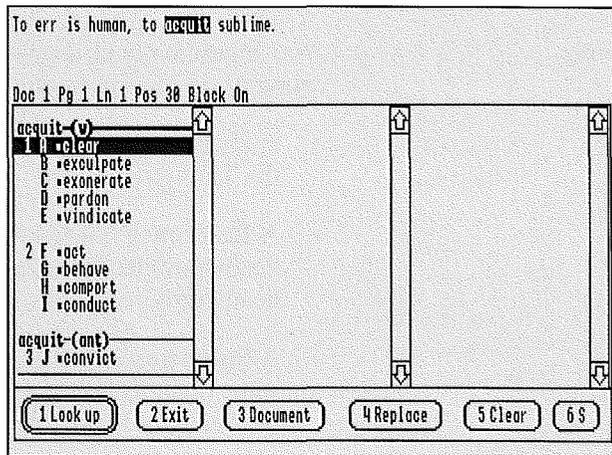
If the /Word.Lists diskette is not found and the WP.THESAURUS file is not at the system (1/) or work (3/) prefix, WordPerfect will ask you to insert it into a drive, then click on **OK**.

If you want WordPerfect to find the Thesaurus anywhere else, click on **Cancel**, type the pathname of the Thesaurus file, then click on **OK**.

If you change your Thesaurus file to a diskette (volume) other than /Word.Lists and want to keep WordPerfect from asking where the Thesaurus file is each time you reenter WordPerfect and choose Thesaurus, see Defaults in this section.

## Using the Thesaurus

A portion of the document window remains displayed above the Thesaurus window. The Thesaurus window is divided into three columns and a menu. The word in your document (in reverse video) or the word you look up becomes the headword for the first column.



If the headword you selected has very many synonyms (and/or antonyms), they may not all be visible in the column. Use the scroll box to move through a column. Click on a column to move between the columns.

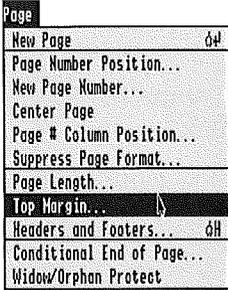
Some things to remember about the Thesaurus:

- Words are looked up in three ways:
  - a Move the cursor to the word you want to find a synonym for before starting the Thesaurus.

- b** Choose Look Up on the Thesaurus menu, type a word to look up, then click on **OK**.
- c** While in the Thesaurus, double-click on a headword.
- Use the Document option if you want to move the cursor back into your document.
  - Use the Replace option to replace the word in your document with the highlighted word in the Thesaurus.
  - Use the Clear option to clear the column on which the cursor lies.
  - Use the Sequential/Hierarchical (S/H) option to move the reference words up the menu one subgroup at a time, or one line at a time.
  - Use the Exit option to exit the Thesaurus and return to your document.
  - Nouns(n), verbs(v), adjectives(a), and antonyms(ant) are separated under each headword.
  - Each headword will have either an "a," "n," "v," or "ant" next to it in the column. This letter indicates whether the headword is an adjective, noun, verb, or antonym.

# Top Margin

[TopMargin]



The top margin is preset to one inch (6 lines or 12 half-lines). You can use the Top Margin feature to change the top margin setting.

- 1 Move the cursor to the beginning of the page where you want the new top margin to start.
- 2 Choose **Top Margin** from the Page menu.
- 3 Type the new top margin setting (in half-lines), then click on **OK**.

You cannot see the top margin change on the screen, but you can choose **Show Codes** from the Edit menu to see the top margin code.

Resetting the top margin affects headers and footers, but not the number of text lines. For example, if you have a 2-inch top margin and have not adjusted the number of text lines to 48, you will not have a bottom margin. Use the Page Length feature to adjust the number of lines on the page.

*If you set the lines per inch to 8, WordPerfect still counts the top margin setting in units of 6 lines per inch.*

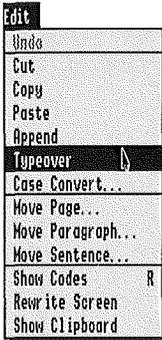
If you want to have automatic page numbering on line 5 instead of line 7 (as is normally the case), you should change your top margin to 8 half-lines (4 lines) and the number of text lines to 56.

If your forms are hand-fed, the printer will assume your paper has been rolled in one inch. You should feed the paper into the printer until the print head is one inch down. If the top margin is less than one inch, the printer will begin printing where the print

head is. If it is more than one inch, or if the page is centered, the printer will move down one inch less than it would otherwise.

If you want to make your new Top Margin setting permanent, see Defaults in this section.

# Typeover



WordPerfect is initially set for the Insert typing mode. As you type, the original text is pushed forward and reformatted.

With the Typeover feature, you may type over existing text.

- 1 Move the cursor to the beginning of the text you want to type over.
- 2 Choose **Typeover** from the Edit menu to change WordPerfect to the typeover mode.

*You can also change WordPerfect to the typeover mode by pressing the 0 (zero) key on the Number Pad (if Number Lock is not on).*

"Typeover" appears on the status line.

- 3 Type the new text.

*Characters are replaced. Codes are pushed in front of the text.*

- 4 Choose **Typeover** from the Edit menu to return to the Insert mode.

If you want to permanently set WordPerfect to the Typeover mode, see Defaults in this section.

You can underline text as you type, or you can underline existing text using the Block feature.

## Underlining

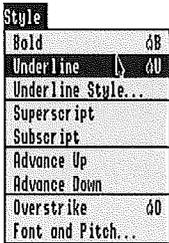
- 1 Choose **Underline** from the Style menu to turn on underlining.

*"Pos" on the status line is underlined.*

- 2 Type the text you want underlined.
- 3 Choose **Underline** from the Style menu again to turn off underlining.

## Underlining Existing Text

You can underline existing text with the Block and Underline features.

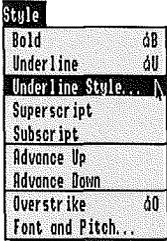


- 1 Block the text you want underlined.
- 2 Choose **Underline** from the Style menu to underline the highlighted text.
- 3 Click the mouse button to turn off Block.

*See Underline Style in this section to learn more about WordPerfect's four underline styles.*

# Underline Style

[UnderlineStyle:w]



There are four styles of underlining available—single, double, continuous, or non-continuous.

- 1 Choose **Underline Style** from the Style menu to display the underline style dialogue.
- 2 Click on the button corresponding to the underlining style of your choice.
- 3 Click on **OK** to confirm your selection and return to your document.

Non-continuous does not underline tabs; continuous does. Both styles underline spaces.

Both single and double underlining appear on the screen as single underlining.

If you wish to make your new underline style setting permanent, see Defaults in this section.

*Check your printer manual to see if your printer supports double underlining.*

## Utilities

The /Utilities diskette contains programs which maintain diskettes (volumes), work with the printer and printer cards, convert file formats, and create and change dictionaries.

### CONFIG.SYSTEM

This program is used to design and test printer card definitions.

To use this program,

- 1** Boot /Utilities.
- 2** Double-click on the Utilities diskette icon.
- 3** Double-click on **CONFIG.SYSTEM**.

After a short logo screen, a list of printer cards is displayed. Your selection displays a screen showing information about a card definition.

If the card you selected is Super Serial Card-compatible, the communications protocol is displayed at the top of the screen; otherwise, ignore this information.

For all cards, the card name and current working slot are displayed. The status lines are approximately in the center of the screen, and the actual definition is displayed in the lower half of the screen. The program's help screens will explain any parts of the definition that are unclear.

Modify the definition as you require—you cannot hurt anything. Use the printer settings and your printer interface card manual for the specific information you require. Test your printer using the *Test Configuration* option. When the printer test will print perfectly for all 5,000 characters, you are ready to

install the printer interface card definition. Do a screen print, using the *Print Screen* option, to save the information. Use `PRINTER.SYSTEM` to make the changes permanent.

## **CONVERT.SYS16**

This program is used to convert non-WordPerfect files to WordPerfect format (see *Convert* in this section).

## **PRINTER.SYSTEM**

This program lets you create or modify the printer, printer card, sheet feeder, and font definition files.

Printer definitions consist of strings the printer needs to perform its functions (e.g., bold, underline, change pitch, font, etc.). Use this program to modify these definitions. Very few printers can do all the functions provided in the definition. In some cases, however, WordPerfect may still be able to perform the required task even if the printer was not originally capable of doing it.

Strings in the printer definition are entered in the following format:

- All printable characters (in the range of 32-126 decimal) are entered as normal.
- Other codes (below 32 or above 126 decimal) are entered as their decimal equivalent inside angle brackets (e.g., `ESC=<27>`, `US=<31>`).

For example, if your printer has a string of "ESC x" to start underlining, you would enter the command as `<27>x` on the Insert Printer Command dialogue.

To start this program,

- 1** Boot /Utilities.
- 2** Double-click on the Utilities diskette icon.
- 3** Double-click on **PRINTER.SYSTEM**.

The Help screens provide additional information.

## **RECOVER.SYSTEM**

This program is used to recover overflow files after a power or machine failure (see Recover in this section).

## **SPELL.SYSTEM**

This program is used to modify and create dictionaries (see Speller Utility in this section).

## **SYS.UTILS**

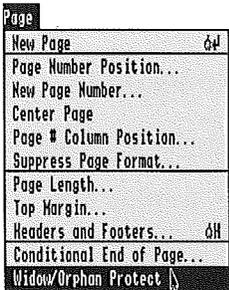
SYS.UTILS is a directory containing the file **SYSUTIL.SYSTEM** which is used to maintain diskettes (volumes), e.g., format diskettes, copy and delete files, create directories, etc.

To start the **SYSUTIL.SYSTEM** program,

- 1** Boot /Utilities.
- 2** Double-click on the Utilities diskette icon.
- 3** Double-click on **SYS.UTILS**.
- 4** Double-click on **SYSUTIL.SYSTEM**.

# Widow/Orphan

[W/O On][W/O Off]



A widow is the first line of a paragraph appearing by itself on the last line of the page. An orphan is the last line of a paragraph appearing by itself on the first line of a page.

You can use the Widow/Orphan Protect feature to avoid widows and orphans.

- 1 Move the cursor to the beginning of the document, or to the point where you wish to begin avoiding widows and orphans.

- 2 Choose **Widow/Orphan Protect** from the Page menu to begin Widow/Orphan protection.

## Widow/Orphan Off

Return to WordPerfect's initial setting for no Widow/Orphan protection by repeating the steps above.

You may turn Widow/Orphan protection on and off as many times as you wish in the document. Widow/Orphan settings remain in effect from the cursor forward until another Widow/Orphan setting is entered or until you exit the document.

If you want to permanently set WordPerfect to Widow/Orphan Protection On, see Defaults in this section.

Use the Conditional End of Page feature for subject headings and paragraphs of three lines or less (see Conditional End of Page in this section).

---

# Wildcards

WordPerfect's wildcard characters help you find words or files that match a specific word pattern. The equal sign (=) is used to represent zero or more characters; the dash (-) is used to represent a single character.

## Word Search

Wildcards can be used when entering a search pattern in WordPerfect's Word Search feature. Only those files that contain a word or words that match the search pattern will be listed (see Word Search in this section).

For example, "MEMO=" would list all files that contain words beginning with "MEMO." "H=D" would list files that contain words such as "HAND," "HEAD," and "HEMMED."

*Wildcard characters can be placed anywhere in the pattern.*

## Speller

After selecting the Look up option on the Speller, you are asked to enter a word pattern. You can use wildcard characters as described above to find the correct spelling of a word (see Speller in this section).

## Search

The equal sign (=) may be used as a wildcard character in a search string (see Search and Search and Replace in this section).

---

# WordPerfect Files

The three diskettes in your WordPerfect package come with several files on disk. WordPerfect also creates several temporary files during use.

## **/WordPerfect Diskette**

The /WordPerfect diskette contains the following files:

**FONT.TEST** contains the font reference test document.

**PRINTER.TEST** contains the printer definition test document.

**PRODOS** is the disk operating system (not a WordPerfect file).

**PS.TEST** contains the proportional spacing test document.

**READ.ME** contains information about the latest program updates.

**STARTMAC** is a macro that can be invoked by WordPerfect when the system is booted.

**SYSTEM** is the ProDOS system subdirectory.

**WP.CARD** contains the printer card definitions and information.

**WP.DEFAULTS** contains WordPerfect's Default settings.

**WP.FEED** contains sheet feeder definitions and information.

**WP.FONT** contains printer font definitions and information.

**WP.HELP** contains the help screens.

**WP.PRINTER** contains the printer definitions and information.

**WP.SYS16** is the WordPerfect program.

In addition, the Learn directory on the /WordPerfect diskette contains the learning files (extension .LRN) that are used in the Learning section.

## **/Utilities Diskette**

The following files are on the /Utilities diskette:

**CONFIG.SYSTEM** is used to design and test printer card definitions.

**CONVERT.SYS16** is used to convert non-WordPerfect files to WordPerfect format.

**PRINTER.SYSTEM** is used to modify and create printer card, font, and sheet feeder definitions.

**PRODOS** is the disk operating system (not a WordPerfect file).

**RECOVER.SYSTEM** is used to recover overflow files after a power or machine failure.

**SPELL.SYSTEM** is used to modify and create dictionaries.

**SYSTEM** is the ProDOS system subdirectory.

**SYS.UTILS** is the directory which contains the Utility program.

**XONXOFF.PS** is a file of printer commands used to initialize an Apple Laserwriter.

**WP.CARD** contains printer card definitions and information.

**WP.FEED** contains sheet feeder definitions and information.

**WP.FONT** contains printer font definitions and information.

**WP.PRINTER** contains printer definitions and information.

**WP.PRINTER.1**, **WP.PRINTER.2**, etc. contain additional printer definitions.

## **/Word.Lists**

The /Word.Lists diskette contains the following files:

**WP.DICTIONARY** contains a 115,000-word dictionary in compacted form.

**WP.THESAURUS** contains WordPerfect's Thesaurus in compacted form.

## **Others**

These files are created during use:

**WP.BLK.TMP** is used to store block-move text. It is located on the default prefix (0/).

**WP.BV.TMP** is the top overflow file. It is located on the Work disk prefix (3/).

**WP.SUPPLEMENT** contains words temporarily added to the dictionary. It is located on the system prefix (1/).

**WP.TV.TMP** is the top overflow file. It is located on the Work disk prefix (3/).

**WP.TXT** contains the document printed to disk. It is located on the default prefix (0/).

**WP.TXT.TMP** is the file used to store a document printed from screen. It is located on the default prefix (0/).

*Any file with a .TMP extension is deleted when you exit WordPerfect.*

---

## Word Search

When you want to select all the files from the File Management screen that contain one or more specific words, use the Word Search option.

- 1** Choose **File Management** from the File menu.
- 2** Click on **Search** to display the "Word Pattern 1" message.

WordPerfect gives you the opportunity to enter up to 9 search patterns. The search starts after you have entered all 9 patterns or when you press **Return** without entering a pattern.

When the search is completed, only the files containing a search pattern are shown on the File Management screen.

A pattern consists of one word (40 characters maximum). Upper and lowercase letters are considered to be the same.

You can also use the "=" and "-" characters to create a pattern (see Wildcards in this section for details).

The following are a few examples:

- book** select all files that contain the word *book*.
- d-sk** select all files that contain words that match the d-sk pattern (e.g., desk, disk, dusk).
- "disk="** select all files that contain phrases such as *disks* and *diskette*.

The Word Search option uses WordPerfect word delimiters and will not find hyphenated words and words split with codes.

Word Search will not traverse directories and only checks WordPerfect documents (WP is the file type) or text (TXT is the file type) files.

---

## Work Disk

The Work disk contains the temporary files (WP.TV.TMP and WP.BV.TMP). The temporary files increase editing space by using disk space as an extension of memory. Imagine that your screen is the visible part of a scroll that falls above and below your screen. The top and bottom of the scroll act much the same as the top and bottom temporary files with the cursor signaling when to take up and when to let out.

Overflow files are stored on the Work prefix (3/). The Work prefix is set to the system prefix (1/). If you want to change the setting:

- 1 Choose **File Management** from the File menu.
- 2 If /WordPerfect is not the default prefix, insert the /WordPerfect diskette into one of your drives, then click on the diskette icon until the "Path" heading reads "/WordPerfect."
- 3 Move the cursor to the WP.DEFAULTS file.
- 4 Click on **Delete**, then click on **OK** to delete the file.
- 5 Click on **Exit** to exit the File Management screen.
- 6 Choose **Quit** from the File menu, then click on **No** to exit WordPerfect.
- 7 Reboot the /WordPerfect diskette.

*If you have a hard disk drive, you must still boot the /WordPerfect diskette.*

- 8 Type the name of the /Work diskette (volume), then click on **OK**.

If you want to save the prefix for your Work diskette (volume), see Defaults in this section.







# Introduction

This section contains step-by-step instructions for installing WordPerfect on your computer, formatting and copying diskettes, and selecting printers. When you have questions:

- Try to duplicate the problem, keystroke by keystroke, to see exactly what was done.
- Check the documentation. If you have trouble with a particular feature or need help performing a task, look in the index for references to that topic. You can also use a Help key to learn about specific features (see Help in the Reference section).
- Be at the computer and call customer support.

If you are within the continental United States or Hawaii, toll-free support is available by dialing:

**(800) 321-5906**

If you are in an area where the phone system does not handle toll-free numbers, you can access customer support by dialing **(801) 226-6800**.

*You will be charged by the phone company for the call if you decide to use the 801 number.*

Once you dial the support number, an "Automated Attendant" helps you to reach the support group you need by providing one or two additional numbers to dial. If your question does not fall under any of the categories listed by the Automated Attendant, simply stay on the line after listening to the message and an operator will be with you shortly.

The customer support department takes calls from 7:00am to 6:00pm Mountain Time for IBM personal computers and compatibles. For all other computers, support hours are from 8:00am to 5:00pm.

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# Steps

Installing WordPerfect involves the following steps:

**1 Complete the Check List;** answer questions about your computer and printer and make sure you have the materials needed for the Installation process. Use the check list as you work in this section.

**2 Copy Diskettes;** on a one or two disk drive system, make working copies of the WordPerfect diskettes and format a blank disk for your personal files. On a hard disk system, create two directories, copy WordPerfect files into one and use the other for personal files.

**3 Start WordPerfect;** boot WordPerfect, and read the READ.ME file.

**4 Change Prefixes;** change WordPerfect's default and macro prefixes.

**5 Select Printers;** define your printer and printer card, then test your printer.

**6 Exit WordPerfect;** learn how to exit the WordPerfect program.

# 1 Complete the Check List

The following check list helps you organize information and materials needed to install WordPerfect. Your dealer should be able to help you answer these questions.

What kind of disk system are you using?

- Hard disk drive
- One or two disk drives

What is the brand name of your printer? \_\_\_\_\_

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If you have more than one printer attached to your computer, which printer will you use most often?

---

Is your printer parallel or serial?

- Parallel
- Serial

If your printer is serial, gather the following information from your dealer or printer manual:

Baud rate \_\_\_\_\_

Parity (none, odd, even) \_\_\_\_\_

Stop bits (1 or 2) \_\_\_\_\_

Data bits (7 or 8) \_\_\_\_\_

Are you using a printer card, or the Apple IIgs built-in serial ports?

- Printer card
- Serial ports

If you are using a printer card, complete the following information:

Make \_\_\_\_\_

Model \_\_\_\_\_

If you are using the serial ports, are you using the modem or the printer port?

- Modem
- Printer port

How is paper (forms) fed to the printer?

- Continuous
- Hand fed
- Sheet feeder

If you have a sheet feeder, obtain the following information from either your dealer or your sheet feeder manual:

Brand name \_\_\_\_\_

Number of paper bins (up to 7) \_\_\_\_\_

Number of extra lines between pages \_\_\_\_\_

Column position of left edge of paper \_\_\_\_\_

*The last two items may be found by trial and error.*

Is the same printer used for different kinds of forms?

- Yes
- No

*For example, will you sometimes hand feed stationery or other single sheets of paper to a printer that is commonly used for continuous forms?*

Check the following items to make sure your WordPerfect package is complete. You will need these items for installing and using WordPerfect.

- 3 diskettes: /WordPerfect, /Utilities, and /Word.Lists
- WordPerfect User's Manual
- Quick Reference
- Customer Registration Card

Return the Customer Registration Card to qualify for technical support from WordPerfect Corporation. Keep the stub of the Customer Registration Card as your permanent record of the registration number.

If you have a one or two disk drive system, you will need the following additional items before installing WordPerfect:

- 4 blank diskettes and 4 labels

Answer the following questions about your computer:

- Have you hooked up your computer and printer?
  - Yes
  - No
- Do you know how to care for diskettes?
  - Yes
  - No
- Do you know where the Shift, Caps Lock, Return, and Delete keys are located on your keyboard?
  - Yes
  - No

*The Delete key is used to erase mistakes as you type.*

*When you see **Enter** followed by bolded text in this manual, type the bolded text, then press **Return**.*

---

## 2 Copy Diskettes

As a favor to you, the WordPerfect diskettes are not copy protected. As a favor to us, we ask that you make only one copy to work with and save the originals as backups. Making copies for any other purpose is illegal.

This section includes separate instructions for computers with one or two disk drives and computers with a hard disk.

In the following steps, the diskettes that came in your package are referred to as *original* diskettes.

### One or Two Disk Drives

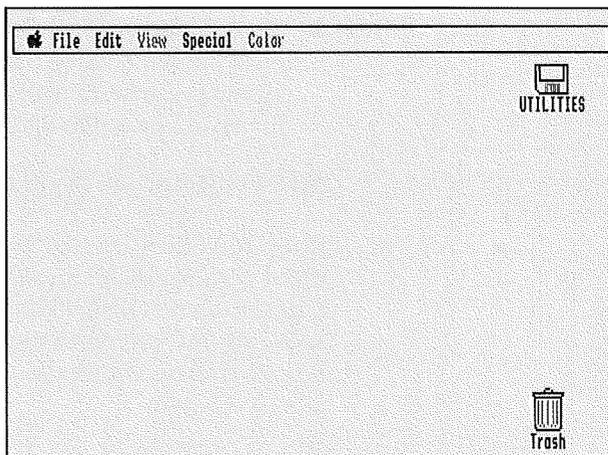
If you are using a one or two disk drive system, you should make working copies of your original WordPerfect diskettes and format another diskette for your personal files.

Write the following on 4 diskette labels, then place the labels on 4 blank diskettes.

**/WordPerfect**  
**/Utilities**  
**/Word.Lists**  
**/Data**

To make working copies of your diskettes on a computer with one or two disk drives:

- 1 Insert the original /Utilities diskette into the drive, and turn on your machine.



- 2 Double-click on the Utilities diskette icon.
- 3 Double-click on the **SYS.UTILS** directory.
- 4 Double-click on the **SYSUTIL.SYSTEM** file.

The Utilities Main Menu is displayed.

- 5 Use the Arrow keys to highlight "Duplicate a Disk," then press **Return**.
- 6 Press **Return** to accept Slot 5, Drive 1 as the source disk.
- 7 Press **Return** to accept Slot 5, Drive 1 as the destination disk.

*If you have a two disk drive system, instead of accepting Slot 5, Drive 1 as the destination disk, press the **Right Arrow** key (→) and enter **2** as the*

drive number. If you have a RAM disk defined in the Control Panel, press **2** for the slot number, press the **Right Arrow** key (→), then enter **1** as the drive number.

- 8** Enter **/utilities** as the name of the new volume.
- 9** Replace the original /Utilities diskette with the diskette you labeled /Utilities on a one disk drive system, or insert the diskette you labeled /Utilities in drive 2 on a two disk drive system.
- 10** Press **Return** to begin formatting and copying.

*If a "DESTROY" message appears, it means that there are files on the destination diskette. Make sure that the correct diskette is in the drive before selecting Yes, then pressing Return, as all files will be erased from the destination diskette before copying begins.*

On a one disk drive system, you will need to swap diskettes about 80 times.

Follow the instructions on the screen until you see "Duplicating ... Done!."

*When you see "Duplicating ... Done!," you have made a working copy of the /Utilities diskette.*

- 11** Press **Return** to return to the Main Menu.

You are now ready to copy the /WordPerfect diskette.

- 1** Replace the /Utilities diskette with the original /WordPerfect diskette.
- 2** Highlight "Duplicate a Disk," then press **Return**.
- 3** Enter Slot 5, Drive 1 as the source disk.
- 4** Press **Return** to accept Slot 5, Drive 1 as the destination disk.

*If you have a two disk drive system, instead of accepting Slot 5, Drive 1 as the destination disk, press the **Right Arrow** key (→) and enter 2 as the drive number. If you have a RAM disk defined in the Control Panel, press 2 for the slot number, press the **Right Arrow** key (→), then enter 1 as the drive number.*

- 5** Enter **/wordperfect** as the name of the new volume.
- 6** Replace the original /WordPerfect diskette with the diskette you labeled /WordPerfect on a one disk drive system, or insert the diskette you labeled /WordPerfect in drive 2 on a two disk drive system.
- 7** Press **Return** to begin formatting and copying.

Follow the instructions on the screen until you see "Duplicating ... Done!."

*When you see "Duplicating ... Done!," you have made a working copy of the /WordPerfect disk.*

- 8** Press **Return** to return to the Main Menu.

You are now ready to copy the /Word.Lists diskette.

- 1** Replace the /WordPerfect diskette with the original /Word.Lists diskette.
- 2** Highlight "Duplicate a Disk," then press **Return**.
- 3** Enter Slot 5, Drive 1 as the source disk.
- 4** Press **Return** to accept Slot 5, Drive 1 as the destination disk.

*If you have a two disk drive system, instead of accepting Slot 5, Drive 1 as the destination disk, press the **Right Arrow** key (→), and enter 2 as the*

*drive number. If you have a RAM disk defined in the Control Panel, press 2 for the slot number, press the **Right Arrow** key (→), then enter 1 as the drive number.*

- 5** Enter **/word.lists** as the name of the new volume.
- 6** Replace the original **/Word.Lists** diskette with the diskette you labeled **/Word.Lists** on a one disk drive system, or insert the diskette you labeled **/Word.Lists** in drive 2 on a two disk drive system.
- 7** Press **Return** to begin formatting and copying.

Follow the instructions on the screen until you see "Duplicating ... Done!."

*When you see "Duplicating ... Done!," you have made a working copy of the /Word.Lists disk.*

- 8** Press **Return** to return to the Main Menu.
- 9** Highlight "Quit."
- 10** Press **Return** to begin exiting.
- 11** Highlight "Yes" to confirm that you want to exit the SYSUTIL.SYSTEM file.
- 12** Choose **Quit** from the File menu to exit the /Utilities program.
- 13** Turn off your computer.

## **Hard Disk**

If you are using a hard disk system, you should create two directories on the hard disk: one for WordPerfect files and one for your personal files. Then, copy the WordPerfect files into the WordPerfect directory.

- 1** Turn on your computer and hard disk drive.
- 2** Insert the /Utilities diskette into a disk drive.

- 3 Run the SYSUTIL.SYSTEM program from the /Utilities diskette.

The Utilities Main Menu is displayed.

- 4 Highlight "Create Subdirectory."
- 5 Press **Return** to create a subdirectory.
- 6 Highlight "ProDOS Pathname," then press **Return** to display the "Enter ProDOS Pathname" message.
- 7 Enter */hard disk name*, for example, "/Apple1."

The "Enter name for new subdirectory" message appears.

- 8 Enter **wordperfect** to create a subdirectory for the WordPerfect files.
- 9 Press **Return** to return to the Main Menu.
- 10 Press **Return** to create another subdirectory.
- 11 Highlight "ProDOS Pathname," then press **Return** to display the "Enter ProDOS Pathname" message.
- 12 Enter */hard disk name*, again to display the "Enter name for new subdirectory" message.
- 13 Enter any name (e.g., **Linda**) to create a personal subdirectory for your data files.
- 14 Press **Return** to return to the Main Menu.
- 15 Highlight "Copy Files," then press **Return** to display the "Where is your source disk?" message.
- 16 Press **Return** to enter the slot and drive number.
- 17 Press **Return** to accept Slot 5, Drive 1 as the location of the source disk.

*If Drive 1 is not displayed, use the Arrow keys to move to the drive number, then enter 1.*

**18** Highlight "ProDOS Pathname," then press **Return** to display the "Enter ProDOS Pathname" message.

**19** Enter the complete pathname of the WordPerfect directory: */hard disk name/wordperfect.*

**20** Press **Return** to highlight "Some" of the files.

Using the Arrow keys, move to each file except PRODOS and SYSTEM and press the **Space Bar** while that file is highlighted. A check mark is placed in front of the file. If you accidentally mark one of the two files listed above, press the **Space Bar** again to remove the check mark.

When every file except PRODOS and SYSTEM is marked with a check mark:

**21** Press **Return** to begin copying.

*The message "Copying Complete" appears at the bottom of the screen when the /Utilities files have been copied into the WORDPERFECT subdirectory.*

**22** Press **Return** to return to the Main Menu.

You are ready to copy the /WordPerfect files into the WORDPERFECT subdirectory.

**1** Press **Return** to copy more files.

**2** Replace the /Utilities diskette in the drive with the /WordPerfect diskette.

**3** Press **Return** to enter the slot and drive number.

**4** Press **Return** to accept Slot 5, Drive 1 as the location of the source disk.

- 5 Highlight the "ProDOS Pathname" message, then press **Return**.
- 6 Enter */hard disk name/wordperfect* for the destination.
- 7 Press **Return** to copy "Some" of the files.

Using the Arrow keys, move to each file *except* PRODOS and SYSTEM and press the **Space Bar** while that file is highlighted. A check mark is placed in front of the file. If you accidentally mark one of the two files listed above, press the **Space Bar** again to remove the check mark.

When every file except PRODOS and SYSTEM is marked with a check:

- 8 Press **Return** to start copying the files.
- 9 Press **Return** again to confirm the destination disk.

If a "File already exists" message appears, press **Return** to continue copying the WordPerfect file into the WordPerfect subdirectory.

When the message "Copying complete" appears at the bottom of the screen:

- 10 Press **Return** to return to the Main Menu.

You are now ready to copy the /Word.Lists files into the WORDPERFECT subdirectory.

- 1 Press **Return** to copy more files.
- 2 Replace the /WordPerfect diskette in the drive with the /Word.Lists diskette.
- 3 Press **Return** to enter the slot and drive number.

- 4** Press **Return** to accept Slot 5, Drive 1 as the location of the source disk.
- 5** Highlight the "ProDOS Pathname" message, then press **Return**.
- 6** Enter */hard disk name /wordperfect* for the destination.
- 7** Highlight "All," then press **Return** to copy all the files on the disk.

The message "Insert Destination Volume" appears.

- 8** Press **Return** to begin copying.
- 9** Press **Return** again to confirm the destination disk.

When copying is complete, the "Copying Complete" message appears.

- 10** Press **Return** to return to the Main Menu.
- 11** Highlight "Quit," then press **Return** to begin exiting.
- 12** Press **Return** to confirm that you want to exit the SYSUTIL.SYSTEM file.
- 13** Choose **Quit** from the File menu to exit the Utilities program.
- 14** Turn off your computer.

---

## 3 Start WordPerfect

Once you have copied your diskettes, you are ready to start WordPerfect. Save your original WordPerfect diskettes in a safe place and use the working copies you have just made.

### One or Two Disk Drives

To start WordPerfect on a computer with one disk drive, insert the /WordPerfect disk into the drive (if you have two disk drives, the drive connected directly to the computer), and turn on the computer.

When you first start WordPerfect, a macro named STARTMAC displays a screenful of information, then retrieves a document named READ.ME. Read through the information, then follow the steps below to have WordPerfect start with a clean screen rather than with STARTMAC *after* the first time.

- 1 Choose **Close** from the File menu, then click on **No** twice to clear the screen.
- 2 Choose **Defaults** from the File menu.
- 3 Click on the "Execute STARTMAC on Startup" box to remove the "x" from the box.
- 4 Click on **OK** to confirm the decision not to have STARTMAC executed each time you start WordPerfect.

You are now ready to start typing.

### Hard Disk

To start WordPerfect on a computer with a hard disk drive, boot your machine, then run the WP.SYS16 program.

When you first start WordPerfect, a macro named STARTMAC displays a screenful of information, then

retrieves a document named READ.ME. Read through the information, then follow the steps below to have WordPerfect start with a clean screen rather than with STARTMAC *after* the first time.

- 1** Choose **Close** from the File menu, then click on **No** twice to clear the screen.
- 2** Choose **Defaults** from the File menu.
- 3** Click on the "Execute STARTMAC on Startup" box to remove the "x" from the box.
- 4** Click on **OK** to confirm the decision not to have STARTMAC executed each time you start WordPerfect.

You are now ready to start typing.

---

## 4 Change Prefixes

A prefix is the first part of a pathname. It includes at least the name of a diskette (volume), and sometime the name of a directory. Prefixes are used as shortcuts when using ProDOS.

What you enter in response to any Pathname, Save, or Retrieve prompt determines whether or not the prefix is used. As a general rule, the default prefix is used when the first character you enter is not a slash (/). This is called a partial pathname.

When you enter a complete pathname, the first character is a prefix number, prefix character, or a slash (/), and the prefix is not used (see Prefix in the Reference section for more details).

The **default prefix** (0/ on the Prefix screen) is an important prefix inasmuch as it is the prefix on which files without specified prefixes are stored.

The default prefix (0/) is originally set to the same prefix as the system prefix (1/). The system prefix is set to where the WP.SYS16 file is. If you do not want files that you create saved there, you must change the default prefix.

To change the default prefix:

- 1** Choose **File Management** from the File menu.
- 2** Click on **Prefix**.
- 3** Move the cursor to the default prefix (0/).
- 4** Click on **Change Prefix**.
- 5** Type the new prefix name, then click on **OK**.
- 6** Click on **Exit** to exit the Prefix screen.

**7** Press **Esc** to exit the File Management screen.

On a one or two disk drive system, type `"/Data"` if you want to save and/or retrieve files from a disk called `"/Data"`.

On a hard disk system, type */hard disk name/personal directory name* if you want to save and/or retrieve files from your personal directory.

The **macro prefix** (number 4/ on the Prefix screen), points to WordPerfect's macros. You should also set the macro prefix before you save or invoke a macro (follow the steps above and use prefix 4/ to set the macro prefix).

If you do not want to enter new default and macro prefixes each time you start WordPerfect, see Defaults in the Reference section.

## 5 Select Printers

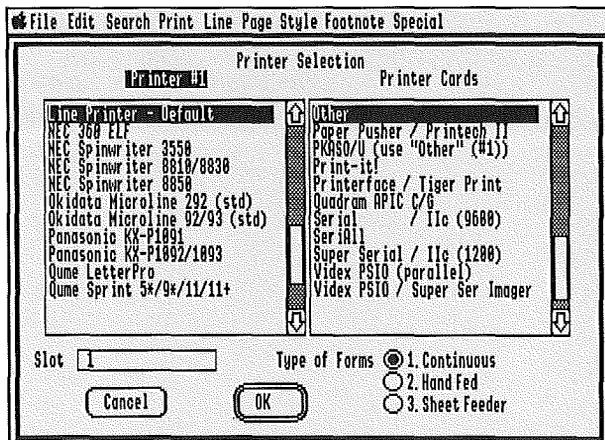
You are now going to introduce your printer and printer card to WordPerfect.

WordPerfect lets you select up to 3 printers and 3 printer cards. You need to know the brand name of your printer and printer card (and sheet feeder, if you have one) before you begin.

If your printer is not listed on the Printer Selection Menu or if you are using an Apple Laserwriter, please see Printer Troubleshooting in the Appendix. If you need further assistance, call one of the Technical Support numbers listed in the introduction to this section.

To select your printers:

- 1 Choose **Printer Control** from the Print menu.
- 2 Click on the "Select Printers" button.



*The order of printers on your screen may be different.*

**3** Click on the name of the printer you are using.

*Use the scroll box to scroll down the list.*

**4** Click on the name of your printer card.

**5** Click on the "Slot" box, then type your printer slot number (this will almost always be 1).

*If you are using an Apple IIgs built-in serial port, make sure that the defaults are selected in the Control Panel (see your Apple IIgs Owner's Guide for information on the Control Panel).*

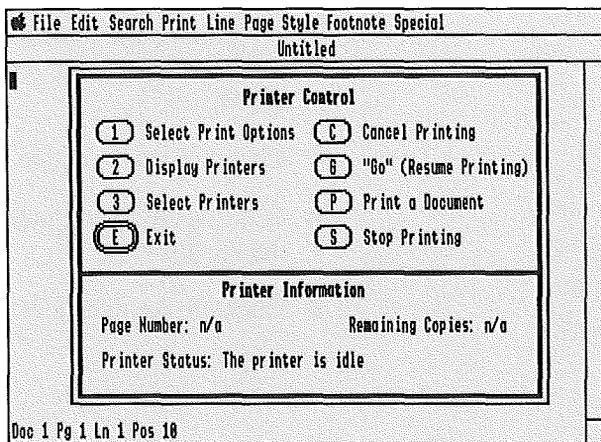
**6** Click on the button corresponding to the type of forms you are using.

If you are using Sheet Feeder forms, another selection menu will appear. Click on the name of the feeder you are using, then click on **OK**. Press **Tab** three times to move the cursor to the "Number of Sheet Feeder Bins" box, type the number of sheet feeder bins you have, then click on **OK**.

**7** If you use other printers, click on **OK** and define them by repeating the previous four steps.

*The number of the printer you are defining will appear at the top of the Printer Selection Menu.*

- 8 When you finish defining printers, click on **OK** until you see the Printer Control dialogue.



- 9 Click on Exit to exit the Printer Control dialogue.

To test your printer:

- 1 Type **This is a test to see if my printer works.**
- 2 Choose **Print** from the Print menu.

### Hand-Fed Forms

If you have specified hand-fed forms, your computer will beep. This is to remind you to insert a sheet of paper into the printer.

- 1 Choose **Printer Control** from the Print menu.
- 2 Click on the "Go (Resume Printing)" button to resume printing.

The Select Printers step can be repeated at any time to change or add printers. However, to define your printer(s) so that you do not have to select it each time you start WordPerfect, see Defaults in the Reference section.

---

## 6 Exit WordPerfect

When you finish using WordPerfect, ALWAYS exit the program before turning off your machine. Turning off the machine before exiting may cause problems.

- 1** Choose **Close** from the File menu.
- 2** Click on **No** to continue exiting without saving the document.
- 3** Click on **Yes** to exit WordPerfect.





## Printer Troubleshooting

In order to support the largest number of Apple II systems, all printer information is stored on disk. This design makes WordPerfect compatible with virtually any system configuration. For simplicity, different files are used for each of the items specific to your system. These files are:

Printer definitions: WP.PRINTER

Printer card definitions: WP.CARD

Printer font definitions: WP.FONT

Sheet feeder definitions: WP.FEED

A working copy of these files is located on the /WordPerfect diskette (volume); a second copy is on the /Utilities diskette (volume). When you select a printer, the printer and printer card definitions are loaded from the system prefix (1/) into your computer. The system prefix (1/) will not be needed again unless you change the printer number. If you do this and WordPerfect cannot find the /WordPerfect diskette (volume), it will ask you to insert the /WordPerfect diskette (volume).

There are about 200 printer definitions included with the program, although only 32 may be seen on the Printer Selection menu. If your printer is not on the list, check on the /Utilities diskette (volume) for additional definitions (i.e., WP.PRINTER.1, WP.PRINTER.2). Using the SYS.UTILS program on the /Utilities diskette (volume), copy one of these files onto your /WordPerfect diskette (volume) as WP.PRINTER. This will overwrite the current WP.PRINTER file, which can still be found on your /Utilities diskette (volume). If you cannot find your printer on the new Printer Selection menu, repeat these steps with another printer file.

More printers may be defined by the time you read this, or your printer may be compatible with a different brand (most printers will at least print under the line printer definition). Read the following pages and then write or call before you try to define your own printers, cards, and fonts.

WordPerfect Corporation  
Apple Support  
288 West Center Street  
Orem, UT 84057

You may also contact us by telephone at (800) 321-5906 or (801) 226-6800 during business hours or our Bulletin Board modem at (801) 226-1605 anytime.

## **Laserwriter or Laserwriter Plus**

To use the LaserWriter or Laserwriter Plus with WordPerfect, the following steps are necessary:

- 1** Copy the WP.FONT.1 file from the /Utilities diskette to the /WordPerfect diskette (or if you have a hard disk, to your WordPerfect directory) and rename it WP.FONT.
- 2** Copy the WP.PRINTER.5 file from the /Utilities diskette to the /WordPerfect diskette (or if you have a hard disk, to your WordPerfect directory) and rename it WP.PRINTER.
- 3** Copy the PSCRIPT.PS, INITLWRT.PS, and XONXOFF.PS files from the /Utilities diskette in the Laserwriter directory to the /WordPerfect diskette (or if you have a hard disk, to your WordPerfect directory).

*If you are using a Laserwriter Plus, you do not need to copy the XONXOFF.PS file.*

- 4** Select the Apple LaserWriter printer definition and the proper printer card (or the IIGs port).

- 5 Each time you turn on your printer for use with WordPerfect 2.0 for the Apple II<sub>GS</sub>, it is necessary to download the file XONXOFF.PS to your printer to tell it how to communicate with WordPerfect.

If you do not use your printer with other programs, it will not be necessary to repeat step 5, even if you turn off the printer.

*If you are using a Laserwriter Plus, you do not need to do step 5.*

To download the file to the printer, begin with a new document, use the Insert Printer Command option in the Print menu and enter the name XONXOFF.PS. Then, select File of Printer Commands, and click on OK. You have now created a document which will download the proper file to the printer for you. Select the line printer as your printer (only for this special document) and the proper card definition. Then, print the document.

## **Your Printer Will Not Print**

First check the message on the Printer Control screen. This screen shows the status of your printer from WordPerfect's point of view.

Look at the Printer Status on the Printer Control menu. If the message is "Send a Go to resume printing," then click on the "Go (Resume Printing)" button.

Check to make sure the printer is turned on, on-line, the cables are tightly plugged into both ends, paper is rolled in, and there is ample ribbon. Make sure the correct printer card slot was chosen when selecting printers.

Other things you might try:

- 1 Choose **Printer Control** from the Print menu.
- 2 Click on the "Stop Printing" button.
- 3 Turn the printer off, then on again.

- 4 Click on the "Go (Resume Printing)" button to resume printing.

If the printer still does not print:

- 5 Click on the "Stop Printing" button.
- 6 Click on the "Cancel Printing" button.
- 7 Click on **Exit** to exit the Printer Control dialogue.
- 8 Choose **Print** from the Print menu.

If the printer still does not print:

- 9 Click on the "Select Printers" button.
- 10 Click on "Line Printer."
- 11 Click on **OK** until you exit the Printer Selection dialogue.
- 12 Click on **Exit** to exit the Printer Control dialogue.
- 13 Choose **Print** from the Print menu to print the document.

If the document prints under this printer definition, retrieve and print the PRINTER.TEST file found on the /WordPerfect diskette to see which features work and which features do not.

### **Your Printer is Printing Very Slowly**

Make sure the WordPerfect screen is visible while the printer is running instead of the Printer Control dialogue. While printing is possible from the Printer Control dialogue, you should not stay there.

## **Your Printer is Printing Garbage**

There are four general conditions in this category:

### **Prints nothing but garbage**

- Check that the cable is plugged in tightly at both ends.
- Check the dip switches on your printer and baud rate in the card definition.
- Turn the printer off and then on again.
- Check that the switch settings are correct (see your Printer Manual).

### **Approximately every other character is garbage**

- Check the parity switch on your printer and in the printer definition to make sure that it is correct.

### **Prints garbage, loses characters, or goes into error state after printing part of the document correctly**

- The printer cable may be incorrectly wired.
- The printer card definition is wrong.

### **Prints garbage at top and bottom of page**

- You told WordPerfect you have a sheet feeder (Select Printers) and you really do not.
- You have a sheet feeder but you chose the wrong one (Select Printers).
- The wrong printer was selected (Select Printers).
- An "Embedded Printer Code" was entered incorrectly and your printer thinks the characters are regular characters (Insert Printer Command).

### **The paper feeds incorrectly**

- The sheet feeder may have been incorrectly defined.
- You may have specified continuous forms and you are hand feeding paper into the printer.
- You may have specified the wrong page length.

## **Page Format Problems**

Many page format problems are caused by unwanted codes. Search for codes you suspect are causing problems, such as margins, spacing, headers/footers, page numbering, etc., and delete them.

**Double spacing;** turn off any AUTO-LF (line feed), AUTO-SCROLL, or AUTO-CR (carriage return) settings on your printer.

**Line creep;** many dot matrix printers can print up to 80 characters on a line. If you print a line with more than 80 characters and spaces, it will wrap remaining characters to the next line.

**Superscripts and subscripts;** subscripts on a printer with a tractor feed are sometimes able to move down but not back up again (use just the pinch rollers instead of the tractor feed). You may be able to change the printer definition (Printer Utility) to do superscripts and subscripts correctly.

**Bolding and underlining;** many printers can do either double striking or shadow printing to highlight text. Use the Printer Utility to change shadow printing to enhanced bolding.

If your printer is printing a series of underscores instead of a solid underline, look in your printer manual for the correct underline code and change the printer definition using the Printer Utility.

**Proportional spacing;** some printers cannot do proportional spacing. If you are not sure if your printer will, check the following:

- Did you enter 10 for the pitch?
- Is there an "x" in the "Proportional" box?
- Did you select a proportional font?
- Did you turn off proportional spacing at your printer (let WordPerfect handle proportional spacing)?

---

# RAM Disk

If you have 1 megabyte of memory or more in your Apple IIgs, you may want to direct WordPerfect's overflow and work files to a RAM disk. One reason for doing this would be to speed block cut and copy operations.

Before directing the files to the RAM disk, select a RAM disk size on the Control Panel (see the Apple IIgs Owner's Manual for information on the Control Panel), turn off the computer, wait for 10 seconds, then turn on the computer.

## One and Two Disk Drives

On a one or two disk drive system:

- 1** Delete the WP.DEFAULTS file on the /WordPerfect diskette.

*You must delete the WP.DEFAULTS file to get WordPerfect to ask for the location of the Work disk the next time you boot WordPerfect.*

- 2** Exit WordPerfect.
- 3** Reboot /WordPerfect.
- 4** When WordPerfect asks you to enter the name of the Work disk, enter the prefix of your RAM disk.

You may save the setting by using the Defaults feature (see Defaults in the Reference section).

## Hard Disk

For a hard disk system:

- 1** Run WordPerfect as you normally do.
- 2** Delete the WP.DEFAULTS file from the /WordPerfect volume.
- 3** Boot the /WordPerfect *diskette*.

**4** When WordPerfect asks you to enter the name of the Work disk, enter the prefix of your RAM disk.

You may save the setting by using Defaults (see Defaults in the Reference section).

---

# WordPerfect and ProDOS

To understand how WordPerfect and ProDOS communicate, we need to establish some vocabulary and understanding about ProDOS. ProDOS stands for *Professional Disk Operating System* and is a program written by Apple Computer, Inc. When you turn on your computer, ProDOS tells the computer how to read from and write to the diskette in the disk drive. WordPerfect simply tells ProDOS what to read from and write to the diskette, and ProDOS does the rest. Some of the important ProDOS terms are defined below:

## **Booting**

Booting is the process of loading ProDOS into memory. This is done by placing the disk you want to *boot* into drive 1 and turning on the power, or by pressing the Apple key, the Control key, and Reset key simultaneously (releasing the Apple key last).

## **Directories**

A directory is a special file (often called a folder) that holds the names of a group of files. ProDOS uses directories to organize the files on a diskette (volume) or hard disk.

When you organize your files into groups, each group becomes a directory. You first create a directory, then copy a group of filenames into the directory.

You can also create a directory within a directory. Some applications refer to these as subdirectories. We refer to all directories, whether they are within another directory or not, as directories.

To create a directory, use the Create option on the File Management screen (see Directories in the Reference section).

## **Filename**

A filename is the name given to a file on a diskette. To retrieve a certain document, you must know its filename. Filenames may be seen when you choose the File Management feature from the File menu.

## **Pathname**

A pathname consists of the location and name of a file. The pathname is required to save or retrieve a file. A complete pathname is written in the following format:

**/volume name/directory name/filename,**

or

**/volume name/filename.**

## **Prefix**

A prefix is the first part of a pathname. It includes at least the name of a diskette (volume) and sometimes the name of a directory. Prefixes are used as shortcuts when using ProDOS.

What you enter in response to any Pathname, Save, or Retrieve prompt determines whether or not the prefix is used. As a general rule, the default prefix is used when the first character you enter is not a slash (/). This is called a partial pathname. When you enter a complete pathname, the first character is a prefix number, a prefix character, or a slash (/), and the default prefix is not used (see Pathname in this section).

WordPerfect prefixes may be changed to any diskette (volume) by using the Prefix option on WordPerfect's File Management dialogue.

## **Volume name**

ProDOS keeps track of a diskette by the name given it when it is formatted (or renamed), not by the disk drive it is in. In order to use a certain diskette, you must know its *name*.





---

# Glossary

<b>ASCII</b>	American Standard Code for Information Interchange is one of the standard formats for representing characters so that files can be shared between programs.
<b>Baud</b>	The rate of speed (referred to as baud rate) at which information is sent between two computer devices. It is used, for example, when sending files to serial printers or across modems.
<b>Bit</b>	A binary digit, the smallest storage unit for data in a computer.
<b>Block</b>	(1) A marked portion of your text which can be used with editing features such as Bold, Underline, etc.; (2) 512 bytes. The File Management screen reports file size in blocks.
<b>Boot</b>	To start your computer. This can be done by turning off the computer, waiting a few seconds (to avoid hardware problems), then turning it on again. Booting can also be done by pressing the Apple, Control, and Reset keys simultaneously.
<b>Boot Prefix</b>	The prefix pointing to the volume from which you booted your computer (* / on the Prefix screen).
<b>Byte</b>	The amount of space needed to store a single character (number, letter, or code). A byte generally represents 8 binary digits (bits). For example, if a character requires one byte of storage space, that one byte is translated to 8 bits when processed in the computer. 1024 bytes equals one kilobyte (Kb).
<b>Codes</b>	Symbols that control how documents appear on the screen and/or at the printer. Most WordPerfect functions insert codes into a document. These codes may change the appearance of text in a document

window. They appear as special symbols (usually in brackets) in the Codes window.

<b>Continuous Forms</b>	Perforated computer paper that is fed automatically into a printer.
<b>Default Prefix</b>	The prefix pointing to the volume on which files will automatically be stored unless another prefix is specified (number 0/ the Prefix screen).
<b>Defaults</b>	The startup settings of WordPerfect (sometimes referred to as <i>initial</i> or <i>factory</i> settings). The initial formats may be changed, but will be reset to the default each time the program is started. (If you do not like a WordPerfect default setting, you can change it permanently using the Defaults feature.)
<b>Desk Accessories</b>	Special-purpose programs that are available to the user regardless of which application is running (e.g., clock, calculator).
<b>Device</b>	An apparatus (e.g., disk drive) which transfers data to or from a computer.
<b>File Type</b>	A convention assigned to the file, determined by the file's internal structure. The file type tells WordPerfect what to expect when retrieving the file. For example, WordPerfect looks at a file before retrieving to be sure it has a file type of WP or TXT.
<b>Font</b>	A print style. Dot matrix or laser printers may have a number of built-in fonts as well as font cartridges that can be inserted into the printer. Impact printers have print wheels or thimbles that can be changed.
<b>Format</b>	(1) A collective term for margins, spacing, pitch, page length, and in general, the visual appearance of the printed page; (2) the process of making a blank disk usable by the computer.
<b>Hand Fed</b>	The process of feeding single sheets of paper into the printer, one page at a time.

<b>Kilobyte (Kb)</b>	1024 (2 <sup>10</sup> ) bytes.
<b>Macro</b>	A special file that remembers a series of keystrokes to be used later.
<b>Macro Prefix</b>	The prefix which points to the volume on which macros are stored (number 4/ on the Prefix screen).
<b>Memory (RAM)</b>	The working space for the program you are using. Anything in Random Access Memory (RAM) is erased when the power to the computer is turned off.
<b>Merge</b>	Short for <i>mail-merge</i> . Inserts fields, files, and keyboard input into specific places in a form to automate and <i>personalize</i> letters, mailing labels, mass mailings, order forms, contracts, etc.
<b>Overflow Files</b>	Temporary files that use disk space to hold part of the document on your screen when it will not fit in memory.
<b>Parallel Printer</b>	A type of printer that receives information from the computer through a parallel interface.
<b>Pathname (complete)</b>	The full path that ProDOS must follow to get to a specified file. A complete pathname always begins with a prefix number, a prefix character, or a slash, includes the name of the volume, and ends with the name of a file.
<b>Pathname (partial)</b>	The part of a pathname which follows the prefix to create a complete pathname. A partial pathname never begins with a slash.
<b>Pitch</b>	Number of characters per inch. Pica is 10 pitch and Elite is 12.
<b>Port</b>	A connection device between a computer and another component like a printer or modem. For example, a printer cable is plugged into a port on the computer so information can be sent to the printer.

<b>Prefix</b>	The first part of a pathname. It includes at least the name of the diskette (volume) and sometimes the name of a directory.
<b>Prefix Number</b>	A code used to represent a particular prefix. There are nine prefix numbers (*/, 0/, 1/, ... 7/).
<b>RAM Drive</b>	RAM or Dynamic Memory Drive. Uses memory (RAM) as if it were a disk drive.
<b>Serial Printer</b>	A type of printer that receives information from the computer by way of a serial interface.
<b>Sheet Feeder</b>	A device that feeds single sheets of cut paper (paper without perforations) into your printer.
<b>Slot</b>	Short for <i>expansion slot</i> . A place inside the computer where cards for disk drives, printers, etc., can be plugged in.
<b>System Library Prefix</b>	The prefix which points to the volume on which library files are located (number 2/ on the Prefix screen).
<b>System Prefix</b>	The prefix which points to the volume where WordPerfect originated (number 1/ on the Prefix screen).
<b>Tractor Feed</b>	A device that feeds continuous paper to a printer by means of tractor wheels turning through the perforation.
<b>Volume</b>	Another term for <i>disk</i> , either flexible or hard. Volume is a general term referring to a storage device.
<b>Work Prefix</b>	The prefix which points to the volume on which overflow files are stored (number 3/ on the Prefix screen).

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# Report Form

We are constantly improving our software and documentation. If there are suggestions you would like to make with regard to either the software or documentation, fill out this form and send it to:

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If you are reporting errors in the documentation, please indicate the section and page number. If you are reporting a software problem, please include a diskette with the problem file and a written detailed description.

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