

WordPerfect[™] OFFICE

for PC Networks

Workbook

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Contents

	Introduction	1
	Lesson 1: WordPerfect Office and Shell	5
Calendar	Lesson 2: Calendar Basics	15
	Lesson 3: Calendar Functions	21
	Lesson 4: Auto-Date Formulas	29
	Lesson 5: Calendar and WordPerfect	34
Notebook	Lesson 6: Notebook Basics	45
	Lesson 7: Notebook File Creation	51
	Lesson 8: Notebook and WordPerfect	60
File Manager	Lesson 9: File Manager Basics	71
	Lesson 10: File Manager Screen Features	80
Editor	Lesson 11: Editor—DOS Text	89
	Lesson 12: Editor—Macros	96
Calculator	Lesson 13: Calculator Basics	105
Scheduler and Mail	Lesson 14: Scheduler Basics	119
	Lesson 15: Mail Basics	128
	Lesson 16: Mail Groups	134
	Lesson 17: WordPerfect and Mail	140
Program Integration	Lesson 18: WordPerfect and DataPerfect Integration	149
	Lesson 19: WordPerfect and DrawPerfect Integration	157
	Lesson 20: WordPerfect and PlanPerfect Integration	164
Index	173

Introduction

WordPerfect Corporation now offers two versions of its office automation product, WordPerfect Office. WordPerfect Office is available for use on a stand-alone machine and for use on a network. WordPerfect Office for a stand-alone machine consists of several programs, including Calculator, Calendar, Editor, File Manager, Notebook, and Shell. Office for use on a network includes two additional programs that are of special significance to network users: Mail and Scheduler.

The *WordPerfect Office Workbook* is designed to help you understand how to use the WordPerfect Office programs. The lessons guide you step-by-step through practical applications. Along the way you are introduced to many features in the WordPerfect Office programs.

The lessons in this workbook, except for those in the special network section, pertain to both versions of WordPerfect Office.

Because of the power and flexibility of WordPerfect Office, not all features or applications of Office programs can be covered in the workbook. However, by turning to the *WordPerfect Office Reference Manual* you can find many of the answers you may need when using WordPerfect Office.

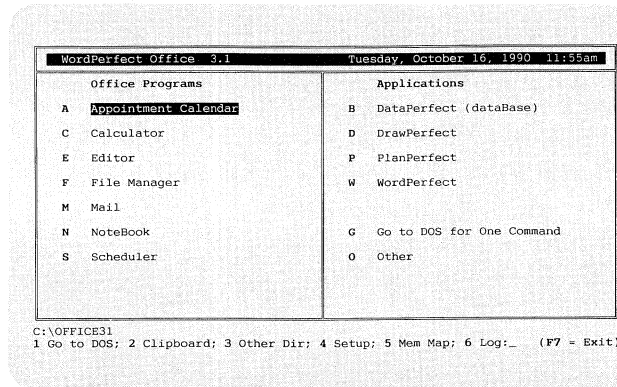
Before You Start

Before you begin working through the lessons in this workbook, you should make sure that WordPerfect Office is installed correctly and that you know the location of the Office learning files.

Displaying the Shell

By the time you are ready to start using the *WordPerfect Office Workbook*, you (or your system administrator if you are on a network) should have installed WordPerfect Office. The lessons assume that you or your network's system administrator included the necessary commands in your AUTOEXEC.BAT file to start WordPerfect Office and display the Shell menu when you start your computer.

If the Shell menu does not appear after you start your computer, check the *Getting Started* booklet or ask your system administrator how to start Shell.



Because the Shell menu can be customized to fit the needs of various users, your Shell menu may not be the same as the one displayed above.

Getting Started

If you have not already done so, read the *Getting Started* booklet before starting the lessons in the workbook.

Learning Files

Several lessons use sample files prepared especially for learning. If you have WordPerfect Office on a network, these learning files should be in a shared network directory, usually a subdirectory of the WordPerfect Office program file directory (e.g., O:\OFFICE30\LEARN). If you have WordPerfect Office on a stand-alone machine, you were given the option of copying the learning files when you installed Office with the installation program. If you did not copy the learning files at that time, you will need to run the installation program again to copy the learning files before beginning the lessons.

Lessons

The lessons introduce you to the various Office programs, and also show you how to use some Office programs together or with WordPerfect. You can work through the lessons in any order.

Note that several lessons in this workbook assume you have WordPerfect 5.0 or 5.1 installed on your system. Illustrations in the workbook show version 5.1.

In addition, other lessons assume that you have DataPerfect 2.1, DrawPerfect 1.0, or PlanPerfect 5.0 installed on your system.

The lessons are designed for use with both WordPerfect Office for stand-alone IBM personal computers and WordPerfect Office for IBM personal computers on a network. The network section, which follows the program sections, gives

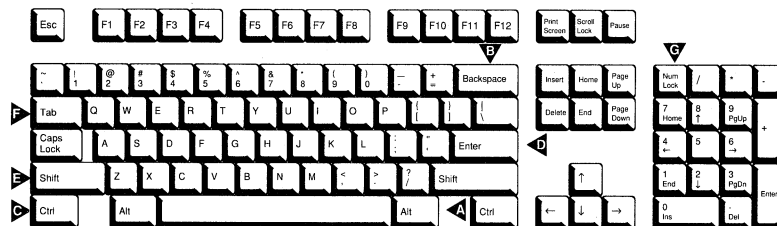
lessons on the two additional programs included in WordPerfect Office used on a network: Mail and Scheduler. A section on using the Office programs with WordPerfect and other programs helps you learn to use the integration power of WordPerfect Office.

Each lesson begins with a summary of features. You can read the summary to determine whether or not you want to complete that lesson.

Keystrokes

Keystrokes are included in the steps of each lesson to guide you through accomplishing a task. The names of features (**Shell**, **Edit**, **Cancel**, etc.) are bolded. Feature names are followed by the keystroke(s) you need to use to select the feature or option, except for the following standard keys.

- ▲ ALT
- ▲ BACKSPACE
- ▲ CTRL
- ▲ ENTER
- ▲ SHIFT
- ▲ TAB
- ▲ NUM LOCK



You can access many of the features in the WordPerfect Office programs by pressing a function key on your keyboard (F1, F2, F3, etc.).

If a key name appears by itself, simply press the key. If key names are separated by a comma (e.g., Home,Down Arrow), press the first key, release it, then press the second. If key names are separated by a hyphen (Ctrl-F1), hold down the first key while pressing the second.

Enter

The word “enter” in this workbook means to press Enter after typing the bolded text.

Menu Options

You can select an option from a menu in a WordPerfect Office program by typing the option number or by typing the bolded letter in the option name (e.g., **R**eplace).

While the numbered options are included throughout the workbook, you may want to try using the bolded letters to select options.

**Printers and
Settings**

Some of the programs in WordPerfect Office use different printer settings than others. For instructions on how to print in the program you are using, see *Print* in the corresponding reference section in your WordPerfect Office reference manual.

If you want to use a network printer with WordPerfect Office on a network, see *Appendix D: Network Printers* in the *WordPerfect Office Reference Manual* before you select a printer for a program.

Lesson 1: WordPerfect Office and Shell

In this lesson you learn how the WordPerfect Office Shell integrates programs. You use sample files included in your WordPerfect Office software to type a letter for Amy Baldwin, president of the Arts Council.

You begin the letter in WordPerfect, and then leave it in memory while you go to Notebook to find the address of the recipient. You then use the Shell clipboard to move the address from Notebook to WordPerfect to finish the letter.

This lesson assumes that you are using WordPerfect 5.1, but also includes instructions for WordPerfect 5.0 where necessary.

Overview

This lesson introduces you to the following tasks:

- Starting a program from the Shell menu.
- Switching from one Shell-compatible program to another without exiting or returning to the Shell menu.
- Exiting a program and returning to the Shell menu.
- Saving text to the Shell clipboard and retrieving it into another program.

Starting Office and WordPerfect

To start WordPerfect from the Shell menu,

- 1** Type the letter that appears next to WordPerfect (usually **w**). You can type a lowercase or uppercase letter.

or

Use the arrow keys (↑,↓,←,→) to move the cursor (the reverse video bar) to WordPerfect, then press **Enter**.

A blank WordPerfect document screen appears. You will type a letter from Amy Baldwin, president of the Arts Council, to a council member. Before you type anything, however, you need to center the page vertically.

- 2** Press **Format** (Shift-F8), then select **Page** (2).

- 3** Select **Center Page** (1), then type **y**.

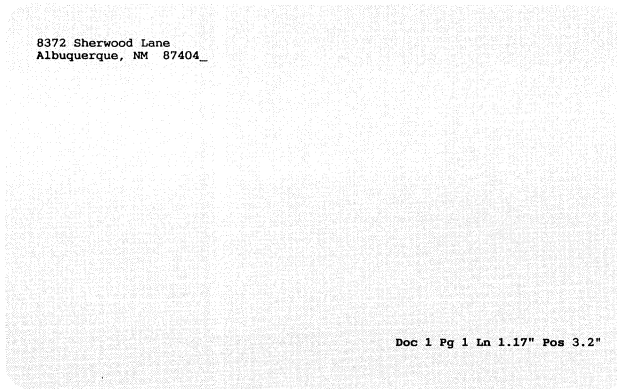
or

If you are using WordPerfect 5.0, select **Center Page** (1).

- 4** Press **Exit** (F7) to return to the document screen.

5 Type the following:

**8372 Sherwood Lane
Albuquerque, NM 87404**



Copying Text to the Clipboard

A sample Notebook file containing the names and addresses of Arts Council members is included with the learning files. Amy has recently changed her address. You will copy her new address from the letter to the clipboard (a temporary memory buffer) and retrieve it into the Notebook file to replace the outdated one. You will finish the letter later.

- 1 Press **Home,Left Arrow** (Home,←), then press **Up Arrow** (↑) to move the cursor to the beginning of Amy's new street address.
- 2 Press **Block** (Alt-F4), then press **End** to block Amy's new street address.
- 3 Press **Shell** (Ctrl-F1).
- 4 Select **Save** (2).

or

If you are using WordPerfect 5.0, select **Save** (1).

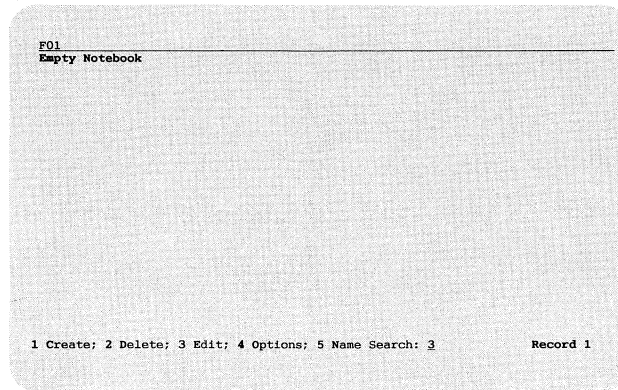
Switching to Notebook

You can use the Switch Program feature to switch to Notebook without exiting your WordPerfect document. The information you have already typed is held in memory until you return to WordPerfect.

- 1 Press **Switch to Notebook** (Ctrl-Alt-n). (Hold down the **Ctrl** and **Alt** keys while you type **n**.)

If the Shell menu letter for Notebook is not N, use the correct letter in place of N in Switch to Notebook.

WordPerfect remains in memory while you start Notebook.



If the words “Empty Notebook” do not appear at the top of the screen, press **Exit** (F7), then type **n** twice to clear the screen.

To retrieve Amy Baldwin’s Notebook file of Arts Council members,

- 2 Press **Retrieve** (Shift-F10), then enter **drive:\directory\art.nb** (where **drive:\directory** is the directory where the learning files are stored; e.g., **c:\office30\learn**).

A list of Arts Council members appears arranged alphabetically by first name. This is the list display.

First Name	Last Name	Work Phone	Home Phone
Aaron	Johnson	555-9019	555-2345
Alicia	Callison	555-7225	555-2213
Allison	Greenwether	555-6756	555-2323
Amanda	McKnight	555-1234	555-7532
Amanda	McKnight	Home	555-2385
Amy	Baldwin	555-2837	555-3917
Arthur	Schofield	555-4389	555-9067
Carlos	Ramirez	Home	555-0867
David	Nelson	555-8079	555-5645
Dennis	Hiatt	555-9090	555-6790
Donald	Lavange	555-6787	555-9078
Donald	Souther	555-7412	555-0989
Donna	Almeri	Home	555-3456
Erik	Glassman	Home	555-2980
George	Sorenson	555-7867	555-9811
Heather	Waggoner	555-4545	555-1101
Julie	Holt	555-9990	555-7702
Kelly	Lauden	555-2031	555-8961
Lizelle	Handley-Gross	555-3331	555-0032
Louise	Martin	555-0989	555-4444
Maryanne	Johnson	555-8934	555-5656
Maxwell	Harper	555-0001	555-7509

1 Create; 2 Delete; 3 Edit; 4 Options; 5 Name Search: 3 Record 1

- 3 Press **Down Arrow** (↓) until the cursor highlights the line containing “Amy Baldwin,” then press **Enter** to display the full record for Amy.

This is the record display.

ADDRESS & PHONE LIST		
Given Name: Amy Surname: Baldwin	MI:	Salutation: Amy Spouse:
Address: 2023 Montrose Avenue		
City: Albuquerque	State: NM	Zip: 87303
Work Phone: 555-2837 Home Phone: 555-3917 Fax Number:		
Notes: Arts Council president. Has published two volumes of poetry.		

Tab Next Field; F2 Search; F7 Exit; F9 Create; Record 6

- 4 Press **Tab** five times to move the cursor to Amy's old street address.
 - 5 Press **Delete to End of Text** (Ctrl-PgDn) to delete Amy's old address.
 - 6 Type **y** to confirm the text deletion.
 - 7 Press **Shell** (Ctrl-F1).
 - 8 Select **Retrieve Text** into Field (4).
- Amy's new address is retrieved from the clipboard.

ADDRESS & PHONE LIST		
Given Name: Amy Surname: Baldwin	MI:	Salutation: Amy Spouse:
Address: 8372 Sherwood Lane		
City: Albuquerque	State: NM	Zip: 87303
Work Phone: 555-2837 Home Phone: 555-3917 Fax Number:		
Notes: Arts Council president. Has published two volumes of poetry.		

Tab Next Field; F2 Search; F7 Exit; F9 Create; Record 6

- 9 Press **Exit** (F7) to return to the list display.

Switching Between WordPerfect and Notebook

Now return to WordPerfect to continue typing the letter. Notebook remains in memory while you go to WordPerfect.

- 1 Press **Switch to WordPerfect** (Ctrl-Alt-w).

If the Shell menu letter for WordPerfect is not W, use the correct letter in place of W in Switch to WordPerfect.

- 2 Press **Home,Home,Down Arrow** (Home,Home,↓) to move to the end of Amy's address.
- 3 Press **Enter** twice to add space, then type **September 12, 2000**.
- 4 Press **Enter** twice to add space, then type **Carlos Ramirez**.

Now you need to return to Notebook to find Carlos' address.

- 5 Press **Switch to Notebook** (Ctrl-Alt-n).

If the Shell menu letter for Notebook is not N, use the correct letter in place of N in Switch to Notebook.

WordPerfect remains in memory while you return to Notebook, and the list of Arts Council members appears on the screen.

- 6 Press **Down Arrow** (↓) until the cursor highlights the line containing "Carlos Ramirez," then press **Enter** to display the full record for Carlos.

The screenshot shows a database record titled "ADDRESS & PHONE LIST" for Carlos Ramirez. The record is displayed in a table-like format with the following fields:

ADDRESS & PHONE LIST		
Given Name: Carlos	MI:	Salutation: Carlos
Surname: Ramirez		Spouse: Jennifer
Address: 722 Vail Drive		
City: Albuquerque	State: NM	Zip: 87404
Work Phone: Home		
Home Phone: 555-0867		
Fax Number:		
Notes: Accomplished violinist.		

At the bottom of the record, there are navigation instructions: "Tab Next Field; F2 Search; F7 Exit; F9 Create;" and "Record 8".

Copying the Address to the Clipboard

To save Carlos Ramirez's address to the clipboard,

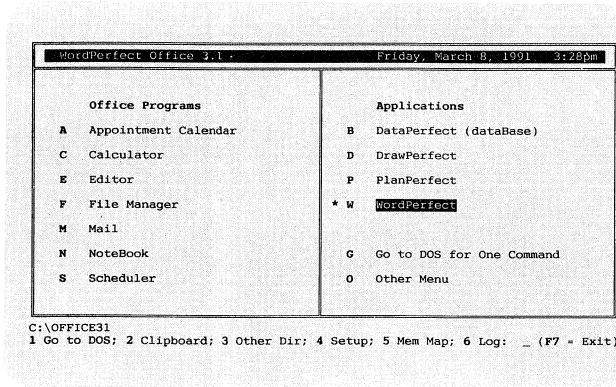
- 1 Press **Tab** five times to move the cursor to the Address field.
- 2 Press **Shell** (Ctrl-F1), then select **Save Field (2)**.
- 3 Press **Exit** (F7) to return to the Notebook list display (the list of Notebook records).

Returning to WordPerfect

You now need to return to WordPerfect and retrieve the address into the letter. You could use the Switch Program feature again to leave Notebook in memory and return to WordPerfect. However, because you will not use Notebook again in this lesson, exit Notebook, then return to WordPerfect from the Shell menu. To do so,

- 1 Press **Exit** (F7), type **n** at the save prompt, then type **y** to exit Notebook.

You are returned to the Shell menu. The asterisk (*) next to the menu letter for WordPerfect indicates that the program is resident in memory.



Notice also that the cursor rests on the WordPerfect menu item. When you return to the Shell menu with one or more programs resident in memory, the cursor always rests on the program you most recently left.

- 2 Press **Enter** to return to WordPerfect.

Finishing the Letter

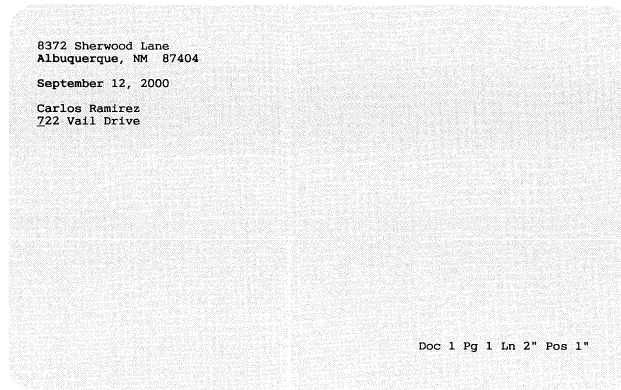
To retrieve the address into the letter, make sure you are on the space following Carlos Ramirez's name, then follow the steps below.

- 1 Press **Enter** to move the cursor to the line below "Carlos Ramirez."
- 2 Press **Shell** (Ctrl-F1).
- 3 Select **Retrieve** (4).

or

If you are using WordPerfect 5.0, select **Retrieve Clipboard** (2).

The address is retrieved into the letter at the cursor position.



- 4 Press **Home,Home,Down Arrow** (Home,Home,↓) to move the cursor to the bottom of the address, then type the following:
Albuquerque, NM 87404
- 5 Press **Enter** three times to insert some space between the address and the text of the letter.

6 Type the following to complete the letter:

Dear Carlos:

Thank you for your offer to help with the upcoming Clovis Art Museum 10th Anniversary Celebration. I'll send you our meeting schedule as soon as it is approved.

Thank you again for your interest.

Sincerely,

**Amy Baldwin
Arts Council President**

8372 Sherwood Lane
Albuquerque, NM 87404

September 12, 2000

Carlos Ramirez
722 Vail Drive
Albuquerque, NM 87404

Dear Carlos:

Thank you for your offer to help with the upcoming Clovis Art Museum 10th Anniversary Celebration. I'll send you our meeting schedule as soon as it is approved.

Thank you again for your interest.

Sincerely,

Amy Baldwin
Arts Council President_

Doc 1 Pg 1 Ln 4.83" Pos 3.2"

To print the completed letter,

7 Press **Print** (Shift-F7), then select **Full Document** (1).

Exiting WordPerfect and Shell

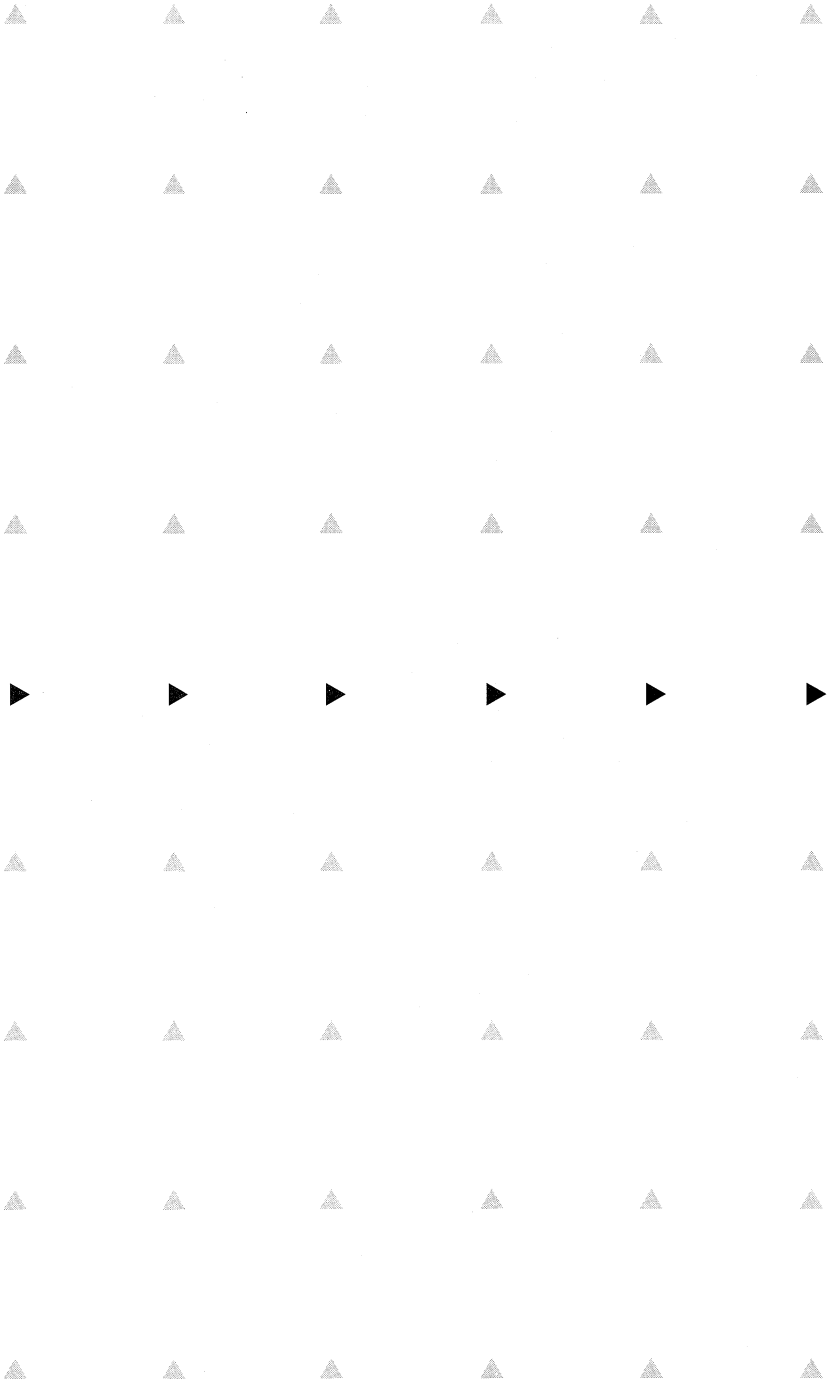
To exit WordPerfect without saving the letter,

1 Press **Exit** (F7), type **n** at the save prompt, then type **y** to exit the program.

You can now continue using the programs on the Shell menu. If you are finished using your computer and want to exit the Shell menu before turning your computer off,

2 Press **Exit** (F7) to exit the Shell menu and return to DOS.

You should always exit all programs and the Shell menu before turning off your computer. This ensures that you will not accidentally lose any information in an active program and that programs will start properly the next time you use them.



Lesson 2: Calendar Basics

While you work through this lesson, you become familiar with the basic functions of Calendar.

Overview

This lesson introduces the following tasks:

- Moving the cursor from one window to another.
- Moving to a particular date.
- Entering a memo.
- Entering and deleting to-do items.
- Adding an appointment.
- Moving text from one window to another.

Starting Calendar

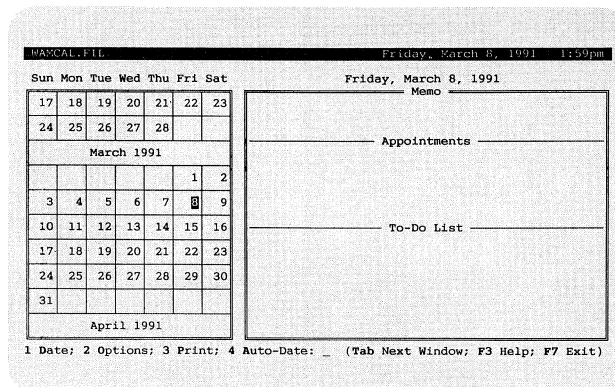
To start Calendar from the Shell menu,

- 1 Type the letter that appears next to Calendar (usually **a** for Appointment Calendar).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to Calendar, then press **Enter**.

A screen similar to the one below appears when you start Calendar.



The main Calendar screen consists of four windows: Calendar, Memo, Appointments, and To-Do List.

Move from one window to another by pressing **Tab** or **Shift-Tab**.

- 2 Press **Tab** three times to move clockwise through the windows.
- 3 Press **Shift-Tab** three times to move counter-clockwise through the windows.

Pressing **Exit** (F7) from any of the windows on the right of the screen returns you directly to the Calendar window.

Moving to a Date

Within the Calendar window, you can use cursor movement keys to move from day to day, week to week, month to month, and year to year.

Use **Right Arrow** and **Left Arrow** to move from day to day.

1 Press **Right Arrow** (→) to move the cursor to tomorrow's date.

Notice that the date directly above the Memo window changes to match the selected date in the Calendar window and today's date is bolded.

2 Press **Left Arrow** (←) twice to move to yesterday's date, then press **Right Arrow** to move back to today's date.

Use **Up Arrow** and **Down Arrow** to move from week to week.

3 Press **Up Arrow** (↑) to move to the date one week ago.

4 Press **Down Arrow** (↓) to return to today's date.

To move from a date in the current month to the same date in the month before or after, use **Screen Up** and **Screen Down**.

5 Press **Screen Up** (– on the number pad) to move to the date one month ago.

6 Press **Screen Down** (+ on the number pad) to return to today's date.

Use the **Home,Page Up** and **Home,Page Down** keystrokes to move to the same date in the year before or after.

7 Press **Home,Page Up** (Home,PgUp) to move to the date one year ago.

8 Press **Home,Page Down** (Home,PgDn) to return to today's date.

Using Go to Date

You can move directly to a particular date using the Go to Date feature.

1 Select **Date** (1) from the main Calendar menu at the bottom of the screen.

2 Select **Go to Date** (1), then enter your birth date (e.g., 9/21/65).

*You can also access the Go to Date feature by pressing **Ctrl-Home**.*

Separate the month, day, and year with a space, comma (,), dash (–), or slash (/).

You can also enter partial dates as long as you include the separators (e.g., 3//61, 3/27/). Calendar assumes the missing date element(s) to be those for the current month, day, or year.

To quickly return to today's date,

3 Select **Date** from the main Calendar menu.

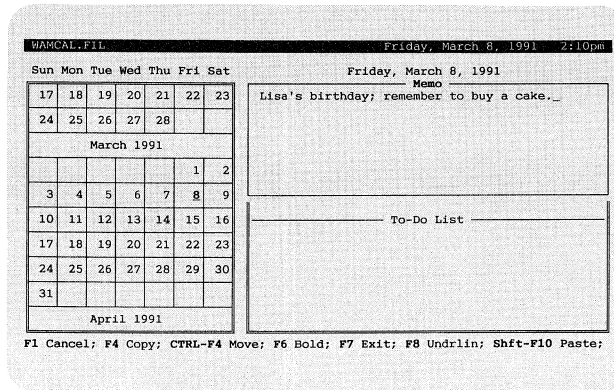
4 Select **Go to Date**, then press **Enter**.

Notice that when you select Go to Date, today's date is displayed as the default. That is why you only need to press **Enter** to return to today's date.

Adding a Memo

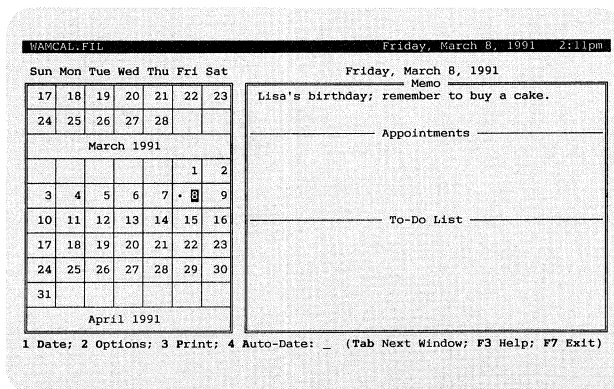
To add a memo for today's date,

- 1 Press **Tab** to move the cursor to the Memo window, then type:
Lisa's birthday; remember to buy a cake.



Notice that the Memo window expands as soon as you start typing. The expanded window is called the Memo Edit window.

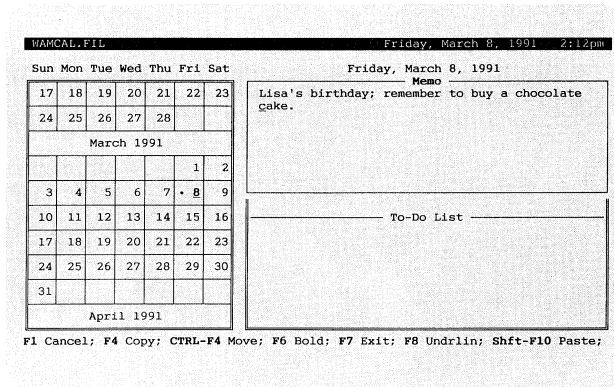
- 2 Press **Exit** (F7) to save the memo and return to the Calendar window.



When you return to the Calendar window, a bullet (•) appears next to today's date. This indicates that there is a memo, an appointment, and/or a to-do item for that date.

You can edit the text in a memo much the same as you edit text in WordPerfect.

- 3 Press **Tab** to return to the Memo window.
- 4 Press **Word Right** (Ctrl→) until the cursor is on the first letter of the word “cake.”
- 5 Type **chocolate** followed by a space. If you make a mistake, press **Backspace** or **Delete** to delete characters.



Notice that Calendar *wraps* the text to the next line if it extends beyond the edge of the window.

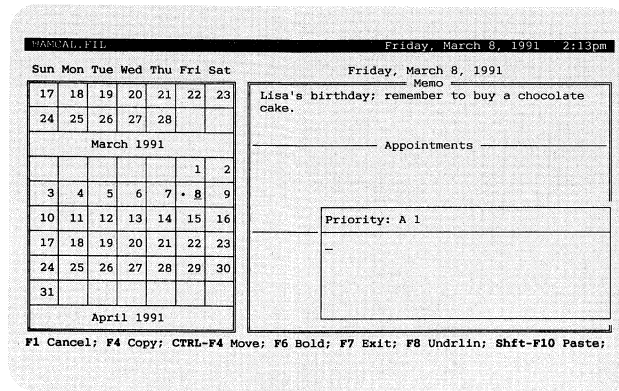
- 6 Press **Exit** (F7) to save the change and return to the Calendar window.

Entering a To-Do Item

Now add an item to the to-do list.

- 1 Press **Shift-Tab** to move to the To-Do List window.
- 2 Press **Insert** (Ins) to add a new item, then enter **a1** as the priority for the item.

To-do items are listed in order of priority—first by letter, then by number. As soon as you enter a priority, the cursor moves to the text window for you to enter the to-do item description.



- 3 Type **Buy a birthday cake for Lisa**, then press **Exit (F7)** twice to save the item and return to the Calendar window.

Deleting a To-Do Item

Because there is already a memo about Lisa's birthday cake, go back and delete the to-do item.

- 1 Press **Shift-Tab** to move to the To-Do List window, then press **Backspace** to delete the item.

You can immediately restore a to-do item (or appointment) you have mistakenly deleted.

- 2 Press **Cancel (F1)**, then select **Restore (1)**.
- 3 Press **Backspace** to delete the item again, then press **Exit (F7)** to leave the To-Do List window.

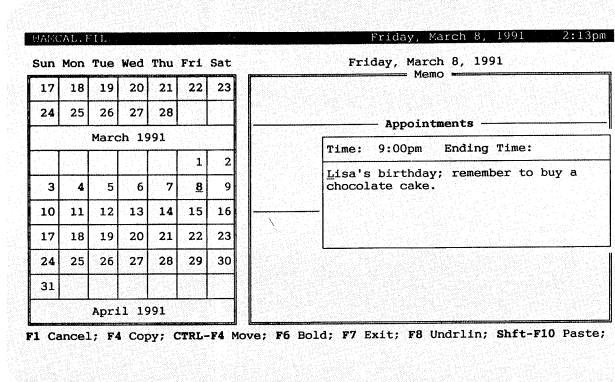
Moving Text

Lisa's birthday party is at 9:00 p.m. Change the memo to an appointment.

- 1 Press **Tab** to move to the Memo window.
- 2 Press **Move (Ctrl-F4)** to copy the text to a special buffer and delete it from the Memo window.
- 3 Press **Tab** to move to the Appointments window.
- 4 Type **9p** as the appointment time, then press **Enter** to bypass entering an ending time.

*If you wanted to enter an ending time, you would press **Tab** instead of **Enter**.*

- 5 Press **Retrieve** (Shift-F10) to retrieve the text as the appointment description.



- 6 Press **Exit** (F7) to add the appointment.

Exiting Calendar

Now that you are familiar with moving through the main Calendar screen,

- 1 Press **Backspace** to delete the appointment you just entered, then press **Exit** (F7) to return to the Calendar window.

The cursor must be in the Calendar window before you can exit Calendar.

- 2 Press **Exit** again to exit Calendar and return to the Shell menu.

Lesson 3: Calendar Functions

A sample Calendar file for Amy Baldwin, president of the Arts Council, comes with the WordPerfect Office software. In this lesson, you use Amy Baldwin's Calendar file to add, edit, and delete appointments, adjust the time of an appointment, and use an appointment outline.

Overview

This lesson introduces you to the following tasks:

- Retrieving Calendar files.
- Adding an appointment.
- Setting an alarm.
- Editing an appointment.
- Creating an outline for appointments.
- Using Zoom.
- Adjusting an appointment time.
- Deleting an appointment.

Retrieving a Calendar File

From the Shell menu,

- 1 Type the letter that appears next to Calendar (usually **a** for Appointment Calendar).

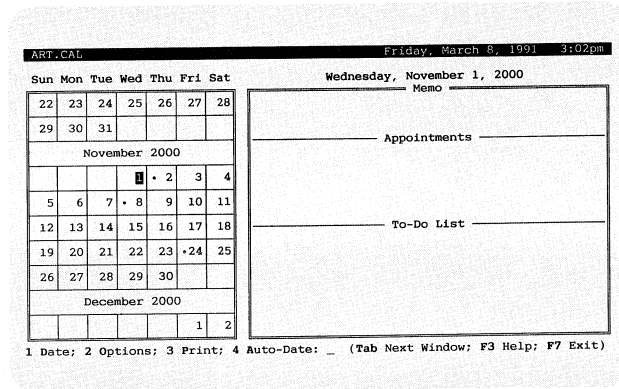
or

Use the arrow keys (↑,↓,←,→) to move the cursor to Calendar, then press **Enter**.

Your *default* or main Calendar file is displayed when you start Calendar. To retrieve Amy Baldwin's Calendar file,

- 2 Make sure the cursor is in the Calendar window.
- 3 Press **Retrieve** (Shift-F10), then enter *drive:\directory\art.cal* (where *drive:\directory* is the path of the directory containing the Office learning files; e.g., c:\office30\learn\art.cal).
- 4 Select **Replace** (1) to replace the default Calendar file with Amy Baldwin's.
- 5 Select **Date** (1).

- 6 Select **Go to Date** (1), then enter **11/1/2000**.

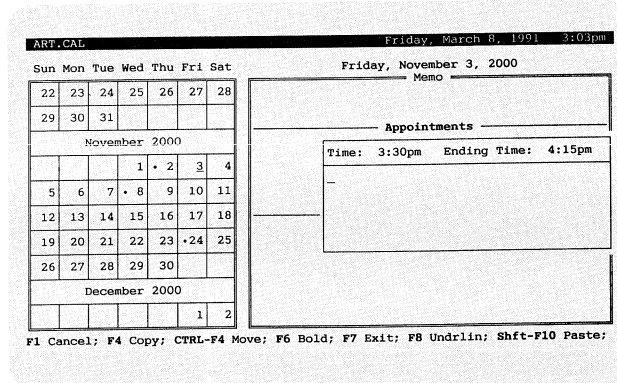


Adding an Appointment

Amy's secretary scheduled an interview with Frank Moskowitz of the local newspaper for next Friday at 3:30 p.m. The subject of the interview is the upcoming 10th Anniversary Celebration of the Clovis Art Museum.

To add the appointment to Amy's calendar,

- 1 Press **Right Arrow** (→) twice to move to Friday, November 3, 2000.
- 2 Press **Tab** twice to move to the Appointments window.
- 3 Press **Insert**.
- 4 Type **330p** as the appointment time, press **Tab**, type **415p** as the ending time, then press **Enter**.



5 Type:

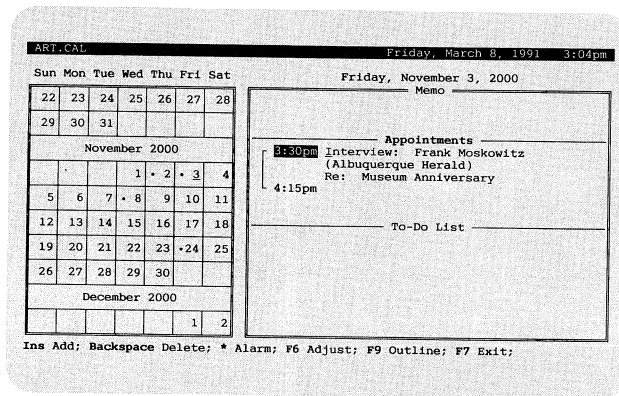
Interview: Frank Moskowitz (Albuquerque Herald)

6 Press **Enter** to move the cursor down one line, then type:

Re: Museum Anniversary

7 Press **Exit** (F7) to save the description and add the appointment to the Appointments window.

When you include an ending time for an appointment, a line connects the beginning and ending times in the Appointments window.

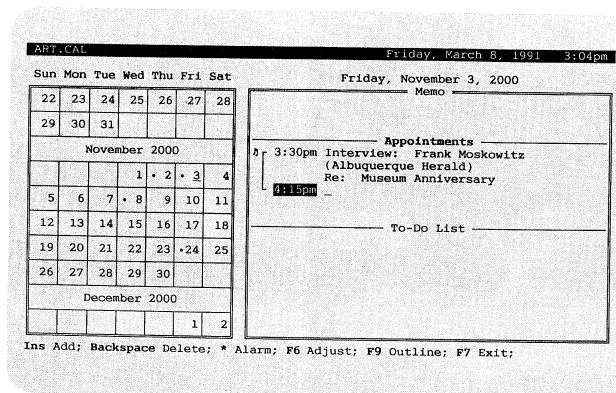


Setting an Alarm

You can set an alarm that will make your computer sound a beep to remind you of the appointment.

Set an alarm for Amy's appointment with Frank Moskowitz.

- 1 Use **Up Arrow** (↑) and **Down Arrow** (↓) to move the cursor to the 3:30 appointment if it is not already there.
- 2 Type an asterisk (*). This marks the appointment with a musical note (♪).



The musical note indicates that an alarm has been set. By default, the alarm will sound 10 minutes before the appointment and every 30 seconds after until you turn off the alarm or the appointment time arrives.

You can adjust the intervals between alarms with the Alarms Setup options (see Appointment Options in Calendar Reference in the WordPerfect Office Reference Manual).

If you want to cancel the alarm before it sounds, simply type an asterisk (*) to unmark the appointment.

Editing an Appointment

Amy's secretary made a mistake. Mr. Moskowitz's first name is Fred, not Frank. Make the correction in the appointment description.

- 1 Press **Up Arrow** (↑) to move the cursor to the 3:30 appointment, then press **Enter** to open the Appointment Edit window.
- 2 Use the arrow keys to move the cursor to any letter in the word "Frank," then press **Delete Word** (Ctrl-Backspace).
- 3 Type **Fred** followed by a space, then press **Exit** (F7) twice to save the change and return to the Calendar window.

Suppose that Fred Moskowitz calls back to say that something has come up and he won't be able to interview Amy after all. To delete the appointment,

- 4 Press **Tab** twice to move to the Appointments window.
- 5 Move the cursor to the 3:30 appointment if it is not already there, then press **Backspace** to delete it.
- 6 Press **Exit** (F7) to return to the Calendar window.

Using an Appointment Outline

As president of the Arts Council, Amy will supervise the auditions of various musical groups to decide who will provide music for the Clovis Art Museum Anniversary Celebration. She has decided to hold auditions next Wednesday, starting at 9:00 a.m. and ending at 5:00 p.m.

Each audition will last 30 minutes. A group called Classical Brass has asked for an audition time of 11:30 a.m. Create an appointment outline for auditions, then enter the appointment for Classical Brass.

Before you create the outline, you need to set it up.

- 1 Select **Options** (2), then select **Appointments/To-Do** (3).
- 2 Select **Beginning Time** (1), then enter **9a**.
- 3 If **Ending Time** is not already set to 5:00 p.m., select **Ending Time** (2), then, enter **5p**.

- 4 Select **Time Interval** (3), then enter **30**.

```
Appointments/To-Do Options
Appointment Outline
  1 - Beginning Time: 9:00am
  2 - Ending Time: 5:00pm
  3 - Time Interval (in minutes): 30
  4 - Appointment Overlap Display: Yes
  5 - Single Line Display (Memo, Appts, To-Do): No
  6 - Auto-Alarm Mode (Appts): No
  7 - Auto-Mark mode (To-Do): No
  8 - Unique Priorities (To-Do): Yes

Selection: 0
```

- 5 Press **Exit** (F7) twice to save the settings and return to the main Calendar screen.

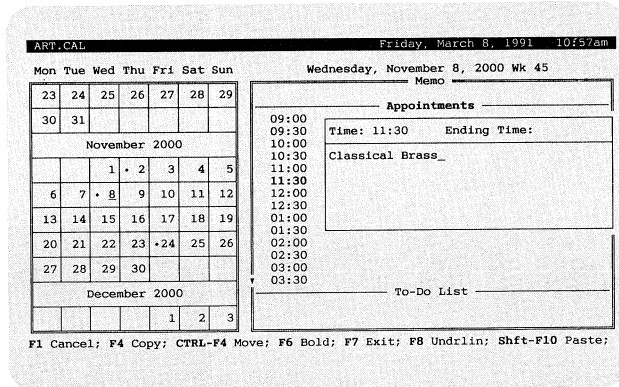
You can now create the outline and add the appointment. With the cursor in the Calendar window,

- 6 Use the arrow keys to move to Wednesday, November 8, then press **Tab** twice to move to the Appointments window.
- 7 Press **Outline** (F9) to display an outline of times.

An outline of all the 30 minute intervals between 9 a.m. and 5 p.m. appears in the Appointment window. The appointments already scheduled appear at the appropriate times.

- 8 Press **Down Arrow** (↓) until the 11:30 a.m. time is highlighted, then type **Classical Brass**.

Calendar opens the Appointment Edit window as soon as you start typing text and records the text in the description window.



9 Press **Exit** (F7) to add the appointment.

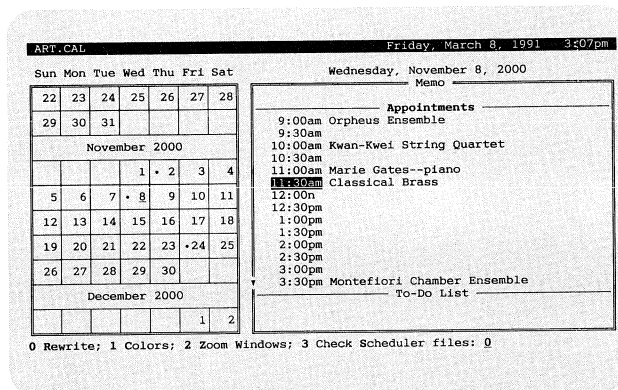
Using Zoom

The Zoom option lets you expand the Memo, Appointments, or To-Do List window. This feature is useful when you want to view many entries at once. Use Zoom to view more of Amy's audition schedule.

While still in the Appointments window,

1 Press **Screen** (Ctrl-F3).

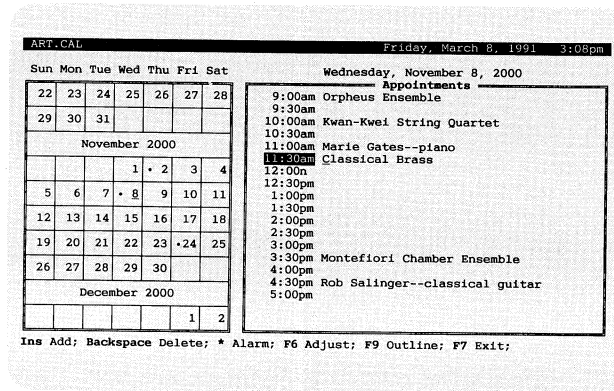
Several options appear at the bottom of the screen.



2 Select **Zoom Data Windows** (2).

3 Type **y** at the Zoom Data Windows prompt.

The Appointments window expands to show you more of Amy's appointments.



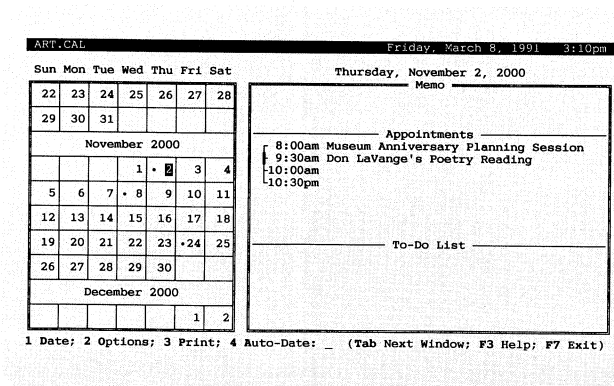
- To reduce the Appointments window back to its previous size, press **Screen**, then select **Zoom Data Windows**.
- Type **n** at the Zoom Data Windows prompt.

The screen display appears as it did before you expanded the Appointments window.

- Press **Exit (F7)** to exit the Appointments window.

Adjusting an Appointment Time

If you use beginning and ending times for appointments, it is possible that appointments will overlap. Calendar shows possible appointment conflicts with a double line in the Appointments window beside the times that overlap.

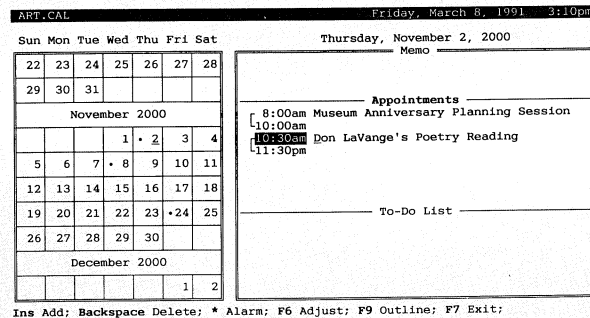


- 1 Use the arrow keys in the Calendar window to move to Thursday, November 2.

Notice that Amy has accidentally scheduled a poetry reading during a planning session for the Clovis Art Museum Anniversary Celebration.

To remedy the problem, reschedule the poetry reading to run from 10:30 a.m. to 11:30 a.m., and adjust the appointment time for the poetry reading to reflect the change.

- 2 Press **Tab** twice to move to the Appointments window, then use the arrow keys to move to 9:30 a.m., the beginning time for the poetry reading.
- 3 Press **Adjust** (F6) to open the Appointment Edit window.
- 4 Type **1030a** as the new beginning time for the appointment.
- 5 Press **Tab** to move to the ending time. Move the cursor to the first “0” in “10:30,” then press **Delete** (Del).
- 6 Type **1** to change the ending time to 11:30, then press **Exit** (F7) to save the change.



- 7 Press **Exit** to return to the Calendar window.

Exiting with Cancel

Do not save the changes you have made to the ART.CAL sample file. To exit Calendar without saving any changes,

- 1 Press **Cancel** (F1) to display the “Exit calendar without saving changes?” prompt.
- 2 Type **y** to return to the Shell menu.

Lesson 4: Auto-Date Formulas

With an auto-date formula, you can enter a recurring appointment once and have it appear on your calendar on appropriate days for as long as you specify. For example, if you had staff meeting at 10:00 a.m. every Friday, you could enter that appointment once and it would appear on your calendar every Friday during the time period you specify.

Overview

This lesson introduces you to the following tasks:

- Entering an auto-date formula.
- Deleting an auto-date formula.

Starting the Lesson

From the Shell menu,

- 1 Type the letter that appears next to Calendar (usually **a** for Appointment Calendar).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to Calendar, then press **Enter**.

The main Calendar screen appears.

Retrieve the sample Calendar file for Amy Baldwin, president of the Arts Council.

- 2 Make sure that the cursor is in the Calendar window (the date at the cursor is displayed in reverse video).
- 3 Press **Retrieve** (Shift-F10) to display the retrieve prompt.
- 4 Enter *drive:\directory\art.cal* (where *drive:\directory* is the directory where the Office learning files are stored; e.g., *c:\office30\learn\art.cal*).
- 5 Select **Replace** (1).

For the purposes of this lesson, assume that today is November 1, 2000. To move to that date in the Calendar file,

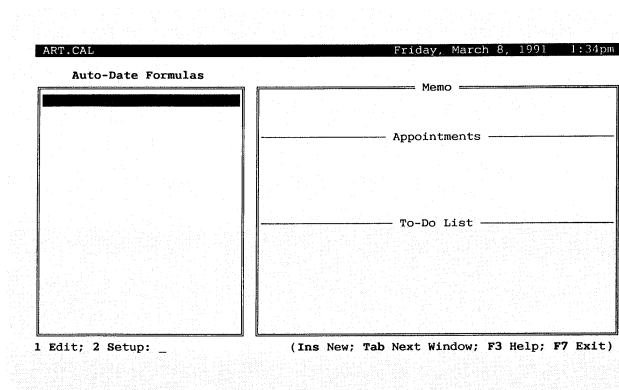
- 6 Select **Date** (1).
- 7 Select **Go To Date**, then enter **11/1/2000**.

Entering an Auto-Date Formula for Weekly Meetings

The Arts Council holds weekly meetings on Monday mornings at 9:00. Instead of adding each of these appointments individually, you can schedule this appointment for every Monday by using an auto-date formula.

From the main Calendar screen,

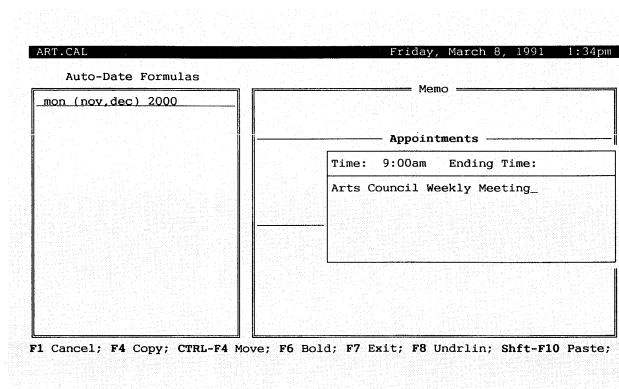
- 1 Select **Auto-Date (4)** to replace the Calendar screen with the Auto-Date Formulas window.



- 2 Press **Insert (Ins)** to move the cursor to the top of the Auto-Date Formulas window, then type **mon (nov,dec) 2000** to schedule the appointment for every Monday in November and December of the year 2000.

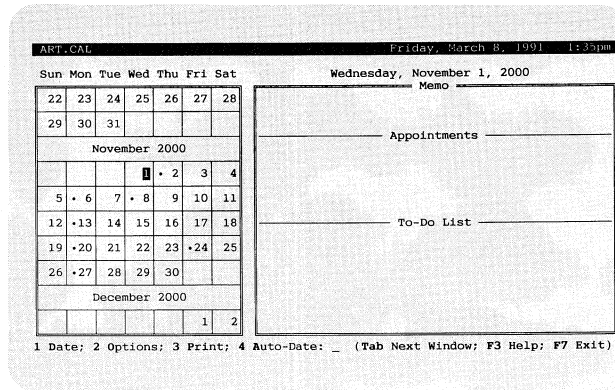
See Auto-Date in Calendar Reference in the WordPerfect Office Reference Manual for a complete explanation of auto-date formulas.

- 3 Press **Exit (F7)** to save the formula, then press **Tab** twice to move to the Appointments window.
- 4 Press **Insert**, then type **9a** as the appointment time.
- 5 Press **Enter** to bypass the ending time, then type **Arts Council Weekly Meeting** as the appointment description.



- 6 Press **Exit** three times to return to the main Calendar screen.

The meetings are now scheduled in Amy Baldwin's Calendar file. Notice that a bullet (•) appears next to every Monday in November and December in the Calendar window, indicating the appointments you just added.



Entering an Auto-Date Formula for Monthly Meetings

The Arts Council sponsors an informal music social on the last Tuesday of each month. You can use an auto-date formula to schedule Double Quartet Tuesday on Amy's calendar.

From the main Calendar screen,

1 Select Auto-Date (4).

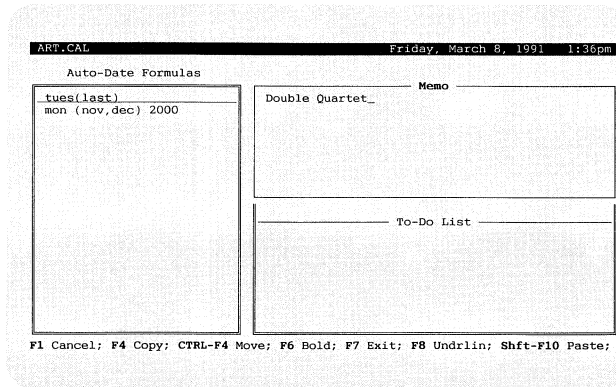
The Auto-Date Formulas window appears.

2 Press **Insert** (Ins), then type **tues(last)** as the formula.

The "last" operator indicates that you are specifying the last Tuesday of the month. Parentheses clarify the formula.

3 Press **Exit** (F7) to save the formula.

- 4 Press **Tab** to move the cursor to the Memo window, then type **Double Quartet**.



- 5 Press **Exit** twice to return to the main Calendar screen.
The last Tuesday of each month is marked with a bullet (•).

Entering a Payday Auto-Date Formula

Amy has a job in addition to her work with the Arts Council. She gets paid on the 15th and the last day of the month as long as those days fall on a weekday. If the normal payday falls on a Saturday or Sunday, Amy gets paid on the weekday nearest the 15th or last day of the month.

Mark Amy's payday. From the main Calendar screen,

- 1 Select **Auto-Date (4)**.

The Auto-Date Formulas window appears.

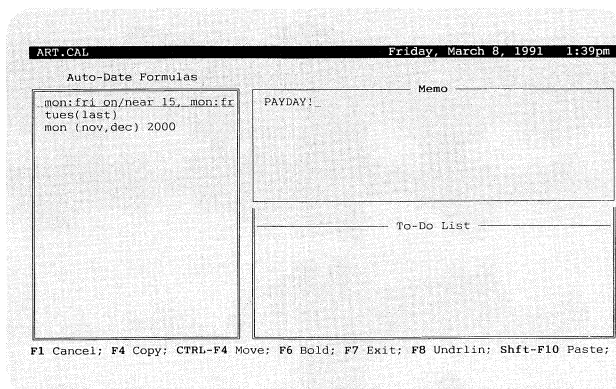
- 2 Press **Insert (Ins)**, then enter **mon:fri on/near 15, mon:fri on/near last** as the formula.

A colon (:) signifies a range of days. In the auto-date formula you just entered, it signifies “Monday through Friday.”

“On/near” specifies a date on or near the given function. In the auto-date formula you just entered, it combines with other formula elements to mean “any day Monday through Friday on or nearest to the 15th day or the last day of the month.” That means that the payday will be Friday if the 15th or last day of the month falls on Saturday, or the payday will be Monday if the 15th or last day of the month falls on a Sunday.

- 3 Press **Exit (F7)** to save the formula.

- 4 Press **Tab** to move the cursor to the Memo window, then type **PAYDAY!**

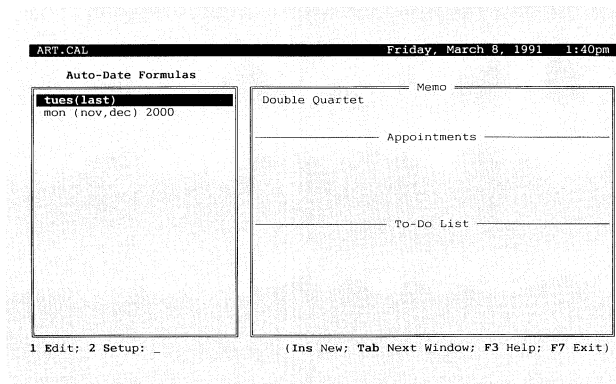


- 5 Press **Exit** (F7) twice to return to the main Calendar screen.
All of Amy's paydays are marked with bullets.

Deleting Auto-Date Formulas

From the main Calendar screen,

- 1 Select Auto-Date (4).
- 2 Move the cursor (the reverse video bar) over the payday auto-date formula, then press **Delete** (Del).



- 3 Delete the other two auto-date formulas.
- 4 Press **Exit** (F7) twice to return to Shell.

Lesson 5: Calendar and WordPerfect

You can merge appointments, to-do lists, or memos from the Calendar program into WordPerfect text. In this lesson you use the WordPerfect Merge feature and a Calendar appointment list to create an invitation for the Clovis Art Museum's 10th Anniversary Celebration.

This lesson assumes that you are using WordPerfect 5.1, but also includes instructions for WordPerfect 5.0 where necessary.

Overview

This lesson introduces you to the following tasks:

- Using Calendar Print options to create a Calendar merge file.
- Merging Calendar and WordPerfect files.

Starting the Lesson

From the Shell menu,

- 1 Press the letter that appears next to Calendar (usually **a** for Appointment Calendar).

or

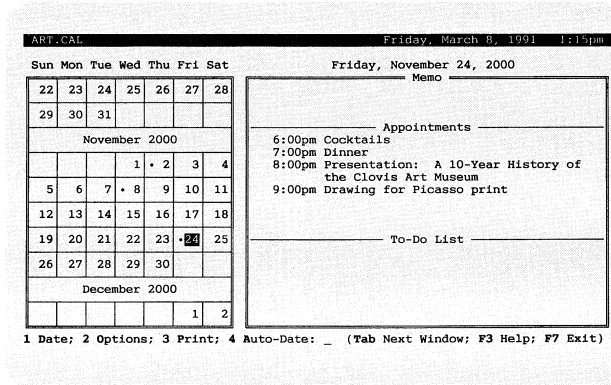
Use the arrow keys (↑,↓,←,→) to move the cursor to Calendar, then press **Enter**.

The Calendar screen appears.

Retrieve the sample Calendar file for Amy Baldwin, president of the Arts Council.

- 2 Make sure that the cursor is in the Calendar window (the date at the cursor is displayed in reverse video).
- 3 Press **Retrieve** (Shift-F10) to display the retrieve prompt.
- 4 Enter *drive:\directory\art.cal* (where *drive:\directory* is the directory where the Office learning files are stored; e.g., c:\office30\learn\art.cal).
- 5 Select **Replace** (1).
- 6 Select **Date** (1).

7 Select Go to Date (1), then enter 11/24/2000.



Creating a Merge File

The Arts Council is preparing to send out invitations to the Clovis Art Museum's 10th Anniversary Celebration, which will be held on November 24. Amy has entered the celebration's main events as appointments in Calendar and wants to use the list of appointments as an itinerary on the invitations.

To create a secondary merge file from a Calendar file, use the Print options.

- 1 Select Print (3).
- 2 Select Options (3) to display the Print options.

```

Page Size
1 - Page Length (in lines): 66
2 - Top Margin (in lines): 6
3 - Bottom Margin (in lines): 6

4 - Left Margin (column #): 10
5 - Right Margin (column #): 74
6 - Number of Col. to Indent: 2

Options
O - One Day Per Page: No
E - Print Empty Days: No
W - WP Merge Format: WP 5.0
D - Duration: Week

Contents
A - Appointments: Yes
I - To-Do Items: Yes
M - Memos: Yes

Selection: 0
  
```

The default Contents settings for appointments, to-do items, and memos in the Print Options screen are Yes, which means all these items will be included when creating the merge file. You can select options by pressing A, I, or M, and then toggle them on or off by typing y or n.

- 3 Type **i** to select To-Do **I**tems, then type **n** to turn off this option.
- 4 Type **m** to select **M**emo, then type **n** to turn off this option.
- 5 Select **D**uration (d).

Options appear at the bottom of the screen.

- 6 Select **D**ay (2).
- 7 Make sure Print Empty Days is set to No. If it isn't, select Print **E**mply Days, then type **n**.
- 8 Make sure WP Merge Format is set to 5.0. If it isn't, type **w**, then select WP 5.0 (1).

WordPerfect Merge Format 5.0 works with both WordPerfect 5.0 and 5.1 files.

- 9 Press **Exit** (F7) to return to the Print menu.
- 10 If Format is not set to Merge output, select **F**ormat (2), then select **M**erge (2).
- 11 Select **D**evice or File (5).

An options list appears.

```

Print
  1 - Print
  2 - Format           Merge Output
  3 - Options
  4 - Hand-fed Forms No
  5 - Device or File LPT1
  6 - Select Printer  GENERIC

Control
  7 - Abort Print Job
  8 - Stop Printer
  9 - Send a Go to Printer

Print Device: 1 LPT1; 2 LPT2; 3 LPT3; 4 Device or File: 4

```

- 12 Select **D**evice or File (4).
 - 13 Enter *drive:\directory\calendar.sf* (where *drive:\directory* is the path of your practice directory; c:\practice\calendar.sf).
- A prompt asking you if the name you entered was the name of a network printer (device) appears.
- 14 If you are on a network, type **n** to indicate that the filename was not a network printer name.
 - 15 Select **P**rint (1) to save the file.

The file is saved to disk in merge format. You will merge this secondary merge file with a primary merge file to create the invitation.

Retrieving the File

Retrieve the merge file into WordPerfect to view its arrangement. To exit Calendar and go to WordPerfect,

- 1 Press **Exit** (F7) to return to the Shell menu.
- 2 Type the letter that appears next to WordPerfect (usually **w**).
- 3 Press **Retrieve** (Shift-F10).
- 4 Enter *drive:\directory\calendar.sf* (where *drive:\directory* is the path of your practice directory; e.g., *c:\practice\calendar.sf*) as the file to be retrieved.

Notice that five merge fields and their field numbers are listed at the top of the merge file.

```
-N
01 Date 2,13,2,43,
02 Time 14,13,14,29,
03 EndTime 14,43,14,63,
04 Length 15,13,15,29,
05 Appointment 17,13,21,63,
-R
-N
1,16 0,2 2,19 0,2 3,19 0,2 4,19 0,1
-R
-N
```

Date:

C:\WORK\CALENDAR.SF

Doc 1 Pg 1 Ln 1" Pos 1"

The five merge fields are:

- Date
- Time
- EndTime
- Length
- Appointment

To create the invitation, you will use only two fields: Time (field 2) and Appointment (field 5).

- 5 Press **Exit**, then type **n** twice to clear the screen.

Creating the Primary Merge File

While still in WordPerfect, create the merge file which will organize the information on the invitations. To set up the tabs for the primary merge file,

- 1 Press **Format** (Shift-F8), then select **Document** (3).
- 2 Select **Initial Codes** (2).
- 3 Press **Format** (Shift-F8), select **Line** (1), then select **Tab Set** (8).
- 4 Press **Home,Home,Left Arrow** (Home,Home,←), then press **Delete to End of Line** (Ctrl-End) to clear the tabs.

While WordPerfect 5.1 sets tabs relative to the margin (usually 1"), WordPerfect 5.0 sets absolute tabs (measured from the left edge of the page).

- 5 Enter **1** to set a tab at 2" (1" in from the 1" margin).

or

If you are using WordPerfect 5.0, enter **2** to set a tab at 2".

- 6 Enter **2** to set a tab at 3".

or

If you are using WordPerfect 5.0, enter **3** to set a tab at 3".

```

.....L.....
|         |         |         |         |         |
-1"      0"      +1"      +2"      +3"      +4"      +5"      +6"
Delete EOL (clear tabs); Enter Number (set tab); Del (clear tab);
Type: Left; Center; Right; Decimal; .- Dot Leader; Press Exit when done.

```

- 7 Press **Exit** (F7) four times to return to the editing screen.

Only the Time and Appointment fields are needed for the invitation; therefore, these are the only two fields you need to insert in the primary merge file.

Normally, a hard page is inserted after each record is processed during a merge. However, because you want all the records to appear on the same page, you need to turn off the automatic hard page.

If you are using WordPerfect 5.0, skip to step 9. You will turn off the hard page at the end rather than here at the beginning of this merge file.

- 8 Press **Merge Codes** (Shift-F9), then select **Page Off** (4) to turn off the hard page that is usually included when merge moves to another record.
- 9 Press **Enter** to insert a blank line.
- 10 Press **Tab**, then press **Merge Codes**.

A menu of merge options appears at the bottom of the screen.

11 Select **Field (1)**.

or

If you are using WordPerfect 5.0, type **f** to select **^F**.

12 Enter **Time** as the field name.

A tilde (~) is inserted for you to signal the end of the field name.

If you are using WordPerfect 5.0, a carat (^) is inserted for you to signal the end of the field name.

13 Press **◆Indent (F4)**.

14 Press **Merge Codes**.

15 Select **Field (1)**.

or

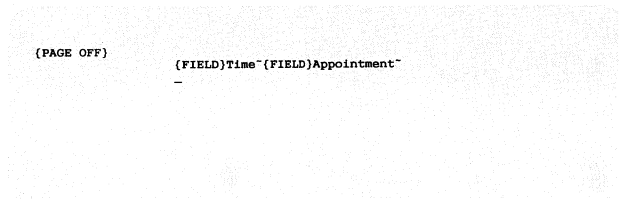
If you are using WordPerfect 5.0, type **f** to select **^F**.

16 Enter **Appointment** as the field name.

17 Press **Enter** to move to the next line.

18 Press **Tab**.

*If you are using WordPerfect 5.0, the fields will appear as **^FTime^FAAppointment^**.*



*If you are using WordPerfect 5.0, press **Merge Codes (Shift-F9)** and type **n** to select **^N**, press **Merge Codes** and type **p** to select **^P**, then press **Merge Codes** and type **p** to select **^P** to turn off the hard page.*

19 Press **Exit (F7)**, then type **y**.

20 Enter **drive:\directory\invite.pf** (where *drive:\directory* is the path of your practice directory; e.g., *c:\practice\invite.pf*) as the name of the primary merge file.

21 Type **n** at the exit prompt.

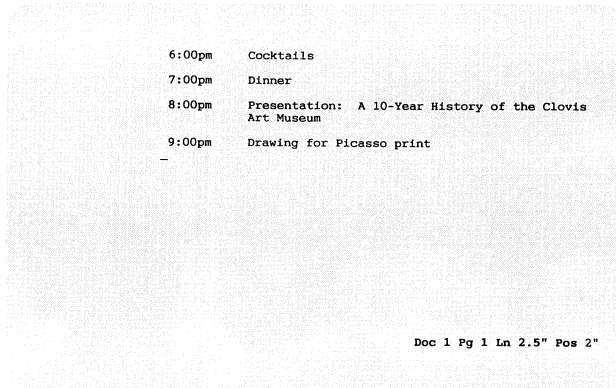
Merging

Now you can merge the two files.

1 Press **Merge/Sort (Ctrl-F9)** to display the Merge/Sort options.

- 2 Select **Merge** (1).
- 3 Enter **drive:\directory\invite.pf** (where *drive:\directory* is the path of your practice directory; e.g., c:\practice\invite.pf) as the primary file.
- 4 Enter **drive:\directory\calendar.sf** (where *drive:\directory* is the path of your practice directory; e.g., c:\practice\calendar.sf) as the secondary file.

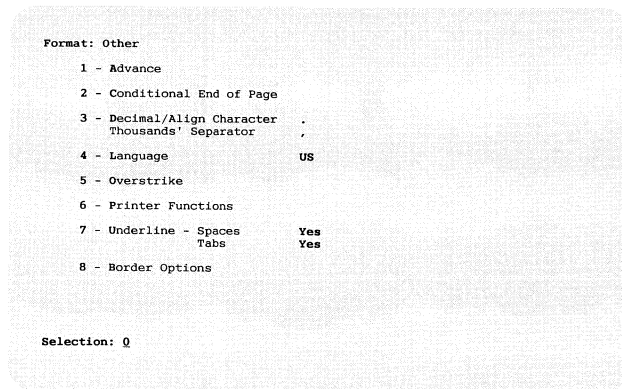
The merged file appears.



Creating the Invitation

All that remains now is to type the text of the invitation.

- 1 Press **Home,Home,Up Arrow** (Home,Home,↑) to move the cursor to the top of the file.
- 2 Press **Format** (Shift-F8), then select **Other** (4).
- 3 Select **Underline** (7), press **Enter** to accept the default of Yes for Spaces, then type **y** to set Underline Tabs to Yes.



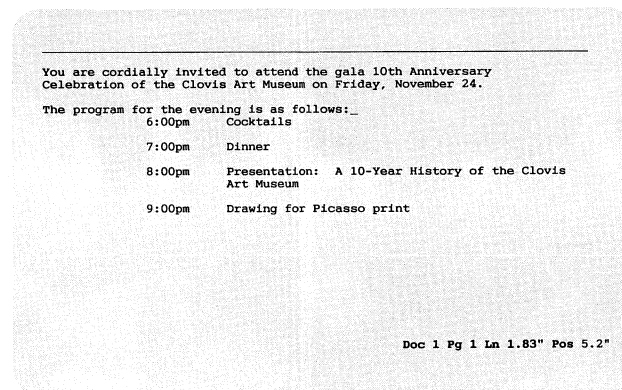
- 4 Press **Exit** (F7) to get back to the normal editing screen.
- 5 Press **Underline** (F8), then press **Flush Right** (Alt-F6).

The line may not appear on your screen, depending on how your screen is set up. The line should appear in the printed page, however.

- 6 Press **Right Arrow** (→) to move beyond the Underline Off code.
- 7 Press **Enter** twice.
- 8 Type the following:

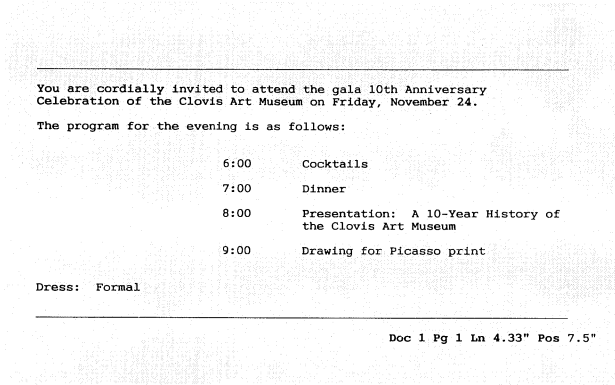
**You are cordially invited to attend the gala 10th Anniversary
Celebration of the Clovis Art Museum on Friday, November 24.**

The program for the evening is as follows:



- 9 Press **Enter** twice to add some space.
- 10 Press **Home,Home,Down Arrow** (Home,Home,↓) to move the cursor to the end of the file.
- 11 Press **Enter** twice to add some more space.
- 12 Type **Dress: Formal** and then press **Enter** twice.
- 13 Press **Underline** (F8).
- 14 Press **Flush Right** (Alt-F6).

Your screen should look like the one below.



Printing the Invitation

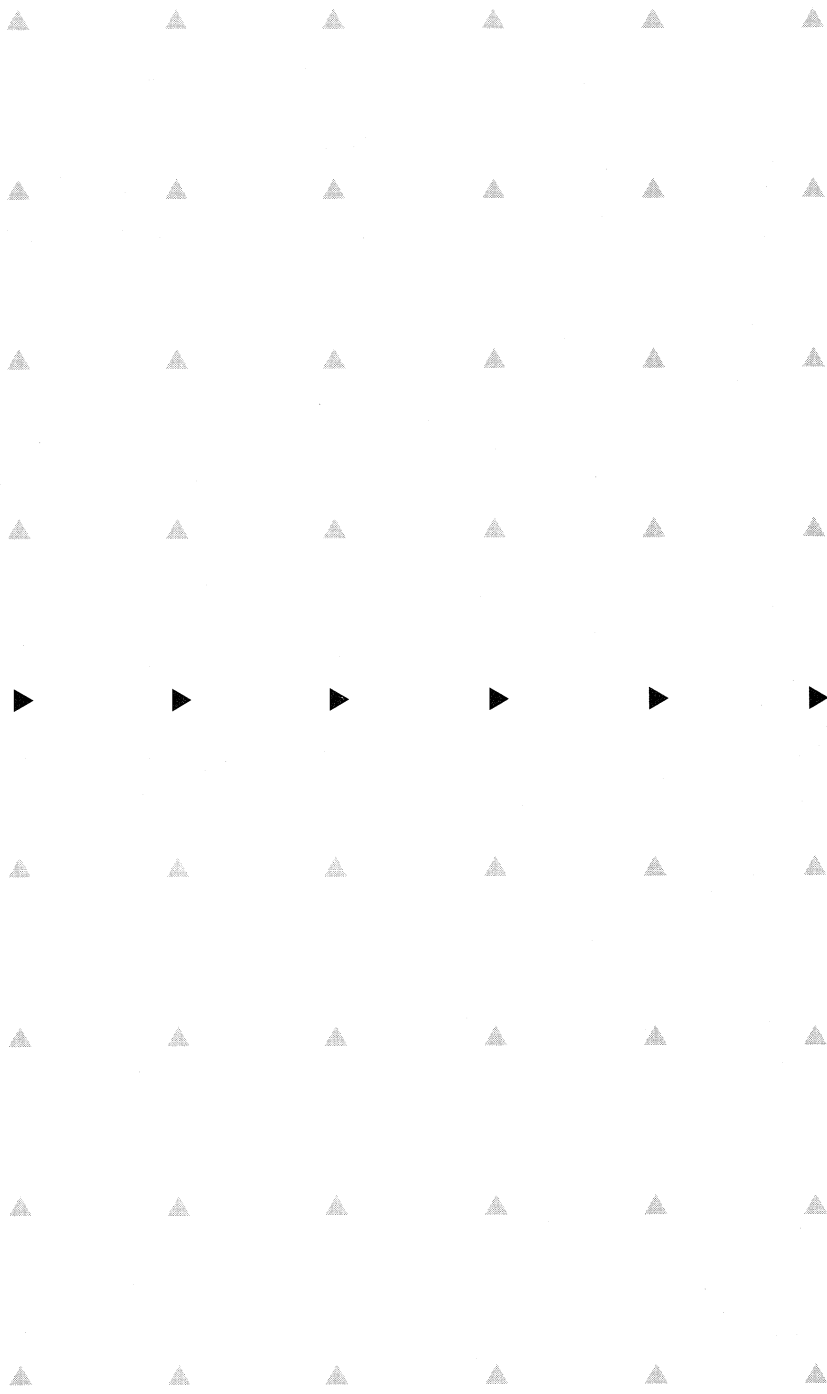
To print the invitation,

- 1 Press **Print** (Shift-F7) to display the Print menu.
- 2 Select **Full Document (1)**.

Exiting WordPerfect

To exit WordPerfect and return to the Shell menu,

- 1 Press **Exit** (F7).
- 2 Type **n** at the save prompt.
- 3 Type **y** at the exit prompt.



Lesson 6: Notebook Basics

You can use the Notebook program as a small database to store information for easy access.

A sample Notebook file containing the names and addresses of the Arts Council members comes with the WordPerfect Office software. You use the Notebook file in this lesson to change the address and telephone number of an Arts Council member, and then add and delete a record for yourself.

Overview

This lesson introduces you to the following tasks:

- Retrieving a Notebook file.
- Using the list display and record display.
- Searching for a field in the list display.
- Moving from field to field in the record display.
- Editing the information in the fields of a record.
- Adding, deleting, and restoring records.

Retrieving a Notebook File

To start Notebook from the Shell menu,

- 1 Type the letter that appears next to Notebook (usually **n**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to Notebook, then press **Enter**.

When you start Notebook, the list display is empty except for the words “Empty Notebook” at the top of the list.

*If the words “Empty Notebook” do not appear when you start Notebook, press **Exit** (F7), then type **n** twice to clear the screen.*

- 2 Press **List Files** (F5) to find the file you want to retrieve.

The “Directory:” prompt appears, followed by the path of the current directory.

- 3 If the directory listed is the directory that contains the WordPerfect Office learning files, press **Enter**.

or

If the directory listed is not the directory that contains the Office learning files, enter *drive:\directory* (where *drive:\directory* is the path for the directory containing the Office learning files; e.g., c:\office30\learn).

A list of the files in the current directory appears.

- 4 Use the arrow keys to position the cursor (the reverse video bar) on ART.NB, then select **Retrieve** (1).

The list display for the ART.NB file appears.

First Name	Last Name	Work Phone	Home Phone
Aaron	Johnson	555-9019	555-2345
Alicia	Callison	555-7825	555-2213
Allison	Greenwether	555-6756	555-2323
Amanda	McKnight	555-1234	555-7532
Amanda	McKnight	Home	555-2385
Amy	Baldwin	555-2837	555-3917
Arthur	Schofield	555-4389	555-9067
Carlos	Ramirez	Home	555-0867
David	Nelson	555-8079	555-5645
Dennis	Hiatt	555-9090	555-6790
Donald	LaVange	555-6787	555-9078
Donald	Souther	555-7412	555-0989
Donna	Almeri	Home	555-3456
Erik	Glassman	Home	555-2980
George	Sorenson	555-7867	555-9811
Heather	Waggoner	555-4545	555-1101
Julie	Holt	555-9990	555-7702
Kelly	Lauden	555-2031	555-8961
Lizelle	Handley-Gross	555-3331	555-0032
Louise	Martin	555-0989	555-4444
Maryanne	Johnson	555-8934	555-5656
Maxwell	Harper	555-0001	555-7509

1 Create; 2 Delete; 3 Edit; 4 Options; 5 Name Search: 3 Record 1

Moving Through the List of Records

The list display functions as an index to the records contained in a Notebook file. It is designed to give you quick access to some of the information contained in the records and to organize the records in a logical order.

You can use Up Arrow (↑) and Down Arrow (↓) to move through the list display.

- 1 Press **Down Arrow** (↓) twice to move down two lines.
- 2 Press **Home,Down Arrow** (Home,↓) to move to the bottom of the screen.

Notice that the cursor stops on the second to last record listed. This indicates that there are more records than can be shown in the current screen.

First Name	Last Name	Work Phone	Home Phone
Aaron	Johnson	555-9019	555-2345
Alicia	Callison	555-7825	555-2213
Allison	Greenwether	555-6756	555-2323
Amanda	McKnight	555-1234	555-7532
Amanda	McKnight	Home	555-2385
Amy	Baldwin	555-2837	555-3917
Arthur	Schofield	555-4389	555-9067
Carlos	Ramirez	Home	555-0867
David	Nelson	555-8079	555-5645
Dennis	Hiatt	555-9090	555-6790
Donald	LaVange	555-6787	555-9078
Donald	Souther	555-7412	555-0989
Donna	Almeri	Home	555-3456
Erik	Glassman	Home	555-2980
George	Sorenson	555-7867	555-9811
Heather	Waggoner	555-4545	555-1101
Julie	Holt	555-9990	555-7702
Kelly	Lauden	555-2031	555-8961
Lizelle	Handley-Gross	555-3331	555-0032
Louise	Martin	555-0989	555-4444
Maryanne	Johnson	555-8934	555-5656
Maxwell	Harper	555-0001	555-7509

1 Create; 2 Delete; 3 Edit; 4 Options; 5 Name Search: 3 Record 21

- 3 Press **Home,Home,Down Arrow** (Home,Home,↓) to move to the last record in the list.

- 4 Press **Home,Home,Up Arrow** (Home,Home,↑) to return to the first record in the list.

You can move to a specific record with Name Search. For example, to move to the record with the name “Michael Cooper” in the first field,

- 5 Select Name Search (5).

- 6 Type **m** to move to the names beginning with the letter “m,” then type **i** to move to the first name that begins with “mi,” which is Michael Cooper.

As you continue to type characters, the cursor continues to move to the record whose first field most closely matches those characters. You can press **Enter** or an arrow key to end the search.

- 7 Press **Enter** to end the search for Michael Cooper.

If two or more records have identical entries in the first field, you can continue narrowing the search by searching for an entry in successive fields.

For example, the ART.NB file contains records for two Arts Council members named Donald. Suppose you want Donald Souther’s record.

- 8 Select Name Search (5), then type **don** to move to the first Donald.

- 9 Press **Tab** to extend the search to the second field, then type **s** to move to the record with the name “Souther” in the second field.

You can continue pressing Tab to extend the search to other fields.

- 10 Press **Enter** to end the search.

Editing a Record

Normally, not all the fields of a record are shown in the list display. You can move to the record display to display all the fields in a record.

With the cursor still on Donald Souther’s record,

- 1 Select **Edit** (3) to switch to the record display.

You can also press **Enter** or **Switch** (Shift-F3).

ADDRESS & PHONE LIST		
Given Name: Donald	MI:	Salutation: Donald
Surname: Souther		Spouse:
Address: 1236 Farthing		
City: Socorro	State: NM	ZIP: 87404
Work Phone: 555-7412		
Home Phone: 555-0989		
Fax Number:		
Notes: Arts Council financial VP.		

Tab Next Field; F2 Search; F7 Exit; F9 Create; Record 12

Donald has moved, and his address and telephone number need to be updated in the record.

Using **Tab**, you can move through the fields from left to right and top to bottom. You can move through the fields in reverse order using **Shift-Tab**.

- 2 Press **Tab** five times to move to the Address field, then press **Delete to End of Line** (Ctrl-End) to delete the old address.

You can use any of the delete keys (Backspace, Delete, etc.) to delete text in a field.

- 3 Type **3679 Juniper** as Donald's new street address.

Because Donald moved to a different part of town, you will also need to change the ZIP code.

- 4 Press **Tab** three times to move to the ZIP code field, then press **End** to move to the end of Donald's old ZIP code.

- 5 Press **Backspace** to delete the last digit in the ZIP code, then type **1**.

You now need to change his home phone number.

- 6 Press **Tab** twice to move to the Home Phone field.

- 7 Press **Right Arrow** (→) four times to move the cursor to the "0," then press **Delete to End of Line** to delete the last four numbers.

8 Type **3671** as the new number.

ADDRESS & PHONE LIST		
Given Name: Donald Surname: Souther	MI:	Salutation: Donald Spouse:
Address: 3679 Juniper		
City: Socorro	State: NM	ZIP: 87401
Work Phone: 555-7412 Home Phone: 555-3671 Fax Number:		
Notes: Arts Council financial VP.		

Tab Next Field; F2 Search; F7 Exit; F9 Create; Record 12

9 Press **Exit** (F7) to save the changes you have made and return to the list display.

Adding a Record

Now that you are familiar with editing records, try adding a record for yourself.

1 Press **Create** (F9) to display an empty record.

ADDRESS & PHONE LIST		
Given Name: _ Surname:	MI:	Salutation: Spouse:
Address:		
City:	State:	ZIP:
Work Phone: Home Phone: Fax Number:		
Notes:		

Tab Next Field; F2 Search; F7 Exit; F9 Create; Record 12

2 Type your first name, then press **Enter** or **Tab** to enter the name and move to the next field.

You can use Enter to move from field to field in single-line fields. However, you must use Tab if the field can contain more than one line of text.

3 Fill in the rest of the fields using **Tab** to move from field to field.

Once you have typed information in all the fields, you can try replacing information in a field and then restoring the original information.

4 Press **Shift-Tab** as many times as necessary to move back to your first name.

5 Press **Delete to End of Line** (Ctrl-End) to delete your name.

6 Type **Kelly** to replace your name.

If you make a mistake, you can restore the information you just deleted.

7 Press **Cancel** (F1) to restore your own name.

You are asked if you want to restore the original field contents.

8 Type **y** to restore your name.

9 Press **Exit** (F7) to return to the list display.

The cursor rests on the record you added.

Deleting a Record

To delete the record you just added,

1 Press **Delete** (Del).

2 Type **y** to confirm the deletion.

Restoring a Deleted Record

To restore the last record you deleted during the current session (Notebook only restores the most recently deleted record if you have not exited Notebook since you deleted the record),

1 Press **Cancel** (F1).

You are asked if you want to restore the last deleted record.

2 Type **y** to restore the record.

The cursor rests on your record.

Exiting Notebook

To exit Notebook,

1 Press **Exit** (F7).

When you press Exit, Notebook asks if you want to save the Notebook file you are working with. If you wanted to save the changes you have made, you would type **y**, then press **Enter**. Do not, however, save the modified sample Notebook file.

2 Type **n** to exit the edited ART.NB file without saving it, then type **y** to exit Notebook.

Lesson 7: Notebook File Creation

This lesson teaches you how to create a Notebook file. With this knowledge, you can also modify existing Notebook files.

Included with the WordPerfect Office software are several empty model files that are designed for specific applications. Instead of designing and creating your Notebook files from scratch, you can use the model files as they are or edit them to fit your needs. For more information on these model files, see *Model Files* under *Introduction to Notebook* in *Notebook Reference* in the *WordPerfect Office Reference Manual*.

Creating a new Notebook file is not difficult, but it does take some thought as to what information you want to include and how it should appear in the record display. You also need to decide what information to include in the list display.

Overview

This lesson introduces you to the following tasks:

- Preparing the necessary information to begin a Notebook file.
- Starting a new Notebook file.
- Creating the design for the record display.
- Adding labels and display fields to a record display.
- Changing field size and position.
- Setting up a list display.
- Saving a Notebook file.

Organizing Your Ideas

Before you create a Notebook file, you need to know what information should be included in the record display and how you want the record display organized. You should sketch a design that includes the boxes, labels, and fields (locations and sizes) you want to include in the record display.

The steps below show the process of organizing your ideas before creating a Notebook file. The steps have been performed for you here, but you can follow the same general steps when creating your own Notebook files.

- 1 Decide what *pieces* (fields) of information need to be contained in each record and the minimum number of display characters you will need for each field to create a neatly organized display.

For the purposes of this lesson, you need to create fields to contain the information listed below. A suggested field name and the approximate number of characters needed for each field are given for each piece of information.

Information	Field Name	No. of Chars.
Employee's name	Employee	30
Employee's department	Department	30
Employee's phone/ext	Phone	12

- 2 Sketch the design of the record display.

Your sketch should include a record title, field labels, and boxes to organize the fields. As you sketch the record display, keep in mind the minimum number of characters you will need for each field.

For example, the record display below was sketched for the Notebook file you will create in this lesson.

EMPLOYEES
Employee:
Department:
Phone/Ext.:

3 Organize the list display.

The list display is a separate screen containing selected fields from each record and serves as an index to the record. The fields are arranged in columns.

You should decide which fields you want in the list display and in what order they should appear. Remember that the number and size of the fields you include are limited by the width of your screen.

The employee file you will create in this lesson should be organized alphabetically by department, so Department will be the first field in the list display.

Creating the Record Display Design

To start Notebook from the Shell menu,

- 1 Type the letter that appears next to Notebook (usually **n**).

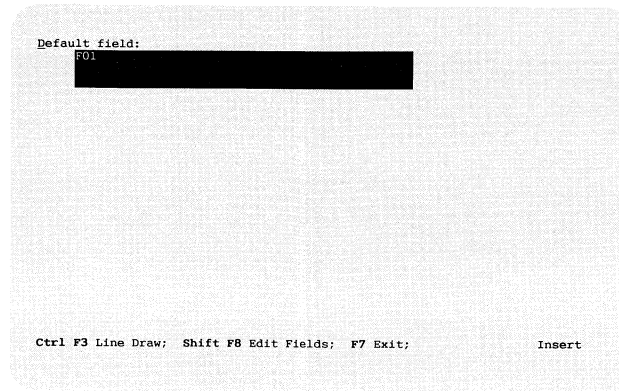
or

Use the arrow keys (**↑, ↓, ←, →**) to move the cursor to Notebook, then press **Enter**.

*If the words "Empty Notebook" do not appear when you start Notebook, press **Exit** (F7), then type **n** twice to clear the screen.*

The first step in creating a new Notebook field is creating the record display design.

- 2 Select **Options** (4), then select **Record Display Format** (1).



The field that appears on your screen is the default first field for a new record display. A default field label (Label 1:) is also displayed.

You will use the default field later when you add fields to the record display. For now, however, move the field out of the way so you can create the record display design.

- 3 Press **Delete to End of Line** (Ctrl-End) to delete the default field label.
- 4 Press **Edit Fields** (Shift-F8), then press **Home,Down Arrow** (Home,↓) to move the field to the bottom of the screen.
- 5 Press **Exit** (F7) to return to the Record Display setup menu, then press **Home,Up Arrow** (Home,↑) to move the cursor to the top left of the screen.

Now, following the sketch, begin to draw the lines for the record display design.

- 6 Press **Line Draw** (Ctrl-F3) to display the Line Draw menu at the bottom of the screen.
- 7 Select option 2 (double line), then press **Home,Right Arrow** (Home,→) to draw the top of the main box.

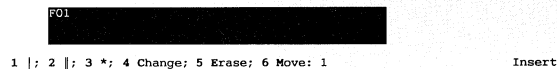
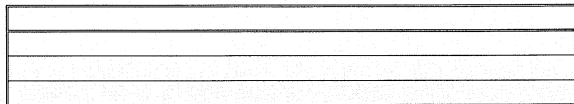
Pressing Home and then an arrow key draws a line in the direction of the arrow to the next intersection of a line draw character or to the edge of the screen, whichever is encountered first.

- 8 Press **Down Arrow** (↓) eight times to draw the right side of the box.
- 9 Press **Home,Left Arrow** (Home,←), then press **Home,Up Arrow** to draw the bottom and left sides of the box.
- 10 Select **Move** (6), then press **Down Arrow** twice to move the cursor down two lines.

You now need to draw the lines within the main box.

- 11** Select option 2 (double line), then press **Home,Right Arrow**.
- 12** Select **Move**, then press **Down Arrow** twice.
- 13** Select option 1 (single line), then press **Home,Left Arrow**.
- 14** Select **Move**, then press **Down Arrow** twice.
- 15** Select option 1 (single line), then press **Home,Right Arrow**.

Your record display should now look like the one below.



- 16** Press **Exit** (F7) to exit the Line Draw feature and return to the Record Display Setup menu.

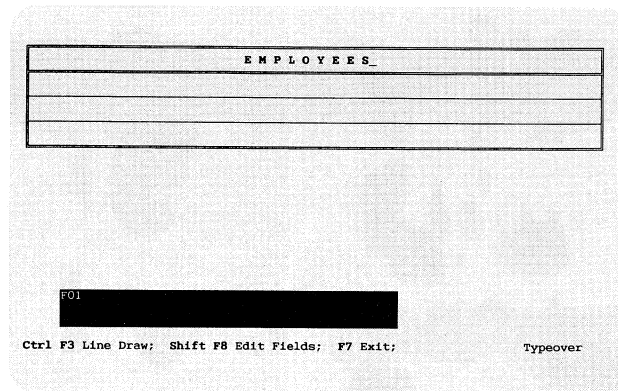
Adding the Field Labels

Before you begin adding fields, you need to be in Typeover mode to avoid disturbing the placement of line draw characters.

- 1** If the indicator in the lower right corner of the screen is “Insert,” press **Insert** (Ins) to change it to “Typeover.”
- 2** Press **Home,Home,Up Arrow** (Home,Home,↑), then press **Down Arrow** (↓) to move the cursor to the left edge of the top box.
- 3** Press **Repeat** (Esc), type 30, then press **Right Arrow** to position the cursor for the record display title.
- 4** Press **Bold** (F6), then type **E M P L O Y E E S** with one space between each letter.

If you make a mistake, use **Backspace** to erase characters. Do not use Delete (Del), because Delete does not preserve the alignment of Line Draw characters.

- 5 Press **Bold** again to turn off the bold attribute.



- 6 Press **Down Arrow** twice, then press **Home,Left Arrow** (Home,←) to move the cursor to the left edge of the box below the first one.
- 7 Press **Right Arrow** five times to position the cursor for the Employee label.
- 8 Press **Bold**, type **Employee:**, then press **Bold** again.

The extra spaces to the left of the label will help line up the colons in the remaining labels with the colon in the Position label.

- 9 Press **Down Arrow** twice, then press **Home,Left Arrow**.
- 10 Press **Right Arrow** three times to position the cursor for the second label.
- 11 Press **Bold**, type **Department:**, then press **Bold** again.
- 12 Press **Down Arrow** twice, then press **Home,Left Arrow**.
- 13 Press **Right Arrow** eight times to position the cursor for the last label.
- 14 Press **Bold**, type **Phone:**, then press **Bold** again.

Creating the Fields

Now that you have added the necessary labels, you need to add the fields that will hold the information.

To use the default field as the first field, you need to rename, resize, and reposition it.

- 1 Press **Edit Fields** (Shift-F8) to display the Edit Fields menu.
- 2 Select **Name (3)**, then enter **Employee** at the "Enter field name:" prompt.

The default Edit Fields option is Position, so you can simply begin pressing arrow keys to reposition the field.

- 3 Use the arrow keys to position the field so that the upper left corner is two spaces to the right of the Employee label.

The screenshot shows a terminal window titled "EMPLOYEES" with a form containing three fields: "Employee:", "Department:", and "Phone:". The "Employee:" label and its corresponding field are bolded. The field contains the text "Employee". At the bottom right, the text "Field display size 3x46" is visible. At the bottom left, a menu bar reads "Tab Next Field; 1 Size; 2 Position; 3 Name; 4 Create; 5 Delete; 2 ~1-".

Don't be concerned if some of the labels become unbolded as you move the field. They will be bolded again when you exit the Edit Fields mode.

- 4 Select **Size (1)** to change the display size of the field, then press **Right Arrow (→)** to lengthen the field until it is two spaces from the right edge of the box.
 - 5 Press **Up Arrow (↑)** twice to decrease the field to one line.
- The field display at the bottom of the screen should read 1x60.

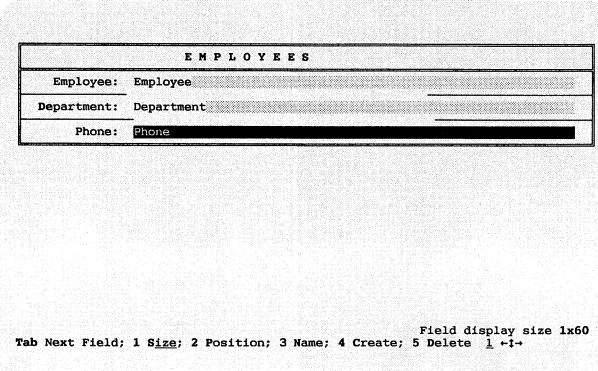
The screenshot shows the same terminal window as before, but the "Employee:" label is now unbolded. The field is now a single line that spans most of the width of the form. At the bottom right, the text "Field display size 1x60" is visible. The menu bar at the bottom left now shows "Tab Next Field; 1 Size; 2 Position; 3 Name; 4 Create; 5 Delete; 1 ~1-".

- 6 Select **Create (4)**, then enter **Department** to add the Department field.
- 7 Use the arrow keys to position the field two spaces to the right of the Department label.

Don't be concerned if a portion of the line is erased. It will be restored when you exit the Edit Fields mode.

- 8 Select **Size** (1), then use **Right Arrow** to lengthen the field until it extends to two spaces from the right edge of the box.
- 9 Select **Create** (4), then enter **Phone** to add the Phone field.
- 10 Use the arrow keys to position the field two spaces to the right of the Phone label.
- 11 Select **Size** (1) to change the display size of the field, then press **Right Arrow** to lengthen the field until it is two spaces from the right edge of the box.

Your record display is now complete and should look like the one below.



The screenshot shows a terminal window titled "EMPLOYEES". It contains a form with three rows of fields:

Employee:	Employee
Department:	Department
Phone:	Phone

At the bottom of the terminal window, there is a status line: "Field display size 1x60" and "Tab Next Field: 1 Size; 2 Position; 3 Name; 4 Create; 5 Delete 1 -i-".

- 12 Press **Exit** (F7) three times to return to the list display.

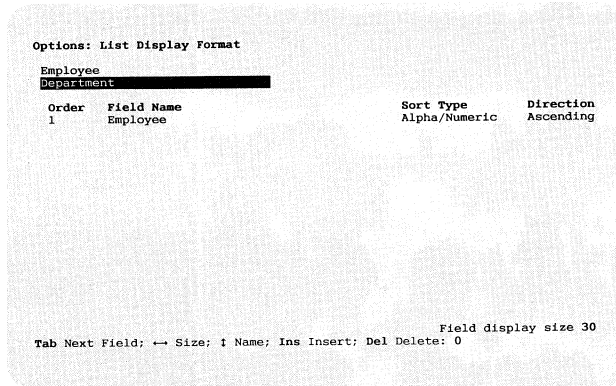
Setting Up the List Display

Now that you've completed the record display, set up the list display. By default, the first field from the record display becomes the first and only field in the list display. The size of the default field is the width of the screen.

You will use all the fields in the list display: Department, Employee, and Phone in that order.

- 1 Select **Options** (4), select **List Display Format** (2), then select **List Display** (1).
- 2 Press **Up Arrow** (↑) or **Down Arrow** (↓) until "Department" appears in the highlighted field.

- 3 Press **Left Arrow** (←) to shorten the field until field display size, at the bottom of the screen, is at 30.



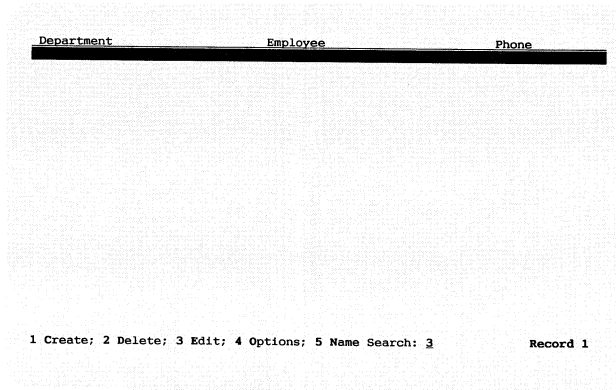
- 4 Press **Tab** to move the cursor to the space after the Department field, then press **Insert** (Ins) to insert a new field.

When you insert a field in the list display, the name of the first field from the record display is always shown as the default. Employee should appear as the name of the field you just added.

- 5 Press **Right Arrow** (→) until the field display size is at 30.
- 6 Press **Tab** to move the cursor to the space after the Employee field, then press **Insert** (Ins) to insert a new field.
- 7 Press **Up Arrow** or **Down Arrow** until Phone appears in the highlighted field.
- 8 Press **Right Arrow** until the field display size is at 12.
- 9 Press **Exit** (F7), then type **y** to update the sort list.

The sort list is displayed directly below the list display format. Notice that the same fields in the list display format now appear in the sort list in the same order.

10 Press **Exit** twice to return to the list display.



The list display appears with the three fields you selected and adjusted. Records added to this new Notebook file will be sorted according to department because that is the first field in the sort list. Notebook uses the second field in the sort list (Employee) to sort records with the same Department field.

Exiting Notebook

To exit Notebook,

- 1** Press **Exit** (F7) to exit the list display.
- 2** Type **y** and enter a filename if you want to save the new Notebook file.

or

Type **n** if you do not want to save the file.

If you typed **y** and this is the first time you have saved a Notebook file, a default filename appears. For WordPerfect Office on a network, the filename that appears is *XXX_FILE.NB* (where *XXX* represents your file ID, usually your initials); for Office on a stand-alone machine, *NOTEBOOK.NB* is the default filename. The file you save with this filename (the auto-retrieve filename) will be automatically retrieved into Notebook each time you start the program.

You can press **Enter** with the filename displayed to use the auto-retrieve filename, or you can enter a different filename to reserve the auto-retrieve filename for a different file.

- 3** Type **y** to exit Notebook.

To find out about how Notebook can dial phone numbers for you, see Dial Setup in Notebook Reference in the WordPerfect Office Reference Manual.

Lesson 8: Notebook and WordPerfect

In this lesson you create a WordPerfect primary merge file. The primary merge file is a form letter you create to thank several members of the Arts Council for their help with the Clovis Art Museum 10th Anniversary Celebration.

Notebook files are created in WordPerfect secondary merge file format. You will merge selected records from the ART.NB sample file (a WordPerfect Office learning file that will serve as a secondary merge file) with the WordPerfect primary file you create to complete the thank-you letters.

This lesson assumes that you are using WordPerfect 5.1, but also includes instructions for WordPerfect 5.0 where necessary.

Overview

This lesson introduces you to the following tasks:

- Marking records in the list display.
- Saving marked records to the clipboard.
- Performing a merge with a WordPerfect primary merge file and Notebook records.

Retrieving ART.NB into WordPerfect

Before you can create a primary merge file, you must know the names or order of the fields in the secondary merge file. In this case, the secondary merge file is a Notebook file.

To display the names and order of the fields in the ART.NB file, retrieve the file into WordPerfect. To start WordPerfect,

- 1 Type the letter that appears next to WordPerfect on the Shell menu (usually **w**).

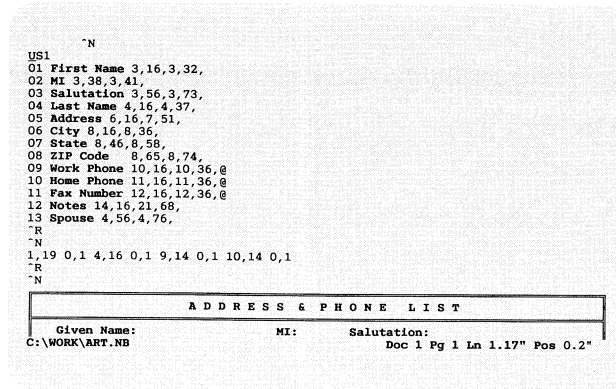
or

Use the arrow keys (↑,↓,←,→) to move the cursor to WordPerfect, then press **Enter**.

- 2 Press **Retrieve** (Shift-F10), then enter *drive:\directory\art.nb*, (where *drive:\directory* is the path of the directory containing the WordPerfect Office learning files; e.g., c:\office30\learn\art.nb).

The sample Notebook file appears on your screen in secondary merge file format.

3 Press **Right Arrow** (→) twice to bring the field information into full view.



The first record in the file contains the information about the fields. The first record also includes other information that Notebook uses to re-create the record and list displays when you retrieve the file into Notebook.

The ART.NB fields include:

- | | | | |
|---|------------|----|------------|
| 1 | First Name | 8 | ZIP Code |
| 2 | MI | 9 | Work Phone |
| 3 | Salutation | 10 | Home Phone |
| 4 | Last Name | 11 | Fax Number |
| 5 | Address | 12 | Notes |
| 6 | City | 13 | Spouse |
| 7 | State | | |

You must know the field names or numbers to be able to insert merge codes in the primary merge file. The steps in this lesson use field names.

4 Press **Exit** (F7), then type **n** twice to clear the document screen.

Creating a Primary Merge File

The body of the thank-you letter will be in the primary merge file. The name, address, and proper salutation for the recipients will be added from the secondary merge file (ART.NB) where you have placed the corresponding merge codes in the text of the primary file.

Before you type the letter, you should center the page vertically.

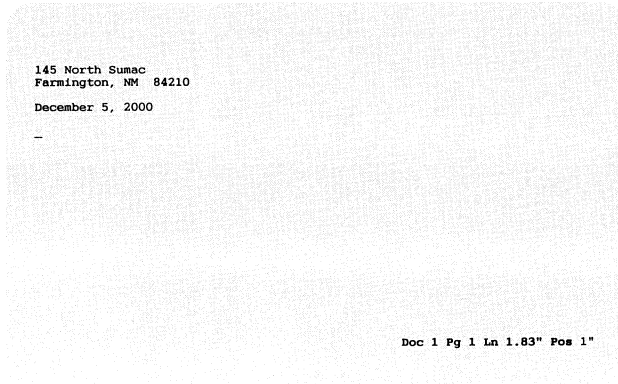
1 Press **Format** (Shift-F8), then select **Page** (2).

2 Select **Center Page** (1), then type **y**.

or

If you are using WordPerfect 5.0, select **Center Page** (1).

- 3 Press **Exit** (F7) to return to the document screen.
- 4 Type:
**145 North Sumac
Farmington, NM 84210**
- 5 Press **Enter** twice to add space, then type:
December 5, 2000
- 6 Press **Enter** twice to add space.



You will insert merge codes to add the recipient's address to the letter.

- 7 Press **Merge Codes** (Shift-F9).

A list of merge options appears.

You will insert merge codes for the recipient's first and last names.

- 8 Select **Field (1)**.

or

If you are using WordPerfect 5.0, type **f** to select **^F**.

- 9 Enter **first name** at the field prompt.

- 10 Press the **Space Bar** to add a space between the first and last names, then press **Merge Codes**.

- 11 Select **Field**.

or

If you are using WordPerfect 5.0, type **f** to select **^F**.

- 12 Enter **last name** at the field prompt.

13 Press **Enter** to move to the next line, then press **Merge Codes**.

To insert a merge code for the address field,

14 Select **Field (1)**.

or

If you are using WordPerfect 5.0, type **f** to select **^F**.

15 Enter **address** at the prompt.

16 Press **Enter** to move to the next line.

17 Press **Merge Codes**.

18 Select **Field**.

or

If you are using WordPerfect 5.0, type **f** to select **^F**.

19 Enter **city** at the prompt.

20 Type a comma (,), then press the **Space Bar** to separate the city name from the state abbreviation.

21 Press **Merge Codes**.

22 Select **Field**.

or

If you are using WordPerfect 5.0, type **f** to select **^F**.

23 Enter **state** at the prompt.

24 Press the **Space Bar** twice to separate the state abbreviation from the ZIP code.

25 Press **Merge Codes**.

26 Select **Field**.

or

If you are using WordPerfect 5.0, type **f** to select **^F**.

27 Enter **zip code** at the prompt.

28 Press **Enter** twice to add some space before the salutation.

29 Type **Dear** followed by a space, then press **Merge Codes**.

To insert a merge code for the salutation field,

30 Select **Field (1)**.

or

If you are using WordPerfect 5.0, type **f** to select **^F**.

31 Enter **salutation**.

32 Type a comma (,).

```
145 North Sumac
Farmington, NM 84210

December 5, 2000

{FIELD}first name" {FIELD}last name"
{FIELD}address"
{FIELD}city", {FIELD}state" {FIELD}ZIP"

Dear {FIELD}salutation",_
```

If you are using WordPerfect 5.0, the merge fields appear as ^Ffirst name^, ^Flast name^, ^Faddress^, etc.

33 Press **Enter** twice to add some space, then type:

Thank you for your assistance with the 10th Anniversary Celebration of the Clovis Art Museum. Your efforts helped make the celebration one of the most successful Arts Council events ever.

With appreciation,

**William E. Browning
Social Vice President
Arts Council**

```
145 North Sumac
Farmington, NM 84210

December 5, 2000

{FIELD}first name" {FIELD}last name"
{FIELD}address"
{FIELD}city", {FIELD}state" {FIELD}zip code"

Dear {FIELD}salutation",

Thank you for your assistance with the 10th Anniversary Celebration
of the Clovis Art Museum. Your efforts helped make the celebration
one of the most successful Arts Council events ever.

With appreciation,

William E. Browning
Social Vice President
Arts Council_
```

Doc 1 Pg 1 Ln 4.5" Pos 2.2"

34 Press **Exit** (F7), then type **y** to save the file.

35 Enter *drive:\directory\thankyou.pf* (where *drive:\directory* is the path of a personal network directory or a directory on a local drive; e.g., c:\work).

36 Type **n** to remain in WordPerfect.

Marking the Records to be Merged

You could use the ART.NB file as it is for the secondary merge file if you wanted to send thank-you letters to all the Arts Council members. However, you only want to send letters to Arthur Schofield, Donna Almeri, and Thomas Wong.

To include only these people, you must mark their records in the ART.NB file, then save the records to the clipboard for use in the merge.

1 Press **Switch to Notebook** (Ctrl-Alt-n).

If the Shell menu letter for Notebook is not N, use the correct letter in place of N in Switch to Notebook.

*If the words "Empty Notebook" do not appear at the top of the list display when you enter Notebook, press **Exit** (F7), then type **n** twice to clear the screen.*

2 Press **Retrieve** (Shift-F10), then enter **drive:\directory\art.nb** (where *drive:\directory* is the path of the directory containing the WordPerfect Office learning files; e.g., c:\office30\learn\art.nb).

With the list display of ART.NB on the screen,

3 Use the arrow keys or **Name Search** (5) to move to Arthur Schofield's name, then type an asterisk (*) to mark the name.

4 Repeat step 3 for the records of Donna Almeri and Thomas Wong.

If you mark the wrong record, move the cursor to that record, then type an asterisk () again to unmark the record.*

First Name	Last Name	Work Phone	Home Phone
David	Nelson	555-8079	555-5645
Dennis	Hiatt	555-9090	555-6790
Donald	LaVange	555-6787	555-9078
Donald	Souther	555-7412	555-0989
*Donna	Almeri	Home	555-3456
Erik	Glassman	Home	555-2980
George	Sorenson	555-7867	555-9811
Heather	Weggoner	555-4545	555-1101
Julie	Holt	555-9990	555-7702
Kelly	Laudan	555-2031	555-8961
Lizelle	Handley-Gross	555-3331	555-0032
Louise	Martin	555-0989	555-4444
Maryanne	Johnson	555-8934	555-5656
Maxwell	Harper	555-0001	555-7509
Michael	Cooper	555-8989	555-2310
Pauline	Fontaine	Home	555-1123
Robert	Van Leishell	555-0008	555-7737
Rodney	Riggs	555-4555	555-8825
Samantha	Stolworthy	555-6776	555-9087
Scott	Pathakis	555-0000	555-1111
*Thomas	Wong	555-6888	555-0022
Thor	Sorenson	555-2121	555-3333

1 Create; 2 Delete; 3 Edit; 4 Options; 5 Name Search: 3 Marks 3 Record 29

Saving the Marked Records

The next step is to save the marked records to the clipboard.

The ability to retrieve the text in the clipboard as the secondary file during a merge was implemented in WordPerfect 5.1. If you are using WordPerfect 5.0, you must save the marked records as a file.

- 1 Press **Shell** (Ctrl-F1) for the clipboard options, then select **Save Marked** (2).

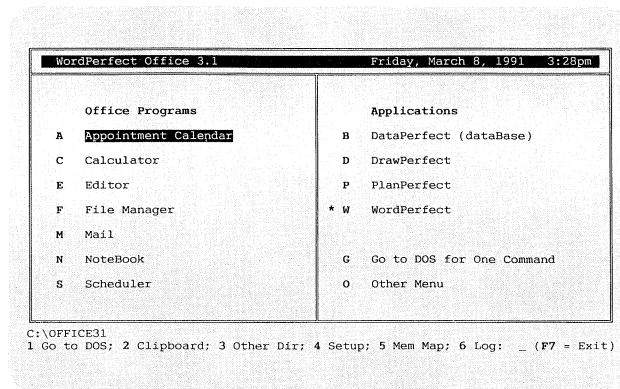
or

If you are using WordPerfect 5.0, press **Save** (F10), then enter **drive:\directory\thankyou.sf** (where *drive:\directory* is the path of a personal network directory or a directory on a local drive; e.g., c:\work\thankyou.sf).

You could use the Switch Program feature again to leave Notebook in memory and return to WordPerfect. But because you will not use Notebook again in this lesson, exit Notebook, then return to WordPerfect from the Shell menu.

- 2 Press **Exit** (F7), type **n** at the save file prompt, then type **y** to exit Notebook.

You are returned to the Shell menu. The asterisk (*) next to the menu letter for WordPerfect indicates that the program is resident in memory.



- 3 Press **Enter** to return to WordPerfect.

Performing the Merge

To merge the primary file you created with the notebook information you saved to the clipboard in WordPerfect,

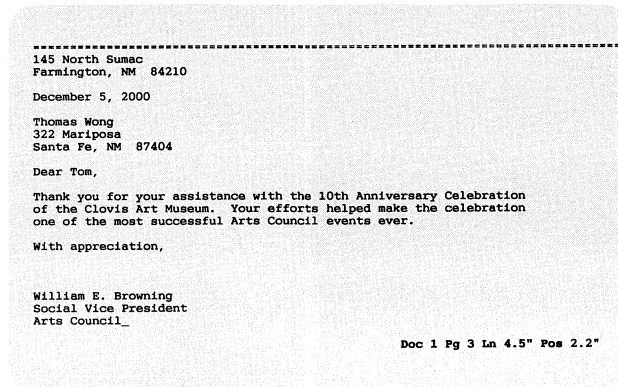
- 1 Press **Merge/Sort** (Ctrl-F9), then select **Merge** (1).
- 2 Enter **drive:\directory\thankyou.pf** (where *drive:\directory* is the path of the personal network directory or directory on a local drive where you saved THANKYOU.PF earlier; e.g., c:\work\thankyou.pf) for the name of the primary file.

- 3 Press **Shell** (Ctrl-F1) to retrieve the information in the clipboard as the secondary file.

or

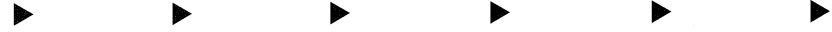
If you are using WordPerfect 5.0, enter *drive:\directory\thankyou.sf* (where *drive:\directory* is the personal network directory or directory on a local drive where you saved THANKYOU.SF earlier; e.g., c:\work\thankyou.sf) for the name of the secondary file.

WordPerfect performs the merge and then displays the completed letters.



To print the letters,

- 4 Press **Print** (Shift-F7), then select **Full Document** (1).
- 5 Press **Exit** (F7), type **n**, then type **y** to exit WordPerfect without saving the merged document.



Lesson 9: File Manager Basics

In this lesson you become familiar with the basic functions of File Manager. You rename, move, and delete files from practice directories you create on your network drive, your own hard disk, or a floppy disk.

Overview

This lesson introduces you to the following tasks:

- Moving through a file list.
- Moving to a specific file.
- Using filename patterns to search for specific kinds of files.
- Sorting files according to filename extension.
- Marking a group of files to be moved, copied, or deleted.
- Marking and copying files.
- Changing directories with Look.
- Moving a file from one directory to another.
- Renaming a file.
- Deleting files and directories.

Starting File Manager and Moving Through a File List

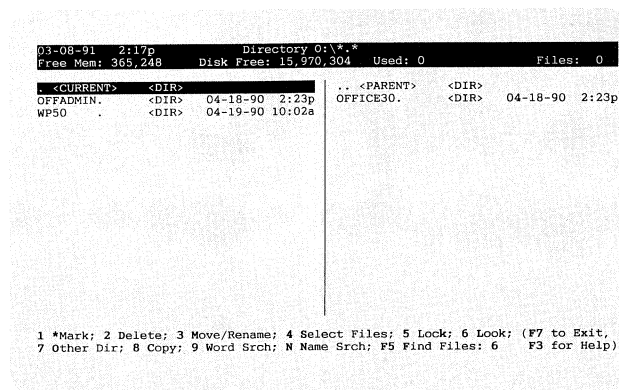
To start File Manager from the Shell menu,

- 1 Type the letter that appears next to File Manager (usually **f**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to File Manager, then press **Enter**.

When you start File Manager, a list of the files in the current default directory appears.



```
03-08-91 2:17p Directory 0:\*. *
Free Mem: 365,248 Disk Free: 15,970,304 Used: 0 Files: 0
<CURRENT> <DIR> .. <PARENT> <DIR>
OFFADMIN. <DIR> 04-18-90 2:23p OFFICE30. <DIR> 04-18-90 2:23p
WP50 . <DIR> 04-19-90 10:02a
```

1 *Mark; 2 Delete; 3 Move/Rename; 4 Select Files; 5 Lock; 6 Look; (F7 to Exit,
7 Other Dir; 8 Copy; 9 Word Srch; N Name Srch; F5 Find Files; 6 F3 for Help)

Your directory may look different than the one shown.

The name of the directory and other directory information appears in the heading at the top of the screen, and a menu appears at the bottom of the screen.

You need to check the Directory Look Method setting before continuing.

2 Press **Setup** (Shift-F1).

If Directory Look Method for File List (5) is already set to **No Prompt**, skip to step 4. Otherwise,

3 Select **File List** (5), then select **No Prompt** (1).

4 Press **Exit** (F7) to return to the directory list.

Make sure you are in the directory containing the WordPerfect Office program files. If you are, skip to step 7. If you are not,

5 Select **Other Directory** (7), then type the full pathname of the directory that contains the WordPerfect Office program files (e.g., o:\office30).

6 Press **Enter** twice to display the files in that directory.

The cursor rests on the <CURRENT><DIR> listing at the top of the left column. You can use the arrow keys to move the cursor to the names of files or subdirectories in the list.

7 Press **Down Arrow** (↓) twice to move the cursor to the third file or subdirectory.

8 Press **Home,Home,Up Arrow** (Home,Home,↑) to move the cursor back to the top of the list.

You can move to a specific file using the Name Search feature.

9 Select **Name Search**, then type **s** to move to the first file that begins with the letter “S.”

10 Type **h** to move to the first filename that begins with “SH.”

11 Type **ell.exe** to move to the SHELL.EXE file.

12 Press Enter to end the name search.

```
01 08 91 2:17p Directory O:\OFFICE31\*. *
Free Mem: 365,248 Disk Free: 15,970,304 Used: 1,627,114 Files: 65
HPLASER .PRD 1,024 03-20-90 6:13a HP II .PRD 1,024 03-20-90 6:13a
HRF12 .FRS 49,152 03-20-90 6:19a HRF6 .FRS 49,152 03-20-90 6:19a
IBMPROXL.PRD 1,024 03-20-90 6:13a ML .EXE 111,121 03-20-90 6:19a
ML .HLP 30,322 03-20-90 6:19a NB .EXE 110,592 03-20-90 6:13a
NB .HLP 52,152 03-20-90 6:13a NOTEBOOK.MNU 3,382 03-20-90 5:52a
NOTEBOOK.NEW 638 03-20-90 6:13a NOTIFY .EXE 11,776 03-20-90 6:19a
OTHERDM .PRD 1,024 03-20-90 6:13a OTHERLQ .PRD 1,024 03-20-90 6:13a
RESOURCE.FIL 49,152 03-20-90 6:19a RP .EXE 14,336 03-20-90 5:52a
RP .SYS 10,576 03-20-90 5:52a RPIINSTAL.EXE 20,992 03-20-90 5:52a
RPREMOVE.EXE 7,168 03-20-90 5:52a SC .EXE 240,595 03-20-90 6:19a
SCHED .HLP 27,343 03-20-90 6:19a SCHERR .FIL 2,620 03-20-90 6:19a
SH .MRS 6,248 03-20-90 5:47a SHELL .EXE 47,616 03-20-90 5:47a
SHELL .HLP 28,702 03-20-90 5:47a SHELL .NEW 3,382 03-20-90 5:47a
SHELL .OFF 3,382 03-20-90 5:52a SHELL .OVL 25,840 03-20-90 5:47a
SHELLDOS.COM 2,143 03-20-90 5:47a SHMACNV .EXE 23,940 03-20-90 5:47a
SUBSHELL.MNU 3,382 03-20-90 5:47a TOSHIBA .PRD 1,024 03-20-90 6:13a
TSRM .EXE 13,904 03-20-90 5:47a USERID .FIL 132,096 03-20-90 5:52a
WORKLOG .NB 3,048 03-20-90 5:47a WP .LRS 18,067 03-20-90 6:13a
WPOFFR .EXE 20,992 03-20-90 6:13a

1 *Mark; 2 Delete; 3 Move/Rename; 4 Select Files; 5 Lock; 6 Look; (F7 to Exit,
7 Other Dir; 8 Copy; 9 Word Srch; N Name Srch; F5 Find Files; 6 F3 for Help)
```

Using Wild Card Characters to Search for Files

You can list files with specific filename patterns using the Other Directory and Look options.

Like DOS, File Manager lets you use wild card characters (* and ?) to specify filename patterns. Wild cards are general placeholders that substitute for all or part of filenames, extensions, or both. An asterisk (*) stands for zero or more characters, while a question mark (?) stands for one character.

File Manager lets you search for multiple filename patterns. To search for all the files with a .FIL, .EXE, or .HLP extension in the directory where the WordPerfect Office program files are stored,

- 1 Press **Home,Home,Up Arrow** (Home,Home,↑) to move the cursor to the <CURRENT><DIR> listing at the top of the left column, then press **Enter**.

You are prompted for a filename pattern.

- 2 Enter ***.fil,*.exe,*.hlp** as the filename pattern. Do not include spaces anywhere in the filename pattern.

As soon as you start typing, the default path and filename pattern are cleared. You don't need to include a path because you're searching the current directory.

All the files in the current directory that have the specified extensions appear.

```
03-08-91  2:19p          Directory O:\OFFICE31\*.FIL,*.EXE,*.HLP
Free Mem: 365,248      Disk Free: 15,970,304  Used: 1,408,940      Files: 27

<CURRENT> <DIR>
CALC .EXE 51,232 03-20-90 5:52a
CL .EXE 83,968 03-20-90 6:13a
ED .EXE 132,096 03-20-90 5:52a
FM .EXE 67,072 03-20-90 6:13a
HOSTID .FIL 20,992 03-20-90 6:13a
ML .HLP 30,322 03-20-90 6:19a
NB .HLP 52,152 03-20-90 6:13a
RESOURCE.FIL 49,152 03-20-90 6:19a
RPFINSTAL.EXE 20,992 03-20-90 5:52a
SC .EXE 240,595 03-20-90 6:19a
SCHERR .FIL 2,620 03-20-90 6:19a
SHELL .HLP 28,702 03-20-90 5:47a
TSRM .EXE 13,904 03-20-90 5:47a
WPOPTR .EXE 20,992 03-20-90 6:13a

.. <PARENT> <DIR>
CALC .HLP 26,258 03-20-90 5:52a
CL .HLP 32,974 03-20-90 6:13a
ED .HLP 41,476 03-20-90 5:52a
FM .HLP 27,453 03-20-90 6:13a
ML .EXE 111,121 03-20-90 6:19a
NB .EXE 110,592 03-20-90 6:13a
NOTIFY .EXE 11,776 03-20-90 6:19a
RP .EXE 14,336 03-20-90 5:52a
RPHREMOVE.EXE 7,168 03-20-90 5:52a
SCHED .HLP 27,943 03-20-90 6:19a
SHELL .EXE 47,616 03-20-90 5:47a
SHMACNV .EXE 23,940 03-20-90 5:47a
USERID .FIL 132,096 03-20-90 5:52a

1 *Mark; 2 Delete; 3 Move/Rename; 4 Select Files; 5 Lock; 6 Look; (F7 to Exit,
7 Other Dir; 8 Copy; 9 Word Srch; N Name Srch; F5 Find Files; 6 F3 for Help)
```

- 3 Move the cursor to <CURRENT><DIR> at the top of the left column, then press **Enter** twice to see a full directory list again.

Sorting Files

You can sort the files in a directory list according to filename, filename extension, date and time, or size.

- 1 Choose **Select Files (4)**.

```
Select Files - List 1

1 - Filename Pattern:      O:\OFFICE31\*. *
2 - Date                  NO
   From (MM-DD-YY):      (All)
   To (MM-DD-YY):        (All)

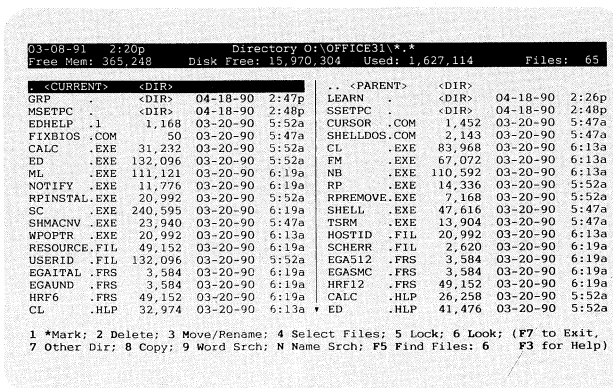
Sort files by:           Filename
3 - Filename
4 - Extension
5 - Date & Time
6 - Size

7 - Display Mode:        File List
8 - Directory Look Method: No Prompt
9 - Confirm Replace:     YES

Selection: 0
```

- 2 Select **Extension (4)**, then press **Exit (F7)** to return to the list.

The files are now in alphabetical order according to their filename extensions.



Now change the sort setting back to Filename.

- 3 Choose **Select Files**, select **Filename (3)**, then press **Exit** to return to the list.

Marking and Copying Files

You can use File Manager to mark selected files and then copy them as a group to another directory or drive.

To copy files from the WordPerfect Office program directory to a different directory (which you create),

- 1 Use the arrow keys to move the cursor to the **DIABLO.PRD** filename.
 - 2 Select **Mark (1)** to mark the file.
- You can also type an asterisk (*) or press the spacebar to mark the file.*
- 3 Find and mark the **DIABLODT.PRD** and **DIABLOFN.PRD** files.
 - 4 Select **Copy (8)**, type **y**, then enter *drive:\printers* (where *drive* is the drive letter of your practice drive or disk; e.g., c:\printers).

Because the **PRINTERS** directory does not yet exist, you are asked if you want to create it.

- 5 Type **y** to create the **PRINTERS** directory and copy the marked files to it.
- 6 Press **MarkUnmark All** (Home, * or Alt-F5) to unmark all the files.

Creating a Directory

Now create a directory and several dummy files to be used later in the lesson.

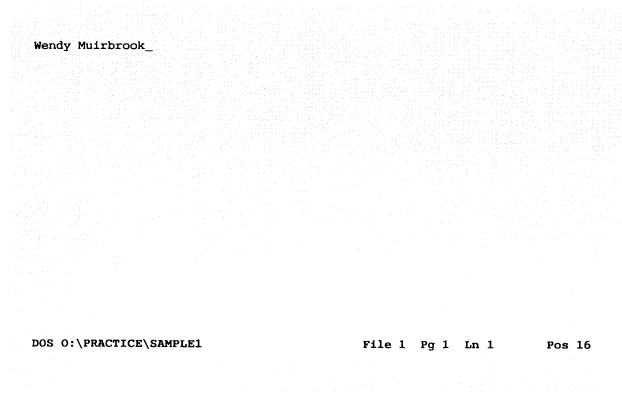
- 1 Select **Other Directory (7)**, then enter *drive:\practice* (where *drive* is the same drive you used when creating the **PRINTERS** directory earlier in the lesson; e.g., c:\practice) as the directory name.
- 2 Type **y** at the prompt to create the **PRACTICE** directory.

To create the dummy files, you will create a text file in Editor and save it several times under different filenames.

- 3 Press **Switch to Editor** (Ctrl-Alt-e) to switch to Editor and leave File Manager resident in memory.

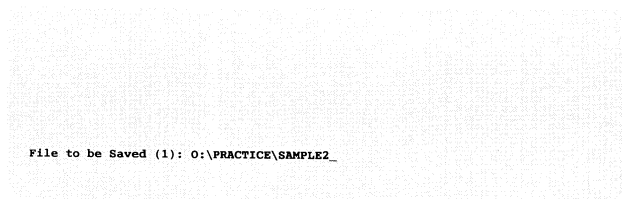
If the Shell menu letter for Editor is not E, use the correct letter in place of E in Switch to Editor.

- 4 Type your name at the top of the document screen.
- 5 Press **Save** (F10), then enter *drive*:\practice\sample1 (where *drive* is the same drive you used when creating the PRACTICE directory earlier in the lesson; e.g., c:\practice\sample1) to create the first dummy file in the PRACTICE directory.



To create the remaining dummy files,

- 6 Press **Save**, then press **End** to move past the “1” in SAMPLE1.
- 7 Press **Backspace** to delete the 1, then type **2** to create a new file called SAMPLE2.

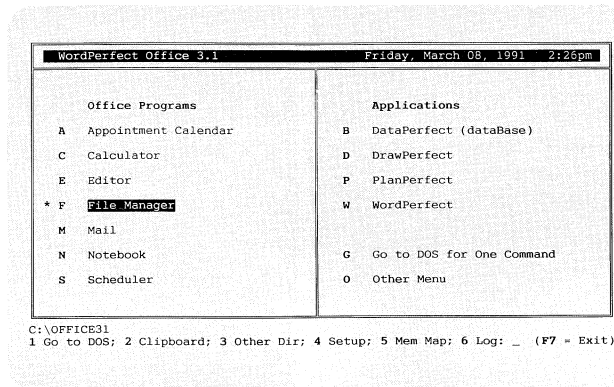


- 8 Press **Enter** to save the file.

- 9 Continue saving and renaming the document (steps 6 through 8 above) until you have created the SAMPLE3, SAMPLE4, SAMPLE5, and SAMPLE6 dummy files.
- 10 Press **Exit** (F7), type **n**, then type **y** to exit Editor and return to the Shell menu.

Moving and Renaming Files

Notice that an asterisk (*) appears next to File Manager on the Shell menu, indicating that the program is resident in memory. Notice also that the cursor is resting on File Manager to indicate that it was the last program left resident.



- 1 Press **Enter** to return to File Manager.
- 2 Select **Other Directory** (7).
- 3 Enter *drive*:**practice** (where *drive* is the same drive you used when creating the PRACTICE directory earlier; e.g., c:\practice).
- 4 Press **Enter** again to switch to the PRACTICE directory.

The dummy files you saved appear in the directory list. Change the name of the SAMPLE1 file with the Move/Rename option.

- 5 Press **Down Arrow** (↓) to move the cursor to the SAMPLE1 filename.
- 6 Select **Move/Rename** (3).

The full pathname of the file is displayed after the “Move/Rename To:” prompt.

- 7 Press **End** to move the cursor to the end of the filename.
- 8 Type **prd** as the new extension, then press **Enter** to rename the file.

Now move the file with the new name (SAMPLE1.PRD) to the PRINTERS directory.

- 9 Select **Move/Rename**, then enter *drive*:\printers (where *drive* is the same drive you used when creating the PRINTERS directory earlier in the lesson; e.g., c:\printers) to move the file to the PRINTERS directory without changing the filename.

When the file is moved, File Manager deletes the filename from the current directory list.

You can also move and rename a file at the same time.

- 10 Use the arrow keys to move to the SAMPLE6 filename.
- 11 Select **Move/Rename**, then enter *drive*:\printers\sample6.prd (where *drive* is the same drive you used when creating the PRINTERS directory earlier in the lesson; e.g., c:\printers\sample6.prd) to move the file to the PRINTERS directory and rename it SAMPLE6.PRD.

Changing Directories with Look

Earlier in the lesson, you used the Other Directory feature to change directories. You can also use the Look feature with any directory listing (<DIR>) to change directories.

- 1 Press **Home,Home,Up Arrow** (Home,Home,↑) to move the cursor to the top of the list, then press **Right Arrow** (→) to move to the <PARENT><DIR> listing.

```

03-08-91  2:28p  Directory O: PRACTICE SAMPLE6
Free Mem: 365,248  Disk Free: 15,947,776  Used: 60  Files: 4

. <CURRENT>  <DIR>
SAMPLE2 .    15  04-20-90  2:55p
SAMPLE4 .    15  04-20-90  2:56p

. <PARENT>  <DIR>
SAMPLE3 .    15  04-20-90  2:56p
SAMPLE5 .    15  04-20-90  2:56p

1 *Mark; 2 Delete; 3 Move/Rename; 4 Select Files; 5 Lock; 6 Look; (F7 to Exit,
7 Other Dir; 8 Copy; 9 Word Srch; N Name Srch; F5 Find Files; 6  F3 for Help)

```

- 2 Select **Look** (6) to change to the parent directory.

You can also press **Enter** to select **Look**.

- 3 Use the arrow keys to move to the PRINTERS.<DIR> listing, then press **Enter** to list (look at) all the files in the PRINTERS directory.

Notice that the files you moved from the PRACTICE directory now appear in the PRINTERS directory list.

Deleting the Files and Directories

Delete the dummy files and directories you created in this lesson.

Before you can delete a directory, it must be empty (i.e., it must not contain any files or subdirectories). To delete all the files in the PRINTERS directory,

- 1 Press **Mark/Unmark All** (Home,* or Alt-F5) to mark all the files in the directory with an asterisk (*).

```
03-08-91 2:30p Directory O:\PRINTERS\*.*
Free Mem: 365,248 Disk Free: 15,947,776 Marked: 3,102 Marks: 5/5

. <CURRENT> <DIR>          .. <PARENT> <DIR>
DIABLO .PRD 1,024* 03-20-90 6:13a DIABLO.DT.PRD 1,024* 03-20-90 6:13a
DIABLOFN.PRD 1,024* 03-20-90 6:13a SAMPLE1 .PRD 15* 04-20-90 2:54p
SAMPLE6 .PRD 15* 04-20-90 2:56p

1 *Mark; 2 Delete; 3 Move/Rename; 4 Select Files; 5 Lock; 6 Look; (F7 to Exit,
7 Other Dir; 8 Copy; 9 Word Srch; N Name Srch; F5 Find Files; 6 F3 for Help)
```

- 2 Select **Delete** (2), then type **y** twice to delete the files.
- 3 Press **Right Arrow** (→) to move the cursor to the <PARENT><DIR> listing, then press **Enter** to display the parent directory with the cursor on the PRINTERS directory.
- 4 Select **Delete** (2), then type **y** to delete the PRINTERS directory.
- 5 Use the arrow keys to move to the PRACTICE.<DIR> listing, then press **Enter** to display the PRACTICE directory.
- 6 Follow steps 1 through 4 above to delete the PRACTICE directory, using the directory name PRACTICE in place of PRINTERS in step 4.
- 7 Press **Exit** (F7) to exit File Manager and return to the Shell menu.

Lesson 10: File Manager Screen Features

In this lesson you learn to switch directories, split the screen to display two directory lists, display a directory tree, and manage files with File Manager.

To complete this lesson, you must have a hard disk drive in your computer.

Overview

This lesson introduces you to the following tasks:

- Displaying two directories at the same time and switching between them.
- Viewing two directories at once using Half Screen mode.
- Displaying a directory tree.
- Using a directory tree to change directories and to copy files.
- Deleting a directory.

Starting the Lesson

To start File Manager from the Shell menu,

- 1 Type the letter that appears next to File Manager (usually **f**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to File Manager, then press **Enter**.

A list of the subdirectories and files in the current default directory appears.

To check the Directory Look Method before continuing,

- 2 Press **Setup** (Shift-F1).

If Directory Tree is set to Manual, skip to step 5. If it is set to Automatic,

- 3 Select Directory Tree (4).
- 4 Select **Manual** (1).
- 5 Press **Exit** (F7) to return to the directory list.

If the directory displayed is the root directory of your hard disk, skip to step 8. If it is not the root directory of your hard disk, you need to change directories.

- 6 Select **Other Directory** (7), then enter *drive*:\ (where *drive* is the root directory or drive letter of your hard disk; e.g., c:\).

7 Press Enter to accept the filename pattern.

```

03-08-91 3:20p Directory C:\*.*
Free Mem: 365,248 Disk Free: 882,688 Used: 949,937 Files: 41

<CURRENT> <DIR> .. <PARENT> <DIR>
DATA <DIR> 03-02-90 3:27p DOS <DIR> 02-27-90 10:26a
DRAW1 <DIR> 03-02-90 2:53p LIBRARY <DIR> 03-02-90 12:21p
OFFADMIN <DIR> 04-18-90 2:23p OFFICE31 <DIR> 04-18-90 2:23p
PL50 <DIR> 03-02-90 12:31p PRINTER <DIR> 03-21-90 1:25p
UPFILES <DIR> 03-30-90 1:16p WORK <DIR> 03-20-90 12:00p
WPS1 <DIR> 03-02-90 3:29p 8514A .VRS 4,866 02-06-90 7:13a
ALTRNAT .DRK 919 02-06-90 7:13a ATCLPX .COM 28,812 02-27-90 12:14p
ATT .VRS 6,041 02-06-90 7:13a AUTOEXEC.BAT 296 03-02-90 11:01a
COMMAND .COM 25,308 02-02-90 0:00a CONFIG .SYS 23 04-03-90 9:46a
DR .EXE 247,296 02-06-90 7:13a DR .FIL 232,928 02-06-90 7:13a
DR .MRS 5,560 02-06-90 7:13a DRHELP .FIL 45,994 02-06-90 7:13a
DRHELP2 .FIL 52,490 02-06-90 7:13a DR(DR) .SET 81 03-27-90 2:24p
DR(DR)US.LCN 16 03-27-90 2:24p EGADRP .VRS 5,151 02-06-90 7:13a
GENIUS .VRS 12,373 02-06-90 7:13a GENDA .VRS 12,453 02-06-90 7:13a
INCOLOR .VRS 6,383 02-06-90 7:13a KEYS .MRS 4,800 02-06-90 7:13a
MACROS .DRK 8,615 02-06-90 7:13a MASTERS1.STY 3,553 03-15-90 10:10a
MESSAGE . 247 04-11-90 10:31a NEC .VRS 4,728 02-06-90 7:13a
NET3 .COM 40,837 11-05-90 11:58a NETCHECK.COM 989 09-15-90 1:35a

1 *Mark: 2 Delete; 3 Move/Rename; 4 Select Files; 5 Lock; 6 Look: (F7) to Exit,
7 Other Dir; 8 Copy; 9 Word Srch; N Name Srch; F5 Find Files; 6 F3 for Help)

```

To list a second directory without exiting the directory already displayed,

8 Press Tab.

A prompt asking you to enter the path and filename pattern for the second directory appears at the bottom of the screen.

9 Enter the path of the directory where the WordPerfect Office program files are stored (e.g., c:\office30).

A list of the files and subdirectories in the directory appears.

Listing Two Directories in Half-Screen Mode

Until now you have viewed directory lists in Full Screen mode. You can also list directories in Half Screen mode. Half Screen mode shows two single column directory listings on a vertically split screen.

To view both directory lists in Half Screen mode,

1 Press Screen (Ctrl-F3).

The Screen options are displayed at the bottom of the screen.

```

ED .EXE 132,096 03-20-90 5:52a ED .HLP 41,476 03-20-90 5:52a
ED .MRS 5,368 03-20-90 5:52a EDHELP 1 1,168 03-20-90 5:52a
EGAS12 .FRS 3,584 03-20-90 6:19a EGAITAL .FRS 3,584 03-20-90 6:19a
EGASMC .FRS 3,584 03-20-90 6:19a EGAUND .FRS 3,584 03-20-90 6:19a
EPSON .PRD 1,024 03-20-90 6:13a FIXBIOS .COM 50 03-20-90 5:47a
FM .EXE 67,072 03-20-90 6:13a FM .HLP 27,453 03-20-90 6:13a
GENERIC .PRD 1,024 03-20-90 6:13a HOSTID .FIL 20,992 03-20-90 6:13a
HPLASER .PRD 1,024 03-20-90 6:13a HP_II .PRD 1,024 03-20-90 6:13a
HRF12 .FRS 49,152 03-20-90 6:19a HRF6 .FRS 49,152 03-20-90 6:19a

0 Rewrite; 1 Half Screen; 2 Full Screen; 3 Tree; 4 File List: 0

```

2 Select Half Screen (1).

You can also display Half Screen mode by pressing F8.

Both directories appear. The first directory you displayed is on the left, and the second directory is on the right. You can identify which directory is active by the direction the arrows in the vertical divider are pointing, as well as by the position of the cursor (the reverse video bar).

```

C:\*. *
Disk Free 882,688      Disk Used 949,937      Files 41
. <CURRENT> <DIR>
.. <PARENT> <DIR>
DATA . <DIR> 03-02-90 3:27p
DOS . <DIR> 02-27-90 10:26a
DRAW1 . <DIR> 03-02-90 2:53p
LIBRARY . <DIR> 03-02-90 12:21p
OFFADMIN. <DIR> 04-18-90 2:23p
OFFICE31. <DIR> 04-18-90 2:23p
PL50 . <DIR> 03-02-90 12:31p
PRINTER . <DIR> 03-21-90 1:25p
UPFILES . <DIR> 03-30-90 1:16p
WORK . <DIR> 03-20-90 12:00a
WPS1 .
8514A .VRS 4,866 02-06-90 7:13a
ALTRNAT .DRK 919 02-06-90 7:13a
ATCFPX .COM 28,812 02-27-90 12:14p
ATI .VRS 6,041 02-06-90 7:13a
AUTOEXEC.BAT 296 03-02-90 11:01a

O:\OFFICE31\*. *
Disk Free 15,964,160      Disk Used 1,627,114      Files 65
. <CURRENT> <DIR>
.. <PARENT> <DIR>
GRP . <DIR> 04-18-90 2:47p
LEARN . <DIR> 04-18-90 2:26p
MSETPC . <DIR> 04-18-90 2:48p
SSETPC . <DIR> 04-18-90 2:48p
CALC .EXE 31,232 03-20-90 5:52a
CALC .HLP 26,258 03-20-90 5:52a
CANON .PRD 1,024 03-20-90 6:13a
CL .EXE 83,968 03-20-90 6:13a
CL .HLP 32,974 03-20-90 6:13a
CURSOR .COM 1,452 03-20-90 5:47a
DIABLO .PRD 1,024 03-20-90 6:13a
DIABLODT.PRD 1,024 03-20-90 6:13a
DIABLOFN.PRD 1,024 03-20-90 6:13a
DIABLOFR.PRD 1,024 03-20-90 6:13a
DIABLOGR.PRD 1,024 03-20-90 6:13a
DIABLONR.PRD 1,024 03-20-90 6:13a

1 *Mark; 2 Delete; 3 Move/Rename; 4 Select Files; 5 Lock; 6 Look; (F7) to Exit,
7 Other Dir; 8 Copy; 9 Word Srch; N Name Srch; F5 Find Files; 6 F3 for Help)

```

You can move between the two directories by pressing **Tab** or **Switch** (Shift-F3).

Displaying Directory Lists in Tree Format

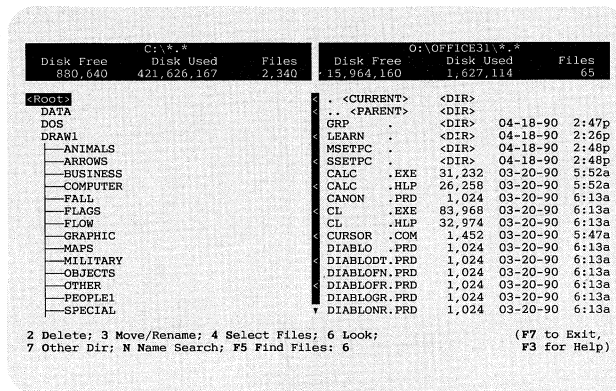
You can also list the directories and subdirectories of an entire volume with a directory tree. A volume is an entire hard disk or a partitioned portion of a disk. A directory tree shows the hierarchical relationship of directories and subdirectories in a volume. To display your root directory in tree format,

- 1 Press **Tab** to move back to the file list on the left if you are not already there.
- 2 Press **Screen** (Ctrl-F3).
- 3 Select **Tree** (3).

You are prompted for a filename pattern.

- 4 Enter **drive:** (where *drive* is the root directory or drive letter of your hard disk; e.g., c:\).

The volume is displayed as a directory tree and the cursor rests on the directory you selected.



Creating a Directory

To create a directory in File Manager,

- 1 Select **Other Directory** (7).

A prompt shows the current directory pathname.

- 2 Enter **drive:\new** (where *drive* is the directory or drive letter of your hard drive; e.g., c:\) to create a subdirectory in your hard drive's root directory (e.g., c:\new).

You are asked if you want to create the directory *drive:\NEW*.

- 3 Type **y** to confirm the creation of the new directory.

The **NEW** directory appears in the directory tree.

Using Move/Rename

To rename the directory you just created,

- 1 Use **Up Arrow** (↑) or **Down Arrow** (↓) in the directory tree to move to the subdirectory you just created.
- 2 With the cursor on the new directory name, select **Move\Rename** (3).

You are asked what you want to rename the directory. Change the name of the file to **NEW1**.

- 3 Press **End** to move to the end of the pathname, type **1**, then press **Enter** to change the directory name to **NEW1**.

The new name appears in the directory tree.

Copying Files

To copy the printer definition files in the WordPerfect Office program files directory to the directory NEW1,

- 1 Press **Tab** to move the cursor to the side of the split screen that contains the list of Office program files.
- 2 Move the cursor to <CURRENT>, then press **Enter**.
- 3 Press **End** to move to the end of the pathname, then press **Backspace** to delete the last asterisk (*).
- 4 Type **prd**, then press **Enter** to list all the printer definition files in the directory.

```

C:\LIBRARY\          O:\OFFICE31\*.PRD
Disk Free            Disk Used      Files      Disk Free            Disk Used      Files
874,496              0              0          15,964,160          17,408         17

-OTHER
-PEOPLE1
-SPECIAL
-SPORTS
-SPRING
-SUMMER
-SYMBOLS
-TRANSPOR
-WINTER
LIBRARY
NEW1
OFFADMIN
OFFICE31
PISO
PRINTER
UPFILES
WORK
WFS1

> <CURRENT> <DIR>
> .. <PARENT> <DIR>
> CANON .PRD 1,024 03-20-90 6:13a
> DIABLO .PRD 1,024 03-20-90 6:13a
> DIABLODT.PRD 1,024 03-20-90 6:13a
> DIABLOFN.PRD 1,024 03-20-90 6:13a
> DIABLOFR.PRD 1,024 03-20-90 6:13a
> DIABLOGR.PRD 1,024 03-20-90 6:13a
> DIABLOSP.PRD 1,024 03-20-90 6:13a
> DIABLOSW.PRD 1,024 03-20-90 6:13a
> EPSON .PRD 1,024 03-20-90 6:13a
> GENERIC .PRD 1,024 03-20-90 6:13a
> HPFLASER .PRD 1,024 03-20-90 6:13a
> HP II .PRD 1,024 03-20-90 6:13a
> IBMPROXL.PRD 1,024 03-20-90 6:13a
> OTHERDM .PRD 1,024 03-20-90 6:13a
> OTHERLQ .PRD 1,024 03-20-90 6:13a

1 *Mark; 2 Delete; 3 Move/Rename; 4 Select Files; 5 Lock; 6 Look; (F7 to Exit,
7 Other Dir; 8 Copy; 9 Word Srch; N Name Srch; F5 Find Files; 6 F3 for Help)
```

- 5 Press **Mark/Unmark All** (Home,* or Alt-F5) to mark all the printer definition files.

- 6 Select **Copy** (8).

A prompt asks if you want to copy all marked files.

- 7 Type **y** to confirm.

You are prompted to enter the destination directory pathname. Use the directory tree to select the destination directory.

- 8 Press **Tab** to move to the directory tree, then move the cursor to the NEW1 directory.

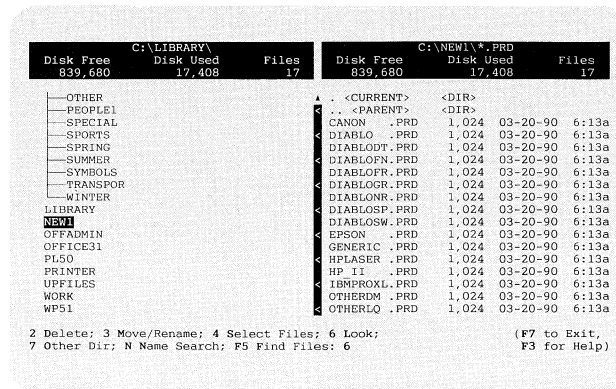
- 9 Press **Enter** twice to copy the files to the NEW1 directory.

The cursor returns to the file list.

- 10 Press **Tab** to move to the directory tree so you can verify that the files were copied.

- 11 Place the cursor on NEW1 in the directory tree, then press **Enter**.

A list of the files in NEW1 appears in the other half of the split screen. Look at the list to verify that the printer definition files were copied into the directory.



Deleting Files

Now delete the files you copied into the NEW1 directory.

- 1 Press **Tab** to move the cursor to the file list half of the split screen.
- 2 Press **Mark/Unmark All (Home,*)** to mark all the files in NEW1.
- 3 Select **Delete (2)**.

You are asked if you want to delete the marked files.

- 4 Type **y** to confirm the deletion.

Deleting a Directory

To delete the directory NEW1, you must first move to its parent directory.

- 1 Move the cursor to **<PARENT>**, then press **Enter** to list the parent directory of NEW1.

Notice that the filename pattern (*.PRD) was maintained. This feature lets you look for specific files in multiple directories. To list all the files and subdirectories in the current directory,

- 2 Move the cursor to the **<CURRENT> <DIR>** listing, then press **Enter**.

Notice that you are prompted for a filename pattern and that the default pattern is *.* (for all files). Unlike looking at all other directories, you will always be prompted for a filename pattern with *.* as the default when you look at (press **Enter** on) the **<CURRENT>** directory.

- 3 Press **Enter** to display all the files and subdirectories in the current directory.
- 4 Highlight NEW1, then select **Delete (2)**.

You are asked if you want to delete the directory.

- 5 Type **y** to confirm the directory deletion.

Rescanning a Disk

Notice that the directory you just deleted still appears in the directory tree. This is because the directory tree contents are stored in a file on disk. Unless you make a change within the directory tree itself, the change is not made in the directory tree file and is, therefore, not reflected in the directory tree. To show the change, you must rescan the directory tree to update the directory tree file.

- 1 Press **Tab** to move the cursor back to the directory tree.
- 2 Choose **Select Files (4)**, then select **Rescan Directory Tree (9)**.

The date the tree was last rescanned is displayed and you are asked to confirm the rescan.

- 3 Type **y** to rescan the directory tree.

When all the directories on the current volume have been found, the updated directory tree is displayed. Notice that the NEW1 directory is no longer displayed.

- 4 Press **Exit (F7)** to exit File Manager and return to the Shell menu.

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Lesson 11: Editor—DOS Text

In this lesson, you use the text editing functions of Editor to create a batch file. To learn more about other functions of the program, see *Editor Reference* in your WordPerfect Office reference manual.

For this lesson you will be using SORT.EXE, an executable file that comes with DOS. Before you begin this lesson, make sure SORT.EXE is in the directory you will be using for this lesson. If you do not know how to check for SORT.EXE or how to copy it to the appropriate directory, check your DOS manual or ask your system administrator (if you are on a network) for assistance.

Overview

This lesson introduces you to the following tasks:

- Creating a DOS text file.
- Appending text to a file.
- Duplicating a word or line.
- Moving a block of text.

Starting the Lesson

To start Editor from the Shell menu,

- 1 Type the letter that appears next to Editor (usually **e**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to Editor, then press **Enter**.

When you start the program, a blank Editor screen appears. You can create and edit both DOS text and macro files in Editor. DOS text mode is the default.

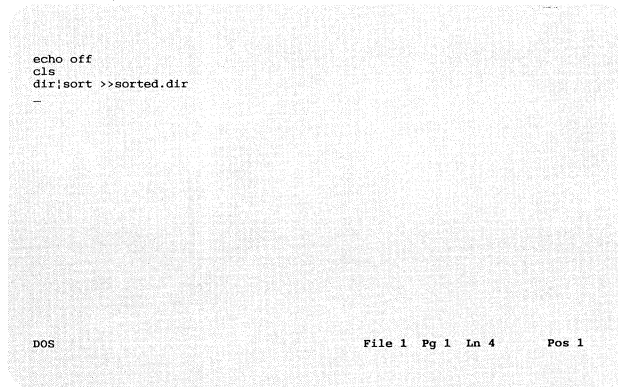
Creating a Batch File

Create a batch file that displays an alphabetically sorted directory listing.

From an empty Editor screen,

- 1 Type **echo off** to disable screen output, then press **Enter** to add a new line.
- 2 Type **cls** so the screen will clear before the other commands execute, then press **Enter**.

- 3 Type **dir|sort >>sorted.dir** to redirect sorted directory output to a file called SORTED.DIR, then press **Enter**.



```
echo off
cls
dir|sort >>sorted.dir
-
```

DOS File 1 Pg 1 Ln 4 Pos 1

Remember, SORT.EXE must be in the same directory as this batch file in order for the batch file to run.

Save the batch file.

- 4 Press **Exit** (F7).

The “Save file?” prompt appears.

- 5 Type **y** to save the file.

The “File to be Saved:” prompt appears. To name the batch file,

- 6 Enter *drive:\directory\dirs.bat* (where *drive:\directory* is the practice directory you are using for this lesson; e.g., c:\work\dirs.bat).

The “Exit Editor?” prompt appears.

- 7 Type **n** to clear the screen and remain in Editor.

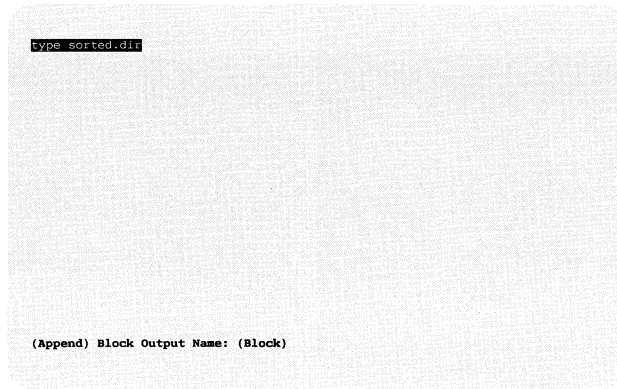
Appending Text to a File on Disk

Append lets you add text to the end of a file on disk without retrieving that file.

The file you created, DIRS.BAT, will sort a directory listing alphabetically and output the information into the file SORTED.DIR, but won’t display SORTED.DIR. To display the sorted directory when you run the batch file, you need to append a Type command to the end of DIRS.BAT.

- 1 Type the **type sorted.dir** command.
- 2 Press **Home,Left Arrow** (Home,←) to move the cursor to the beginning of the line of text.
- 3 Press **Block** (Alt-F4), then press **End** to mark the entire line as text you want to append.

- 4 Press **Append** (Shift-F4).



You will append the line of text to the end of the file you just created.

- 5 Enter ***drive:\directory\dirs.bat*** (where *drive:\directory* is the practice directory you are using for this lesson; e.g., c:\work\dirs.bat).

DIRS.BAT is now complete.

- 6 Press **Exit** (F7), then type **n** twice to clear your screen without exiting Editor.

Retrieving a DOS Text File

Retrieve a copy of DIRS.BAT into the current document to see what your batch file looks like with the appended line.

- 1 Press **Retrieve** (Shift-F10), then enter ***drive:\directory\dirs.bat*** (where *drive:\directory* is the practice directory you are using for this lesson; e.g., c:\work\dirs.bat) as the name of the file you want to retrieve.

Your file should look similar to the one pictured below.

```
echo off
cls
dir|sort >>sorted.dir
type sorted.dir

DOS C:\WORK\DIRS.BAT          File 1 Pg 1 Ln 1      Pos 1
```

Running the Batch File

To run the batch file you just created,

- 1 Press **Switch to DOS** (Ctrl-Alt-1) to switch to DOS.
- 2 To execute the batch file, enter *drive:\directory\dirs* (where *drive:\directory* is the practice directory you are using for this lesson; e.g., c:\work\dirs).

An alphabetically sorted list of the subdirectories and files in the current directory appears. The length of time it takes to generate the list will depend on the size of your directory.

```
TROY      <DIR>      11-08-90  4:52p
TSHCAL    FIL      714  12-18-90  3:18p
TSHSHELL  FIL     3382 12-13-90 11:12a
TSHM      EXE     13840 12-01-90  8:16p
USER      <DIR>      11-06-90 10:30a
USERID    FIL     4536 12-06-90  6:20a
USERID    NB      3729 12-05-90  2:28p
UTIL      EDM     9521 10-12-90  8:31a
UTILCOMP  EDM     7791 10-09-90  7:30a
UTILLIST  EDM     9583 10-19-90  4:25p
UTILMTCH  EDM     5671 10-06-90 12:00p
UTILNUN   EDM     9221 10-04-90  1:55p
WAMCAL    FIL      554 12-12-90  1:54p
WAMSHSHELL FIL    3382 12-18-90  1:06p
WAM(LIB)  VMF     4433 12-20-90  2:00p
WORKLOG   NB      3048  4-06-90  5:43p
WP        MRS     5864  9-15-90  3:44p
WPS0      MRS     3756  5-23-90  1:36p
WPS1      <DIR>      12-14-90 10:40a
WPMAIL    HLP     28070  9-25-90 12:10p
WPOPTR    EXE     26656  9-15-90  4:58p
WPTEXT    PRD     1024 12-09-90  4:45p
WP(WP)US  SUP      91  11-16-90 1:12p

(shell) O:\OFFICE30->
```

- 3 Press **Exit** (F7) to return to the Shell menu, then type **e** (or the letter assigned to Editor in your Shell menu) to return to Editor.

Editor provides several text manipulation features that are especially useful for programming. In the next two sections of this lesson you will use a copy of the batch file you created to experiment with some of these features. Don't save the result of your experimentation under the same filename, however, or your batch file won't work if you try to run it again.

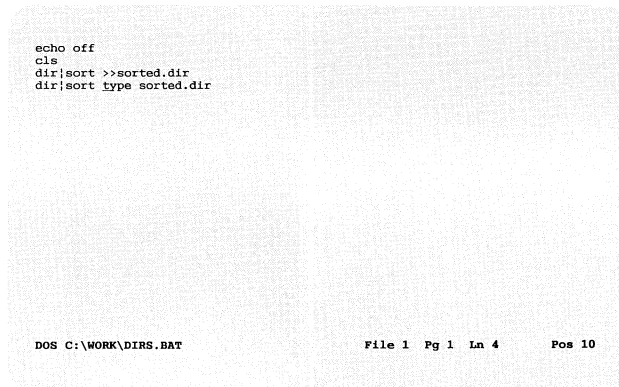
Duplicating a Word and Line

You can duplicate a word or line from the line above and have it inserted into the current line at the cursor.

To duplicate the word `DIR!SORT`,

- 1 Move the cursor to the beginning of the last line of text.
- 2 Press **Duplicate Word** (F6).

The word above the cursor is duplicated at the cursor and the original text is moved to the right.



```
echo off
cls
dir:sort >>sorted.dir
dir:sort type sorted.dir
```

DOS C:\WORK\DIRS.BAT File 1 Pg 1 Ln 4 Pos 10

Now position the cursor so you can duplicate the entire line.

- 3 Press **Home,Left Arrow** (Home,←) to move the cursor to the beginning of the line.
- 4 Press **Enter**, then press **Up Arrow** (↑) to make a space for the new line.

5 Press **Duplicate Line** (Shift-F6).

```
echo off
cls
dir|sort >>sorted.dir
dir|sort >>sorted.dir
dir|sort type sorted.dir
```

DOS C:\WORK\DIRS.BAT File 1 Pg 1 Ln 4 Pos 22

Moving a Block of Text

You can use the Move feature to cut a block of text and move it to another location.

To move the first two lines of the batch file to the end of the file,

- 1 Move the cursor to the beginning of the “echo off” line, then press **Block** (Alt-F4).
- 2 Press **Down Arrow** (↓), then press **End** to block the first two lines of the batch file.
- 3 Press **Move** (Ctrl-F4) to move the text.
- 4 Press **Home,Home,Down Arrow** (Home,Home,↓) to move the cursor to the end of the text.
- 5 Press **Enter** to move the cursor to the next line.
- 6 Press **Retrieve** (Shift-F10), then press **Enter** to retrieve the block you cut.

Your screen should look similar to the one below:

```
dir|sort >>sorted.dir
dir|sort >>sorted.dir
dir|sort type sorted.dir
echo off
cls
```

DOS C:\WORK\DIRS.BAT File 1 Pg 1 Ln 5 Pos 1

Exiting Editor

To exit Editor without saving the edited file,

- 1 Press **Exit** (F7).
- 2 Type **n** at the save prompt.
- 3 Type **y** at the exit prompt.

Lesson 12: Editor—Macros

A sample Editor macro that deletes one line of text at a time is included in your software. In this lesson, you use Editor to modify the macro to let the user delete additional lines if desired.

This lesson is intended for those who have some experience with advanced macros.

Overview

This lesson introduces you to the following tasks:

- Retrieving a macro into Editor.
- Displaying the macro programming commands list and selecting a macro command.
- Adding a prompt for user input to a macro.
- Branching macro execution.

Starting the Lesson

To start Editor from the Shell menu,

- 1 Type the letter that appears next to Editor (usually **e**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to Editor, then press **Enter**.

Retrieving a Macro

The line deletion macro included in your software is called ALTD.EDM. The default mode for Editor is DOS text editing mode, but when you retrieve a macro, Editor switches to macro editing mode.

- 1 Press **Retrieve** (Shift-F10).
- 2 Enter *drive:\directory\altd.edm* (where *drive:\directory* is the directory containing the WordPerfect Office program files; e.g., c:\office30\altd.edm) as the macro to be retrieved.

```
{DISPLAY ON}                                (;)Delete-the-current-line-or-block~
{ASSIGN}scrn`{(STATE)&4~
{IF}{VARIABLE}scrn`1=4~                      (;)/.if-Not-at-main-screen~
  {QUIT}
{END IF}
{IF}{STATE}&128~                               (;)If-block-is-active,.delete-the-block~
  {GO}del_block~
{END IF}
{LABEL}del_line~                              (;)Delete-the-current-line~
{IF}{SYSTEM}Pos`!-1~
  {Home}{Home}{Left}
{END IF}
{Del to EOL}
{Del}
{GO}end~

{LABEL}del_block~                             (;)Delete-the-block~
{Del}
{IF}{STATE}&1024~
  Y
{ELSE}
EDM 0:\OFFICE31\ALTD.EDM                      Mac 1 Ln 1 Pos 1
```

This macro is divided into commands and comments. The commands that control macro execution are at the left margin. The comments that explain what the commands do are enclosed between a comment command (;) and a tilde (~) and appear in the right column. Comments are optional and do not affect macro execution.

Editing the Macro

This macro deletes one line of text at a time. You can modify the macro to allow the user to delete additional lines.

Find the second {GO} command so you can insert some additional commands before it.

1 Press **Search** (F2).

A prompt asks what you want to search for. You want the {GO} command rather than the characters “G” and “O” enclosed in braces, you must select the command from the Macro Commands list.

2 Press **Macro Commands** (Ctrl-PgUp) to open the commands window.

```

(DISPLAY ON)                                (;)Delete-the
{ASSIGN}scrn~{STATE}&4~                      (;)Delete-the
{IF}{VARIABLE}scrn~!~4~                      (;)/.if~Not~a
  {QUIT}                                       (;)Delete-the
{END IF}                                       (;)Delete-the
{IF}{STATE}&128~                               (;)Delete-the
  {GO}del_block~                             (;)Delete-the
{END IF}                                       (;)Delete-the
{LABEL}del_line~                             (;)Delete-the
{IF}{SYSTEM}Pos~!~1~                         (;)Delete-the
  {Home}{Home}{Left}                       (;)Delete-the
{END IF}                                       (;)Delete-the
{Del to EOL}                                 (;)Delete-the
{Del}                                         (;)Delete-the
{GO}end~                                      (;)Delete-the

{LABEL}del_block~                             (;)Delete-the-block~
{Del}                                         (;)Delete-the-block~
{IF}{STATE}&1024~                             (;)Delete-the-block~
  Y                                           (;)Delete-the-block~
{ELSE} Y                                     (;)Delete-the-block~

```

(Name Search; Enter or arrows to Exit)

3 Use the arrow keys to move the cursor (the reverse video bar) to the {GO} command, then press **Enter**.

4 Press **Search** to search for the first {GO} command.

5 Press **Search** twice to search for the second {GO} command.

6 Press **Alt-o** (hold down Alt and type the letter o).

Alt-O is a predefined macro included with your WordPerfect Office software that inserts a blank line. If Alt-O is not in your current directory, you should copy it there, or instead of pressing Alt-o to execute the macro, press **Macro** (Alt-F10),

then enter *drive:\directory\alto.edm* (where *drive:\directory* is the directory containing the macros that came with your software).

The {GO}end~ command moves down a line and the cursor appears in the empty line inserted by the macro. Add the {CHAR} user input command.

7 Press **Macro Commands** to open the commands window, then type **char** to move the cursor directly to the {CHAR} command.

8 Press **Enter** to insert the {CHAR} command at the cursor.

The {CHAR} command prompts the user with a message and waits until a key is pressed. {CHAR} is followed by two pieces of information, or arguments: the variable and the prompt.

```
{IF}{STATE}&i128~           (;)If-block-is-active,-delete-the-block~
  {GO}del_block~
{END IF}

{LABEL}del_line~          (;)Delete-the-current-line~
{IF}{SYSTEM}Pos~!~1~
  {Home}{Home}{Left}
{END IF}
{Del to EOL}
{Del}
{CHAR}
{GO}end~

{LABEL}del_block~        (;)Delete-the-block~
{Del}
{IF}{STATE}&i1024~
  Y
{ELSE}
  {GO}del_line~
{END IF}
{LABEL}end~

EDM 0:\OFFICE31\ALTD.EDM                               Mac 1 Ln 18 Pos 7
```

9 Type the following:

again~Delete another line? (Y/N) N

Insert the {Left} command on the same line, immediately after the “N.” To do so,

10 Press **Value** (Ctrl-v), then press **Left Arrow** (←).

11 Type a tilde (~) to end the argument.

“Again” is the name of the variable assigned by the {CHAR} command. The tilde (~) signals the end of an argument. “Delete another line? (Y/N) N” is the prompt that appears on the screen. {Left} positions the cursor under the final “N” in the prompt.

```
{IF}{STATE}&128~           (:)If-block-is-active,.delete-the-block~
  {GO}del_block~
{END IF}

{LABEL}del_line~          (:)Delete-the-current-line~
{IF}{SYSTEM}Pos~!~1~
  {Home}{Home}{Left}
{END IF}
{Del to EOL}
{Del}
{CHAR}again~Delete-another-line?~(Y/N)~N{Left}~
{GO}end~

{LABEL}del_block~        (:)Delete-the-block~
{Del}
{IF}{STATE}&1024~
  {ELSE} y
    {GO}del_line~
{END IF}

{LABEL}end~
EDM O:\OFFICE31\ALTD.EDM                               Mac 1 Ln 18 Pos 48
```

Now, add a case statement that will compare user input stored in the Again variable to the cases that follow.

12 Press **Enter** to create a line for the case statement.

13 Press **Macro Commands** to open the commands window, then select {CASE}.

{CASE} is inserted at the cursor.

14 Press **Macro Commands** to open the commands window again, then select {VARIABLE}.

Your screen should look like the one below.

```
{IF}{STATE}&128~           (:)If-block-is-active,.delete-the-block~
  {GO}del_block~
{END IF}

{LABEL}del_line~          (:)Delete-the-current-line~
{IF}{SYSTEM}Pos~!~1~
  {Home}{Home}{Left}
{END IF}
{Del to EOL}
{Del}
{CHAR}again~Delete-another-line?~(Y/N)~N{Left}~
{CASE}{VARIABLE}~
{GO}end~

{LABEL}del_block~        (:)Delete-the-block~
{Del}
{IF}{STATE}&1024~
  {ELSE} y
    {GO}del_line~
{END IF}

{LABEL}end~
EDM O:\OFFICE31\ALTD.EDM                               Mac 1 Ln 19 Pos 17
```

15 Type **again~** and press **Enter**.

The {CASE} command compares the contents of the variable *Again* to a series of values called *cases*. The case that matches the variable branches execution to a label corresponding to the case.

The first tilde (~) following the *Again* variable signals the end of the variable name. The second tilde signals the end of the expression or value to be compared.

The case statement introduces case arguments. A case argument can be text, a number, an expression, or a variable. A case argument is followed by a *label*, which is the name of a subroutine or location in the macro that executes next if the user input matches the case argument.

When none of the cases match, execution continues with the commands that follow the last case argument.

16 Type **y~del_line~**, then press **Enter** to delete the line if the user types a lowercase “Y.”

17 Type **Y~del_line~**, then press **Enter** to delete the line if the user types an uppercase “Y.”

Uppercase and lowercase “Y” are the case arguments that the user input is compared to, while “del_line” is the label to which execution is sent if the case matches.

18 Type a tilde (~) to end the case statement.

```
{IF}{STATE}G128"           (:)If-block-is-active,.delete-the-block"
  {GO}del_block"
{END IF}

{LABEL}del_line"          (:)Delete-the-current-line"
{IF}{SYSTEM}Pos"!=1"
  {Home}{Home}{Left}
{END IF}
{Del to EOL}
{Del}
{CHR}again"Delete-another-line?-(Y/N)-N{Left}"
{CASE}{VARIABLE}again"
y~del_line"
Y~del_line"
~
{GO}end"

{LABEL}del_block"        (:)Delete-the-block"
{Del}
{IF}{STATE}G1024"
  Y
{ELSE}
  {GO}del_line"
EDM O:\OFFICE31\ALTD.EDM                               Mac 1 Ln 22 Pos 2
```

Saving the Macro

To save the edited macro,

- 1 Press **Exit** (F7).
- 2 Type **y** at the save prompt.

The “Macro to be Saved:” prompt appears.

- 3 Enter *drive:\directory\d* (where *drive:\directory* is the path to a directory on your hard drive or a personal network directory; e.g., *c:\macros\d*) to save the macro as a file with the filename D.EDM.
- 4 Type **n** at the exit prompt to clear the screen and remain in Editor.

Executing the Macro

If you want to execute the macro,

- 1 Press **Retrieve** (Shift-F10), then enter *drive:\directory\filename* (where *drive:\directory\filename* is the full path of any text file; e.g., *c:\work\report.txt*).
- 2 Press **Macro** (Alt-F10), then enter **d** to start the macro.

The macro deletes the current line, and the lines below move up to fill the gap. The macro then asks if you want to delete another line.

- 3 Type **y** to delete the next line.

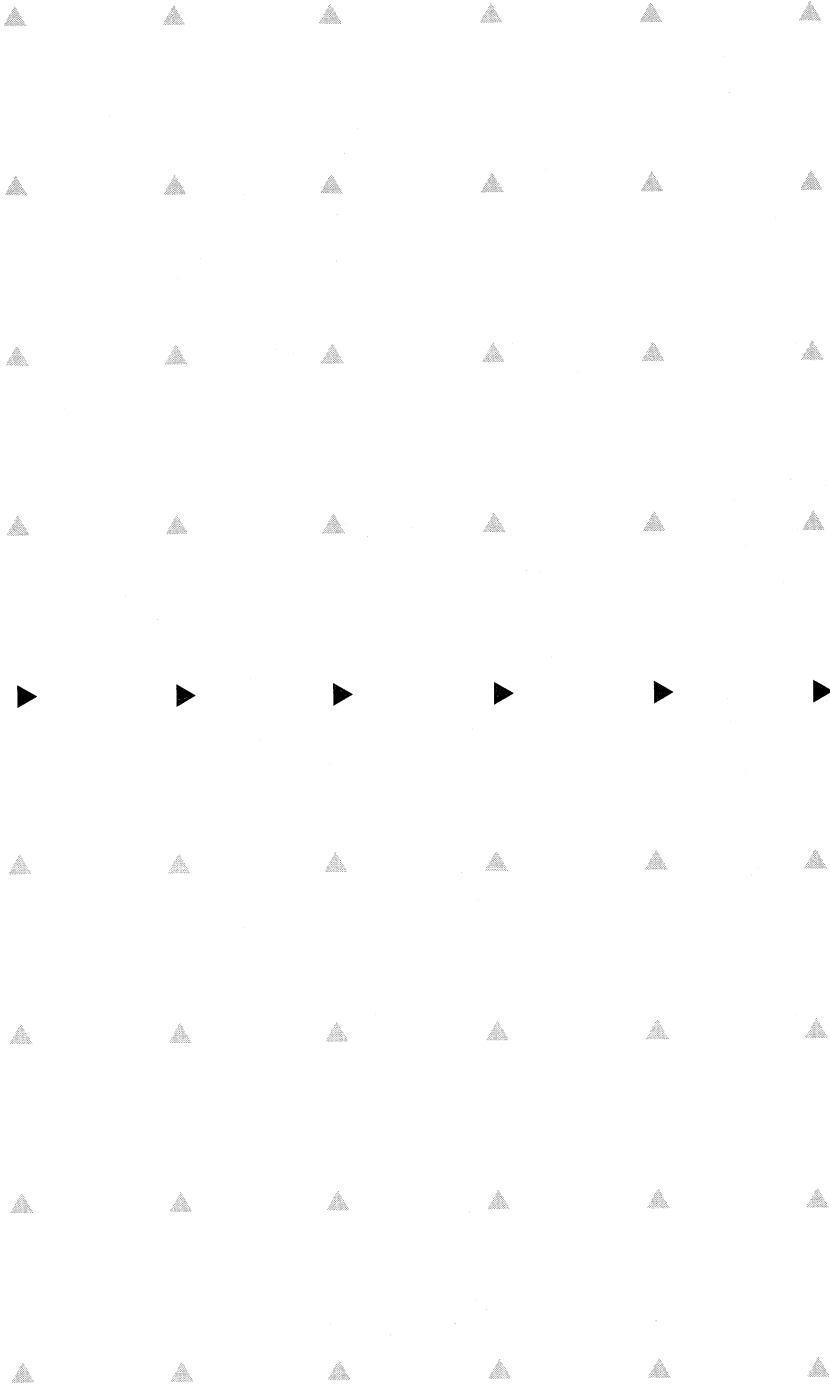
or

Type **n** to end the macro.

Exiting Editor

To exit Editor without saving the edited file,

- 1 Press **Exit** (F7).
- 2 Type **n** at the “Save file?” prompt.
- 3 Type **y** at the “Exit Editor?” prompt.



Lesson 13: Calculator Basics

The Calculator program is actually several calculators all in one. You can use it for simple arithmetic or for more advanced operations, including financial, programmer, scientific, and statistical functions. This lesson is divided into several independent sections so you can learn to use each one of these special functions.

For this lesson, you should work through *Basic Functions* below to become familiar with Calculator. Then you can work through the problems in the function sections you feel might be related to your use of Calculator.

Before beginning this lesson, read *Introduction to Calculator* in *Calculator Reference* in the WordPerfect Office reference manual to become familiar with the Calculator screen and features.

Overview

This lesson introduces you to the following tasks:

- Clearing an entry.
- Clearing all calculations.
- Storing a number in memory.
- Recalling a number from memory.
- Selecting sets of Calculator functions from the main menu.
- Returning to the main menu from an advanced function menu.

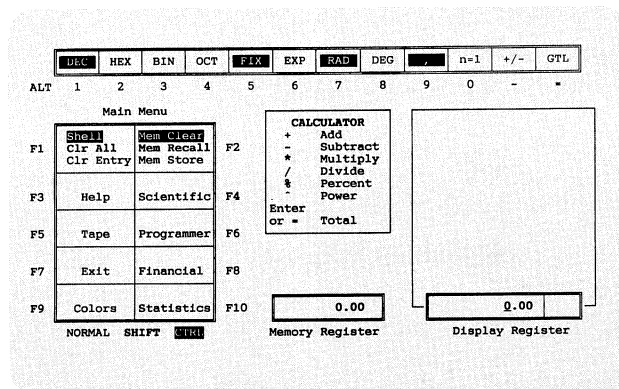
Starting Calculator

To start Calculator from the Shell menu,

- 1 Type the letter that appears next to Calculator (usually c).

or

Use the arrow keys ($\uparrow, \downarrow, \leftarrow, \rightarrow$) to move the cursor to Calculator, then press **Enter**.



- If your number pad is not already in Numeric mode, press **Num Lock** so you can use the number pad for your entries.

Basic Functions

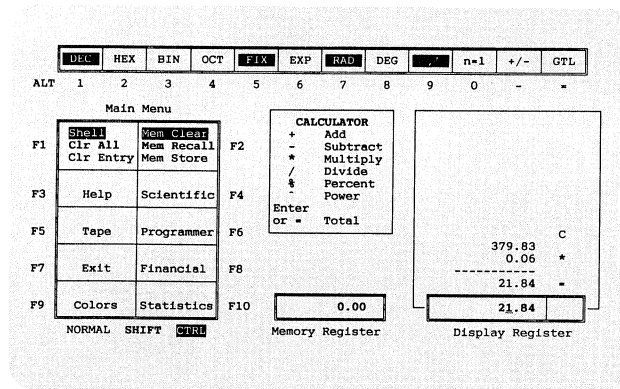
Problem: Calculate the Sales Tax on Four Tires

You want to buy four tires at a cost of \$379.83 with sales tax of 5 3/4%. You have \$60 for a down payment.

What is the total sales tax for the four tires?

- Press **Clear All** (Shift-F1) to clear all calculations.
- Type **379.83** for the cost of the tires.
- Type an asterisk (*) to multiply.
- Type **.0575** for the sales tax percentage.
- Press **Enter** to calculate the sales tax (\$21.84).

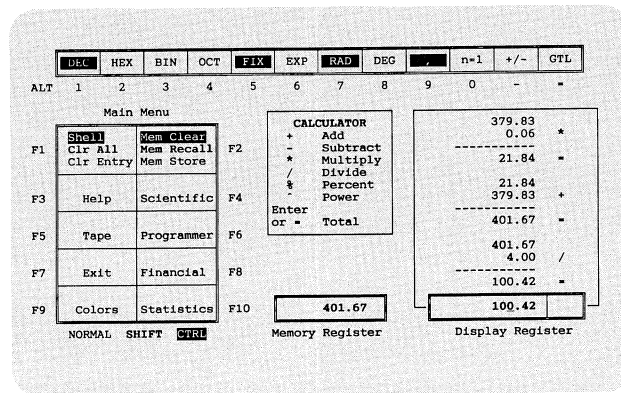
Because the display for the tape is set as a fixed decimal with two digits to the right of the decimal, .0575 is displayed as .06. However, the figure .0575 is used in the calculation.



What is the cost of each tire?

- Type a plus sign (+) to add to the sales tax.
- Type **379.83** for the sale price of the tires, then press **Enter** to calculate the total cost of the tires (\$401.67).
- Press **Memory Store** (F2) to store the total in memory.
- Type a slash (/) to divide.

- 5 Type **4** for the number of tires, then press **Enter** to calculate the cost of one tire (\$100.42).



What will be the total cost, minus the down payment, for the four tires?

- 1 Press **Memory Recall** (Shift-F2) to recall the total cost of the tires from memory.
- 2 Type a minus sign (–) to subtract.
- 3 Type **60** for the down payment, then press **Enter** to calculate the cost after the down payment (\$341.67).

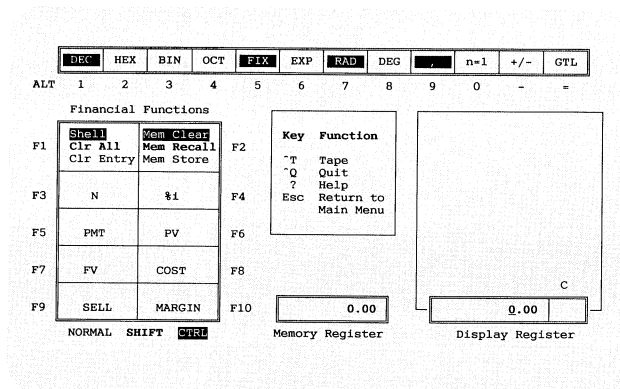
Financial Functions

The financial functions help you solve financial problems such as calculating annuity and interest. Such problems deal with five variables: payment periods, interest rate, payment, present value, and future value. You enter four of the five variables, and then you can solve for the unknown variable.

Problem: Calculate Ordinary Annuities

You want to borrow \$7500 at 9% yearly interest (compounded monthly) for 60 months. What will the monthly payments be? You know the present value (\$7500), interest rate (9%), number of periods (60), and future value (0), and you're solving for payment.

- 1 Press **Financial** (F8) to display the Financial Functions menu, then press **Clear All** (Shift-F1) to clear all calculations.



- 2 Type **7500** as the amount you want to borrow, then press the function **PV** (F6) to enter the amount as the present value.

Because the time period is based on months, not years, you have to calculate a monthly interest rate before entering the interest rate for the problem.

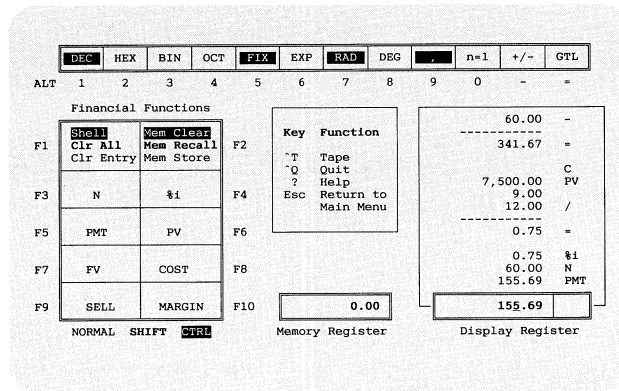
- 3 Type **9/12**, then press **Enter** to calculate the monthly interest rate.
- 4 Press **%i** (F4) to enter the result as the interest rate.
- 5 Type **60** for the total months for the loan, then press the function **N** (F3) to enter the number of periods.

You haven't entered a future value. However, when you don't enter a value for a variable, Calculator assumes the value is zero. Since the future value in this problem is zero, you can go on and solve for payment.

To solve for the unknown variable in an annuity problem, you press **Solve for Payment** (Shift-function).

6 Press Solve for Payment (Shift-F5).

The payment is \$155.69.



7 Press Escape (Esc) to return to the main menu.

Problem: Calculate Annuities Due

How much money will you have at the end of one year if you deposit \$20 per month (at the beginning of the month) in a savings account that pays an annual interest rate of 5% (compounded monthly)?

- 1 Press **Financial** (F8) to display the Financial Functions menu, then press **Clear All** (Shift-F1) to clear all calculations.
- 2 Type **20**, then press the function **PMT** (F5) to enter the monthly payment amount.
- 3 Type **12**, then press the function **N** (F3) to enter the number of months the payments will be made.

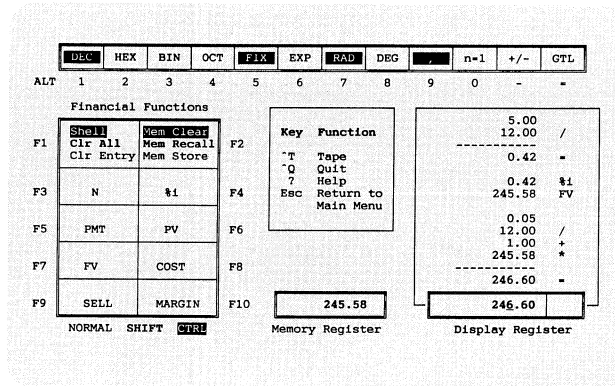
Because the time period is based on months, not years, you have to calculate a monthly interest rate before entering the interest rate for the problem.

- 4 Type **5/12**, then press **Enter** to calculate the monthly interest rate.
- 5 Press **%i** (F4) to enter the result as the interest rate.
- 6 Press **Solve for Future Value** (Shift-F7) to calculate the future value of the account (\$245.58).
- 7 Press **Memory Store** (F2) to store the result in memory.

The financial functions calculate an ordinary annuity where payments are made at the end of the month. To calculate the annuity due result, where payments are made at the beginning of each month, you must perform some additional calculations. To calculate the present value (PV) or future value (FV) of an

annuity due, you must multiply the ordinary annuity present value or future value by $1 + i$ (where i is the periodic rate expressed as a decimal fraction).

- 8 Type $.05/12+1*$ as the first part of the formula, then press **Memory Recall** (Shift-F2) to insert your future value result as the final number in the formula.
- 9 Press **Enter** to calculate the result (\$246.60).



- 10 Press **Escape** (Esc) to return to the main menu.

Problem: Calculate Simple Interest

The results of financial function calculations are based on compound interest. If you only want to calculate simple interest, you don't need to use the financial functions. You can solve using the equation $\text{Interest} = \text{Principal} * \text{Rate} * \text{Time}$.

If you deposit \$2000 in a savings account that earns 12% simple interest per year, how much interest will you earn in three years?

- 1 Press **Financial** (F8) to display the Financial Functions menu, then press **Clear All** (Shift-F1) to clear all calculations.
- 2 Type $2000*12\%*3$ to multiply the principal amount (2000) by the interest rate (12%), then multiply that by the number of years (3).
- 3 Press **Enter** to calculate the result (\$720.00).
- 4 Press **Escape** (Esc) to return to the main menu.

Problem: Calculate Compound Interest

If you deposit \$2000 in a savings account that earns 12% interest compounded annually, how much interest is earned after 3 years?

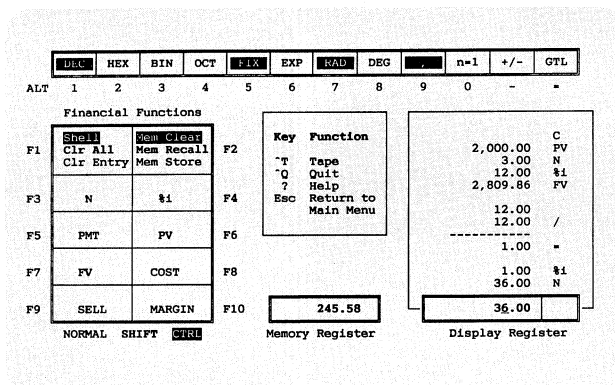
- 1 Press **Financial** (F8) to display the Financial Functions menu, then press **Clear All** (Shift-F1) to clear all calculations.

- 2 Type **2000** for the principal amount, then press **PV** (F6) to enter the present value.
- 3 Type **3**, then press **N** (F3) to enter the number of periods.
- 4 Type **12**, then press **%i** (F4) to enter the interest rate.
- 5 Press **Solve for Future Value** (Shift-F7) to calculate the result (\$2809.86 for total interest of \$809.86).

You decide to deposit your \$2000 in a financial institution where the interest is compounded monthly rather than yearly. What would your account be worth at the end of 3 years?

Because the time period is based on months, not years, you have to calculate a monthly interest rate before entering the interest rate for the problem.

- 6 Type **12/12**, then press **Enter** to calculate the monthly interest rate.
- 7 Press **%i** (F4) to enter the result as the interest rate.
- 8 Type **36**, then press the function **N** (F3) to enter the number of periods.



Because the present value (PV) is the same as for the last problem, it does not have to be re-entered.

- 9 Press **Solve for Future Value** (Shift-F7) to calculate the result (\$2861.54).
- 10 Press **Escape** (Esc) to return to the main menu.

Problem: Determine Profit Margin

You can also solve profit margin problems using the financial functions COST, SELL, and MARGIN. You enter two known variables and then solve for the third.

You want to determine the selling price for two new books in your bookstore. If one book cost you \$4.50 and the other cost \$15.30, what must the selling prices be to maintain a profit margin of 28%?

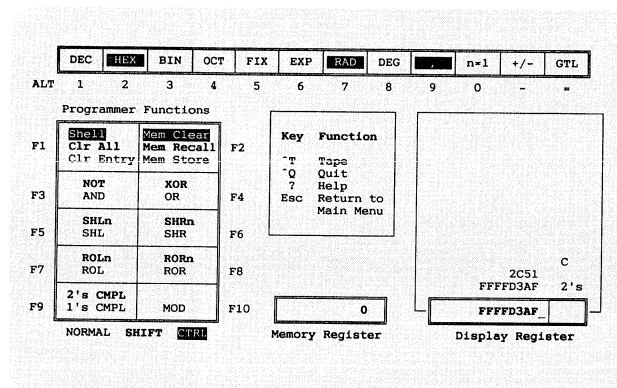
- 1 Press **Financial** (F8) to display the Financial Functions menu, then press **Clear All** (Shift-F1) to clear all calculations.
- 2 Type **28**, then press **Margin** (F10) to enter the profit margin.
- 3 Type **4.50**, then press **Cost** (F8) to enter the cost of the first book.
- 4 Press **Solve for Selling Price** (Shift-F9) to calculate the selling price of the first book (\$6.25).
- 5 Type **15.30**, then press **Cost** to enter the cost of the second book.
- 6 Press **Solve for Selling Price** to calculate the selling price of the second book (\$21.25).
- 7 Press **Escape** (Esc) to return to the main menu.

Programmer Functions

Problem: Calculate a 32-Bit Result

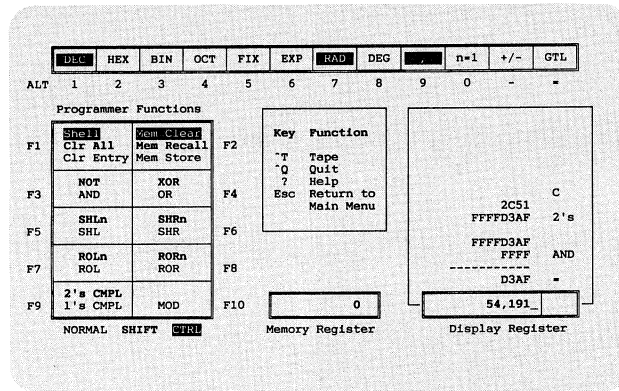
You are programming in assembly language with a 16-bit computer, and you need to calculate the two's complement of 2C51 (hexadecimal). You would also like to see the decimal equivalent of the result.

- 1 Press **Programmer** (F6) to display the Programmer Functions menu, then press **Clear All** (Shift-F1) to clear all calculations.
- 2 Press **HEX** (Alt-2) to switch to the hexadecimal number system.
- 3 Type **2c51**, then press **2's CMPL** (Shift-F9) to calculate the two's complement of 2C51.



The 32-bit result (FFFD3AF) appears in the display register. You can now use the AND function to calculate a 16-bit result.

- 4 Press **AND** (F3), then type **ffff** to mask off the top 16 bits.
- 5 Press **Enter** to calculate the result (D3AF).
- 6 Press **DEC** (Alt-1) to switch to the decimal number system (54,191) to see the decimal equivalent of the result.



- 7 Press **Escape** (Esc) to return to the main menu.

Scientific Functions

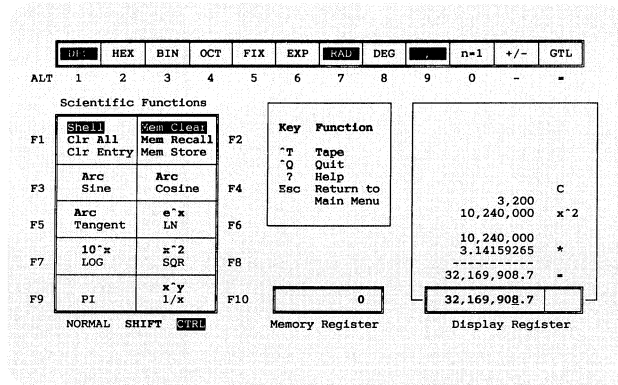
Problem: Calculate a Surface Area

You want to calculate the surface area of Ganymede, one of Jupiter's 16 moons. Ganymede has a diameter (d) of 3200 miles. The formula for surface area is:

$$\text{Area} = \pi d^2$$

- 1 Press **Scientific** (F4) to display the Scientific Functions menu, then press **Clear All** (Shift-F1) to clear all calculations.
- 2 Press **DEC** (Alt-1) to select floating decimal notation (not fixed).
- 3 Type **3200** for the diameter of Ganymede, then press **x^2** (Shift-F8) to calculate the square of the diameter (10,240,000).
- 4 Type an asterisk (*), then press **PI** (F9) to multiply the squared diameter by pi.

- 5 Press **Enter** to calculate the result (32,169,908.7).



- 6 Press **Escape** (Esc) to return to the main menu.

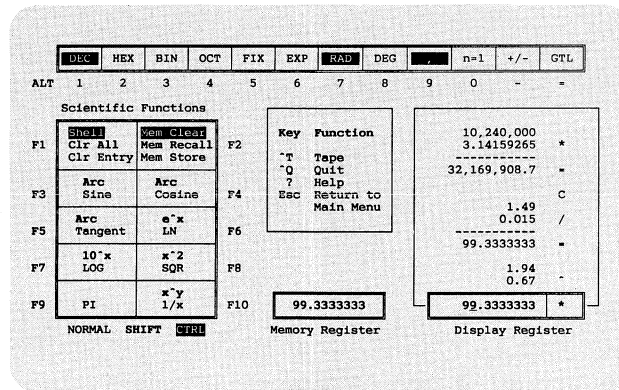
Problem: Calculate Velocity

You want to determine the velocity of water flowing down a short spillway for a dam that is being built. For the spillway in question, you find that the following equation gives the approximate velocity:

$$V = [(1.49/0.015) * (1.94^{0.67})] * \sqrt{(\sin 38)}$$

- 1 Press **Scientific** (F4) to display the Scientific Functions menu, then press **Clear All** (Shift-F1) to clear all calculations.
- 2 Press **DEC** (Alt-1) to select floating decimal notation (not fixed).
- 3 Type **1.49/.015**, then press **Enter**.
- 4 Press **Memory Store** (F2) to store the result (99.3333333) in the memory register.
- 5 Type **1.94**, press **x^y** (Shift-F10), then type **.67** to raise 1.94 to the power .67.

- 6 Type an asterisk (*), then press **Memory Recall** (Shift-F2) to multiply the result of step 5 by the number in the memory register.



- 7 Press **Enter** to calculate the result (154.853907), then press **Memory Store** to store the result.
- 8 Press **DEG** (Alt-8) to select the Degree mode.
- 9 Type **38**, then press **Sine** (F3) to calculate the sine of 38 degrees (.61566148).
- 10 Press **SQR** (F8) to calculate the square root of the result (.78464098).
- 11 Type an asterisk (*), then press **Memory Recall** to multiply the result of step 10 by the number in the memory register.
- 12 Press **Enter** to calculate the result (121.504722, or approximately 122 feet per second).
- 13 Press **Escape** (Esc) to return to the main menu.

Statistical Functions

To perform statistical operations on a set of values, you enter the individual values, and then press the statistical function you want to perform on the set of values (Σx , \bar{x} , etc.).

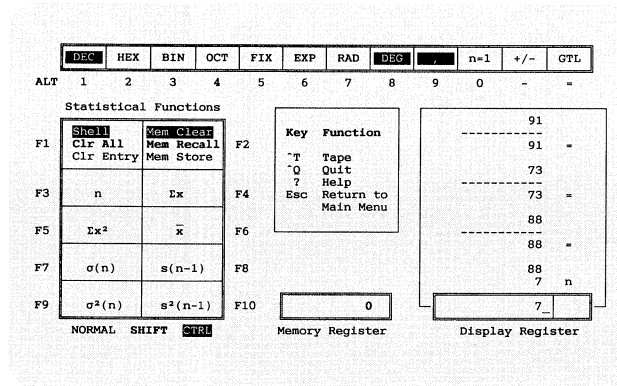
Problem: Calculate Average and Deviation

You finish grading the final exams for your biology class. The test scores are 86, 75, 92, 88, 91, 73, and 88.

What is the average test score for the class, and what is the standard deviation of the scores?

- 1 Press **Statistics** (F10) to display the Statistical Functions menu, then press **Clear All** (Shift-F1) to clear all calculations.
- 2 Press **DEC** (Alt-1) to select floating decimal notation.

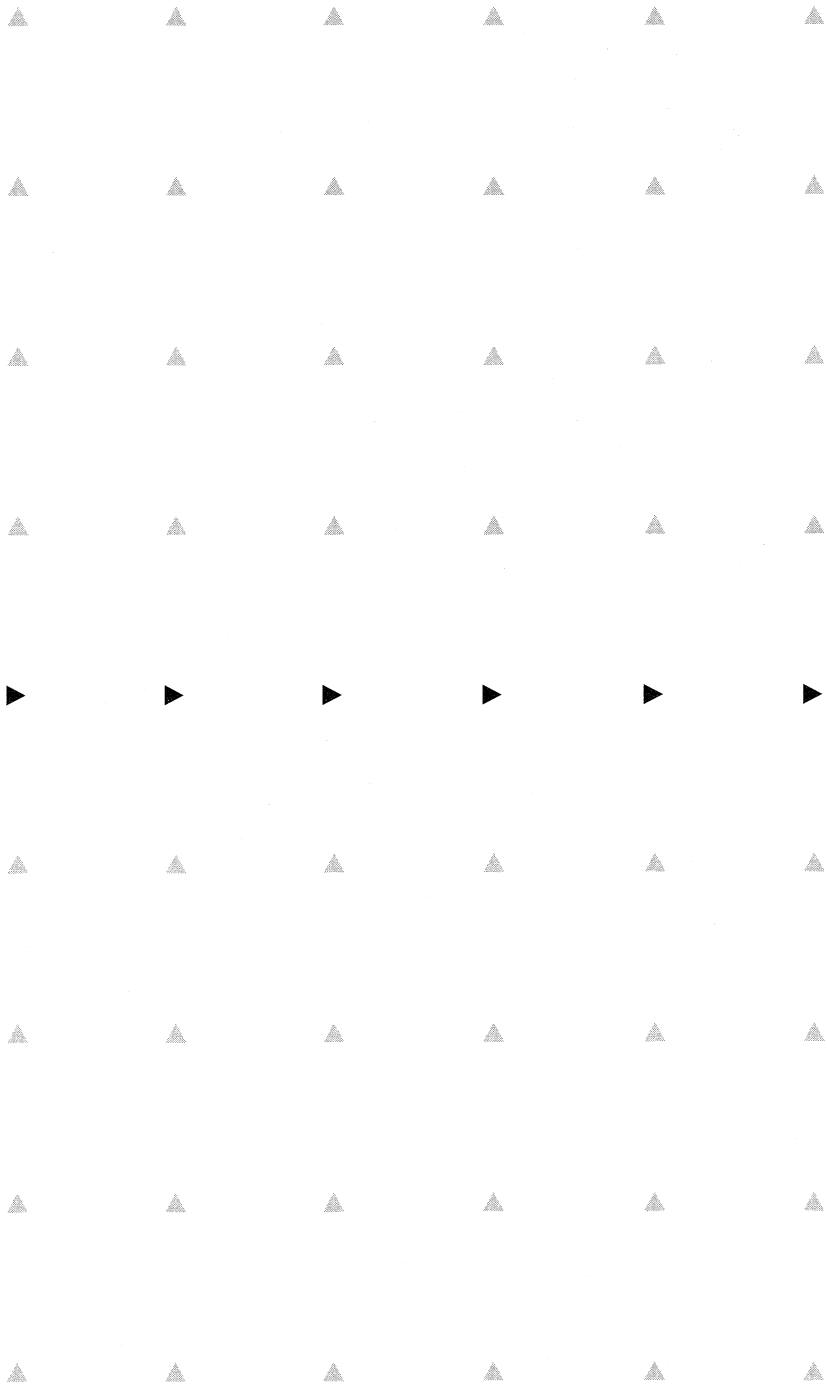
- 3 Enter each of the test scores. (Type **86**, then press **Enter**; type **75**, then press **Enter**; etc.)
- 4 Press the function **n** (F3) to display the number of scores (7).



- 5 Press the function \bar{x} (F6) to calculate the average (mean) of the scores (84.7142857).
- 6 Press the function $\sigma(n)$ (F7) to calculate the standard deviation (7.04504457).
- 7 Press **Escape** (Esc) to return to the main menu.

Exiting Calculator

Press **Exit** (F7) from the main menu to exit Calculator and return to the Shell menu.



Lesson 14: Scheduler Basics

In this lesson you enter event information (i.e., people, time, location) to schedule a staff meeting. You then edit event information and reschedule the event.

Overview

This lesson introduces you to the following tasks:

- Displaying the Month screen.
- Displaying the Week screen.
- Entering information on the Schedule screen to schedule an event.
- Rescheduling an event.
- Marking a user or resource to schedule.
- Displaying the Busy screen.
- Searching for available times.
- Deleting an event.

Starting the Lesson

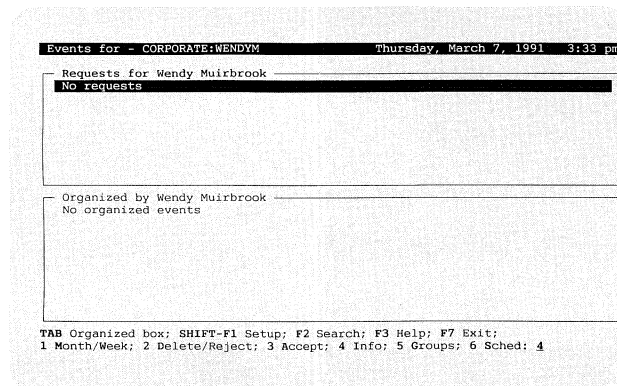
To start Scheduler from the Shell menu,

- 1 Type the letter that appears next to Scheduler (usually **s**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to Scheduler, then press **Enter**.

When you start the program, the Events screen appears.



Your host name and user ID are listed after “Events For” in the screen heading. Remember your user ID so you can use it later in the lesson.

The listings are divided into two windows: Request box and Organized box. The Request box lists events you are scheduled for. The Organized box lists the events you have scheduled. Tab moves the cursor between the two windows.

Viewing the Month and Week Screens

The Month and Week screens provide two ways of looking at your schedule.

1 Type **m** to view the Month screen.

The Calendar window on the left has a bullet (•) on every day for which you have something scheduled. The window on the right shows the events for the day the cursor is on in the Calendar window.

Your Month screen will be empty if there is nothing in your calendar for today, but you can see how scheduled events and calendar entries appear by looking at the example screen below.

Month for - CORPORATE:WENDYM Thursday, March 7, 1991 3:35 pm

Sun Mon Tue Wed Thu Fri Sat Thursday, March 7, 1991

March 1991						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
3	• 4	5	6	• 7	8	9
10	• 11	12	• 13	14	15	16
17	• 18	19	20	21	22	23
24	• 25	26	27	28	29	30
31						
April 1991						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	• 1	2	3	4	5	6
7	• 8	9	10	11	12	13

8:00 am	
8:30 am	Review Susan Ward's Portfolio
9:00 am	Interview Susan Ward
9:30 am	
10:00 am	
10:30 am	
11:00 am	
11:30 am	
12:00 pm	
12:30 pm	Lunch with Enzo and Eric
1:00 pm	
1:30 pm	
2:00 pm	Conference Planning Meeting
2:30 pm	
3:00 pm	
3:30 pm	
4:00 pm	
4:30 pm	
5:00 pm	

1 Date; 2 Sched: _ (Shift-F1 Setup; Shift-F3 Week; F3 Help; F7 Event)

2 Press **Exit** (F7) to return to the Events screen.

3 Type **w** to view the Week screen.

The Week screen shows your schedule for the week. The example below shows how the schedule above would look on the week screen.

Week for - CORPORATE:WENDYM Thursday, March 7, 1991 3:36 pm

	Wed, 03/6/91	Thu, 03/7/91	Fri, 03/8/91	Sat, 03/9/91	Sun, 03/10/91
8:00					
8:30					
9:00		Review Susan			
9:30		Interview Sus			
10:00					
10:30					
11:00					
11:30					
12:00					
12:30		Lunch with En			
1:00					
1:30					
2:00		Conference P1			
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					

1 Date; 2 Sched: _ (Shift-F1 Setup; Shift-F3 Month; F3 Help; F7 Event)

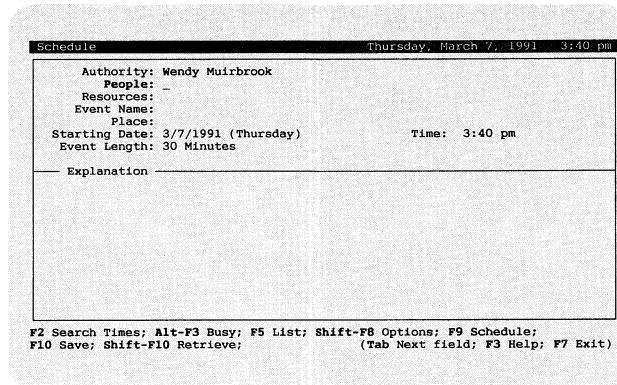
4 Press **Exit** to return to the Events screen.

Entering Event Information

To specify event information,

- 1 Select Schedule (6).

The Schedule screen appears. The cursor rests in the People field.



The screenshot shows a terminal window titled "Schedule" with a date and time of "Thursday, March 7, 1991 3:40 pm". The main content area contains the following text:

```
Authority: Wendy Muirbrook
People:
Resources:
Event Name:
Place:
Starting Date: 3/7/1991 (Thursday)      Time: 3:40 pm
Event Length: 30 Minutes
Explanation
```

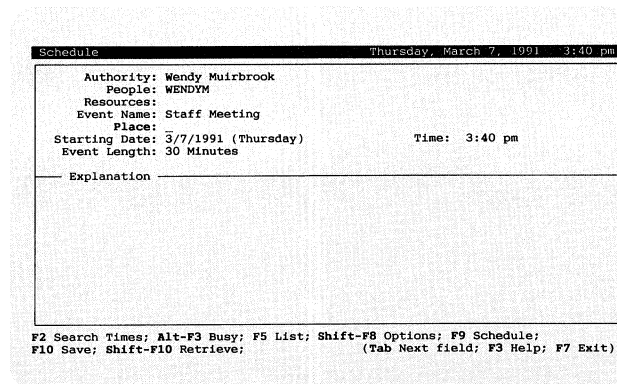
At the bottom of the window, there is a legend for function keys: "F2 Search Times; Alt-F3 Busy; F5 List; Shift-F8 Options; F9 Schedule; F10 Save; Shift-F10 Retrieve; (Tab Next field; F3 Help; F7 Exit)".

You are listed as the event authority. You can change the name of the authority if you are scheduling an event for someone else.

Scheduler uses the same user IDs and user ID list used by Mail. You can use the IDs to schedule people for an event.

You can type in the IDs of the people you would like to schedule, separating names with a comma, or you can use List (F5).

- 2 Enter your own user ID for People.
- 3 Press **Tab** to skip over Resources.
- 4 Enter **Staff Meeting** for Event Name.



The screenshot shows the same terminal window as before, but with updated information:

```
Authority: Wendy Muirbrook
People: WENDYM
Resources:
Event Name: Staff Meeting
Place:
Starting Date: 3/7/1991 (Thursday)      Time: 3:40 pm
Event Length: 30 Minutes
Explanation
```

The legend at the bottom remains the same: "F2 Search Times; Alt-F3 Busy; F5 List; Shift-F8 Options; F9 Schedule; F10 Save; Shift-F10 Retrieve; (Tab Next field; F3 Help; F7 Exit)".

5 Enter **Conference Room** for Place.

The current date appears as the default for Date.

6 Enter tomorrow's date for Date. However, if tomorrow is Saturday or Sunday, enter the date for Monday instead. Be sure to separate each part of the date with a slash, a space, or a hyphen (e.g., 3/13/90).

The cursor moves to Time. You can type the time the event will occur followed by an **a** (for a.m.) or **p** (for p.m.).

7 Enter **4p** to indicate that the event will occur at 4:00 in the afternoon.

The cursor moves to Event Length.

8 Enter **60m** (for 60 minutes) for the length of the event.

Notice that the program lists the duration of the event as one hour. The cursor moves to the Explanation field so you can type a short explanation of the event if you want.

9 Press **Schedule** (F9) to schedule the event.

A short message at the bottom of the screen informs you (as event organizer) that the event has been scheduled and then the message quickly disappears.

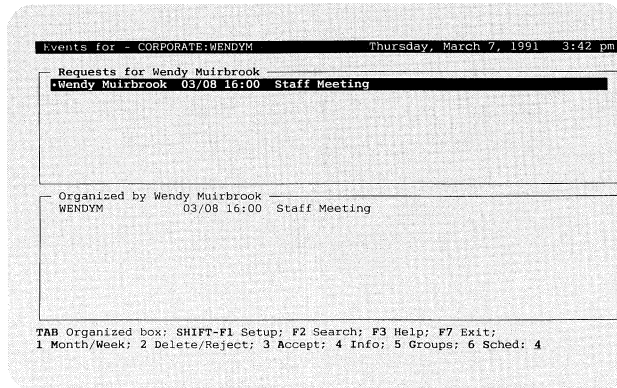
Because you scheduled yourself for the event, you also receive notification in a message that appears in the center of the screen.

If you don't receive notification, the notification program has not been loaded or the Notify option is set to No. For details, see Appendix E: Notify in your Office reference manual.

10 If a notification message appears on your screen, press **Ctrl-Enter** to clear your screen.

11 Press **Exit** (F7) to return to the Events screen.

Notice that the event is listed in both the Request box and Organized box because you scheduled yourself for the event.



Rescheduling Events

To reschedule the event with new information,

1 Press **Tab** to move the cursor to the Organized box.

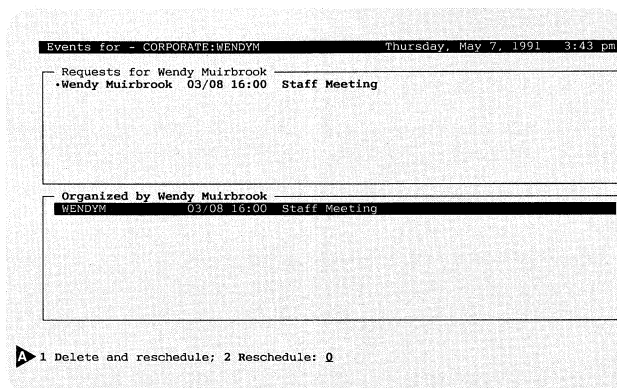
You can move through the listed events with the arrow keys.

Reschedule lets you reschedule the event with corrections with or without deleting the original event. If you wanted to delete an event without rescheduling it, you would choose Delete instead.

2 Highlight the staff meeting you just scheduled, then select **Reschedule (7)**.

Options appear at the bottom of the screen.

▲ RESCHEDULE OPTIONS



3 Select **Reschedule (2)**.

The information you included in the Schedule screen appears. Now you can delete or alter information from any field displayed. With the cursor on people,

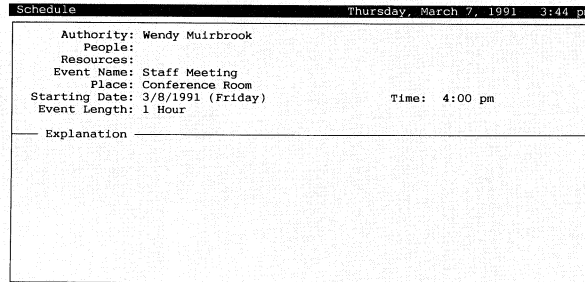
- 4 Press **Delete to End of Line** (Ctrl-End) to delete your name.

Using List to Select People and Resources


You can use List (F5) to select people from the user ID list and resources from the Resource list. Now add your name to the People field.

- 1 Press **List** (F5) to access the List options.

LIST OPTIONS



The screenshot shows a window titled "Schedule" with a status bar indicating "Thursday, March 7, 1991 3:44 pm". The main content area is divided into two sections. The top section contains the following text: "Authority: Wendy Muirbrook", "People:", "Resources:", "Event Name: Staff Meeting", "Place: Conference Room", "Starting Date: 3/8/1991 (Friday)", "Event Length: 1 Hour", and "Time: 4:00 pm". The bottom section is labeled "Explanation" and is currently empty.

 List: 1 Files; 2 Users; 3 Resources; 4 Hosts; 5 Groups; 2

- 2 Select **Users** (2).

A list of system users is displayed on your screen. You can move to your name with the arrow keys.

- 3 Move the cursor to your name. Select **Primary** (*) to mark your name with an asterisk.
- 4 Press **Exit** (F7) to return to the Schedule screen.

Your name appears in the People field.

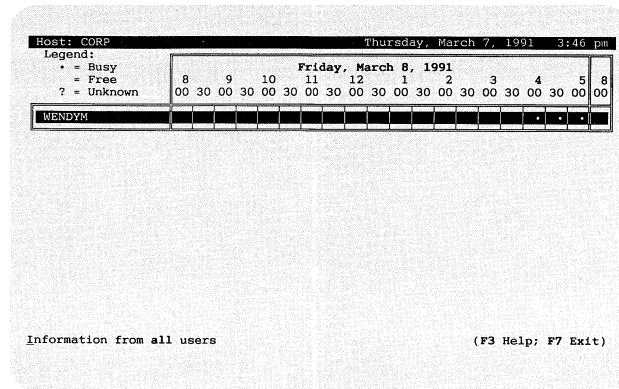
You can also schedule user groups used by the Mail program. For more information on creating and using personal groups, see *Groups* in *Scheduler Reference* in your WordPerfect Office reference manual.

Viewing the Busy Screen

The Busy screen graphically shows times when the people and resources you included on the Schedule screen are busy.

To access the Busy screen,

1 Press **Busy** (Alt-F3).



A bullet (•) shows a busy time, while an empty space shows that the person or resource is unscheduled. A question mark (?) appears in the time box when information about a person or resource is unknown. A schedule can be unknown when a person or resource is on a different host and your host has not received the information yet.

- 2** If you do not see the date of the event you just scheduled, use the arrow keys to move to it.

Notice that a bullet indicates you are busy during the time you are scheduled for the staff meeting.

Press **Exit** (F7) to return to the Schedule screen.

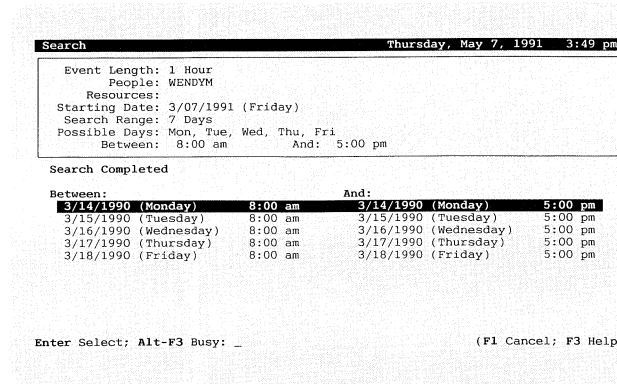
Searching for Available Times

You can use the Search option to search for and select a time when all the people and resources included in an event are available.

- 1** To access the Search screen from the Schedule screen, press **Search** (F2).
- 2** Press **Search** again to search for an available time using the default search criteria.

Starting Date is the earliest possible date the event can be held. Search Range refers to the amount of time (days, hours, minutes) over which you want a

search performed. Possible Days are days of the week you want searched for free times.



3 Highlight one of the days, then press **Enter** to select that day.

4 Press **Enter** again to select the default time.

The time and date you selected appear on the Schedule screen.

5 Press **Schedule** (F9) to reschedule the event with the new time.

If Notify is running on your computer, you will receive notification of the scheduled event.

6 If a notification message appears on your screen, press **Ctrl-Enter** to clear your screen.

7 Press **Exit** (F7) to return to the Events screen.

The rescheduled event appears in both windows because you are both organizer and recipient for this scheduling.

Deleting an Event and Exiting Scheduler

To delete the event you scheduled and exit Scheduler,

1 Press **Tab**, if necessary, to move the cursor to the Organized box.

You can move through the listed events with the arrow keys.

2 Highlight the meeting you scheduled, then select **Delete** (2).

A prompt asks whether you want to delete the display from your Organized box only, or if you want to delete the event from all schedules.

3 Select From **All** schedules (2) to cancel the event.

4 Repeat steps 2 and 3 above to delete the original event.

The staff meeting you organized is deleted from both the Request box and Organized box.

5 Press **Exit** (F7) to exit Scheduler.

Lesson 15: Mail Basics

This lesson introduces you to the basic Mail functions and teaches you how to send Mail messages to other users on your system. For information on sending phone messages, see *Phone Message* in *Mail Reference* in your WordPerfect Office reference manual.

You can use Mail to send messages to other system users and read messages sent to you.

Overview

This lesson introduces you to the following tasks:

- Sending a message.
- Selecting a recipient from the users or user IDs list.
- Saving text to the clipboard.
- Retrieving text from the clipboard.
- Deleting a message if you decide not to send it.

Starting the Lesson

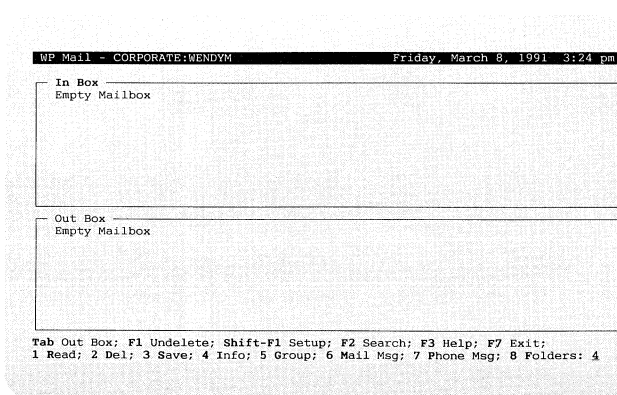
To start Mail from the Shell menu,

- 1 Type the letter that appears next to Mail (usually **m**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to Mail, then press **Enter**.

When you start the program, the main Mail screen appears.



The main Mail screen contains an In Box and an Out Box. You can move the cursor from one box to the other by pressing Tab.

Each system user is assigned a user ID by the system administrator. You use user IDs whenever you send a message. A list of all system users and their user IDs can be accessed from the main Mail screen.

Listing Mail User Identification

You can enter the users screen to find out your own user ID. From the main Mail screen,

- 1 Press **List** (F5) to display the List options.
- 2 Select **Users** (2).

A list of users appears on your screen. Use the arrow keys and Page Up and Page Down to move through the list. Find your name and user ID. For the purposes of this lesson, you will use your user ID as both sender and receiver.

Given Name	Last Name	Departmen	Phone	Mail	Home #	User ID	Host Nam
Vince	LaGrange	NAS	2-2763	J200	000-0000	VINCE	NATL
Virginia	Littleford	InfoServ	2-2571	J220	000-0000	VIRGINIA	INFO
Vivian	Hamilton	InfoServ	2-5000	J220	000-0000	VIVIAN	INFO
Wade	Edwards	CompSys	2-4825	S100	555-6168	WADEE	ENGR
Wade	Hansen	CustSupp	2-1036	G100	555-8126	WADE	SUPT1E
Waleska	Newman	CustSupp	2-6449	G100	555-1469	WALESKA	SUPT2E
Walt	Fisk	CustSupp	2-1138	G175	555-7592	WALT	SUPT1W
Walt	Sowers	CustSupt	2-6000	G100	000-0000	WALTS	SUPT2C
Wayne	Crabtree	PCDev	2-7233	B222	555-0659	WAYNE	WPDEV
Wayne	Lind	CustSupp	2-6333	G100	555-0879	WAYNEL	SUPT2C
Wayne	Moon	CustSupp	2-6410	G100	000-0000	WAYNEM	SUPT2E
Wayne	Wilkinson	NAS	2-7632	J142	000-0000	WAYNEW	NATL
Wayne	Woodbury	ProbRes	2-1880	G150	555-2299	WAYNEW	PROGRES
Wayne	Wylie	UNIX	2-5383	C309	555-0179	WRW	UNIX
Wendi	Berger	NAS	2-2473	J250	555-5305	WENDI	NATL
Wendie	Whitehead	CustSupp	2-1302	G100	555-8414	WENDIE	SUPT1C
Wendy	Davis	CustSupp	2-6135	G100	555-9072	WENDYD	SUPT2W
Wendy	Harper	CustSupp	2-6155	G100	555-0201	WENDYH	SUPT2W
Wendy	Harvey	NAS	2-7633	J153	000-0000	HARVEY	NATL
Wendy	Muirbrook	Corp	2-2807	S200	555-1101	WENDELM	CORP

Mark: * Primary; + Carbon Copy; & Blind Copy; - Unmark;
N Name Search; F2 Search: _

- 3 Press **Exit** (F7) to leave the users list.

Sending a Message

To send a Mail message to a user on your system,

- 1 Select **Mail Message** (6).

The Mail Message screen appears. Notice that your name is already listed after From and that the cursor is on To.

Mail Message

From:	Wendy Muirbrook	CC:	
To:	-	BC:	
Subject:	-		
Message			
Files			

F5 List; Shift-F8 Options; F9 Send; F10 Save; Ctrl-F2 Spell;
Shift-F10 Retrieve; Tab Next Field/Window; Alt-F7 External Editor;

You can type the user ID of the person to whom you want to send the message, or you can select a recipient from one of the user lists.

- 2 Press **List** (F5) to display the List options.
- 3 Select **Users** (2).

A list of user names appears on the screen.

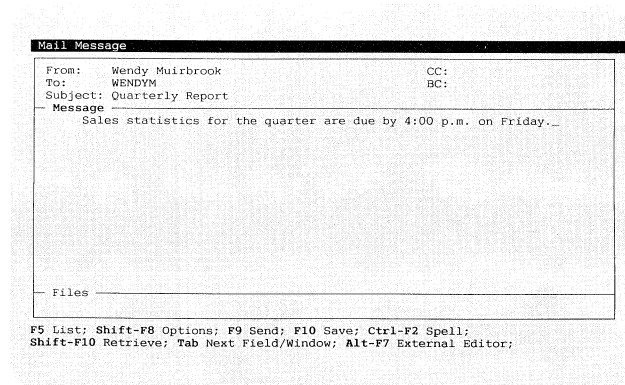
- 4 Use **Down Arrow** (↓) or **Page Down** (PgDn) to move the cursor through the list until you reach your name and user ID.

For the purposes of this lesson, you will use your user ID as both sender and receiver.

- 5 Select **Primary** (*) to mark your name with an asterisk, then press **Exit** (F7) to exit the user list.

The selected user ID now appears on the To line.

- 6 Press **Enter** to move the cursor to the next line.
- 7 Type **Quarterly Report** as the subject.
- 8 Press **Tab** to move the cursor to the Message window.
- 9 Type:
Sales statistics for the quarter are due by 4:00 p.m. on Friday.

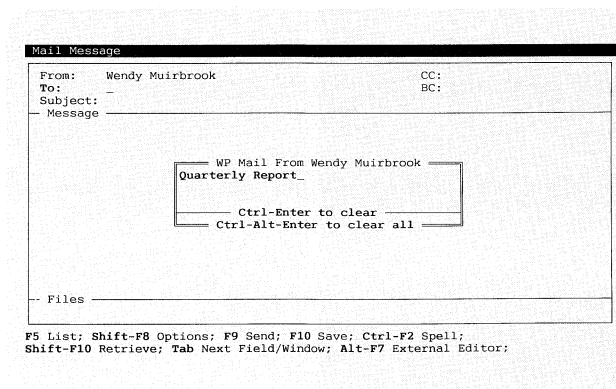


If you make a mistake or decide not to send the message, you can cancel it and return to the main Mail screen by pressing **Cancel** (F1) at this point.

To send the message to yourself,

- 10 Press **Send** (F9).

An on-screen message notifies users upon receipt of a mail message. Because you sent the mail message to yourself, you receive notification. Depending on the number of users on your network, you might receive notification in a few seconds or after several minutes.



If you don't receive notification, the Notify program has not been loaded or the Notify Recipients option is set to No. For details, see Appendix E: Notify in your WordPerfect Office reference manual.

- 11 If a notification message appears on your screen, press **Ctrl-Enter** to clear your screen.
- 12 Press **Exit** (F7) to return to the main Mail screen.

For more information on sending mail messages, see *Mail Message* in *Mail Reference* in your WordPerfect Office reference manual.

Reading the Message

The name of the recipient and the subject of your message appear in the Out Box of your main Mail screen. The message you received from yourself appears in the In Box. It includes the date and time that you received the message. A bullet (•), plus sign (+), or minus sign (-) next to your name tells you that you have not yet opened the letter.

A bullet (•) signifies a normal priority message, a plus sign (+) signifies high priority, and a minus sign (-) signifies low priority. For more information on message priority, see *Send Options* in *Mail Reference* in your WordPerfect Office reference manual.

The message on which the cursor is resting appears in reverse video.

To read the letter,

- 1 Move the cursor to the letter, then select **Read** (1).

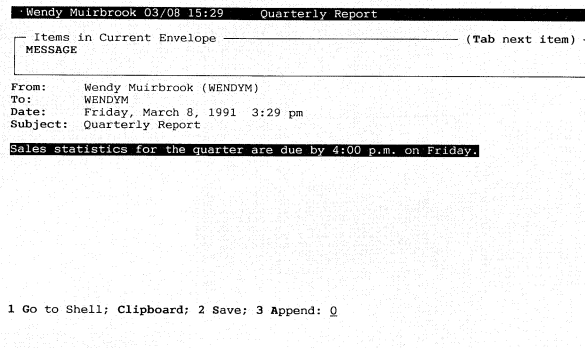
You can also press Enter.

The message appears on the screen.

Saving the Message to the Clipboard

You can use the clipboard to move Mail items to other WordPerfect programs.

- 1 Use the arrow keys to move the cursor to the first letter of “Sales.”
- 2 Press **Block** (Alt-F4), then press **Down Arrow** (↓) to block the message.
- 3 Press **Shell** (Ctrl-F1) to display the clipboard options.



- 4 Select **Save** (2).
- 5 Press **Exit** (F7) to return to the main Mail screen.

Retrieving Text from the Clipboard

Use the Switch Program feature to switch to the Calendar program.

- 1 Press **Switch to Calendar** (Ctrl-Alt-a) to move to Calendar.

If the Shell menu letter for Calendar is not A, use the correct letter in place of A in Switch to Calendar.

You can move to any date and retrieve the text from the clipboard.

- 2 Use the arrow keys to move the Calendar cursor to next Thursday, then press **Tab** to move the cursor to the Memo window in Calendar.
- 3 Press **Enter** to open the Memo window.
- 4 Press **Shell** (Ctrl-F1), then select **Retrieve** (4).

If there is already text in the Memo Window, the text in the clipboard is inserted at the cursor.

- 5 Press **Exit** (F7) to return to the Calendar window.

Deleting a Message

Now that you have seen how the clipboard works, delete the memo.

- 1 Press **Tab** to move the cursor to the Memo window.
- 2 Press **Delete to End of Text** (Ctrl-PgDn) to delete the contents of the Memo window, then type **y**.

If you retrieved the clipboard into existing text, just delete the text you retrieved.

- 3 Press **Exit** (F7) twice to return to the Shell menu.

Notice that the Mail menu letter is marked with an asterisk (*). This means that the Mail program was stored in memory when you used the Switch Program feature.

To return to Mail, the last program left resident,

- 4 Press **Enter**.

**Deleting the Letters
and Exiting Mail**

To delete your message from both the In Box and the Out Box,

- 1 With the cursor in the In Box, highlight Quarterly Report and select **Delete** (2).
- 2 Type **y** to confirm the deletion.
- 3 Press **Tab** to move the cursor to the Out Box.
- 4 Highlight Quarterly Report and select **Delete** (2).
- 5 Type **y** to select This **Out Box** (1).

Mail lets you delete any message you have sent from the recipient's In Box as long as it is unopened. If you had not opened Quarterly Report, you could have deleted it from the In Box and Out Box simultaneously by selecting All mailboxes (3).

Lesson 16: Mail Groups

This lesson introduces you to the user ID list and Mail groups.

Overview

This lesson introduces you to the following tasks:

- Viewing a list of users or user groups on your system.
- Selecting a recipient or group of recipients from the list of system users to include in a personal group.
- Sending a message to a designated recipient or group of recipients.

Starting the Lesson

To start Mail from the Shell menu,

- 1 Type the letter that appears next to Mail (usually **m**).

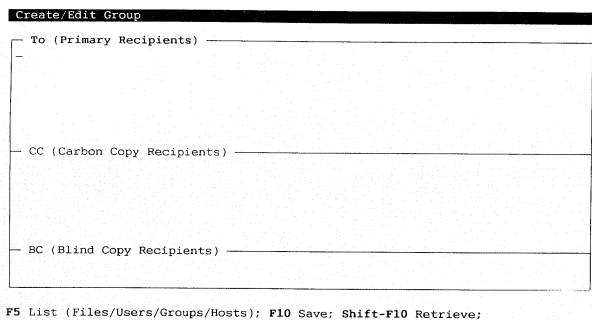
or

Use the arrow keys (↑,↓,←,→) to move the cursor to Mail, then press **Enter**.

Using Mail Groups and the User ID List

Mail lets you send messages to predefined groups of users. These include both *global groups*, which are defined by your system administrator, and *personal groups*, which you create. To view the lists of users and groups on your system,

- 1 Select **Group (5)** to move to the Create/Edit Group Screen.



- 2 Press **List (F5)**.

A menu appears at the bottom of the screen.

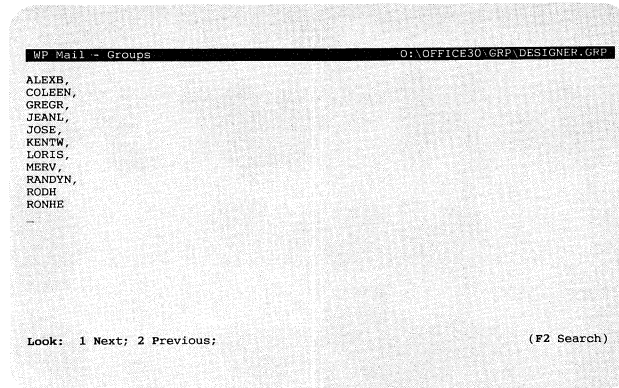
- 3 Select **Groups (4)**.

If your system administrator has created mail groups, a list of these groups appears. To list the user IDs in a group,

4 Use the arrow keys to move the cursor to the group you would like to see. The cursor's position appears in reverse video.

5 Press **Enter** to select **Look**.

A list of the group's user IDs appears, similar to the example below.



6 Press **Exit** (F7) twice to return to the Create/Edit Group screen.

Next, look at the list of users on your system.

7 Press **List**, then select **Users** (2).

Your screen will display a list of all users on your system, along with their corresponding user IDs and other information. A reverse video bar appears at the top name on the list, indicating the cursor's position.

Creating Personal Mail Groups

Personal groups can be created with three types of recipients. A *primary copy* recipient receives a basic mail message directed from one user to another user or group(s) of users. A *carbon copy* recipient receives a copy of a message that has also been sent to other users. A *blind copy* recipient receives a copy of a message that may also have been sent to various other users. However, in this situation, no one other than the sender and the blind copy recipient will know that the blind copy was sent.

To select users for inclusion in a personal group,

1 Type an asterisk (*) to mark the first user on the list as a Primary recipient.

The cursor moves to the next name.

2 Type a plus (+) to mark the next two users on the list as carbon copy recipients.

You might send a carbon copy to someone who should be aware of the information contained in the Mail message but who does not need to take action.

3 Type an ampersand (&) to mark the next two users as blind copy recipients.

You might send a blind copy of a commendation to a Primary recipient's supervisor.

4 Press **Exit** (F7) to return to the Primary Recipients box.

The five names you marked appear in the appropriate boxes as a group.

The screenshot shows a window titled "Create/Edit Group" with three sections:

- To (Primary Recipients)**: ADAM
- CC (Carbon Copy Recipients)**: ADAMH, AIMEE
- BC (Blind Copy Recipients)**: AJ, ALAN

Below the window, the text reads: "F5 List (Files/Users/Groups/Hosts); F10 Save; Shift-F10 Retrieve;"

To save the group, you can either press Save (F10) or Exit (F7). Pressing Exit will clear the names from the windows. If you do not clear the windows, you can use the names already there as a base from which to build your next group.

5 Press **Save** (F10).

Unless you specify a directory, any groups you save are saved to the current default directory.

6 Enter **group1** as the group name.

7 Press **List** (F5) to display the Group menu.

8 Select **Users (2)**.

9 Choose five or six names from the list of users and mark them with an asterisk (*).

If you change your mind after you have marked names for inclusion in a personal group, you can exclude them in one of two ways. You can unmark them individually by typing the symbol you marked them with originally (*, +, or &), or you can press **Cancel** (F1) to return to the Group Contents window without saving any of the names you have selected.

10 Press **Cancel** (F1).

Now create another group.

11 Press **List**.

12 Select Users.

You can use the Name Search feature to move to a specific name. To use Name Search to move to your own name,

13 Press Name Search (F2).

14 If user names are alphabetized according to last name on your system, type the first letter of your last name.

or

If user names are alphabetized according to first name, type the first letter of your first name.

15 Type the second letter of your name.

Each letter you type moves you closer to your name.

16 Type enough of your name to move the cursor to your name.

You can use Enter or an arrow key to end the search.

17 Press **Enter** to end the name search.

18 Select **Primary (*)** to mark your name.

19 Select **Primary** to mark five or six other names from the list.

20 Press **Exit** to return to the Primary Recipients window.

Because you used Save (F10) instead of Exit (F7) when you saved the first group, the second group of names you selected are added to the names you included in the first group.

21 Press **Exit**, then type **y** at the “Save group” prompt.

22 Enter **groupb** as the group name.

You return to the Mail screen.

**Viewing and
Renaming the
Groups**

To see the groups you have created,

1 Press **List** (F5).

2 Select **Personal Groups (5)**.

The path of the Mail program default directory appears at the bottom of the screen. If you saved the Personal Group files to another directory, you would need to enter the specific drive and directory to retrieve them. Because you saved the files to the default directory,

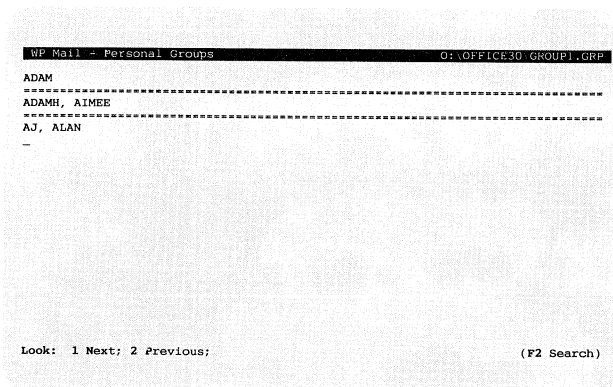
3 Press **Enter**.

The names of the two groups appear. To view the contents of a group,

4 Place the cursor on Group1.

5 Press **Enter** to select **Look**.

The users listed in the first group are displayed on the screen. Double dashed lines separate users of different copy types.



6 Press **Exit** (F7) to return to the list of groups.

You can rename your personal groups. To rename GROUPB,

7 Press **Right Arrow** (→) to move the cursor to GROUPB.

8 Select **Move\Rename** (3).

9 Enter **group2** as the new group name.

The new name appears on the group list.

10 Press **Exit** to return to the main Mail screen.

Sending a Message

To send a message to a group of Mail users,

1 Select **Mail Message** (6) to move to the Mail Message screen.

The cursor is at To.

2 Press **List** (F5).

3 Select **Personal Groups** (5), then press **Enter** to display the personal groups in the default directory.

4 Use **Right Arrow** (→) to move the cursor to GROUP2.

5 Type an asterisk (*) to mark the group.

6 Press **Exit** (F7) to return to the Mail Message screen.

The name of the group you selected and its full pathname appear in the To field. If you want to move to the recipient designations CC and BC, you can press **Tab** at this point.

- 7 Press **Enter** to move directly to the Subject.
- 8 Type **Mailing to a Group** as the subject.
- 9 Press **Tab** to move the cursor to the Message area.
- 10 Type a brief message.

You are not going to send the message to the group titled GROUP2 now, but if you wanted to, you would press Send (F9).

- 11 Press **Exit**.
- 12 Type **n** at the prompt that asks if you want to send the message.
You are returned to the main Mail screen.

Deleting Personal Mail Groups

To delete the personal Mail groups you created,

- 1 Press **List** (F5).
- 2 Select **Personal Groups** (5).
- 3 Press **Enter** if the default directory shown is where you saved the groups you created.

The group names appear on the screen.

- 4 Type an asterisk (*) by each group name to mark the two groups.
- 5 Select **Delete** (2).
- 6 Type **y** twice.
- 7 Press **Exit** (F7) to return to the main Mail screen.
- 8 Press **Exit** again to return to the Shell menu.

Lesson 17: WordPerfect and Mail

In this lesson you type a memo in WordPerfect, save it to the Shell clipboard, retrieve the memo from the clipboard into Mail, send it as a mail message, and then delete it.

This lesson assumes that you are using WordPerfect 5.1, but also includes instructions for WordPerfect 5.0 where necessary.

Overview

This lesson introduces the following tasks:

- Saving a WordPerfect file to the clipboard.
- Retrieving text from the clipboard into Mail.
- Sending a Mail message.
- Deleting a Mail message.

Saving a WordPerfect Memo to the Clipboard

Start WordPerfect from the Shell menu.

- 1 Type the letter that appears next to WordPerfect (usually **w**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to WordPerfect, then press **Enter**.

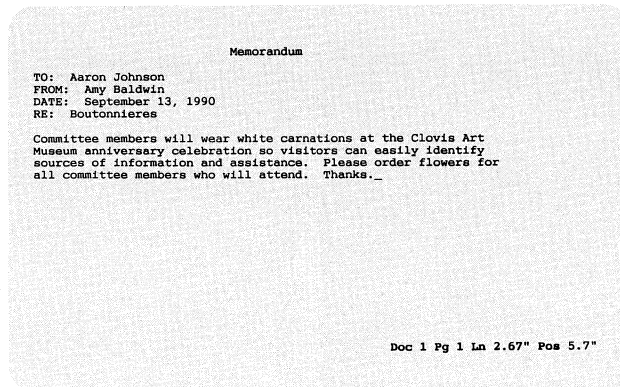
A blank WordPerfect document screen appears. Type a memo from Amy Baldwin, president of the Arts Council, to Aaron Johnson, who is the Arts Council secretary.

- 2 Press **Center** (Shift-F6), then type **Memorandum**.
- 3 Press **Enter** twice to add space, then type:

TO: Aaron Johnson
FROM: Amy Baldwin
DATE: September 13, 2000
RE: Boutonnieres

Committee members will wear white carnations at the Clovis Art Museum anniversary celebration so visitors can easily identify sources of

information and assistance. Please order flowers for all committee members who will attend. Thanks.

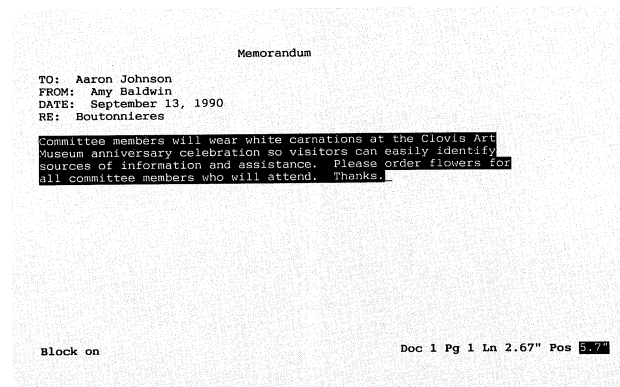


You could print this message, put it in an envelope, and send it to Aaron through interoffice mail. However, Aaron will receive the message more quickly if you send it using the Mail program.

Mail provides all the information contained in the memo heading, so you do not need to include the heading in the message portion of the Mail memo.

Block the text portion of the message and save it to the clipboard so you can retrieve it in Mail.

- 4 Use the arrow keys to place the cursor on the "C" in "Committee," press **Block** (Alt-F4), then press **Home,Home,Down Arrow** (Home,Home,↓) to block the rest of the message.



- 5 Press **Shell** (Ctrl-F1).

The clipboard options appear in the lower left corner of the screen.

6 Select **Save** (2).

or

If you are using WordPerfect 5.0, select **Save** (1).

You have a copy of the message in the clipboard, so you don't need to save this file.

7 Press **Exit** (F7) to exit the file. Type **n**, then type **y** to exit WordPerfect without saving the file.

The Shell menu appears.

Retrieving the Clipboard Item into Mail

Start Mail from the Shell menu.

1 Type the letter that appears next to Mail (usually **m**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to Mail, then press **Enter**.

The main Mail screen appears.

2 Select **Mail Message** (6).

The Mail Message screen appears. Your name appears in the From field by default.

3 Enter your own user ID instead of Aaron's at To.

The cursor moves to Subject when you press Enter.

4 Enter **Boutonnieres** for the subject.

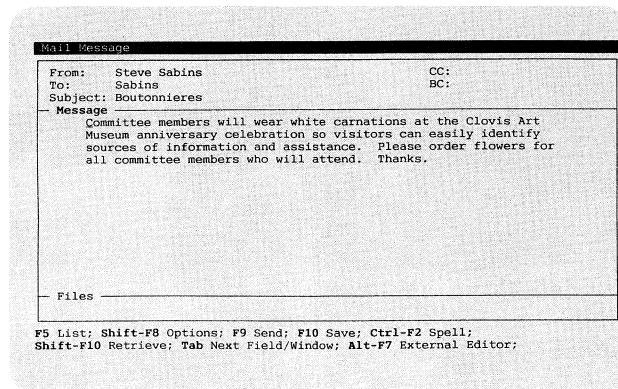
The cursor moves to the Message window. To retrieve the message you saved to the clipboard,

5 Press **Shell** (Ctrl-F1).

Available clipboard options appear in the lower left corner of the screen.

6 Select **Retrieve** (4).

The message you saved to the clipboard appears in the Message box.

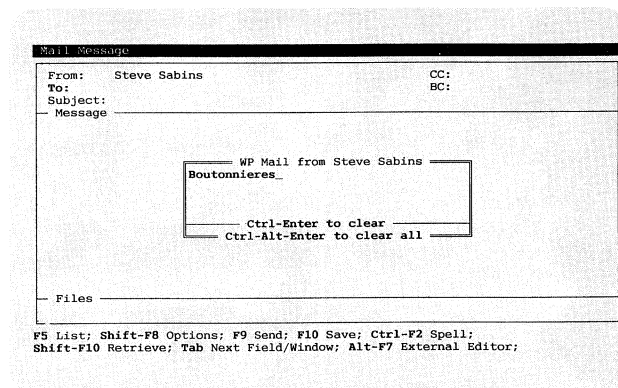


Now send the message.

7 Press **Send** (F9).

Because you sent the message to yourself, a message telling you that you have mail appears.

If you don't receive notification, the Notify program has not been loaded or the Notify Recipients option is set to No. For details, see Appendix E: Notify in your WordPerfect Office reference manual.



8 Clear the message by pressing **Ctrl-Enter**.

9 Press **Exit** (F7) to return to the main Mail screen.

Deleting the Message

Now delete the message you sent to yourself. From the main Mail screen,

- 1 Press **Tab** to move the cursor to the Out Box.
- 2 Use the arrow keys to place the cursor on the envelope with the subject Boutonnieres, then select **Delete** (2).

If a message is unopened, you can delete it from the recipient's In Box as well as from your own Out Box with the All mailboxes option.

- 3 Select **All mailboxes** (3).

Mailing Files

You can send entire files as well as messages. This option is especially helpful when you need to send large files or files that contain codes (like graphics or tables) that may be stripped if you were to send them as messages. You are about to send yourself a copy of ART.NB. From the main Mail screen,

- 1 Select **Mail Message** (6).
- 2 Enter your user ID at **To**.
- 3 Type **ART.NB Address File** as the subject.

You can send files without accompanying messages. For this example, however, you will send an explanatory message with the file.

- 4 Press **Tab** to move to the Message window, then type:

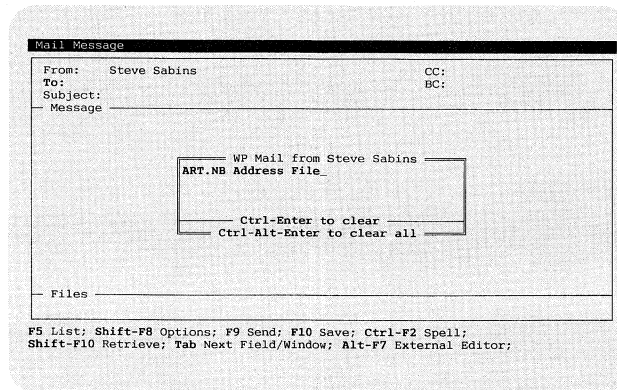
ART.NB is a Notebook file that lists the addresses of Arts Council members.

- 5 Press **Tab** to move to the Files window.

You can send files by typing the name of the file here. Type the full pathname of the file to be sent. If you are sending more than one file, separate the filenames with commas.

- 6 Type *drive:\directory\art.nb* (where *drive:\directory* is the path to the directory where the Office learning files are stored; e.g., o:\office30\learn\art.nb).
- 7 Press **Send** (F9) to send the file.

An on-screen message notifies users when they receive Mail messages. Because you sent the mail message to yourself, you receive notification.



8 If a notification message appears on your screen, press **Ctrl-Enter** to clear your screen.

The Send screen fields are reset and become blank.

9 Press **Exit (F7)** to return to the main Mail screen.

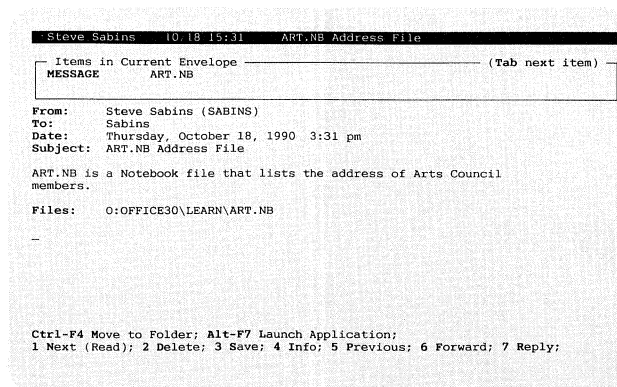
Copying a Mailed File to a Directory

Notice that the Address File appears as an entry in your In Box. To copy the file you sent yourself into your practice directory,

1 Press **Tab** to move the cursor to the In Box.

2 Highlight Address File in your In Box, then select **Read (1)**.

The Items in Current Envelope window shows a message and the name of the file you sent (ART.NB).



- 3 Press **Enter** so Mail will not try to open your file when you highlight it.
- 4 Press **Tab** to move the cursor from the message listing to the ART.NB listing.
- 5 Select **Save** (3).

A save prompt displays the default directory path. If you wanted to save the file to the default directory under the same name, you would simply press **Enter**. To save the file to a different directory as ADDRESS.NB,

- 6 Type *drive:\directory\address.nb* (where *drive:\directory* is the path to your practice directory; e.g., c:\practice\address.nb).

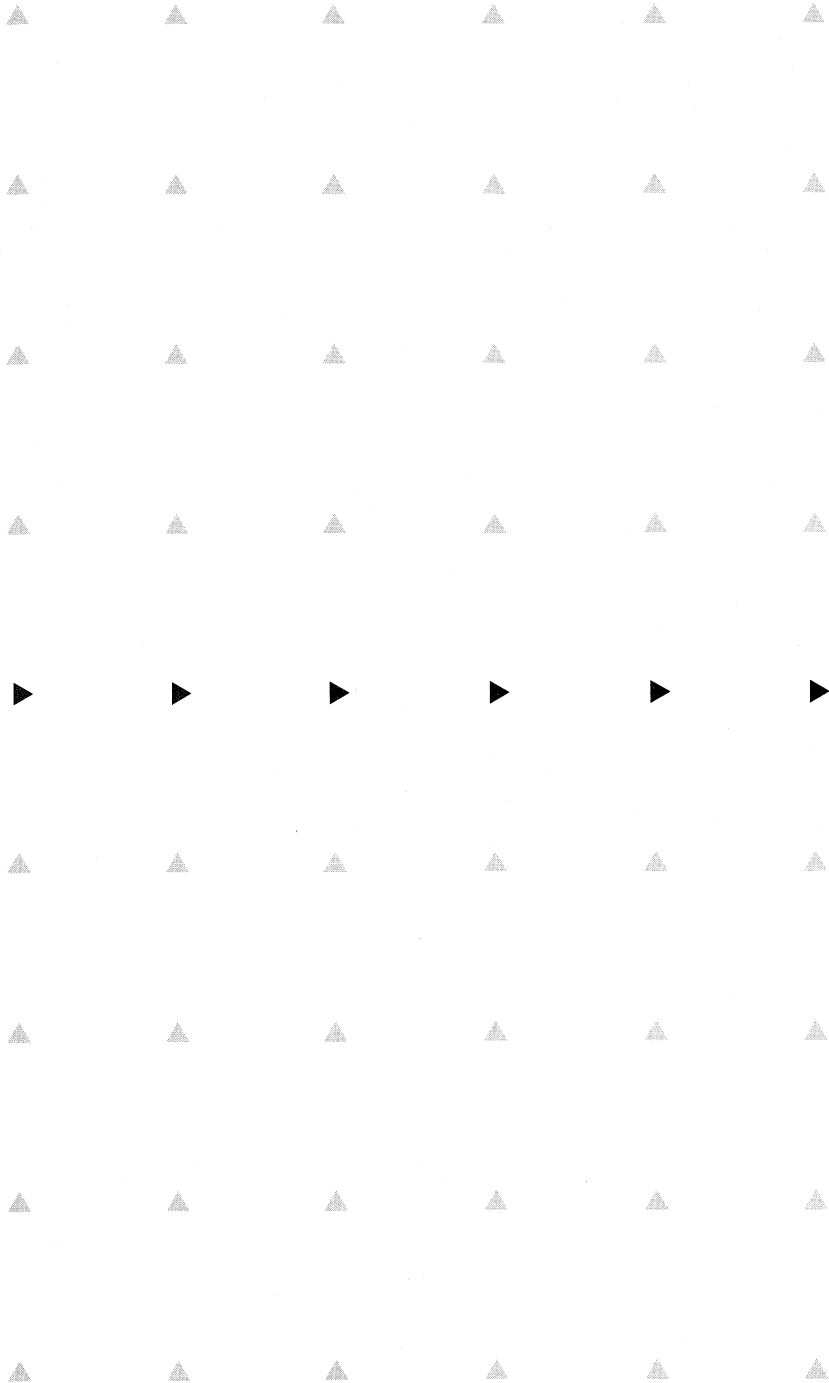
Write down the drive, directory, and name of the file so you can delete it later.

- 7 Press **Exit** (F7) to return to the main Mail screen.

Deleting Messages and Exiting Mail

The cursor is on the Art.nb Address File envelope in your In Box. To delete your message and file from both the In Box and the Out Box,

- 1 Select **Delete** (2), then type **y** to confirm the deletion.
- 2 Press **Tab** to move the cursor to the Out Box.
- 3 Highlight Art.nb Address File, then select **Delete**.
- 4 Select This **Out Box** (1 or y).
- 5 Press **Exit** (F7) to return to the Shell menu.



Lesson 18: WordPerfect and DataPerfect Integration

In this lesson you use the Shell clipboard feature to transfer information from DataPerfect to a letter you type in WordPerfect. The completed letter will look like the one shown below.

```
March 8, 1991
Louise Martin
978 Wall Drive
Albuquerque, NM 87404

Dear Louise:

The Anniversary Committee has finalized the assignments for the
Anniversary Celebration. Your assignment is as follows:
Assignment: Rent a Public Address System
Target Date: 11/15/2000
Information: We need something large enough to use in the main
hall. If you remember the problems and the cost of
the system from last year, you'll understand the need
to deal with a reputable sound company. The system
should be in place and thoroughly tested by the
evening of November 23.

Thank you for your help. If you have any questions about your
assignment, please feel free to call me.

Sincerely yours,

Amy Baldwin
President
Arts Council
```

In order to complete this lesson, you must have both DataPerfect 2.1 or later and WordPerfect installed on the Shell menu. This lesson assumes that you are using WordPerfect 5.1, but also includes instructions for WordPerfect 5.0 where necessary.

Overview

This lesson introduces you to the following tasks:

- Switching between DataPerfect and WordPerfect.
- Saving DataPerfect fields and records to the clipboard, and then retrieving the information in WordPerfect.
- Saving text from WordPerfect to the clipboard, and then retrieving it into a field in DataPerfect.

Starting DataPerfect

The first thing you need to do to create the letter is to find Louise Martin's name and address information in the COUNCIL database. You'll then use the clipboard to transfer that information to WordPerfect.

- 1 From the Shell menu, type the letter assigned to DataPerfect (usually **b**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to DataPerfect, then press **Enter**.

The database list appears.

- 2 Select Change Directory (2), then enter the pathname of the directory containing the WordPerfect Office learning files.

- 3 Move the cursor to COUNCIL, then press **Enter**.

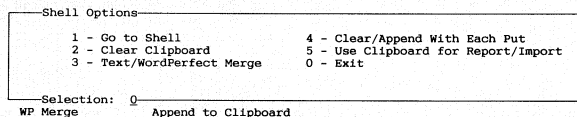
The panel list appears. Louise Martin's information is found in the Council Members panel.

- 4 With the cursor on the Council Members panel, press **Enter** to display the panel.

Setting the Shell Options

Before you put information in the clipboard, you need to check the settings of the Shell options. These options define how the clipboard works in DataPerfect.

- 1 Press **Shell** (Ctrl-F1) to display the Shell Options menu.

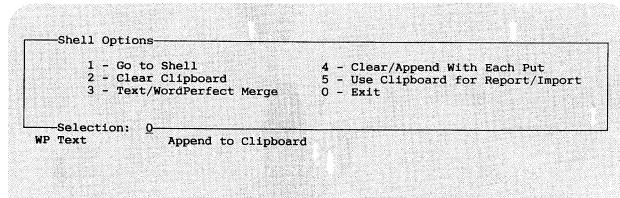


You need to clear any existing information from the clipboard.

- 2 Select Clear Clipboard (2).

Any data in the clipboard is erased without any indication on the screen.

Text/WordPerfect Merge (3) lets you select the format of the data in the clipboard. Selecting this option toggles between Text and WordPerfect Merge. The current setting is shown below the instruction box. The default is WordPerfect Merge format.



Notice that the WP Merge setting changes to WP Text.

Clear/Append with Each Put (4) is another toggle. The default setting appends the new data to any existing data in the clipboard. For this lesson, make sure that this option remains on the default setting (Append).

4 Press **Exit** (F7) to return to the panel.

Putting Fields in the Clipboard

Put Field (Shift-F10), Put Record (Alt-F10), and Put Panel (Ctrl-F10) let you copy a field, record, or panel from a database into the clipboard. Once the information is in the clipboard, you can retrieve it in another Shell program.

The first information you will transfer to WordPerfect is Louise Martin's name and address.

1 With the cursor on the Last Name field, press **Lookup** (F8), then type **m** to move to Louise Martin's record.

2 Press **Enter** to return the cursor to the panel.

3 Press **Tab** to move to the First Name field.

You can put a field in the clipboard by placing your cursor on the desired field and pressing **Put Field**.

4 Press **Put Field** (Shift-F10).

The field is saved into the clipboard.

5 Press **Shift-Tab** to move to the Last Name field, then press **Put Field**.

Now save the address information to the clipboard.

6 Use **Tab** to move the cursor to the Address field, then press **Put Field**.

7 Press **Tab** to move the cursor to the City field, then press **Put Field**.

8 Press **Tab** to move to the State field, then press **Put Field**.

9 Press **Tab** to move to the ZIP field, then press **Put Field**.

Retrieving the Clipboard in WordPerfect

Now you'll use Shell's Switch Program feature to move to WordPerfect without exiting DataPerfect. Because the DataPerfect program will be held resident in memory, Louise Martin's record will still be on-screen when you return.

1 Press **Switch to WordPerfect** (Ctrl-Alt-w).

If the Shell menu letter for WordPerfect is not W, use the correct letter in place of W in Switch to WordPerfect.

A blank WordPerfect screen appears. The first thing you will include in the letter is today's date.

2 Type today's date, then press **Enter** twice to leave a line between the date and the name and address information.

Now retrieve the information you put in the clipboard.

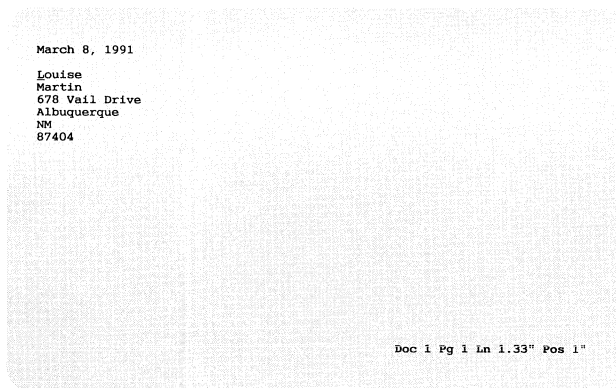
3 Press **Shell** (Ctrl-F1).

4 Select Retrieve (4).

or

If you are using WordPerfect 5.0, select **Retrieve Clipboard** (2).

Louise Martin's name and address information appears.



Because each DataPerfect field is saved as a separate line in the clipboard, you will need to do some reformatting for the letter.

5 Press **Down Arrow** (↓) to move the cursor to the first letter of Martin.

6 Press **Backspace** to move the Martin to the same line as Louise, then press the **Space Bar** to add a space.

or

If you are using WordPerfect 5.0, press **Backspace** to move Martin to the same line as Louise.

- 7 Use the arrow keys to move to the “n” in “NM”, then press **Backspace** to move the “n” against the “e” in “Albuquerque”.
- 8 Type a comma (,), then press the **Space Bar**.
- 9 Press **Home, Right Arrow** (Home,→) to move to the end of the line, then press **Delete** (Del) to delete the hard return before the ZIP code.
- 10 Press the **Space Bar** twice to add spaces between the state and the ZIP code.

or

If you are using WordPerfect 5.0, press the **Space Bar** once to add another space between the state and the ZIP code.

Typing the Letter

Now that Louise Martin’s address appears in the correct place, type the text of the letter.

- 1 Press **Home, Home, Down Arrow** (Home,Home,↓) to move to the bottom of the address, then press **Enter** twice to add more space.

- 2 Type:

Dear Louise:

The Anniversary Committee has finalized the assignments for the Anniversary Celebration. Your assignment is as follows:

Returning to DataPerfect

Now you’ll return to DataPerfect to retrieve the information about the assignment. This information is contained in a related record in the Anniversary Preparations panel of the COUNCIL database. Again, you’ll use the Shell Switch Program feature to move between programs without exiting WordPerfect. Your letter will remain in memory until you return to WordPerfect.

- 1 Press **Switch to DataPerfect** (Ctrl-Alt-b).

If the Shell menu letter for DataPerfect is not B, use the correct letter in place of B in Switch to DataPerfect.

You are returned to Louise Martin’s record in the Council Members panel. To move to the related record in the Anniversary Preparations panel,

- 2 Press **Down Arrow** (↓) to move the cursor to the Assignments link, then press **Down Arrow** again to move through the link.

The Anniversary Assignments panel appears.

- 3 With the cursor on the Assignment data link, press **Down Arrow** to display the Anniversary Preparations panel.

Before you put the new information in the clipboard, you need to clear Louise Martin’s name and address.

- 4 Press **Shell** (Ctrl-F1), then select Clear Clipboard (2).

The data in the clipboard is erased without any indication on the screen.

5 Press **Exit** (F7) to return to the panel.

You will include all of the data in this panel as part of the letter. To do this, you'll use Put Record to put the entire record in the clipboard.

6 Press **Put Record** (Alt-F10).

Finishing the Letter

You've found all of the information you need from the database, so you can return to your letter in WordPerfect.

1 Press **Switch to WordPerfect** (Ctrl-Alt-w).

If the Shell menu letter for WordPerfect is not W, use the correct letter in place of W in Switch to WordPerfect.

2 Press **Enter** twice to add some space.

Now retrieve the assignment information into the letter.

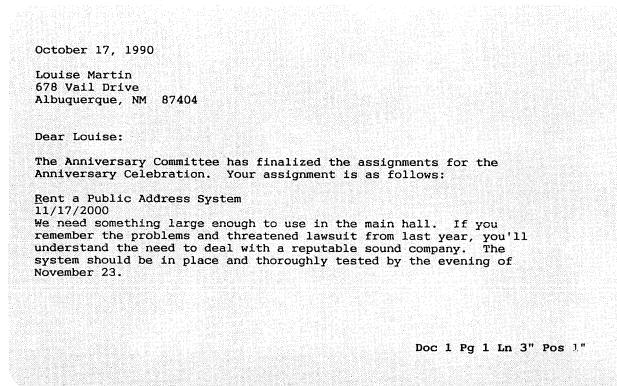
3 Press **Shell** (Ctrl-F1).

4 Select **Retrieve** (4).

or

If you are using WordPerfect 5.0, select **Retrieve Clipboard** (2).

The assignment information appears.



5 Type **Assignment:** and then press **Indent** (F4).

6 Press **Home,Right Arrow** (Home,→) to move to the end of the line, then press **Enter** to add another line of space.

7 Press **Down Arrow** (↓) to move to the date line.

8 Type **Target Date:** and then press **Indent**.

- 9 Press **Home,Right Arrow** to move to the end of the line, then press **Enter** to add another line of space.
- 10 Press **Down Arrow** to move to the next line.
- 11 Type **Information:** and then press **Indent**.

March 8, 1991
 Louise Martin
 678 Vall Drive
 Albuquerque, NM 87404

Dear Louise:

The Anniversary Committee has finalized the assignments for the Anniversary Celebration. Your assignment is as follows:

Assignment: Rent a Public Address System
 Target Date: 11/17/2000

Information: We need something large enough to use in the main hall. If you remember the problems and threatened lawsuit from last year, you'll understand the need to deal with a reputable sound company. The system should be in place and thoroughly tested by the evening of November 23.

Doc 1 Pg 1 Ln 3.67" Pos 2.5"

Now type the rest of the letter.

- 12 Press **Home, Home, Down Arrow** (Home,Home,↓) to move to the bottom of the document.
- 13 Type:

Thank you for your help. If you have any questions about your assignment, please feel free to call me.

Sincerely yours,

**Amy Baldwin
 President
 Arts Council**

The letter is now complete and you can print it if you like.

**Transferring the
 Letter to
 DataPerfect**

Now you'll use the clipboard to transfer the completed letter to the Notes field of Louise Martin's Arts Council record.

First, you need to block the letter.

- 1 Press **Block** (Alt-F4) to turn on Block.
- 2 Press **Home,Home,Left Arrow** (Home,Home,←) to move the cursor to the left margin, then use **Up Arrow** (↑) to position the cursor below the "D" in "Dear Louise."

Now that you have blocked the letter,

3 Press **Shell** (Ctrl-F1) to display the clipboard options.

4 Select **Save (2)**.

or

If you are using WordPerfect 5.0, select **Save (1)**.

The letter is saved to the clipboard.

5 Press **Exit** (F7).

6 Type **n** at the save prompt, then type **y** to exit WordPerfect without saving the letter.

You are returned to the Shell menu. Notice that an asterisk (*) appears next to the menu letter for DataPerfect to signify that it is being held in memory as a resident program. You can return to a marked program by pressing **Enter**.

7 Press **Enter**.

The Anniversary Preparations panel appears.

8 Press **Exit** twice to return to the Council Members panel.

9 Press **Shift-Tab** three times to move to the Notes field.

10 Press **Home,Home,Down Arrow** (Home,Home,↓) to move to the end of the comments, then press **Enter** twice to insert a line of space.

11 Type **Mailed her the following letter:** and then press **Enter**.

Now you're ready to retrieve the letter from the clipboard.

12 Press **Shell**, then select Retrieve from Clipboard (6).

The text of the letter appears in the Comments field. You can use the arrow keys to scroll through the text in the Notes field.

If you wanted to save the text you retrieved into the Notes field, you would use **Save**. However, for the purposes of this lesson you will not save the changes you made.

13 Press **Cancel** (F1), then type **n** at the save prompt.

14 Press **Exit** until you return to the Shell menu.

Lesson 19: WordPerfect and DrawPerfect Integration

One of the most effective ways to communicate information is through visual aids—by organizing your ideas into charts, diagrams, and text. By integrating the word processing capabilities of WordPerfect 5.1 and the graphic design capabilities of DrawPerfect (version 1.0 and later), you can create visual aids that will rival almost any desktop publishing system.

This lesson demonstrates the integration capability of DrawPerfect and WordPerfect. You will transfer an on-screen graphic from WordPerfect into DrawPerfect, add some text and a clip-art image, and then transfer the graphic back into WordPerfect.

Requirements

Your system must meet several requirements in order for you to transfer images between the two programs.

- You must use WordPerfect 5.1, DrawPerfect version 1.0 or 1.1, and WordPerfect Office 3.1.
- DrawPerfect and WordPerfect need to be listed and running on the same Shell menu.
- The WPTODRAW.SHM and DRAWTOWP.SHM, macros which were shipped with DrawPerfect, must reside in your default Shell Macro directory.

If your system does not meet all of the above requirements, this lesson will not work.

Overview

This lesson introduces you to the following tasks:

- Transferring an image from WordPerfect into DrawPerfect.
- Adding text and clip-art to a graphic.
- Transferring an image from DrawPerfect into WordPerfect.

Retrieving a Graphic into WordPerfect

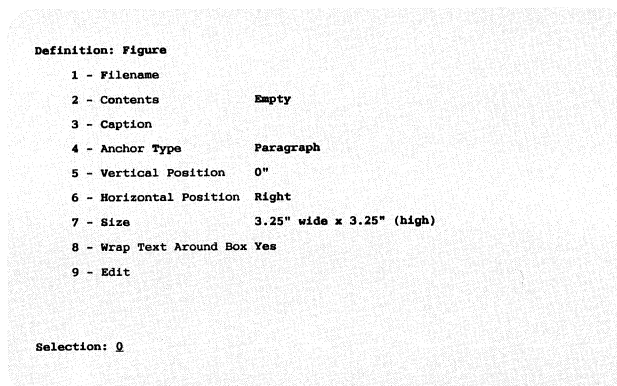
Shipped with WordPerfect 5.1 are 30 clip-art images. To begin this lesson, start WordPerfect, then retrieve one of the 30 images into a graphics box.

1 From the Shell menu, type **w** to start WordPerfect.

If the Shell menu letter for WordPerfect is not W, use the correct letter in place of W.

2 Press **Graphics** (Alt-F9) to display the Graphics menu.

- 3 Select **Figure** (1), then select **Create** (1) to display the **Definition: Figure** screen.



- 4 Select **Filename** (1), then enter *drive:\directory\device-2.wpg* (where *drive:\directory* is the path to the directory where the 30 graphic images were copied during installation; e.g., c:\wp51\graphics).

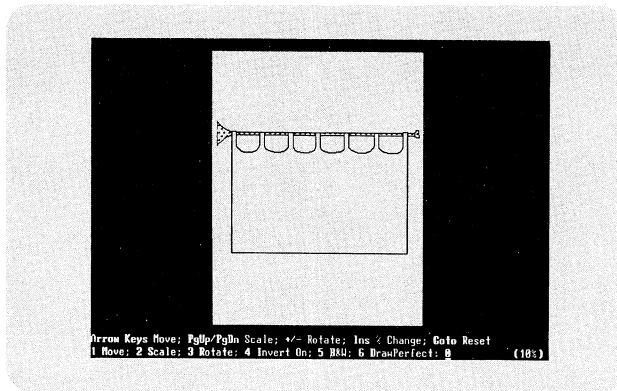
The device-2 image is retrieved; however, the image is too small. You can increase the size by changing a couple of settings on the “Definition: Figure” menu.

- 5 Select **Anchor Type** (4) to display the **Anchor Type** menu.
- 6 Select **Page** (2), then press **Enter** at the “Number of pages to skip:” prompt.
- 7 Select **Vertical Position** (5), then select **Full Page** (1).

The retrieved image now fills the page area within the top and bottom margins.

To see the image,

- 8 Select **Edit** (9) to display the Graphics Editor.



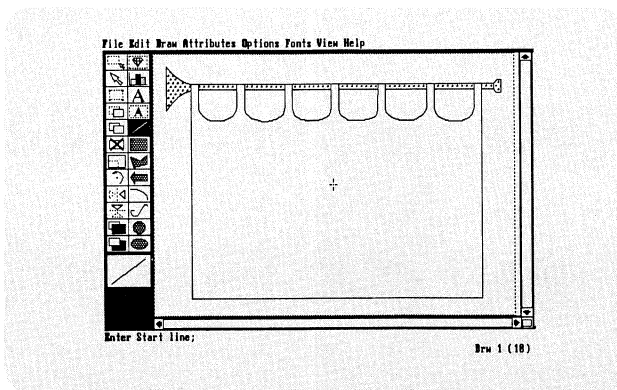
Transferring the Image into DrawPerfect

DrawPerfect and WordPerfect are able to transfer drawings back and forth with the help of Shell. To do this, you will use the *clipboard* to temporarily store information and move information between programs.

Notice that “DrawPerfect” appears as the sixth option in the Graphics Editor menu. When you select DrawPerfect, the on-screen image is saved to the clipboard, DrawPerfect is started, and the image is retrieved.

- 1 Select **DrawPerfect** (6) to transfer the image into DrawPerfect.

You should now be in DrawPerfect with the device-2 image displayed on the screen.



Adding a Clip-art Image

Many advantages come with the integration ability of WordPerfect and DrawPerfect. One of the biggest advantages is the editing ability you gain once an image is transferred into DrawPerfect. While in DrawPerfect, you can change the colors or the size of an image, add some text, draw a few objects, or even change the shape of a line.

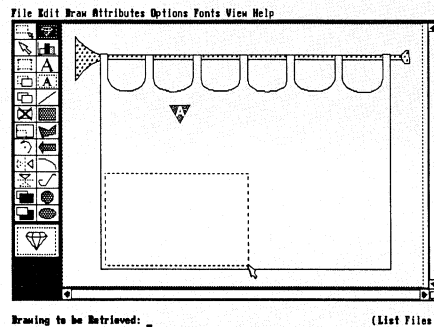
You can edit the image on the screen by adding some text and a DrawPerfect clip-art image to create an announcement. First, add the clip-art image.

- 1 Select **Draw** to display the Draw menu.
- 2 Select **Figure** to begin defining a Figure box.

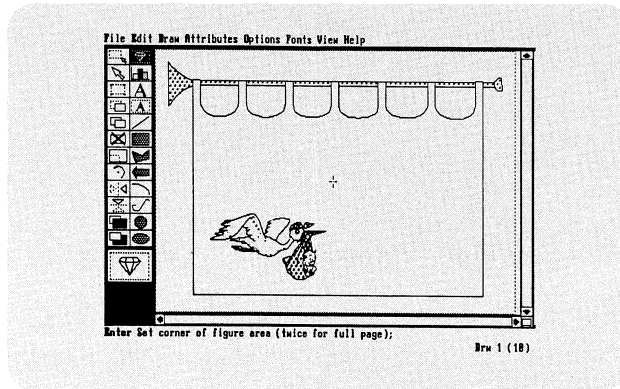
Create a small Figure box in the bottom left corner of the image.

- 3 Move the cursor to the upper-left corner of the box, then press **Enter**.
- 4 Move the cursor to the upper-right corner of the box, then press **Enter** again.

▲ FIGURE BOX



- 5 At the “Drawing to be retrieved” prompt, enter *drive:\directory\newbaby.wpg* (where *drive:\directory* is the directory where the DrawPerfect graphic images reside; e.g., *a:\special\newbaby*).



You may want to use Move or Size to position the figure exactly where you want it.

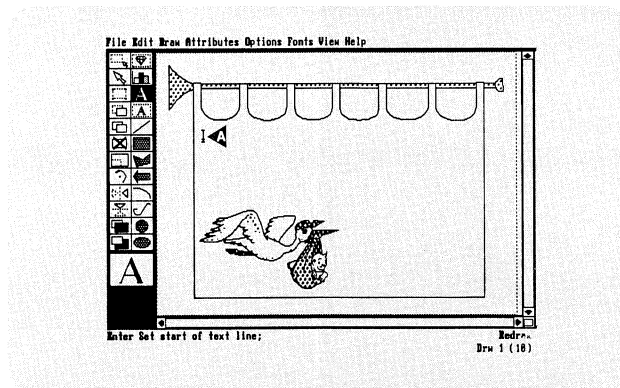
Adding Text

With the addition of the newbaby figure, you are ready to add a few lines of text.

- 1 Select **Draw** to display the Draw menu.
- 2 Select **Text Line**.

Move the cursor to the top left corner of the device-2 image.

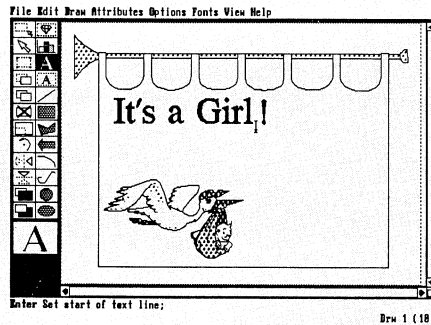
▲ CURSOR POSITION



- 3 Press **Enter** to begin typing the first line of text.

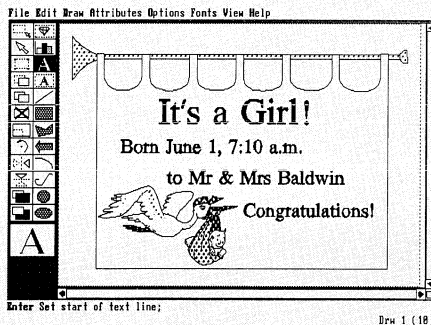
Before you begin typing, change the base font.

- 4 Press **Font** (Ctrl-F8), then select Base Font (4) to display a list of fonts.
- 5 Move the cursor to the WP Roman font, then choose **Select**.
- 6 Enter **65** as the point size.
- 7 Type **It's A Girl!** and then press **Exit** (F7) to exit text mode.



If you want, you can use the Move editing action to position the phrase exactly where you want it.

Now add the remaining text by typing three more phrases. Your finished image will look like the one illustrated below.



- 8 Move the cursor to the starting position of the “Born June 1, 7:10 a.m.” phrase, then press **Enter**.

Before you begin typing, change the size of the base font.

- 9 Press **Font** (Ctrl-F8), then select Base **Font** (4) to display a list of fonts.

The WP Roman font should still be highlighted.

- 10 Press **Enter** to select the WP Roman font, then enter **35** as the point size.

- 11 Type **Born June 1, 7:10 a.m.** then press **Exit** to exit Text mode.

- 12 Move the cursor the position where you want to begin typing “to Mr & Mrs Baldwin,” then press **Enter**.

- 13 Type **to Mr & Mrs Baldwin.**, then press **Exit** to exit Text mode.

- 14 Move the cursor to the starting position of the last phrase, “Congratulations!,” then press **Enter**.

- 15 Type **Congratulations!**, then press **Exit** to exit Text mode.

You can use the Move editing action to position the text phrases exactly where you want them.

Transferring to WordPerfect

The baby announcement is finished. You are ready to transfer the image back into WordPerfect.

- 1 Select **File** to display the File menu.
- 2 Select **WordPerfect**.

The image is saved to the clipboard, WordPerfect is started, you are returned to the Graphics Editor, and the edited image is displayed on the screen.

- 3 Press **Exit** until you return to the document screen.

Saving the Revised Image in WP

With the image transferred back into WordPerfect, you can save the document in a file.

- 1 Press **Exit** (F7), then type **y** to save the document.
- 2 Enter **newgirl** to save the document, then type **y** to exit WordPerfect and return to the Shell menu.

An asterisk is displayed next to DrawPerfect on the Shell menu. This indicates that DrawPerfect is still resident (has not been exited).

- 3 Type **d** to start DrawPerfect.
- 4 Press **Exit** (F7) and type **n** then **y** to exit the program.

Lesson 20: WordPerfect and PlanPerfect Integration

WordPerfect Corporation has designed its products to let you transfer information between programs. For example, WordPerfect version 5.1 has a feature that lets you import a PlanPerfect 5.0 or later spreadsheet into a table. (This feature also lets you import spreadsheets from Lotus 1-2-3 version 1.0 through 2.2, Microsoft Excel versions 2.x, or Borland Quattro and Quattro Pro). You can also use the clipboard feature in WordPerfect Office to transfer information between two WordPerfect Corporation programs. This lesson demonstrates these capabilities.

You must have PlanPerfect version 5.0 or later and WordPerfect version 5.1 installed on your network or hard drive to do this lesson.

Overview

This lesson introduces you to the following tasks:

- Switching between WordPerfect and PlanPerfect without having to go to Shell.
- Importing a specified block of information (range) from a spreadsheet into a WordPerfect document.
- Saving text to the clipboard, then retrieving that text into a different WordPerfect Corporation program.

Switching Between WordPerfect and PlanPerfect

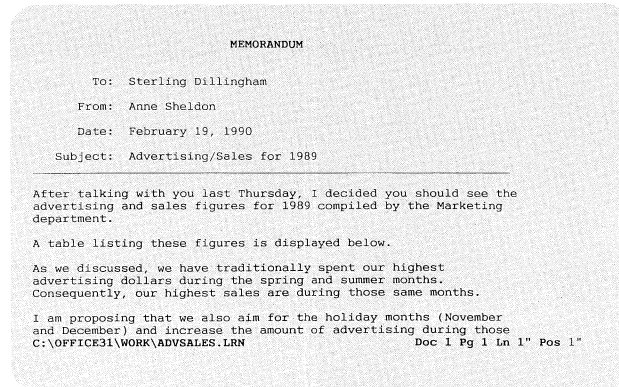
WordPerfect lets you import part or all of a spreadsheet into a table in a WordPerfect document. First, start WordPerfect, then retrieve the document in which you want the spreadsheet included.

- 1 From the Shell, type the letter that appears next to WordPerfect (usually **w**).

or

Use the arrow keys (↑,↓,←,→) to move the cursor to WordPerfect, then press **Enter**.

- 2 Press **Retrieve** (Shift-F10), then enter *drive:\directory\advsales.lrn* to retrieve the ADVSALES.LRN file (where *drive:\directory* is the path of the directory containing the WordPerfect Office learning files; e.g., *c:\office30\learn\advsales.lrn*).



This document contains information about the advertising and sales policies of Ashton Tours and Travel. It is a memo you are sending to the president of the company.

Most of the company's records are kept in PlanPerfect files. However, you want to create this memo in WordPerfect and use information from a PlanPerfect file. You need to switch to PlanPerfect to determine which cells of the spreadsheet you want to include.

- 3 Press **Switch to PlanPerfect** (Ctrl-Alt-p) to switch directly from WordPerfect into PlanPerfect.

If the Shell menu letter for PlanPerfect is not P, use the correct letter in place of P in Switch to PlanPerfect.

This keystroke leaves WordPerfect resident in memory while letting you start PlanPerfect.

Looking at the Worksheet

Once you have switched to PlanPerfect, you can retrieve a worksheet to see exactly which cells you want included in the table.

- 1 Press **Retrieve** (Shift-F10), then enter *drive:\directory\ashsales* to retrieve the ASHSALES.PLN worksheet into PlanPerfect (where *drive:\directory* is the path of the directory containing the WordPerfect Office learning files; e.g., *c:\office30\learn\ashsales*).

	A	B	C	D	E	F
1						
2			ASHTON TOURS AND TRAVEL			
3			New York Office			
4			1988 Advertising and Sales Report			
5						
6			ADVERTISING	SALES	ADV/SALES \$	
7		Jan	\$5,630.00	\$195,654.00	2.9	
8		Feb	\$5,590.00	\$194,932.00	2.9	
9		Mar	\$5,910.00	\$201,736.00	2.9	
10		Apr	\$6,250.00	\$203,110.00	3.1	
11		May	\$6,250.00	\$202,399.00	3.1	
12		Jun	\$6,500.00	\$207,208.00	3.1	
13		Jul	\$6,420.00	\$204,417.00	3.1	
14		Aug	\$6,400.00	\$204,530.00	3.1	
15		Sep	\$5,835.00	\$198,673.00	2.9	
16		Oct	\$5,370.00	\$192,804.00	2.8	
17		Nov	\$5,415.00	\$186,298.00	2.9	
18		Dec	\$5,280.00	\$188,550.00	2.8	
19						
20		TOTALS	\$70,850.00	\$2,380,311.00	3.0	
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						

C:\OFFICE31\WORK\ASHSALES.PLN

This worksheet contains the sales and advertising figures and ratios for Ashton Tours and Travel. The information you want included in the memo is between cells B6 and E20.

- 2 Press **Switch to WordPerfect** (Ctrl-Alt-w) to switch back to WordPerfect.

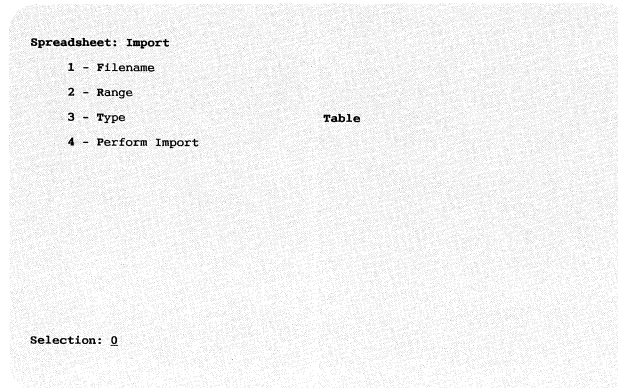
If the Shell menu letter for WordPerfect is not W, use the correct letter in place of W in Switch to WordPerfect.

Importing a Spreadsheet

Now that you know which cells you want imported into WordPerfect, you are ready to move to the spot in the memo where you want to include the advertising/sales information, and then import the spreadsheet. Use the Text In/Out feature to import a spreadsheet into a table.

- 1 Move the cursor to the blank line below the paragraph that begins with “A table . . .,” then press **Enter** to insert a blank line.
- 2 Press **Text In/Out** (Ctrl-F5), select **Spreadsheet** (5), then select **Import** (1).

A menu with options that let you determine the specifics of the spreadsheet you want to import is displayed.



- 3 Select **Filename** (1), then enter *drive:\directory\ashsales.pln* (where *drive:\directory* is the path of the directory containing the WordPerfect Office learning files; e.g., *c:\office30\learn\ashsales.pln*).

If you were importing a Lotus 1-2-3 (versions 1 through 2.2), or Microsoft Excel (versions 2.x), or Borland Quattro and Quattro Pro spreadsheet, you would enter the filename the same way as for a PlanPerfect file.

- 4 Select **Range** (2), then enter **b6:e20**.

Range lets you import part of the spreadsheet into WordPerfect. When you select Range, you can enter the name of a block of cells you have previously named in PlanPerfect, opposite corners of the block separated by a colon (as in step 4 above), or opposite corners of the block separated by one or two periods (e.g., *b6..e20*).

- 5 Select **Perform Import** (4) to import the specified part of the ASHSALES.PLN worksheet into a WordPerfect table.

The table with the sales and advertising information for Ashton Tours and Travel is displayed. Notice that a table is automatically created when you import a spreadsheet.

MEMORANDUM

To: Sterling Dillingham
From: Anne Sheldon
Date: February 19, 1990
Subject: Advertising/Sales for 1989

After talking with you last Thursday, I decided you should see the advertising and sales figures for 1989 compiled by the Marketing department.

A table listing these figures is displayed below.

	ADVERTISING	SALES	ADV/SALES %
Jan	\$5,630.00	\$195,654.00	2.9
Feb	\$5,590.00	\$194,932.00	2.9

C:\OFFICE31\WORK\ADVSALES.LRN Doc 1 Pg 1 Ln 4" Pos 1"

Transferring Text into PlanPerfect

Another useful Shell feature is the clipboard. You can save information from any WordPerfect Corporation program into the clipboard, then retrieve that information into any other WordPerfect Corporation program.

See Clipboard in Shell Reference in the WordPerfect Office reference manual for details on using the clipboard with non-WordPerfect Corporation programs.

- 1 Move the cursor to the beginning of the paragraph that begins with "As we discussed . . .," then press **Block** (Alt-F4).
- 2 Move the cursor to the end of the paragraph, press **Shell** (Ctrl-F1), then select **Save (2)** to save the blocked paragraph to the clipboard.

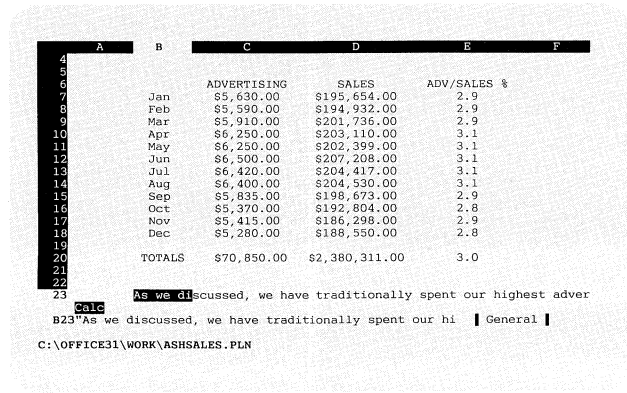
The clipboard now contains the paragraph that you highlighted. You can switch to any WordPerfect Corporation program and retrieve the contents of the clipboard.

- 3 Press **Switch to PlanPerfect** (Ctrl-Alt-p) to switch to PlanPerfect.

If the Shell menu letter for PlanPerfect is not P, use the correct letter in place of P in Switch to PlanPerfect.

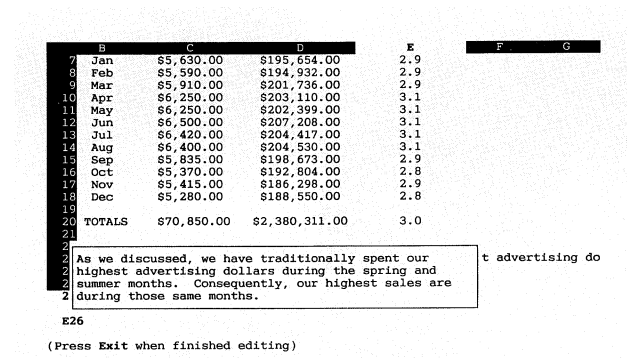
- 4 Move the cursor to cell B23, press **Shell** (Ctrl-F1), then select **Retrieve Clipboard (2)** to retrieve the contents of the clipboard into PlanPerfect.

Notice that the entire contents of the clipboard are retrieved into cell B23 and spills over to the right.



- With the cursor still in cell B23, press **Block** (Alt-F4), move the cursor to cell E26, then press **Edit** (F6).

The text that was in cell B23 now wraps within the edit window.



- Press **Exit** (F7) to save the contents of the edit window in cells B23 through E26.

The text is saved in the left-most column of the edit window and overflows into the cells to the right.

Saving the Edited Files

With both the WordPerfect and the PlanPerfect files edited, you are ready to save them.

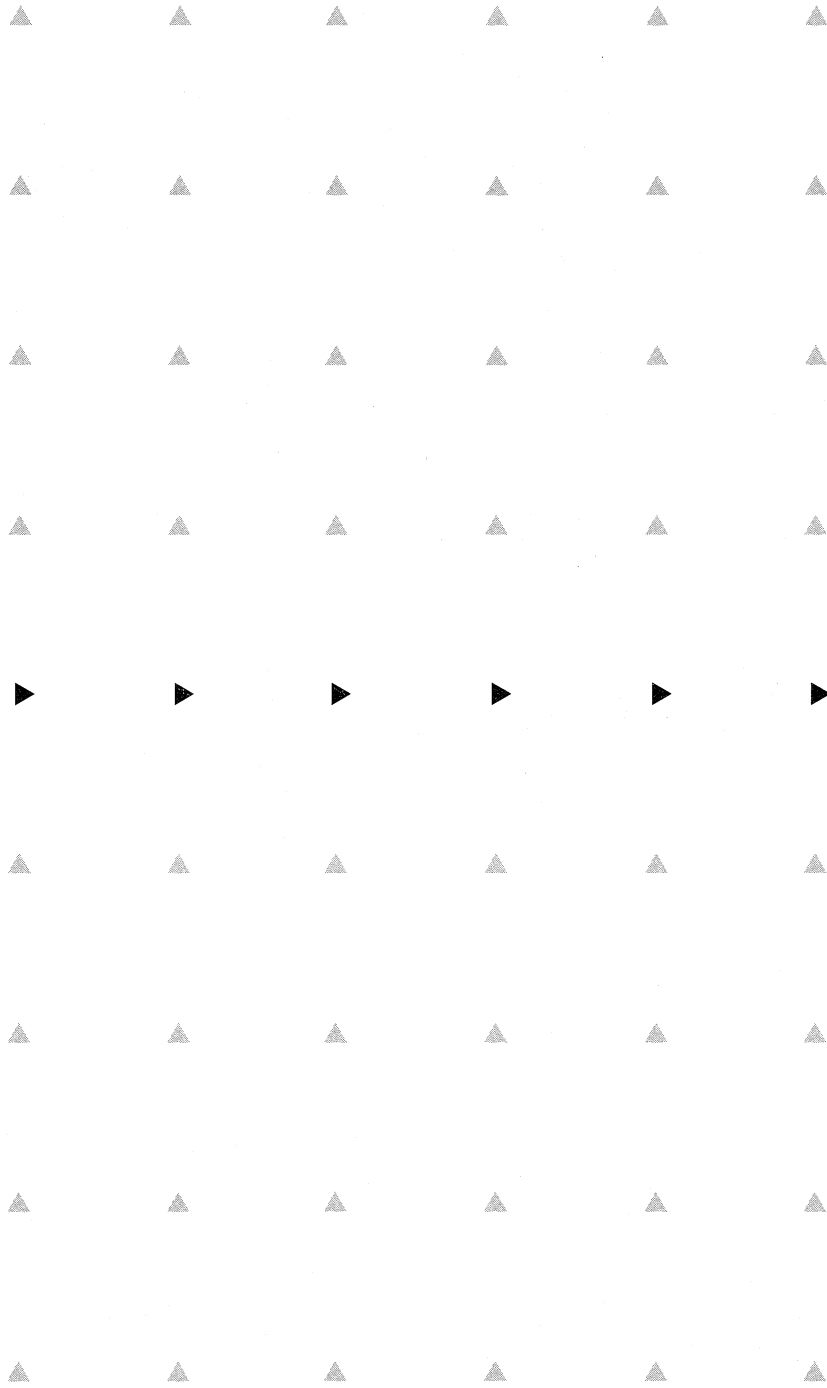
- 1 While still in PlanPerfect, press **Exit** (F7), type **y**, then enter **ashsales.1** to save the PlanPerfect worksheet with a new filename.

If you are using WordPerfect Office LAN, make sure you save these files to a personal network directory or a directory on your hard drive to avoid overwriting another user's files.

- 2 Type **y** to exit PlanPerfect and return to Shell.

Notice that the WordPerfect entry on Shell has an asterisk (*) next to it. This indicates that WordPerfect is resident in memory.

- 3 Press **Enter** to go into WordPerfect.
- 4 Press **Exit**, type **y**, then enter **advsales.mem** to save the file with a new filename.
- 5 Type **y** to exit WordPerfect and return to Shell.



Index

A

- Adjust appointment 27
- Alarm
 - cancel 24
 - set 23
- Annuities 107, 109
- Append text 90
- Appointment
 - adjust 27
 - alarm 23
 - outline 24
 - recurring 29
- Auto-date formula 29
 - delete 33
 - enter 29
 - monthly 31
 - payday 32
- Automatic dialing 59

B

- Batch file 89
- Begin
 - Calculator 105
 - Calendar 15
 - DataPerfect 149
 - DrawPerfect 159
 - Editor 89
 - File Manager 71
 - Mail 128
 - PlanPerfect 165
 - Scheduler 119
- Blind copy 132
- Busy screen 124

C

- Calculator 105
 - basic functions 106
 - exit 116
 - financial functions 107
 - programmer functions 112
 - scientific functions 113
 - start 105
 - statistical functions 115
- Calendar
 - add appointment 22
 - adjust appointment 27

- appointment outline 24
 - exit 20
 - merge 35
 - move text 19
 - retrieve file 21
 - set alarm 23
 - start 15
 - to-do 18
 - and WordPerfect 34
 - zoom 26
- Cancel
 - alarm 24
 - exit Calendar with 28
 - text deletion 19
- Carbon copy 135
- Clip-art 160
- Clipboard
 - copy fields 151
 - copy text to 6, 9
 - retrieve text 7, 133
 - retrieve text into Mail 142
 - save Mail message 132
 - save records 66
 - save text 140
 - transfer information from
 - DataPerfect 151
 - transfer text to PlanPerfect 168
- Codes, hexadecimal 112
- Comments 97
- Complement functions 112
- Conventions
 - enter 3
 - mnemonic menus 3
- Copy
 - fields 151
 - file(s) 75, 84
 - mailed file to directory 145
 - text to clipboard 6, 9
 - types 135
- Create
 - batch file 89
 - directory 75
 - list display 57
 - Notebook file 51
 - personal Mail group 135
 - record display 52

D

- DataPerfect
 - exit 156
 - start 149
 - transfer file from WordPerfect 155
 - transfer information to
 - WordPerfect 151
 - and WordPerfect 149
- Delete
 - auto-date formula 33
 - directory 85
 - field labels 53
 - file(s) 85
 - Mail message 133, 144
 - personal Mail groups 139
 - text 48
- Dialing instructions 59
- Directory
 - change 78
 - create 75, 83
 - delete 79, 85
 - display 71
 - list in half-screen mode 81
 - list in tree format 82
 - list two 81
 - rename 83
- DOS text editor 89
 - append text 90
 - duplicate line 93
 - duplicate word 93
 - retrieve file 91
- DrawPerfect
 - add text 161
 - clip-art 160
 - transfer file to WordPerfect 164
 - transfer image from WordPerfect 159
 - and WordPerfect 157
- Duplicate
 - file(s) 75, 84
 - line 93
 - word 93

E

- Edit
 - appointment 24
 - DOS text 89
 - field 47
 - macro 97
 - record 47
 - record display 47
- Editor
 - DOS text 89
 - exit 95
 - macros 96
 - start 89
- Electronic mail 128
- Enter auto-date formula 29
- Exclude 136
- Exit
 - Calculator 116
 - Calendar 20
 - Calendar with Cancel 28
 - DataPerfect 156
 - Editor 95
 - File Manager 79
 - Mail 134
 - Notebook 50
 - Scheduler 126
 - Shell 12
 - WordPerfect 12, 42

F

- File Manager 71
 - exit 79
 - screen features 80
 - sort files 74
 - start 71
- Files
 - copy 75, 84
 - delete 79, 85
 - mail 144
 - move and rename 77
- Financial functions 107
- Function key 3

G

- Go to Date 16

H

- Half-screen mode 81
- Hexadecimal number system 112

I

- Include
 - groups 124
 - resource(s) 124
 - user(s) 124, 135
- Interest, calculate 110

K

- Keystrokes 3

L

- Learning files 2
- Line, duplicate 93
- List
 - display 45, 52, 57
 - files 45
 - macro programming commands 97
 - Mail user groups 134
 - Mail user ID 129
- Local area network
 - Mail 128, 134, 140
 - Office 1
 - printers 4
 - Scheduler 119
- Look 78

M

- Macro
 - Alt-o 97
 - case argument 100
 - case statement 100
 - commands list 97
 - editor 96
 - retrieve 96
- Mail 128
 - delete message 133, 144
 - delete personal groups 139
 - exit 133
 - files 144
 - groups 134
 - list users 129
 - personal groups 135
 - read message 132
 - rename groups 137
 - save to clipboard 132
 - send message 129
 - send message to group 138
 - start 128

- user group list 134
- and WordPerfect 140

- Memo 17
- Menu 1, 5
- Merge 39
 - Calendar 35
 - Calendar file and WordPerfect 34
 - hard page 38
 - Notebook file and WordPerfect 60
 - Notebook record and WordPerfect 65
- Merge file
 - primary 37, 60, 61
 - secondary 35, 60, 65
- Message 129
 - notify receipt of 122
 - send to group(s) 138
- Model Notebook files 51
- Modem 59
- Modify
 - field 47
 - field labels 53, 54
 - macro 97
 - record 47
 - record display 47
- Month screen 120
- Move
 - Calendar text 19
 - to date 16
 - field 55
 - files 77
 - in list display 46
 - text block 94

N

- Name search
 - list display 47
- Network
 - Mail 128, 134, 140
 - Office 1
 - printers 4
 - Scheduler 119
- Notebook 45
 - add record 49
 - delete record 50
 - edit field(s) 47
 - exit 50
 - file creation 51
 - list display 45, 52, 57
 - model files 51
 - record display 47, 51, 52

- as secondary merge file 60
- and WordPerfect 60

Notebook file(s)

- create 51
- retrieve 7, 45

Notify 122

O

Office on a network 1

Office on a stand-alone machine 1

Office Shell 5

- exit 12

Other directory 78

Outline appointments 24

P

Payday auto-date formula 32

Personal Mail group(s) 135

PlanPerfect

- import spreadsheet 166
- retrieve worksheet 165
- save files 170
- transfer text from clipboard 168
- and WordPerfect 164

Primary copy 135

Print options 35

Print in WordPerfect 12, 42, 67

Printer

- network 4
- settings 4

Profit margin, calculate 111

Programmer functions 112

Programming commands list, macro 97

R

Read Mail message 132

Record

- add 49
- delete 50
- edit 47
- mark 65
- restore deleted 50

Record display 8

- create 51, 52
- edit 47

Rename

- directory 83
- personal Mail groups 137

Rescan disk 86

Reschedule 123

Restore

- deleted record 50
- deleted text 19

Retrieve

- Calendar file 21
- clipboard 7
- DOS text file 91
- graphic into WordPerfect 157
- macro 96
- Notebook file 45
- worksheet 165

S

Sample files 2

Save

- DrawPerfect image to clipboard 163
- fields 151
- macro 100
- Mail message to clipboard 132
- PlanPerfect file 170
- records to clipboard 66
- text to clipboard 6, 9, 140

Scheduler 119

- delete an event 126
- enter event information 121
- exit 126
- reschedule 123
- search available times 125
- select people and resources 124
- start 119
- view Busy screen 124
- view Month and Week screens 120

Scientific functions 113

Search

- available times 125
- macro commands 97
- user names 137

Send

- file(s) 144
- Mail message 129

Set Calendar alarm 23

Shell 1, 5

- exit 12

Shell menu 5

Sort

- directory 74
- file list 74
- SORT.EXE 89

Start

- Calculator 105
- Calendar 15

DataPerfect 149

DrawPerfect 159

Editor 89

File Manager 71

Mail 128

PlanPerfect 165

Scheduler 119

Statistical functions 115

Switch program 6, 9

T

Text

- delete 48
- move 94
- restore 19
- retrieve from clipboard 10

To-do item

- add 18
- delete 19

Tree format 82

Turn off alarm 24

U

User

- include in Mail groups 135
- list Mail IDs 135
- schedule 121

V

View

- file list 45
- personal Mail groups 137
- users 135

W

Week screen 120

Wild card characters 73

Word, duplicate 93

WordPerfect

- and Calendar 34
- and DataPerfect 149
- and DrawPerfect 157
- and Mail 140
- and Notebook 60
- and PlanPerfect 164
- primary merge file 61
- transfer file to DataPerfect 155
- transfer file from DrawPerfect 164

transfer image to DrawPerfect
159

WordPerfect Office on a network 1
WordPerfect Office on a stand-alone
machine 1

Z

Zoom 26