

# An Introduction to WordPerfect

By Graham O'Connor (02)759 9398

## Keyboard Functions

### KEYBOARD HINTS

**Ctrl+Backspace** deletes a word at a time

**Ctrl+End** deletes a line at a time

**Backspace** deletes to the left

**Del** deletes from the cursor position and affects those characters on the right of the cursor

**PageUp** takes you to the top of the previous page

**PageDown** takes you to the top of the next page

**- Key** takes you to the top of the screen and so does **Home+UpArrow**

**+ Key** takes you to the bottom of the screen and so does **Home+DownArrow**

**Home Home UpArrow** takes you to the beginning of the document

**Home Home Home UpArrow** takes you to the beginning of your document also, a bit in front of any formatting codes

**Home Home Home DownArrow** takes you to the end of the document

**Ctrl+LeftArrow** or **Ctrl+RightArrow** takes you along left or right a word at a time

**Home+Space** keeps two lots of text together eg. dates and names

**Home+Hyphen** keeps text with a hyphen together

**Ctrl+Home (Goto) UpArrow** takes you to the top of the current page

**Ctrl+Home (Goto) DownArrow** takes you to the bottom of the current page

**Ctrl+Home (Goto) Page Number** takes you to the top of that page

**Home LeftArrow** takes you to the left of the screen

**Home RightArrow** takes you to the right of the screen

**Ctrl+Enter** takes you to a new page

Try to use Shortcut Keys wherever possible !

# The "F" Keys

	F1	=	Cancel
Shift +	F1	=	Set Up
Alt +	F1	=	Thesaurus
Ctrl +	F1	=	Shell
	F2	=	Search (forwards)
Shift +	F2	=	Search (backwards)
Alt +	F2	=	Replace
Ctrl +	F2	=	Spell
	F3	=	Help
Shift +	F3	=	Switch (screen, document, case)
Alt +	F3	=	Reveal Codes (F11)
Ctrl +	F3	=	Screen (window, line draw, rewrite)
	F4	=	Indent
Shift +	F4	=	Indent (left and right)
Alt +	F4	=	Block (F12)
Ctrl +	F4	=	Move
	F5	=	List
Shift +	F5	=	Date/Outline
Alt +	F5	=	Mark text
Ctrl +	F5	=	Text In/Out
	F6	=	Bold On/Off
Shift +	F6	=	Centre
Alt +	F6	=	Flush Right
Ctrl +	F6	=	Tab Align
	F7	=	Exit
Shift +	F7	=	Print
Alt +	F7	=	Columns/Tables
Ctrl +	F7	=	Footnotes/Endnotes
	F8	=	Underline
Shift +	F8	=	Format
Alt +	F8	=	Style
Ctrl +	F8	=	Font
	F9	=	End Field
Shift +	F9	=	Merge Codes
Alt +	F9	=	Graphics
Ctrl +	F9	=	Merge/Sort
	F10	=	Save (do not close)
Shift +	F10	=	Retrieve
Alt +	F10	=	Macro (run)
Ctrl +	F10	=	Macro (define)
	F11	=	Reveal Codes
	F12	=	Block

SUMMARY OF FUNCTIONS AND COMMANDS IN AN  
INTRODUCTORY WordPerfect 5.1 COURSE

Compiled by Amanda  
Ebers  
1993

1. **How to change directories**
2. **The Prompt line** - What is shown eg. document no, line no. & position no.
3. **Basic Keyboard layout and Keys** - eg. a brief overall explanation.
  - (a) command keys are the "F" keys
  - (b) cursor movement keys, such as **arrow**, **pageup**, **pagedown**, **home** and **end** keys.
  - (c) function keys are **insert/typeover**, **delete**, **backspace**, **caps** and **numlock** keys.
4. **How to create a document** - including a brief (not technical) explanation of what **wrap around** is and how it works.
5. **Enhancement Function keys** - and their use. **Bold (F6)**, **Centre (Shift+F6)**, **Font (Ctrl+F8)**, **Underline (F8)**.
6. **Movement Function keys** - and their use. **Indent (F4)**, **Indent from both margins (Shift+F4)**, **Flush right (Alt+F6)**.
7. **Quick Movement keys** - are keys for getting around the screen and the document that use **less keystrokes** eg. **Home+Home+Up**, **Home+Home+Down** etc.
8. **How to Save and Exit a document** - Save and stay in document (**F10**) or Save and Exit the document (**F7**).
9. **How to Retrieve a document** - either by List Files (**F5**), or Retrieve (**Shift+F10**), and how to **replace** a document.
10. **How to Print a document** - (**Shift+F7**), including how to print **multiple copies**, how to print a **certain number of copies**, how to print **individual copies**, **page only**, etc. How to **view** a document, how to **queue** a document, and how to **cancel/stop** a document from printing.
11. **Formatting a document** - (**Shift+F8**) covering the following -
  - (a) margins (top, bottom, left, right)
  - (b) tabulation (absolute and relative) - how to set and change tabs and types of tabs (eg. L, R, C, D)
  - (c) how to change line spacing, pitch etc.
  - (d) page breaks (soft and hard), page justification, centring on a page etc.
12. **Reveal codes** - (**Alt+F3**) (or **F11** for extended keyboard). Basic outline of what these codes mean and how to work with them "turned on" - include brief on editing the codes.
13. **Use of the Cancel key** - (**F1**)
14. **Use of the Escape key** - (**Esc**)
15. **Use of the Help key** - (**F3**)
16. **Use of the Search keys** - (**Search F2**). (**Search and Replace Shift+F2**).
17. **Use of the Block keys** - (**Alt+F4**) (or **F12** for extended keyboard).
18. **Use of the Date Code key** - (**Shift+F5**).
19. **Moving and copying text** - by use of (**Ctrl+F4**) or (**Ctrl+Insert/Delete**) in conjunction with the Block key (**F12**).
20. **Copying of whole files** - (**F5,8**).
21. **Use of the Switch key** - (**Shift+F3**) to create a second document or for changing blocked type from upper to lower case or vice versa.
22. **Headers and Footers**
23. **Use of the Spell Check key** - (**Ctrl+F2**)

Try to use SHORTCUT keys wherever possible!

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## The WordPerfect Screen

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The WordPerfect Screen is deliberately uncluttered.

D:\TEXT\SCREEN.WP5

Doc 1 Pg 1 Ln 53 Pos 3

---

**WordPerfect** is fairly unique, in that it allows the user to work very quickly using the wide range of **Shorthand** keystrokes that allow all functions without use of a "Mouse". However those users who would prefer working with a mouse or those who have not taken the time to learn the empowering "keystrokes" can do very well using the **Pulldown Menu System** in WordPerfect.

With the **Menu** displayed ( press the Alt key ) it is slightly more involved, and is intended to allow the user to work with a mouse and "**Pull Down Menus**".  
File Edit Search Layout Mark Tools Font Graphics Help (Press F3 for Help)

---

Retrieve	Shft-F10
Save	F10
Text In	Ctrl-F5 ^P
Text Out	Ctrl-F5 ^P
Password	Ctrl-F5 ^P
List Files	F5
Summary	
Print	Shft-F7
Setup	Shft-F1 ^P
Go to DOS	Ctrl-F1
Exit	F7

D:\TEXT\SCREEN.WP5

Doc 1 Pg 3 Ln 24 Pos 3

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## FEATURES OF THE WordPerfect DISPLAY.

File Edit Search Layout Mark Tools Font Graphics Help (Press F3 for Help)

---

On the right side of the screen, the Document number, page and line numbers are displayed.

The cursor position is displayed at all times.

When the "Bold on" function is used, the cursor position is shown in Bold type.

On a colour monitor, a hue that corresponds to the type style and font highlights the cursor position marker.

D:\TEXT\SCREEN.WP5

Doc 1 Pg 1 Ln 1 Pos 10

As you can see the full path to the location of the current file is displayed after the first "Save" takes place.

---

### Saving your work

Most of the frustrations of the new user are centred around the problems that can occur when trying to save your first document either to hard disk or floppy. A well set up WordPerfect installation, will separate the document storage space on the hard drive from the program area. As can be seen from the setup record below, a separate TEXT directory has been set up and WordPerfect knows about it. Each time you save a document, it will be placed there after you name it.

### Setup: Location of Files

1 - Backup Files	C:\WPBACK
2 - Keyboard/Macro Files	C:\WP51\WPM
3 - Thesaurus/Spell/Hyphenation	
Main	C:\WP51
Supplementary	C:\WP51
4 - Printer Files	C:\WP51
5 - Style Files	C:\WP51
Library Filename	C:\WP51\LIBRARY.STY
6 - Graphic Files	C:\WP51\WPG
7 - Documents	D:\TEXT
8 - Spreadsheet Files	E:\123

Selection: 0

### Installation methods of "USER" Companies.

Some companies prefer that the hard disk space is not taken up with documents and have instead named the default Save area as floppy drive A: [ see second example ]

### Setup: Location of Files

1 - Backup Files	C:\WPBACK
2 - Keyboard/Macro Files	C:\WP51\WPM
3 - Thesaurus/Spell/Hyphenation	
Main	C:\WP51
Supplementary	C:\WP51
4 - Printer Files	C:\WP51
5 - Style Files	C:\WP51
Library Filename	C:\WP51\LIBRARY.STY
6 - Graphic Files	C:\WP51\WPG
7 - Documents	A:\
8 - Spreadsheet Files	A:\

Selection: 0

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## Timed Backup

WordPerfect has the option of being set by the user to make an automatic backup of the current document on a periodic basis as you type. The backup file remains secure up to the point of the last "autosave" and is held in the chosen directory even though the file that you were working on "crashes".

This file can be recovered by changing it's name from WP{WP}.BK1 a new filename and retrieving it into WordPerfect for completion and printing. WP{WP}.BK1 is deleted each time a normal closing of the file occurs.

## Backup

Timed backup files are deleted when WordPerfect is exited normally. If you have a power or machine failure, you will find the backup file in the backup directory indicated in Setup: Location of Files.

### Backup Directory

1 - Timed Document Backup	Yes
Minutes Between Backups	10

Original backup will save the original document with a .BK! extension whenever you replace it during a Save or Exit.

2 - Original Document Backup	No
------------------------------	----

## How to save your work

Both modern P.C.s and WordPerfect are extremely stable and work should rarely be lost due to saving problems. Never the less it is a good practice to **establish a file name** as soon as you commence typing. This can be done at any time by pressing **F10**.

WordPerfect will respond with:

### Document to be saved:

Simply type in the name that you have chosen. This should be a filename of no more than **eight characters** plus a **3 character extension**.

**Note:** Any extension will work but it is better to use **wp5**. The reason that the **.wp5** extension is preferred is to tell you at a glance that this is a WordPerfect document and also to tell any other Word Processing or Desktop Publishing package what it can expect and they will know automatically how to process the information.

For example -

**Document to be saved:** Resume1.wp5

When you press enter, the response will be -

**Saving** D:\TEXT\RESUME1.WP5

You can then carry on saving every now and then by pressing F10 again. The response this time will be -

**Document to be saved:** D:\TEXT\RESUME1.WP5

Again, the ever careful WordPerfect will ask you -

**Replace:** D:\TEXT\RESUME.WP5? No (Yes)

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You must respond with **Y** for yes. If you accidentally respond with No, and you will be asked again -

**Document to be saved:** D:\TEXT\RESUME1.WP5

If you then respond with **Y** for yes, you will have a nice file with the same contents, but named Y.

Of course if a floppy disk is used it must be **formatted** first. This can be done by pressing **Ctrl+F1,1** which is how you "**Run a Dos Command**", without closing WordPerfect, and the Dos Command that you must run is "**Format A:/U**". When the format is completed, pressing a key will bring you back to your document which you will promptly save.

## Reveal Codes

WordPerfect has the facility of showing a graphic representation of all of the "**Formatting Codes**" that control the appearance of the text on the screen and the position and style of the document when printed. These codes can be "**Edited**" and the user can place the cursor on most of the codes and delete them. They can be "**Searched and Replaced**" in the same way as text and "**Globally**" or individual deleted or replaced.

Below is a representation of a part of this document showing some of these codes. By pressing **Alt+F3** or **F11**, the screen is split horizontally and the top half shows the page of text and the bottom shows the "**Formatting**" or "**Reveal**" Codes.

---

D:\TEXT\SCREEN\WP5

Doc 1 Pg 1 Ln 1 Pos 10

As you can see the full path to the location of the current file is displayed after the first "Save" takes place.

D:\TEXT\SCREEN.WP5

Doc 1 Pg 1 Ln 50 Pos 3

---

{

[Hrt]

As you can see the full path to the location of the current file is[Srt] displayed after the first "Save" takes place.[Hrt]

[Hrt]

[Hrt]

[Hrt]

Press Reveal Codes to restore screen

---

D:\TEXT\SCREEN.WP5

Doc 1 Pg 3 Ln 24 Pos 3

**Note:** [Hrt] = hard return or "enter"  
[Srt] = soft return. It occurs during typing when the end of the line length that is preset on the page layout is reached and the text "Wraps around"

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## The Print Menu

The print menu can be activated by pressing **Shift F7**. At this point the required printer can be selected and configured. Various instructions can be applied to the printing process and the document viewed in a "Graphic Screen". The printer "Spooler" can be controlled and documents previously sent to the printer cancelled or activated.

Even though the document may consist of many pages, a selected page or pages only can be printed.

### Print

- 1 - Full Document
- 2 - Page
- 3 - Document on Disk
- 4 - Control Printer
- 5 - Multiple Pages
- 6 - View Document
- 7 - Initialise Printer

### Options

- S - Select Printer                   Canon BJ-10e
- B - Binding Offset                   0
- N - Number of Copies                1
- U - Multiple Copies Generated by   WordPerfect
- G - Graphics Quality                High
- T - Text Quality                     High

Selection: 0

## THE WordPerfect DIRECTORY

The **default** directory (**LIST**) of your Text files can be displayed at anytime by pressing **F5**. A **DIRECTORY MENU** will be displayed which will allow many levels of interaction with the files loaded therein.

This of course allows us to -

Retrieve, Delete, Move/Rename, Print, Look, Change Directory, Copy, Find and Name Search.

Directory D:\TEXT\\*.\*

Document size:	617	Free:	622,592	Used:	712,352	Files:	43		
CURRENT	<DIR>	PARENT	<DIR>	HISTORY	<DIR>	22-04-93	11:4		
ADD	<DIR>	22-04-93	11:47p	JENELLE	<DIR>	27-04-93	08:4		
INDEX	<DIR>	22-04-93	11:47p	STORIES	<DIR>	22-04-93	11:4		
PS	<DIR>	22-04-93	11:47p	APINFO	.TXT	1,826	06-04-93	04:3	
TXTZIP	<DIR>	22-04-93	11:47p	BRDACC	.WP5	1,453	01-04-93	08:5	
BRAD1	.WP5	1,187	14-03-93	11:39p	DOMINT	.WP5	14,032	09-03-93	10:0
CLOUDS	.WP5	6,110	09-06-93	08:04p					

1 Retrieve; 2 Delete; 3 Move/Rename; 4 Print; 5 Short/Long Display;

6 Look; 7 Other Directory; 8 Copy; 9 Find; N Name Search: 6

## THE DEFAULT DIRECTORY

This directory is nominated by whoever **Installs** WordPerfect, and can be changed at any time by entering **Setup** - (**Shift+F1**) and nominating a different directory. It is a good policy to have the documents in another directory than the WP51 Directory to avoid accidentally deleting files that actually run the WordPerfect program.

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## LEAVING WordPerfect.

When the work session has ended, the file must be closed and the computer returned to the "Dos Prompt" [ C:\> ] before switching off or use on another program. To do this the "EXIT" key [ F7 ] must be pressed.

The protocol for leaving WordPerfect after closing the file is -

**Save Document?** Yes (No)

**Exit WordPerfect?** No (Yes) (Cancel to return to document)

Selecting **Y** will close WordPerfect.

**Note:** Remember to **always** close **WordPerfect** in this manner as failure to do so will result in "Questions" being asked by WordPerfect the next time you "launch" the program about **Old Backup Files**.

Features of your page that you **incorporate often** in your documents can be **recorded** and **inserted** when needed in the form of a **Macro**. For example you may wish to include a return address at the top of a letter, and replaying a macro will do this swiftly for you at any time.

## Macros

### Recording a Macro (Macro Def Ctrl+F10)

This is done with the (Ctrl+F10) key combination. You are asked to **Define** and **Name** the Macro. After this you type the feature that you wish to perform, such as creating a return address block, and then stop recording by pressing (Ctrl+F10) again.

#### Macro Define

Records all keystrokes until Macro Def is pressed again. There are three ways to name a macro: 1) Hold down Alt and type a letter A to Z, 2) Enter one to eight characters, or 3) Press Enter. Pressing Enter creates the default macro. Unlike the other macros, you will not need to enter a description and WordPerfect will not be ask you to confirm replacement if the macro already exists.

For information on how to execute a macro, press Macro (Alt-F10).

This key is also used to enter the Macro Editor. When naming a macro, if a macro by that name already exists, WordPerfect will allow you to either replace the macro or edit the macro and its description:

You may also enter the Macro Editor directly by pressing Home then Macro Define. You may enter a new or an existing macro name followed by an optional description.

Press 1 for more information on the Macro Editor.

Selection: 0

(Press ENTER to exit Help)

### Macro Execute (Alt+F10)

To "Perform" or **execute** the macro, type **Macro** keystrokes, and the **feature** (text block, address, form, graphic or formatting change will be automatically added to your document.

#### Macro

Asks for the name and then executes a macro that has been previously defined. To perform a macro repeatedly, press the Esc key, followed by the number of times you wish to repeat the macro, then press the Macro key and enter the name.

Alt-key macros (Alt-b, Alt-c, etc.) can be invoked by simply pressing the appropriate Alt-key without pressing Macro first.

Selection: 0

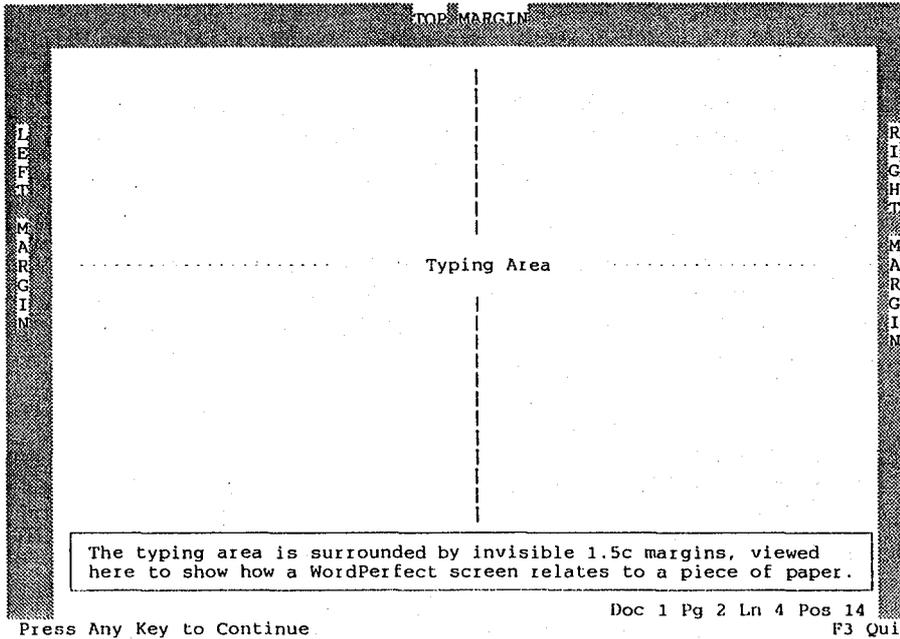
(Press ENTER to exit Help)

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## Setting Tabs with WordPerfect

The setting of margins confines the text of a document to a central area, to maintain its appearance. Inside of the margins, a balanced layout of the various elements is facilitated by the use of the many formatting features accessed by the "Shift-F8" keys. One feature of this is Setting TABS.



Shift-F8, 1, 8. brings up the TABS Menu, shown below. The "L's" show the locations of the "DEFAULT TABS" supplied by WordPerfect.

```
L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....
|         |         |         |         |         |         |         |         |         |         |         |
0         +10        +20        +30        +40        +50        +60        +70
Delete EOL (clear tabs); Enter Number (set tab); Del (clear tab);
Type; Left; Centre; Right; Decimal; . = Dot Leader; Press Exit when done.
```

The first step is to make a choice between "Absolute" and "Relative" Tabs. **ABSOLUTE** Tabs take their measurement from the left edge of the page and allow you to measure from the edge of the paper to determine where subsequent Tab positions will be. **RELATIVE** Tabs take their measurement from the Left Margin and will therefore change their location as that margin is varied.

```
L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....L.....
|         |         |         |         |         |         |         |         |         |         |         |
0         +10        +20        +30        +40        +50        +60        +70
Tab Type: 1 Absolute; 2 Relative to Margin: 0
```

The second step is to remove the DEFAULT tabset by pressing Ctrl+End, which removes all tabs as shown below.

```
.....
|         |         |         |         |         |         |         |         |         |         |         |
0         +10        +20        +30        +40        +50        +60        +70
Delete EOL (clear tabs); Enter Number (set tab); Del (clear tab);
Type; Left; Centre; Right; Decimal; . = Dot Leader; Press Exit when done.
```

Then press T to display the Tab Type box and select 1 or 2  
Tab Type: 1 Absolute; 2 Relative to Margin: 0  
If 1 Absolute is chosen then the settings shown below will relate to the edge of the paper and not to the margin.

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In the sample below you can see the 4 Tabs that have been set have been selected as Left Centre Left and Decimal.

This can be done by using arrow keys to move across the positions and typing L or C or D at the locations where a Tab is required. Alternatively, just type in a number representing the Tab locations across the page.

```

.....L.....C.....L.....D.....
0         10        20        30        40        50        60        70
Delete EOL (clear tabs); Enter Number (set tab); Del (clear tab);
Type; Left; Centre; Right; Decimal; .= Dot Leader; Press Exit when done.
    
```

This Tab setup could be used as the body of a sales docket in the following manner.

Qty	Bill Item	Amount
1	Thing	5.00
1	Pin	25.00
555	dogs	999.00

Note that the Qty entries have all centred under each other, the Item entries are left aligned at their Tab location. The Amount items have been arranged around their "Align character" which has been set as a decimal point by the Decimal Tab. The Amount heading could not be set up at a tab location as it does not include a decimal point so the spacebar was used.

```

Format: Line
1 - Hyphenation                No
2 - Hyphenation Zone          Left 10%
                               Right 0%
3 - Justification              Full
4 - Line Height                Auto
5 - Line Numbering             No
6 - Line Spacing               1
7 - Margins - Left             10.91
                               Right 10.91
8 - Tab Set                    Abs; 10,25,40...
9 - Widow/Orphan Protection   No
Selection: 0
    
```

## Formatting WordPerfect Documents

Each time that you commence a new document, (letter, list, form or other) the electronic page that WordPerfect presents for you to work on, has pre-determined or "DEFAULT" elements to it.

There are choices that have already been made for you in the "Setup". These items are for example -

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Paper size and orientation | Usually A4 + "Portrait" |
| 2. Base font and size         | Courier 12pt            |
| 3. Margins left and right     | 1.27 cm or 12 units     |

These Defaults can be VARIED before, or during typing, or as a final formatting phase prior to printing.

The command that allows this is "Shift+F8" which displays the formatting menu that appears below.

```

Format
1 - Line
    Hyphenation                Line Spacing
    Justification              Margins Left/Right
    Line Height                Tab Set
    Line Numbering             Widow/Orphan Protection
2 - Page
    Centre Page (top to bottom) Page Numbering
    Force Odd/Even Page         Paper Size/Type/Labels
    Headers and Footers         Suppress
    Margins Top/Bottom
3 - Document
    
```

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Display Pitch	Redline Method
Initial Codes/Font	Summary
4 - Other	Printer Functions
Advance	Underline Spaces/Tabs
Conditional End of Page	Border Options
Decimal Characters	End Centring/Alignment
Language	
Overstrike	

Selection: 0

The various and many elements that make up a WordPerfect Document, can be hand tailored to the needs of the document, **before**, **as**, or **after** you type. With such a choice, almost any effect can be obtained in a reliable, repeatable, predictable manner. Everything depends on how well we study the information available to us within the program and in the manuals and Tutorials that come with the program.

## The Format Menu

For example, if we chose LINE by typing 1, the following sub-menu would appear.

Line			
1	Hyphenation		No
2	Hyphenation Zone	Left	10%
		Right	0%
3	Justification		Full
4	Line Height		Auto
5	Line Numbering		No
6	Line Spacing		1
7	Margins	Left	12
		Right	12
8	Tab Set		Rel; 12, every 6
9	Widow/Orphan Protection		No

Selection: 0

This sub-menu shows the default condition of all of the settings that affect the line-by-line formatting of our document. For example if we wanted to double space our lines in an area of the document, we would place the cursor at the point in the page where we wanted **double line spaces** to start and press **Shift+F8, 1, 6**.... This would display the above screen with an active cursor on the 1 which denotes the current line spacing choice and we could change it to 2. Enter enter takes us back to our document and each time we reach the end of the line, a **double line space** appears automatically.

When we reach the part of the document where we wish to return to single line spaces, by pressing **Shift+F8, 1, 6**, we can replace the 2 with 1 and in future give only **single line spaces**

Likewise any other temporary changes can be made in similar manner to our document. We must always remember to **"Turn Off"** these attributes before continuing with our document, by again pressing **Shift+F8, +[ ? ]**, and reversing the settings.

Should we require such changes to be in each document that we commence, we should make changes in the **"Initial Codes"** section of the **"Setup"** of WordPerfect.

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## The WordPerfect INDENT Command

The Wrap around feature of WordPerfect allows blocks of text to be formatted into almost any configuration. The [Srt] flows to subsequent lines when a "Position" command such as [Tab] or [->Indent] is applied during typing.

### INDENT

When we insert an "Indent" at the beginning of a paragraph, the next line aligns itself at the preset Tab setting and therefore underneath the start of the sentence. However the affect only continues to the next [Hrt] and the paragraph that follows will not be indented.

**[->Indent] ( Press F4 )**

We are told that Mocking birds are peaceful creatures that never hurt anyone, they just go about their business keeping out of harm's way. This is why it is a sin to kill a Mocking bird.

We are persuaded to believe that Tom Robinson is the Mocking bird in this novel and the white community as a whole are the sinners that killed an innocent man.

### TAB

When we insert a "Tab" at the beginning of the paragraph, only the first line is indented.

**[Tab] ( Press Tab )**

We are persuaded to believe that Tom Robinson is the Mocking bird in this novel and the white community as a whole are the sinners that killed an innocent man. Again the Author has us thinking that the whites only try their best to persecute the blacks. Although this is true, Tom Robinson is not the only Mocking bird in this story.

### HANGING INDENT

When we insert an "Indent + Margin release" we create a "Hanging Indent" and the first word remains at the margin, and the following lines indent at the first Tab setting.

**[Indent] [->MarRel] ( Press F4, Shift+Tab )**

Mr Arthur Radley, better known as Boo Radley, was also exposed to the prejudice of Maycomb County. He was a troubled young man, rejected by society, his father being ashamed of his son, locked him away from the world.

### INDENT Left and Right

When we want to have a paragraph that is INDENTED from both margins, we press the Shift key as well as F4 to achieve this. If we want the block to be doubly indented from the margin, we can press Shift+F4 twice.

**[->Indent<-] ( Press Shift+F4 )**

As a result of over exaggerated stories told by adults as well as children, Boo Radley had become the Boogie man of Maycomb County. Although he did not literally die like his parallel, Tom Robinson, being locked up in his father's house for 20 years, isolated from the world outside, he may as well have been dead and buried.

All of these controls can be further enhanced by the choices we make when we set up our Tabs in Format. ( Shift+F8)

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## Search and Replace

A powerful tool available in WordPerfect is the ability to change your mind and have WordPerfect go through long documents and seek out areas where changes are needed.

Suppose that the writer of the book report below wanted to change the "tense" of the account below. If we set about finding all occurrences of the word "is", we would take the following steps.

Command

**Alt+F2** (Search and Replace)

WordPerfect responds with

w/Confirm? No (Yes)

This line is concerned with whether we want to make a decision about each occurrence of the chosen word and whether to make the replacement.

If we respond with **Y**, WordPerfect asks "search for what?" as shown.

-> Srch:

Replace with:

Then "replace with what?" as shown.

Instruction

-> Srch:is

Replace with:was

If our response was Yes to w/Confirm? No (Yes), then each occurrence of "is" and each word that contained "is" would be brought to our attention and would require a **Y** or **N** answer.

If our response was No to w/Confirm? No (Yes), then WordPerfect would race through our document making the asked for changes. However, it would cause a few problems for us as well. We would end up with words such as this and isolated being represented as **thwas** and **wasolated**.

To avoid this, be more precise. The correct description of "is" should be "space is space". This way words that contain **is** without the **space** before and after are ignored.

We are told that Mocking birds are peaceful creatures that never hurt anyone, they just go about their business keeping out of harm's way.  
This is why it is a sin to kill a Mocking bird.  
We are persuaded to believe that Tom Robinson is the Mocking bird in this novel and the white community as a whole are the sinners that killed an innocent man.  
Again the Author has us thinking that the whites only try their best to persecute the blacks. Although this is true, Tom Robinson is not the only Mocking bird in this story.  
Mr Arthur Radley, better known as Boo Radley, was also exposed to the prejudice of Maycomb County. He was a troubled young man, rejected by society, his father being ashamed of his son, locked him away from the world.  
As a result of over exaggerated stories told by adults as well as children, Boo Radley had become the Boogie man of Maycomb County. Although he did not literally die like his parallel, Tom Robinson, being locked up in his father's house for 20 years, isolated from the world outside, he may as well have been dead and buried.

The WordPerfect Search utility can also find and change some of the formatting commands displayed by the "Reveal Codes feature. These are [Tab] and [Hrt]. When instructing "search" to start searching, Enter cannot be used as a [Hrt] will be added to the search string. The correct "Start" signal is **F2**.

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## Multi-Page Documents

When a document is larger than one page, the problem of what goes on which page must be solved. WordPerfect is set up to calculate "on the fly", the number of pages in a document and where each should end. If the result (as shown in "print view" mode [Shift+F7,v] is less than the desired layout, there are several formatting commands that will modify this.

**"Widow and Orphan Protection"** - This feature can be applied from "Format" (Shift+F8,1,w), and prevents a single line of type that should have been included on the first page, from printing alone on the next page. The line is included in the first page, or multiple lines are carried on to the next page. The result can be pre-determined from the "Print/View" mode. (Shift+F7,v)

### "Widow and Orphan protection"

A widow is the last line of a paragraph appearing alone at the top of a page. An orphan is the first line of a paragraph appearing alone at the bottom of a page. If there is a three-line paragraph that would otherwise span a page break, WordPerfect will move the complete paragraph to the next page.

Selection: 0

(Press ENTER to exit Help)

### "Hard and soft pages".

#### Hard Page

Inserts a Hard Page code [HPg] into the text. The text following the code will be placed on a new page. A hard page is indicated by a double line.

-----

Soft Page codes are automatically inserted by WordPerfect to show where a page break will fall. When the page break falls on a hard return, the resulting code is a Hard Return Soft Page [HRT-SPg] code. All other occurrences produce a Soft Page [SPg] code.

Both soft page codes are indicated by a single dashed line.

-----

Use Hard Page only when you want to choose where a page break will be.

You may delete the Hard Page code using Backspace or Delete.

Selection: 0

(Press ENTER to exit Help)

### "White Space"

In all "Visual Communication Objects" in the business world, appearance carries as much importance as content. A balance of the "Text area" with the "White space" can make a document seem "clean and concise". With this in mind, careful balance of margins each side and top and bottom, percentage leading, (space between lines), and paragraph spacing, all contribute to the overall crisp visual quality of the document.

### "Headers and Footers"

All of the above "page" and "line" formatting features contribute to the end result. The finishing touch to a "multi-page" document is the inclusion of "headers" and "footers" in the document.

Headers and Footers can be defined with the following formatting command. (Shift+F8,3 or 4) When in the Header or Footer record mode, the

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usual formatting commands are available as well as Font selection and line drawing.

## Headers and Footers

Prints identical information at the top or bottom of every page, odd pages, or even pages. You may define two headers (A and B) and two footers (A and B). To define a Header, place the cursor at the top of the page where you want the header to start. You can also define the Header on a previous page and use the Suppress feature to suppress the printing of the header on that first page.

Select A or B to select the first or second Header/Footer and display the menu below. Select options 2, 3, or 4 to create a Header/Footer.

Type 1 for information on the Header/Footer Editor.

Discontinue: Discontinue printing the header/footer.

Every Page: Print the header/footer on every page.

Odd Pages: Print the header/footer on only odd pages.

Even Pages: Print the header/footer on only even pages.

Edit: Edit the header/footer. WordPerfect searches backward and displays the first header/footer it finds.

Selection: 0

(Press ENTER to exit Help)

Edit

The status line indicates that you are in the Header/Footer Editor.

Enter the text you want to appear on each page. There is no need to insert an extra line before or after the text--WordPerfect automatically inserts a space between the Header/Footer and text of the document.

When you have finished typing the text for the header/footer, press Exit to return to the document. Headers and Footers and not visible on the main editing screen, you can view them with the View Document feature.

To include the current page number in a header or footer, type ^B

(Ctrl-B) where you want the page number to appear.

Selection: 0

(Press ENTER to exit Help)

## To Print Your Document

When the document is completed and saved (F10) The print menu can be activated. Shift+F7 and the document printed.

Print

- 1 - Full Document
- 2 - Page
- 3 - Document on Disk
- 4 - Control Printer
- 5 - Multiple Pages
- 6 - View Document
- 7 - Initialise Printer

The print menu allows selections 1-7 which allow full or part printing of the document (1,2,5) and a "Graphic View" (6) of each page to check

that the layout is correct.

Control of (Start, stop, cancel) printing. (4)

A document without having to load it. (3)

Formatting codes, needed by some printers. (7)

Options

- |                                  |              |
|----------------------------------|--------------|
| S - Select Printer               | Canon BJ-10e |
| B - Binding Offset               | 0            |
| N - Number of Copies             | 1            |
| U - Multiple Copies Generated by | WordPerfect  |
| G - Graphics Quality             | High         |
| T - Text Quality                 | High         |

Drivers for several printers can be installed and the type of paper and font requirements be edited by the "S" Selection.

Selection: 0

## FONTS

A Font is simply one of a family of TYPEFACES. All printers have one or more built-in or "RESIDENT" fonts or typeface families, that it can generate from its electronic ROM (Read Only Memory). When the WordPerfect software package is installed on to the "Bulk Storage" (Hard Disk) of a computer, the installer is asked to nominate any printers that will be used to print out documents. A "Printer Driver" is

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automatically copied from the install disk to the Hard drive for each printer chosen.

When a Printer is selected from the Print Menu ( **Shift+F7, S**). WordPerfect knows what fonts are available for use. One of these fonts can be chosen as a "base font" and all printing is done by the printer generating this font.

By consulting the **F3,F** help file we can see that there are many references to fonts and they can be manipulated in our documents by these Hotkeys within the capabilities of our printer.

Appearance of Printed Text	Font	Ctrl-F8
Base Font	Font	Ctrl-F8,4
Base Font (Document)	Format	Shft-F8,3,3
Base Font (Printer)	Print	Shft-F7,s,3,5
Cartridges/Fonts/Print Wheels	Print	Shft-F7,s,3,4
Change Font	Font	Ctrl-F8
Colours/Fonts/Attributes	Setup	Shft-F1,2,1
Download Fonts to Printer	Print	Shft-F7,7
Downloadable Fonts	Print	Shft-F7,s,3,4
Downloadable Fonts Path	Print	Shft-F7,s,3,6
Font Appearance	Font	Ctrl-F8,2
Font Attributes	Font	Ctrl-F8,(1,2 or 5)
Font, Base	Font	Ctrl-F8,4
Font Colour	Font	Ctrl-F8,5
Font, Initial (Document)	Format	Shft-F8,3,3
Font, Initial (Printer)	Print	Shft-F7,s,3,5
Font Size	Font	Ctrl-F8,1
Fonts Directory	Print	Shft-F7,s,3,6
Fonts, Download to Printer	Print	Shft-F7,7
Fonts, Downloadable	Print	Shft-F7,s,3,4

## Family Traits.

While still being of the same family, (Courier, Helvetica, Times and others), each font can be modified in many cases to be "**bold, italic, condensed, extended or double high**" etc. This is all done with the "HotKeys" shown above and in the **F3** HELP utility.

## Cartridges.

Some printers have "**plugin**" font cartridges that extend the list of fonts available. If WordPerfect is told about these during installation, they are all available for use in your document.

## Soft Fonts, Downloadable Fonts.

Soft Font are font families that are "**Software**" generated instead of being made available by the printer. The font descriptions are located in a subdirectory of the hard drive along with the "Generating Software Package" and the whole document is sent to the printer as a series of "Graphics". Downloadable fonts are stored on the hard drive in the same manner but are sent to the "RAM" (Random Access Memory) of the printer at the start of each session and are called upon as required as if they were "Resident" fonts.

## Dot Matrix Printers

These printers are either 9 or 24 pin and work by each of their 9 or 24 pins as required by the type, striking the paper through a cloth or carbon ribbon and leaving a dot pattern that coincides with the image of the type or graphic being sent to the printer.

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## Laser Printers

Laser printers are so named because they use similar laser technology to modern photo copiers. Laser printers are "Page Printers" which means that the image of each page is scanned onto a "Photo-Sensitive" drum which is then charged with "Toner Powder" and the image is then rolled onto the paper and fused (sealed by heat) permanently. Because of this page by page production, there is usually a delay before the first page is delivered from the printer.

## Portrait and Landscape.

WordPerfect can create pages in both "Portrait" (vertical) and "Landscape" (horizontal) mode. However, different fonts are selected for each when "Landscape" mode is selected from the print menu. Certain printers do not have "Landscape fonts" available. The "Canon Bubble-Jet" is one of these. (BJ10ex) The Laser printers have no trouble with this as their output is a graphic (Bitmap).

## Text and Graphics Quality.

As the standard of printing has risen and available typefaces have become more elaborate, the consumables for printers have become more expensive. With the advent of Laser printers, Ink Jet printers and BubbleJet printers as well as colour DotMatrix printers, the cost of toner, ink cartridges and ribbons, has escalated. Most Word Processors and Printers have a Draft mode that economises on both ink and printing time. From the Shift+F1 Setup menu and the Print menu, WordPerfect offers Draft, Medium and High print quality for both Text and Graphics. A selection of these options can be for example.

Setup: Print Options		
3 - Graphics Quality	Medium	
4 - Text Quality	High	
Print Menu :Options		
G - Graphics Quality	High	A choice of Quality made
T - Text Quality	High	at the Print Menu is

temporary, but a choice made at Setup reopen with each new file.

## Selecting Text

To change the nature (formatting, size, appearance) of any text the **Block on** command is necessary.

The following are the WordPerfect instructions on how to use this command.

### Block (F12)

#### On/Off

Defines a block of text on which various operations may be performed. The block will be highlighted as it is defined.

#### To define a block:

- 1 Position the cursor at the beginning or end of the block of text.
- 2 Press Block (Alt-F4).
- 3 Move the cursor to the opposite end of the block. Use the arrow keys, or **type a character to advance to that character**. You can also use Search-> (F2) or <-Search (Shift+F2) to move the highlighting to the character(s) entered here.

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You may then use the following features:

- Append - Press Move to append the block to the end of a file.
- Bold - Embolden the highlighted text.
- Comment - Press Text In/Out to change text to a comment.
- Underline - Underline text.
- Centre - Centre blocked lines.
- Delete - Press Del or Backspace to delete the block.
- Flush Rgt - Move blocked lines to right margin.
- Font - Change the appearance or size of printed text.

Type 1 for more...

(Continued)

Selection: 0

(Press ENTER to exit Help)

You may use the following features (continued):

- Go To - Pressing Go To (Ctrl-Home) twice highlights the block again.
- Mark Text - Mark the block for Table of Contents, Lists, Index, Redline, Strikeout, or Table of Authorities.
- Move - Move/Copy/Delete/Append text.
- Print - Print the highlighted text.
- Protect - Press Format (Shift-F8) to prevent page breaks within block.
- Replace - Replace within the block only.
- Save - Save the blocked text.
- Search - Expands or contracts the block in the direction of the search.
- Shell - Save or append the block to the Clipboard.
- Sort - Sort the blocked text.
- Spell - Check spelling within block.
- Style - Format text with a paired style type or save the blocked code as a style.
- Table - Format the blocked text in a table.
- Upper/Lower Case Conversion - Press Switch (Shift-F3).

Selection: 0

(Press ENTER to exit Help)

The methods of modifying text shown above are invaluable for editing the formatting of previously typed text. Of course all these functions can be performed as the text is being typed.

## The repeat Key

On occasions you may need to repeat an action over and over or make multiple keystrokes to make a line of characters across the page the page without using **LINE DRAW**.

### Escape (Esc)

Repeats certain functions n times, where n = any number. To change the initial value of 8, type the number then press Enter.

If you type [Escape]: The cursor will move . . .

- n [Up arrow] n lines up.
- n [Down arrow] n lines down.
- n [Left arrow] n spaces to the left.
- n [Right arrow] n spaces to the right.
- n [Page Up] n pages backward.
- n [Page Down] n pages forward.
- n [Word Left/Rt.] n words.

Other Functions:

- n [Invoke Macro] Performs the macro n times.
- n [Del] Deletes n characters to the right of the cursor.
- n [Delete Word] Deletes n words.
- n [Del End-of-Line] Deletes n lines following the cursor.
- n [Del End-of-Page] Deletes n pages following the cursor.
- n (any character) Inserts n copies of that character.
- [Esc] Cancels the command.

Selection: 0

(Press ENTER to exit Help)

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## The Thesaurus

To help with the choice of a more suitable word for the purpose, WordPerfect provides a Thesaurus.

### Thesaurus (**Alt+F1**)

Provides a list of synonyms (words with the same or very similar meaning) and antonyms (words with the opposite meaning). Words in the list that are marked with a bullet may be used to look up additional lists. Any word in the list can be used to replace the original word in the document. Move the reference menu (the column of emboldened letters next to the words) to the correct column with the arrow keys, press Replace Word (1), then type the letter next to the word you wish to use.

Selection: 0

(Press ENTER to exit Help)

Simply place the cursor on the first letter of the word that you need guidance about, and press **Alt+F1**. The desirable word will replace your original word when you make the selection as shown above.

In WordPerfect, an often used office function is to send out **FORM** letters to a list of clients. This list of clients is maintained up to date in a document and in a special format. This document is known as the **secondary** file and is **Merged** with a **Primary** document. The primary document is actually the **Form Letter** which is to be sent to the selected clients. The letter can be varied to include the name and address for each client at the top of the letter and personalised references can be inserted in each letter from the data in the secondary file.

A form letter could look something like this.

79 Traffic Road  
PUFFINA HOLLOW  
NSW 2637  
7 December 1993

{FIELD}1- ( typeShift+F9,1,1 )  
{FIELD}2- ( Ditto,2 )

Please receive the attached references in support of my application for a position as a Chauffeur. A standard application form has been posted to you separately.

Yours Faithfully,

Iman Engineman

A **Secondary** document could look like this.

Oldbrown  
Bethelda  
EAGLE VALE{ENDFIELD} ( type F9 )  
Bethelda{ENDFIELD} ( type F9 )  
{ENDRECORD} ( type Shift+F9,2 )

-----  
Oldbrown  
Jim & Gruen  
LAKEMBA and so on!  
Oldbrown  
Rath & Ruen  
INGLEBURN  
Oldbrown  
Olaf Snr  
WEST BEACH

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## Merge/Sort

Includes the following options:

1 - **Merge:** For mail-merge, form letters, etc.

2 - **Sort:** Select and/or sort lines, paragraphs or secondary merge files.

**Convert Old Merge Codes:** Primary merge files created with WordPerfect 5.0 require no conversion. If you prefer, however, you may convert the merge codes in these files to the new merge command format using this option.

### Merge Codes (Shift+F9)

**FIELD:** Inserts the contents of a specific field of the secondary file records into your merged document. WordPerfect will prompt you for the field name. The equivalent of ^F in WP 5.0.

**END RECORD:** Marks the end of a secondary file record. The equivalent of ^E in 5.0.

**INPUT:** Stops the merge and waits for keyboard input. Terminate the input by pressing End Field (F9). The equivalent of ^Omessage^O^C codes in 5.0.

**PAGE OFF:** Instructs WordPerfect not to place Hard Pages after each primary file. This takes the place of the ^N^P^P codes in 5.0.

**NEXT RECORD:** Instructs WordPerfect to move to the next secondary file record during the merge. The equivalent of ^N in 5.0.

**MORE:** Where MORE displays a command access box for selecting the other merge code that aren't listed. See the Reference Manual for details.

**Note:** Secondary merge files created with previous versions of WordPerfect require no conversion to be run with WordPerfect 5.1. Primary merge files created with WordPerfect 5.0 also require no conversion.

If a "Field:" message mistakenly remains on the screen after you have deleted merge code, you can erase the message by pressing Home, Home, Up.

Selection: 0

(Press ENTER to exit Help)

**Field (F9)**

Inserts an {END FIELD} command, which ends a field in a secondary merge file, or ends keyboard input during a merge.

### Setup : Merge Options (Shift+F1,4,1):

Tells WordPerfect how fields and records are defined in your DOS text file. WordPerfect will use this information when you use the Merge feature with DOS text files. To produce the DOS Carriage Return command ([CR]), press Ctrl-M. To produce the DOS Line Feed command ([LF]), press Enter. To produce the DOS Form Feed command ([FF]), press Ctrl-L.

**Field Delimiters:** Specifies which character(s) begins and ends a field.

**Record Delimiters:** Specifies which character(s) begins and ends a record

### Merge DOS Text File

1 - Field Delimiters - Begin  
End ,  
2 - Record Delimiters - Begin  
End [CR]

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These notes were written for the benefit of students taking introductory computer courses with the S.W.E.L.L. Foundation who are often the **longterm unemployed**.

The S.W.E.L.L. Foundation is supported by public donation and the Board of Adult & Community Education, and by the time of Volunteers from all walks of life.

Please feel able to copy the above pages freely for use as an INTRODUCTION TO WordPerfect.

Many of the explanations contained in these notes are "Screen Grabs" of the excellent Help Files contained within the WordPerfect Program itself.

The S.W.E.L.L Foundation can be contacted at the numbers listed below.  
Graham O'Connor Jan 1994.

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