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## ■ Customer Support

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

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

You should copy the license number from the package wrap onto your diskettes for reference in case the number is requested by customer support.

Customer support calls are routed through an "Automated Attendant" consisting of two lead numbers, and several sub-options for specific questions.

### **(800) 321-5906**

- (1) Installation (800) 222-9404\*
- (2) Laser Printers (800) 222-9405\*
- (3) Printers (800) 222-9406\*
- (4) Features (800) 222-9407\*

\*Outside Utah only.

### **(801) 226-6800**

- (1) WordPerfect

With touch-tone, dial one of the two lead numbers, listen to the message, and press the option number for the appropriate group.

For faster service with rotary dial, by-pass the Automated Attendant and dial the number directly for the appropriate group.

The customer support department takes calls from 7:00am to 6:00pm MST.

If your question does not fall under any of the specified categories, simply stay on the line after listening to the lead number message and an operator will be with you shortly.

# ■ Authorized International Affiliates

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## AUSTRALIA

**Sourceware Pty Ltd.**, 586 Pacific Highway, Chatswood NSW 2067, AUSTRALIA, Telephone: (02) 411 5711, Telex: 75094, FAX: (02) 411 6638

## BELGIUM, LUXEMBOURG

**DELTAware b.v.**, St Bernardstraat 73-75, 1060 Brussels, BELGIUM, Telephone: (02) 537 13 00

## BRAZIL

**Officer Computadores Ltd.**, Av Pompéia 1811, CEP 05023 São Paulo, BRAZIL, Telephone: (011) 65 1642, Telex: 11 22757

## CANADA

**JB Marketing of Canada**, P.O. Box 422, Cornwall, Ontario, CANADA K6H 5T2, Telephone: (613) 938 3333 {Toll-free in Ontario & Quebec: (800) 267 9393, All other provinces: (800) 267 9205}, Telex: 05 811500, FAX: (613) 938 4935

## DENMARK

**BCP hardware aps**, Helsingørsgade 52, 3400 Hillerød, DENMARK, Telephone: (02) 25 11 22, Telex: 42174, FAX: (02) 25 09 99

## FINLAND

**Businessman OY**, Kilontie 3, 02610 Espoo, FINLAND, Telephone: (90) 594 455, Telex: 121150, FAX: (90) 598 370

## FRANCE, SWITZERLAND

**Infologie**, 36, rue des États Généraux, 78000 Versailles, FRANCE, Telephone: (16 1) 39 51 10 11, Telex: 699543

## GREECE

**Kronos Electronics s.a.**, 317 Mesogion Street, 152 31 Athens, GREECE, Telephone: (01) 8029 468, Telex: 225643

## HONG KONG

**Specialist Data Systems Ltd.**, Room 401, Pacific House, 20-20B Queen's Road , Central, HONG KONG, Telephone: (5) 263259, Telex: 69219, FAX: (5) 8611412, Modem No.: (5) 253667

## ICELAND

**Rafreiknir Ltd.**, Armuli 40, 108 Reykjavik, ICELAND, Telephone: (91) 68 10 11, Telex: 3000 ATTN: Rafreiknir, FAX: (1) 29323 ATTN: Rafreiknir

## JAPAN

**OATEC**, Kamimutsuna Towake 43-1, Okazaki, Aichi 444, JAPAN, Telephone: (0564) 52 8736, FAX: (0564) 54 2308

## MEXICO

**TECDATA**, Tuxtán 54-701, Col. Roma Sur, 06760 Mexico DF, MEXICO, Telephone: (905) 564 0231

## NETHERLANDS

**DELTAware b.v.**, Spinet 33, 3068 LX Rotterdam, THE NETHERLANDS (Postadres: Postbus 85024, 3009 MA Rotterdam), Telephone: (010) 455 00 66, Telex: 25093

## NEW ZEALAND

**The No. 1 Software Co.**, 2 Warrington Road, Remuera, Auckland 5, NEW ZEALAND, Telephone: (09) 543 694, Telex: 21057 ATTN: Soft

## NORWAY

**Professional Systems a.s.**, P.O. Box 6685, Hjalmar Brantingsvei 8B, Økern, Oslo, NORWAY, (P.O. Box 6685 Rodelokka, 0502 Oslo 5), Telephone: (02) 64 92 20, Telex: 72400 ATTN: Prosys, Oslo

## SPAIN

**Keylan s.a.**, Avenida Infanta Carlota 97, 08029 Barcelona, SPAIN, Telephone: (93) 322 56 62, Telex: 99366, FAX: (93) 230 85 05

## SWEDEN

**Professional Systems**, Sorögatan 19, S-163 41 Spånga, SWEDEN, Telephone: (08) 750 59 70

## UNITED KINGDOM

**Sentinel Software Ltd.**, First Floor, Wellington House, New Zealand Avenue, Walton on Thames, Surrey, KT12 1PY, UNITED KINGDOM, Telephone: (0932) 231164, Telex: 916005, FAX: (0932) 220837

## WEST GERMANY, AUSTRIA, SWITZERLAND

**WordPerfect GmbH**, Vor dem Lauch 23, 7000 Stuttgart 80, WEST GERMANY, Telephone: (0711) 7 15 60 31, Telex: 7255256

## ■ About the manual

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The Installation Pamphlet should be read first if WordPerfect has not been installed on your machine.

- Getting Started** acquaints you with WordPerfect. After a brief introduction, the main ideas behind WordPerfect are discussed. Instructions for using the on-line tutorial (which parallels the Learning section lessons) are also included.
- Learning** contains twelve lessons which take you step-by-step through various word processing tasks.
- Reference** contains information about WordPerfect features and how they are used.
- Speller/Thesaurus** contains detailed instruction on how to use these two features. There is also a lesson in Learning on the Speller.
- Special Features** includes features requiring a little more explanation than what can be covered in the Reference section. See the Table of Contents for a list of these features.
- Merge** is the acknowledged backbone of office automation and WordPerfect's merge deserves more than a casual glance. You are in for some pleasant surprises.
- Math** is for anyone who needs to add subtotals, totals and grand totals. Four-function math formulas can also be created.
- Glossary/Index** contains a glossary for those new to computers, a feature summary, and, of course, a complete index.

# Getting Started

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## ■ Before you start

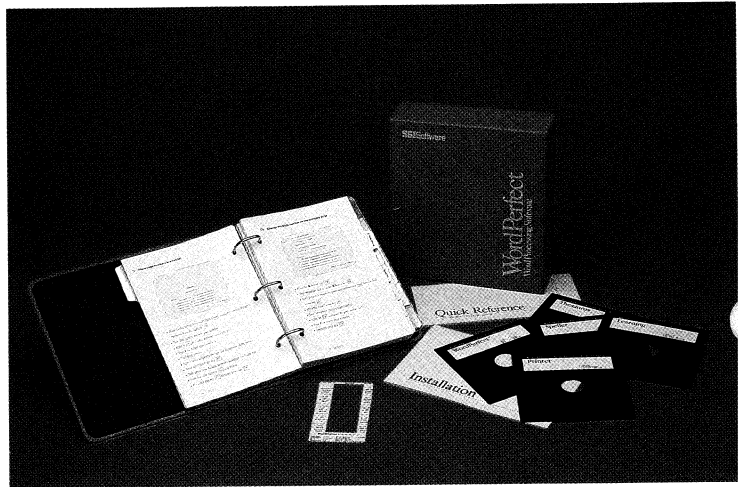
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### Installation

The Installation pamphlet should be read first. Step-by-step instructions for formatting and copying diskettes and selecting printers are included.

### Materials

Once you have a keyboard template, a Quick Reference card, a copy of each of the diskettes, and have selected your printers, you are ready to begin.



## ■ On-line Tutorial

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Included on the Learning diskette of your WordPerfect 4.2 package is an on-line tutorial that guides you through the basic skills of using WordPerfect. The tutorial is intended for use with IBM PCs and 100% compatibles only. It covers most of the information in the Getting Started and Learning sections of the 4.2 manual, with a few important additions.

For an immediate taste of WordPerfect's features, take a look at the tutorial right now.

### **Two disk drives**

After starting DOS on your computer,

**INSERT** The WordPerfect diskette into drive A

**INSERT** The Learning diskette into drive B

**ENTER** **b:** to change the default drive to B

**ENTER** **learn** to start the tutorial

### **Hard disk**

After starting DOS on your computer, simply change to the Learn directory, then enter **tutor** at the DOS prompt.

In order for the tutorial to function properly, you must have a path established which includes the directory containing WPEXE. See the *Installation and Appendices* booklet for instructions on setting up a path.

## ■ The Template

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The keyboard template is WordPerfect's menu. In your package, you have received two templates, corresponding to the standard and enhanced IBM keyboards. Place the template on your keyboard as shown in the photographs below.



If neither template fits your keyboard, return them, along with the name (and a photocopy or rough sketch) of the keyboard you are using to

WordPerfect Corporation  
288 West Center Street  
Orem, Utah 84057

Also, please enclose your name and complete address, and a replacement template will be sent to you.



## Colors

The template and Quick Reference are color coded.

- Black**      press the function key
- Blue**        hold down Alt and press the key
- Green**       hold down Shift and press the key
- Red**          hold down Ctrl and press the key

The bottom of the WordPerfect template lists some features found on other parts of the keyboard.

## Function keys

WordPerfect uses some of the keys on your keyboard to perform its many features (see Quick Reference card). These function keys work in many different ways. Some, such as Bold and Underline, simply toggle a feature on and off. Others, such as Print and Footnote, display a menu of choices. Still others begin a feature, such as Center or Indent, that is ended when the Enter key is pressed. The Save and Retrieve features, on the other hand, require that a filename be entered.

When asked to press a number key (1-0) in response to a menu of choices, use the numbers at the top of the keyboard instead of those on the number pad.

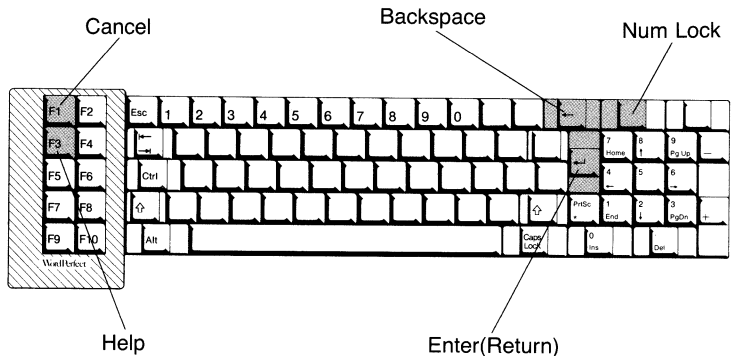
# ■ 5 Keys to know

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## Num Lock

Some keyboards have a separate 10-key number pad that is also used for cursor control in WordPerfect. Press the Num Lock key (or its equivalent) once for numbers; press it again for cursor control.

The “Pos” message at the bottom of the screen flashes when you first press the Num Lock key. As soon as you display a menu, press the Enter key, press the Screen key twice, or press the Num Lock key again, the blinking stops.



## Help

Press this key for information about each WordPerfect feature. A feature-key reference can also be displayed.

## Backspace

This key is used to erase mistakes as you type.

## Enter (Return)

This key is used in WordPerfect to end a short line or to send a command to the computer. For example, to retrieve or save a file, you must type a filename and then press this key.

## Cancel

Use this key to back out of features that display a message on the status line. For example, the Exit, Save, Retrieve, Block, and Search prompts can all be canceled by striking this key once or twice. This key also restores text that has been erased by any of the delete keys.










## ■ Conventions

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

<b>CURSOR</b>	move the cursor to the indicated place
<b>TYPE</b>	type the bolded characters
<b>ENTER</b>	type the bolded characters, then press the Enter key
<b>BLOCK</b>	define a block of text
<b>INSERT</b>	insert the given diskette into the specified drive
<b>REPLACE</b>	remove the diskette from the indicated drive and replace it with the given diskette

Keys may appear by themselves, with another key, or as a series of keys to press. Keys not separated by commas mean to hold down the first key while quickly striking the second.

	press the key
 	hold down the Alt key then press the F8 key
  , 	hold down the Alt key then press the F8 key, release both keys, then type 1
 ,  , 	press the F7 key, type an "n," then press the Enter key

## ■ Start WordPerfect

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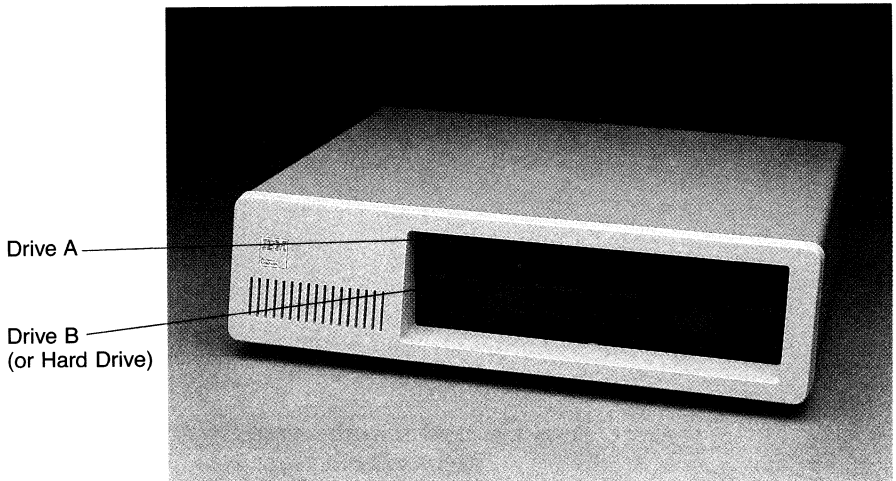
**Two disk drives** After starting DOS on your computer

**INSERT** The WordPerfect diskette into drive A

**INSERT** The Learning diskette into drive B

**ENTER** **b:** to change the default drive to B

**ENTER** **a:wp** to start WordPerfect



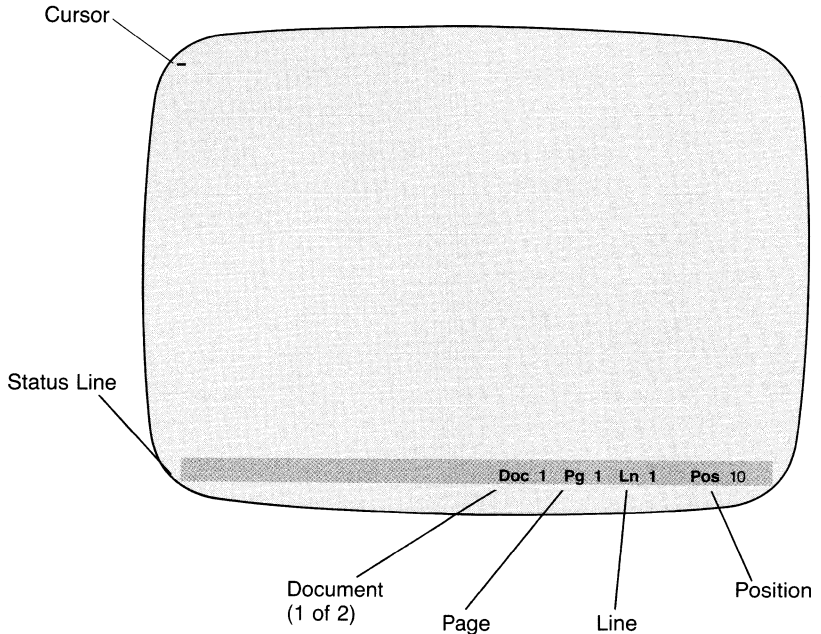
**Hard disk** After starting DOS on your computer

**ENTER** **cd \learn**

**ENTER** **wp**

## Clean screen

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



## Cursor

The blinking dash or *cursor* points to your position on the screen. The message at the bottom of the screen tells you the exact location of the cursor at all times.

## Status line

After a document has been saved, the current document name, including full pathname, is also displayed on the status line at the bottom of the screen. The document name may be replaced temporarily by messages such as "Typeover" or "Macro Def" when those features are in use. (See Set-up Menu in the Reference section to change the default for filename display.)

## ■ Preview WordPerfect

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

**Type a paragraph** Type the following paragraph without pressing the Enter key. Use the Backspace key to erase mistakes as you type.

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

**Insert a tab** Change the format by inserting a tab.

**CURSOR** To the “B” in the word “Bears”

Use the arrow keys to move the cursor.



Indent the first line of the paragraph

**Insert some text** Edit the paragraph.

**CURSOR** To the “f” in the word “food”

**TYPE** **Chinese take-out**



Insert space between “take-out” and “food”

**Use the Help key** The Help key displays information about each feature.



Read the first Help screen

Insert the Learning diskette into drive B if you are asked to do so.



Find out where the Center key is located



Read about the Center key



Return to your paragraph

Don't forget to replace your data diskette if you had to insert the Learning diskette.

## Finish the paragraph

Type an ending to the first paragraph (time limit: 2 minutes).



Move to the bottom of the document

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

**TYPE** Two spaces and finish the paragraph with two or three sentences of your own invention. (If you can't think of anything, just type this paragraph).

## Divide the paragraph

Make two paragraphs out of the one that you just typed.

**CURSOR** To the beginning of the first word of the text you just typed



Press 2 times to create a new paragraph



Indent the first line of the new paragraph

## Change your mind

Return the second paragraph to its original place.



Press 3 times to create a single paragraph

## Center a title

Type a centered title.



Move to the top of the document



Press 2 times to add some space



Press 2 times to move to the top of the document



Begin centering

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

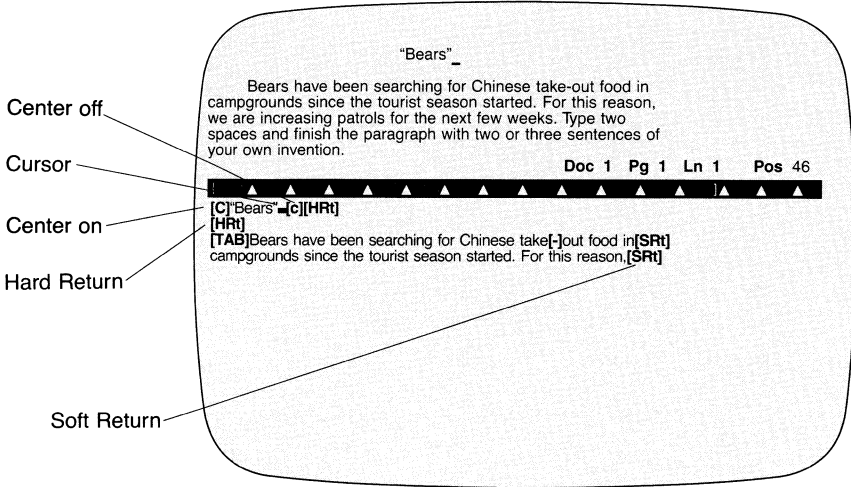
**TYPE** “Bears”

## Delete a code

You have changed your mind again and decide you don't want the title centered.



Display the Reveal Codes screen



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

## CURSOR To the right of the Center on code [C]



Delete the Center code

You can cancel centering by deleting either the "on" or "off" codes.



Press this, or any other key, to return to the normal screen

The title should be at the left margin.



## Print the page

Do a page print.



Print the page

Unless there is more than one page, the “Full Text” and “Page” options do the same thing.

If your printer is set for “Hand-fed forms,” roll a sheet of paper into the printer, press the Print key, type **4** (Printer Control) and type **g** (go) to start printing.

**If the printer does not print, and you have installed WordPerfect and selected your printer, see Printer Troubleshooting in the Installation pamphlet.**

## ■ Exit WordPerfect

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When you finish using WordPerfect, you must exit before turning off the computer. Turning off the machine before exiting may cause problems.

- Display the "Save Document? (Y/N) Y" message
- or  Choose to save or not save the document on your screen
- Exit from WordPerfect

When you see the DOS prompt (B>, etc.) at the bottom of the screen, you have exited WordPerfect.

You may now turn your machine off or load another program.

### Notes about exiting

Each time there is a power or machine failure or the machine is turned off before exiting WordPerfect, some of the disk space is lost to what DOS calls, "lost clusters." After enough times, **WP DISK FULL** appears on the status line.

To correct the problem,

- Two disk drives** With WordPerfect in drive A,
  - INSERT** The DOS diskette into drive B
  - ENTER** **b:chkdsk/f a:**
  - ENTER** **n** if asked a question

- Hard disk** With DOS running,
  - ENTER** **chkdsk/f**
  - ENTER** **n** if asked a question

## ■ Typing

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### Word wrap

One of the differences between a typewriter and WordPerfect is “word wrap.” WordPerfect automatically wraps the cursor at the end of the line. You don’t press the Enter (Return) key until you get to the end of a paragraph or short line of text.

### Insert vs Typeover

WordPerfect uses the “Insert” mode as the main form of editing. This means that when you move the cursor into existing text and begin typing, text is inserted at the cursor. The alternative is to type over the existing text. Pressing the Ins (Insert) key changes WordPerfect to Typeover mode. Press this key again to return to Insert mode.

### R.S.V.P.’s

As you type and use features, WordPerfect sometimes asks you to confirm a request—just in case. The question, which can be answered with yes or no, always gives you a default reply. For example, when you print a block of text, WordPerfect asks “Print Block? (Y/N) N”.

The letter outside of parentheses (in this case “N”) means that you can press “n” or any other key on the keyboard except “y” for a no response. This is a safeguard in case you press the wrong key.

### Repeating keys

The keys on many keyboards repeat by simply holding the key down. This can cause problems until you become accustomed to your keyboard. For example, if instead of quickly striking a function key, you hold it down an instant too long, the feature may be canceled or a number of unwanted codes could be entered. Home, Caps Lock, Shift, Alt, and Ctrl are among the few keys that do not repeat when held down.

### Zeros and O’s, Ones and L’s

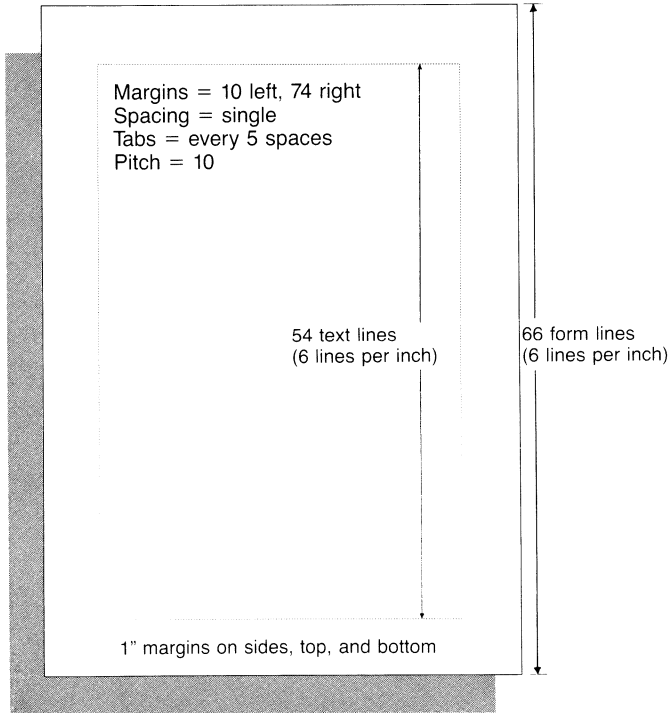
If you are in the habit of typing an **l** (lower-case L) for a **1** (one) or an **O** (upper-case o) for a **0** (zero), promise you will never do it on your computer. They are very different characters to your computer and should *never* be substituted.

# ■ Formats

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## Preset formats

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



## Document-oriented

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

## ■ Codes

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Don't let this word scare you. Codes are simply commands that tell WordPerfect and your printer what to do. All word processors place codes in the document whenever you bold, underline, change margins, or in general, change the way something looks.

### Hidden codes

WordPerfect “hides” these codes so that the text on screen appears much like the printed page. Codes and text can be viewed together at any time by pressing the Reveal Codes key. Codes are bolded in Reveal Codes.

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

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

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

## ■ Printing

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You can print from screen or from disk. From screen, you can print a page, document, or any block of text without having first saved it on disk. From disk, you can print a document or selected pages.

### **Hyphenation**

Hyphenation improves the look of the printed page by reducing the space between characters and words. This feature is turned off when you start WordPerfect but can be turned on at any time (we recommend you wait until just before you print). You can select automatic hyphenation (WordPerfect automatically places the hyphen) or aided hyphenation (WordPerfect suggests a hyphen placement). You can also change the default format to "Hyphenation on" (see Set-up in Installation and the Reference section).

### **Type-thru**

This feature on the Print key lets you type directly to your printer. Pre-printed forms are the main object of this feature unless you have to fill in many copies of the same form. In this case, we recommend you follow the instruction for Forms Fill-in in the Merge section.

### **Printer troubleshooting**

The Installation pamphlet contains some printer helps. A Printer program has also been included on the Printer 2 diskette which lets you change and create printer and font definition files. Instructions for the program are found in *Defining a Printer Driver*, included in your package.

### **Preview**

This feature allows you to review any page or an entire document to see how it will look when printed. Footnotes, margins, page numbers, headers, and footers are displayed.

## ■ Filing

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

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

### **Timed Backup vs Save**

The Timed Backup feature in WordPerfect *minimizes* editing losses in the event of a machine or power failure by saving the file on screen at a designated time interval (see Backup in the Reference section). After the first backup, a document is saved again only if it has been modified. We recommend that if the Timed Backup feature is not in use, you save your work (using the Save key) every few minutes or so.

### **Original backup**

This feature automatically renames any file being replaced (overwritten), thus saving the original file instead of erasing it.

### **File size**

There is no program limit on file size. WordPerfect uses all available memory and disk space (on the WordPerfect diskette) for working space. However, to maximize editing and scrolling speed, we suggest files be kept to between 20 and 70 pages.

A double-density diskette holds approximately 140 pages of double-spaced text or 70 pages of single-spaced text. However, you should reserve at least the same amount of space as your largest document on disk (this empty space is used to prevent losing the original file in the event of a power failure during a save procedure).

You can increase edit space by adding more memory (RAM).





# Learning

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# ■ Introduction

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The twelve lessons in this section introduce you to many of WordPerfect's features. The first three lessons should be done together. The rest of the lessons can be completed individually as you have time.

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

## **What you need**

While installing WordPerfect you should have made working copies of the original diskettes that came in your WordPerfect package, or copied the files onto a hard disk.

If you are running WordPerfect from a diskette drive, you will need the following working copies:

- WordPerfect diskette
- Learning diskette
- Speller diskette (lesson 6 only)
- Data diskette (lesson 12 only)

The WordPerfect diskette contains all the files you need to run WordPerfect and your printer. The Learning diskette contains sample WordPerfect documents that are used in the lessons. The Speller diskette contains the dictionary that WordPerfect uses to check your spelling. The Data diskette is a blank, formatted diskette for copying a file.

All these working diskettes are created when you install WordPerfect (see the Installation pamphlet for details).

If you are running WordPerfect from a hard disk, you will need to change the default directory to the Learn directory in order to retrieve files for the Learning lessons.

## On-line Tutorial

Included on the Learning diskette is an on-line tutorial that guides you through the basic skills of using WordPerfect. In addition to some introductory lessons, it covers the same material as this Learning section. To use the on-line tutorial, follow the instructions below.

### Two disk drives

After starting DOS on your computer,

**INSERT** The WordPerfect diskette into drive A

**INSERT** The Learning diskette into drive B

**ENTER** **b:** to change the default drive to B

**ENTER** **learn** to start the tutorial

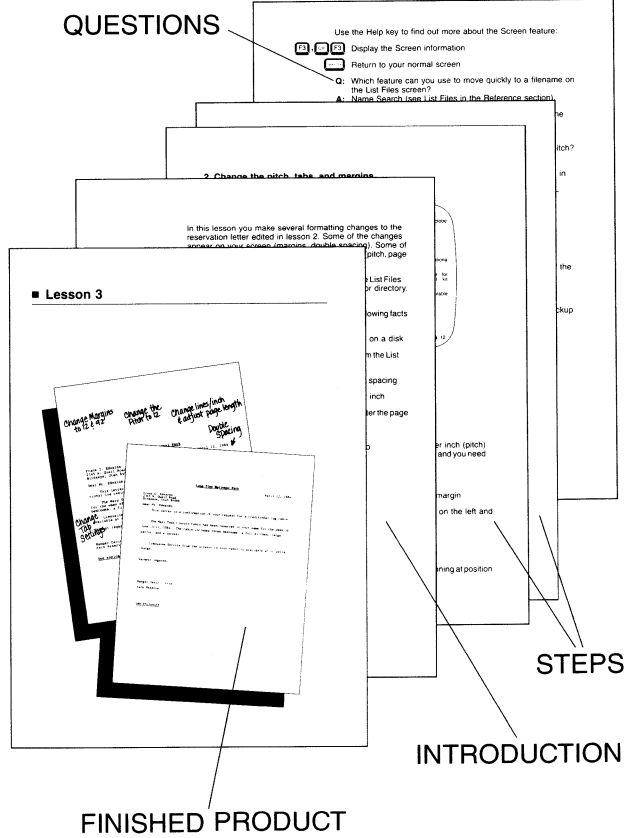
### Hard disk

After starting DOS on your computer, simply change to the Learn directory, then enter **tutor** at the DOS prompt.

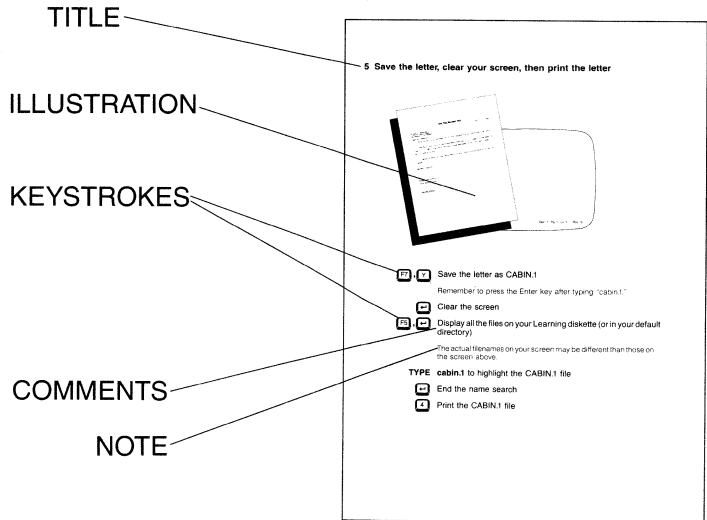
In order for the tutorial to function properly, you must have a path established which includes the directory containing WP.EXE. See the *Installation and Appendices* booklet for instructions on setting up a path.

# The lessons

Each lesson begins with an illustration of the finished product and a brief introduction. A series of steps then guide you keystroke-by-keystroke through several word processing tasks. Questions at the end of the lesson help you understand some of the basic ideas presented in the steps.



Each step begins with a title describing the task you are about to do and an illustration of how the screen will look at the end of the task (in most cases). Comments for each key, or set of keys, as well as general comments and notes help you understand what is happening as you perform the step.



Keys may appear by themselves, with another key, or as a series of keys to press.

- [F8] — press the key
- [Alt] [F8] — hold down the Alt key then press the F8 key
- [Alt] [F8] , [1] — hold down the Alt key then press the F8 key, release both keys then type 1
- [F7] , [N] , [Enter] — press the F7 key, type an "n," then press the Enter key

Whenever you need to type a number, use the number keys at the top of the keyboard, *not* the ten-key number pad. All letter keys can be typed as lower-case characters.

There are several commands that appear with the keys. They provide a quick way of telling you exactly what needs to be done.



**CURSOR** – move the cursor to the indicated place.

**TYPE** – type the bolded characters to the right.

**ENTER** – type the bolded characters, then press the Enter key.

**REPLACE** – remove the diskette from the indicated drive and replace it with another diskette. This is a command for those people running WordPerfect from a diskette drive.

Whenever you type in a name to save a document, you need to press the Enter key. For example, the comment

,  Save the document as CABIN.1

means to type “cabin.1” at the “Document to be Saved:” message, then press the Enter key.

## Learning Hints

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

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

- The Enter key may move the cursor, but it fills up your document with empty lines that can push text out of sight (and out of mind). Use the Arrow keys instead.
- Hold down the Shift, Alt, and Ctrl keys while tapping a second key. Do not try and hold down the second key, or the WordPerfect feature will not work properly.

- The Backspace and Delete keys get rid of your worst typing mistakes without a comment. However, a message appears if you try deleting some WordPerfect codes. Type “y” to delete the code; type “n” to leave it alone.
- Deleted text can be restored by pressing the Cancel key (see Undelete in the Reference section for details).
- Back out of features that display a message on the status line (e.g., Exit, Save, Retrieve, and Search) by pressing the Cancel key. You may need to press it more than once.
- Start a lesson over again by pressing the Exit key (F7), typing “n,” then pressing the Enter key to clear your screen.
- Take the time to install WordPerfect correctly or your printer may not work properly during a lesson.
- Some features will not work when Block is on. Check the bottom of your screen for a “Block on” message, then press the Cancel key to turn Block off.

# ■ Lesson 1

---

Lone Pine National Park

RESERVATION CONFIRMATION

Frank D. Edwards  
2345 N. Quail Road  
Birdseye, Utah 84666

Dear Mr. Edwards,

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

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1984. The cabin includes three bedrooms, a full kitchen, large parlor, and a jacuzzi. Limousine Service is also available at no extra charge.

Warmest regards,

Ranger David Harris  
Park Reservations

See enclosure



In this lesson you type a letter that confirms a reservation at Lone Pine National Park. Several WordPerfect features that help you highlight and emphasize text are used in this letter.

When you are finished, you print the letter, save it on your disk, then clear the screen.

## **Features**

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

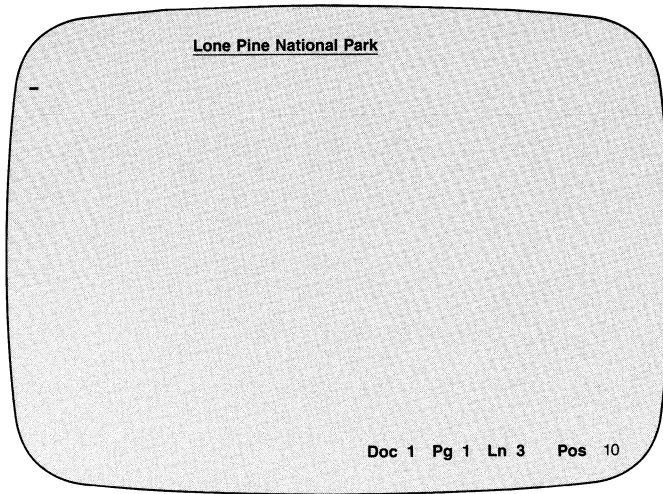
- Backspace deletes to the left
- Center centers a line of text
- Bold and Underline highlight text
- Caps Lock shifts the letters on your keyboard to uppercase
- Word Wrap automatically returns the cursor to the left margin
- Print lets you print the document on the screen
- Exit clears your screen

## **Applications**

The skills you learn in this lesson can be used for


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

# 1 Center, bold, and underline the heading



  Begin centering


 Begin bolding


 Begin underlining


TYPE **Lone Pine National Park**

Use the Backspace key to erase mistakes.

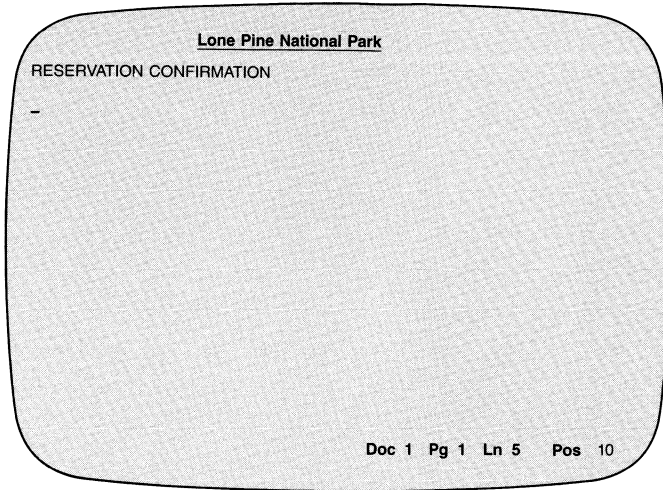
If you have a color or graphics monitor, underlined text is displayed as a separate color or in reverse video.

 End bolding

 End underlining

 Press 2 times to end centering and add extra spacing

## 2 Capitalize the subheading with the Caps Lock key



Begin typing upper-case letters

The "Pos" at the bottom of the screen changes to "POS."

**TYPE reservation confirmation**

You do not need to use the Shift key.



End typing upper-case letters



Press 2 times to add extra spacing

If "Lone Pine National Park" does not appear brighter than "RESERVATION CONFIRMATION" on your screen, use the knob(s) on your monitor to adjust the brightness and contrast.

### 3 Type the address

Lone Pine National Park

RESERVATION CONFIRMATION

Frank D. Edwards  
2345 N. Quail Road  
Birdseye, Utah 84666

-

Doc 1 Pg 1 Ln 9 Pos 10

TYPE **Frank D. Edwards**



Wrap to the next line

TYPE **2345 N. Quail Road**



Wrap to the next line

TYPE **Birdseye, Utah 84666**



Press 2 times to add extra spacing

## 4 Type the salutation

Lone Pine National Park

RESERVATION CONFIRMATION

Frank D. Edwards  
2345 N. Quail Road  
Birdseye, Utah 84666

Dear Mr. Edwards,

-

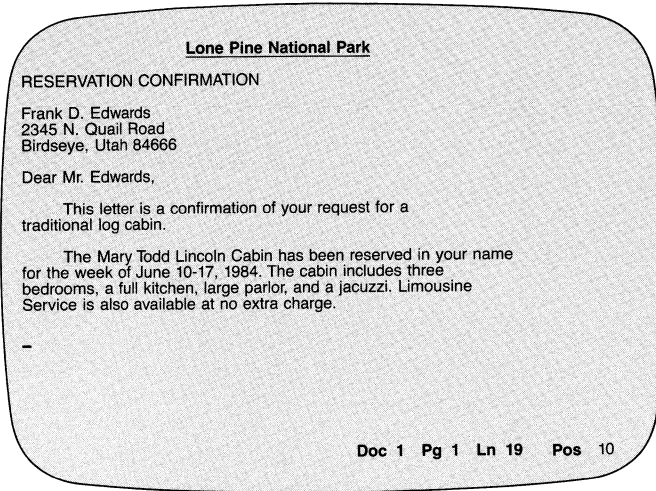
Doc 1 Pg 1 Ln 11 Pos 10

**TYPE** Dear Mr. Edwards,



Press 2 times to add extra spacing

## 5 Type the body of the letter



Indent the first line of the paragraph

TYPE

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



Press 2 times to end the paragraph and add extra spacing



Indent the first line of the next paragraph

TYPE

**The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1984. The cabin includes three bedrooms, a full kitchen, large parlor, and a jacuzzi. Limousine Service is also available at no extra charge.**



Press 2 times to add extra spacing

## 6 Type the closing

Frank D. Edwards  
2345 N. Quail Road  
Birdseye, Utah 84666

Dear Mr. Edwards,

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

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1984. The cabin includes three bedrooms, a full kitchen, large parlor, and a jacuzzi. Limousine Service is also available at no extra charge.

Warmest regards,

Ranger David Harris  
Park Reservations

See enclosure

Doc 1 Pg 1 Ln 27 Pos 23

**TYPE Warmest regards,**



Press 4 times to add extra spacing for a signature

**TYPE Ranger David Harris**



Wrap to the next line

**TYPE Park Reservations**



Press 3 times to add extra spacing



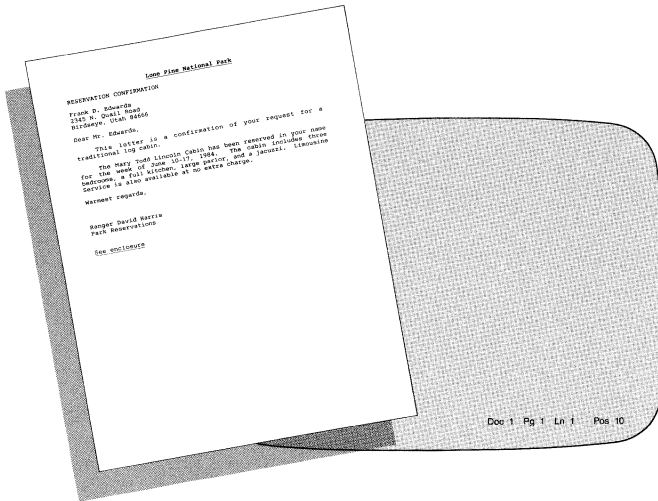
Begin underlining

**TYPE See enclosure**



End underlining

## 7 Print and save the letter then clear the screen



**Shift**, **F7**, **1** Print the letter

Remember to release the Shift and F7 keys before typing the "1."

If your printer is set for hand-fed forms you must press "Go" from the Printer Control menu.

**F7**, **Y** Save the letter using CABIN as the filename

Remember to press the Enter key after typing the word "cabin."

**←** Clear the screen



Use the Help key to find out more about the Right Arrow:



Display Cursor Control information



Return to your normal screen

**Q:** Where are the Caps Lock, Escape, Tab, and Arrow keys on your keyboard?

**A:** Check your keyboard.

**Q:** When can you use the Tab key?

**A:** To indent the first line of a paragraph.

**Q:** Do you need to press the Enter key at the end of each line of text in a paragraph?

**A:** No, word wrap moves the cursor down to the next line.

**Q:** What happens to the position number (**Pos**) at the bottom of your screen when you turn Bold or Underline on?

**A:** The number is bolded and/or underlined when the features are on.

**Q:** What happens to the “Pos” at the bottom of your screen when Caps Lock is on?

**A:** The “Pos” changes to “POS.”

**Q:** Which key is used to clear the screen?

**A:** The Exit key.

# ■ Lesson 2

*Center Page*

Lone Pine National Park

RESERVATION CONFIRMATION

Frank D. Edwards  
2345 N. Quail Road  
Birdseye, Utah 84666

Dear Mr. Edwards,

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

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1984. The cabin includes three bedrooms, a full kitchen, large parlor, and a jacuzzi. Limousine Service is also available at no extra charge.

Warmest regards,

Ranger David Harris  
Park Reservations

See enclosure

*Type Date*

*Revised Right Margin*

*New #*

Lone Pine National Park

Frank D. Edwards  
2345 N. Quail Road  
Birdseye, Utah 84666

October 3, 1984

Dear Mr. Edwards,

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

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1984. The cabin includes three bedrooms, a full kitchen, large parlor, and a jacuzzi.

Limousine Service from the airport to your cabin is available at no extra charge.

Warmest regards,

Ranger David Harris  
Park Reservations

See enclosure

In this lesson you create a new paragraph, insert the current date, and make other editing changes to the reservation letter typed in lesson 1.

When you are finished, you print the letter, replace the letter on disk with the edited version on your screen, then clear the screen.

## Features

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

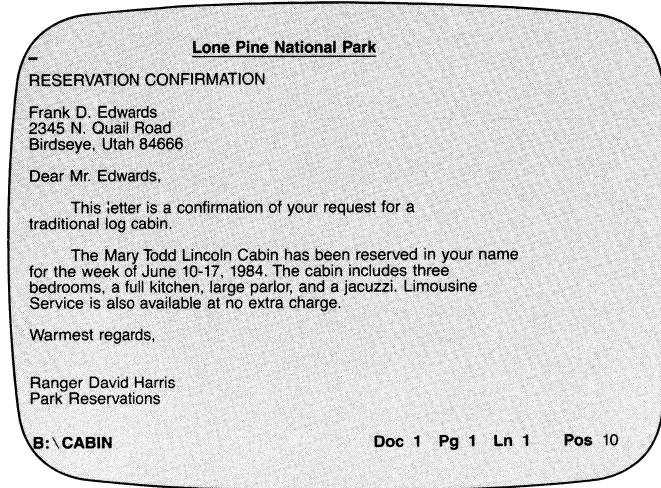
- Center Page Top to Bottom centers a page at the printer
- Date inserts the current date
- Delete EOL (End of Line) erases a line of text
- Delete Word deletes the word at the cursor
- Flush Right lets you enter text from the right margin
- Justification needs to be off to print a ragged right margin
- Retrieve displays a *copy* of the file on disk on your screen
- Reveal Codes lets you see the codes in your document
- Save (also the Exit key) lets you replace a file on disk with the document on your screen
- Word Right and Word Left move the cursor one word at a time

## Applications

The skills you learn in this lesson can be used to

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

# 1 Retrieve the reservation letter created in lesson 1



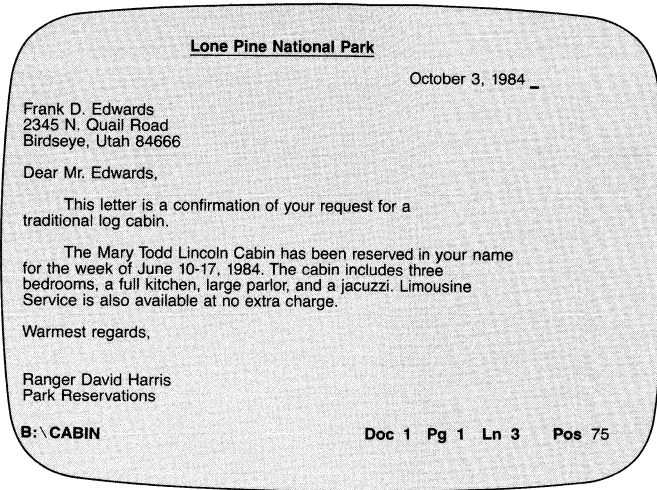
You should have already completed lesson 1 before starting this lesson. If not, turn to lesson 1 and complete the steps before continuing.



Retrieve CABIN

Remember to press the Enter key after typing the word "cabin."

## 2 Delete a line and insert the current date



Press 2 times to move to the first letter of "RESERVATION"



Delete the entire line



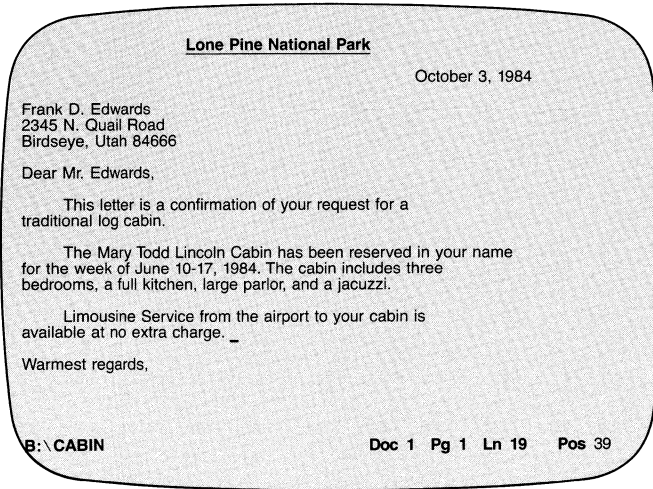
Begin a flush right



Insert the current date

The date will read "January 1, 1980" if you did not enter the date when you "booted" your machine.

### 3 Create and edit a new paragraph



**CURSOR** To the "L" in "Limousine"



Press 2 times to delete two spaces



Press 2 times to create a new paragraph



Indent the first line of the new paragraph



Press 3 times to move to the word "also"



Delete the word "also"



Move to the left one word

**TYPE**

**from the airport to your cabin**

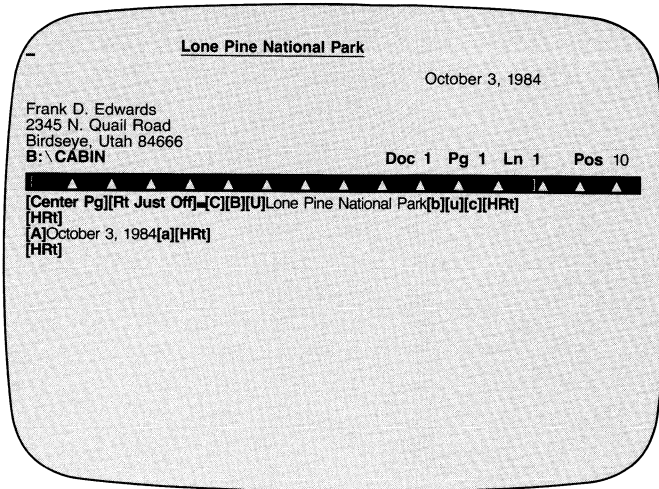


Add a space



Rewrite the screen

## 4 Center the page and turn off Right Justification



Move to the beginning of the document



Center the letter vertically on the page

The text is centered at the printer—not on the screen.



Exit the Page Format menu



Turn Justification off

The right margin will be uneven when the letter is printed.

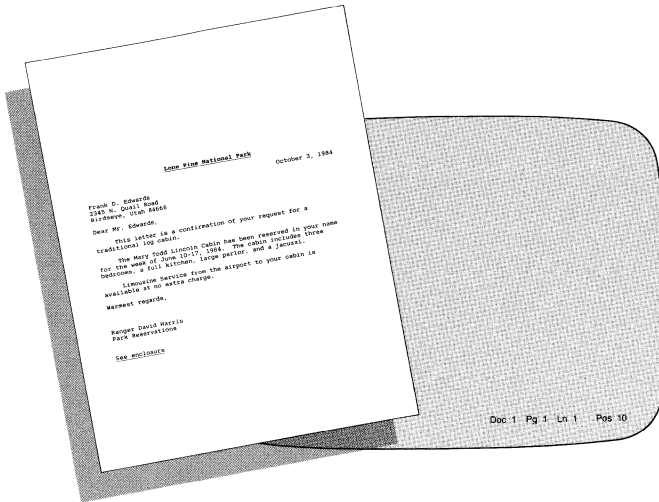


Exit the Print Format menu



Find the [Center Pg] and [Rt Just Off] codes in the Reveal Codes screen



## 5 Print and save the letter then clear the screen




 Exit the Reveal Codes screen

 ,  Print the letter

,  Save the letter

,  Replace the original letter on disk with the edited letter on your screen

 Clear the screen



Use the Help key to find out more about the Delete EOL feature:

**F3**, **Ctrl** **End** Display the Delete to End of Line screen

**Space Bar** Return to your normal screen

Use the Glossary at the end of the manual to learn about right justification. No time limit!

**Q:** What is editing?

**A:** See the Glossary and the Reference section.

**Q:** Is the actual file or a copy of the file brought to your screen when you retrieve a file from disk?

**A:** Just a copy.

**Q:** How many Cursor Control keys are there?

**A:** See Cursor Control in the Reference section.

**Q:** How many ways can you delete text from the screen?

**A:** See Delete Text in the Reference section.

**Q:** What happens when you replace a file?

**A:** The original file on the disk is replaced by the document on your screen.

**Q:** How can you save both the original and edited documents?

**A:** Use different names.

# ■ Lesson 3

Change Margins  
to 12 & 92

change the  
Pitch to 12

change lines/inch  
& adjust page length

Double  
Spacing

Frank D. Edwards  
2345 N. Quail Road  
Birdseye, Utah 84666

Dear Mr. Edwards,

This letter  
tional log cabin

The Mary T  
for the week of  
bedrooms, a full

Limousine  
available at 1

Warmest regard

Ranger David  
Park Reserv

See enclos

Change  
Tab  
Settings

Lone Pine National Park

October 3, 1984

Lone Pine National Park

October 3, 1984

Frank D. Edwards  
2345 N. Quail Road  
Birdseye, Utah 84666

Dear Mr. Edwards,

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

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1984. The cabin includes three bedrooms, a full kitchen, large parlor, and a jacuzzi.

Limousine Service from the airport to your cabin is available at no extra charge.

Warmest regards,

Ranger David Harris  
Park Reservations

See enclosure

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

You are also introduced to the List Files screen. The List Files screen displays all or part of the files in a drive or directory.

## **Features**

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

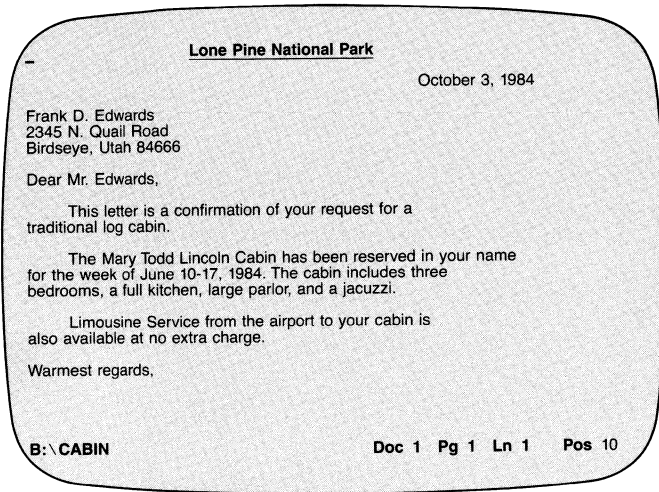
- List Files displays an alphabetical list of the files on a disk
- List Files lets you retrieve, delete and print a file from the List Files screen
- Line Format lets you change margins, tabs, and spacing
- Print Format lets you change pitch and lines per inch
- Page Format lets you change page length and center the page at the printer

## **Applications**

The skills you learn in this lesson can be used to

- Change the appearance of a printed page

# 1 Retrieve the reservation letter



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



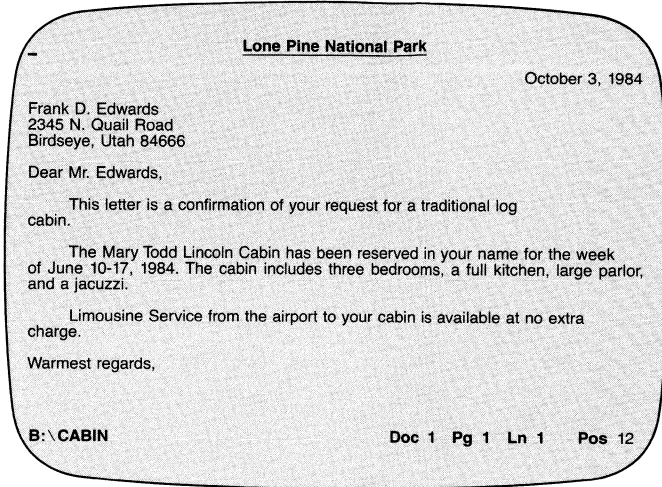
Display all the files on your Learning diskette (or in your default directory)

Press the Arrow keys until the CABIN filename is highlighted.



Retrieve the cabin letter

## 2 Change the pitch, tabs, and margins



, Change the pitch setting

**12** to change from 10 to 12 pitch

Keep the same font

Exit the Print Format menu

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

, Change the margin settings

**12** for the left margin and **89** for the right margin

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

, Display the Tab menu

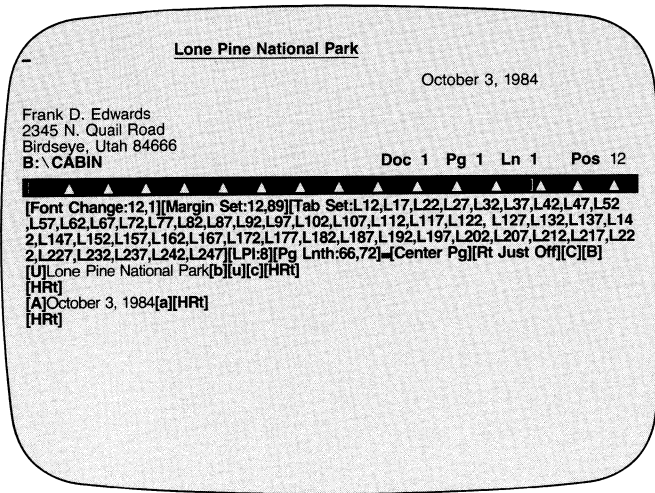
, , Move the cursor to position 0

Erase all the tab stops

**12,5** to insert tab stops every 5 spaces beginning at position 12 (the new left margin)

Exit the Tab menu

### 3 Change the lines per inch and text lines



, Change the lines per inch

ENTER **8** to change from 6 to 8 lines per inch

Exit the Print Format menu

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

, Display the Page Length menu

Create your own settings

Leave the form length at 66 lines

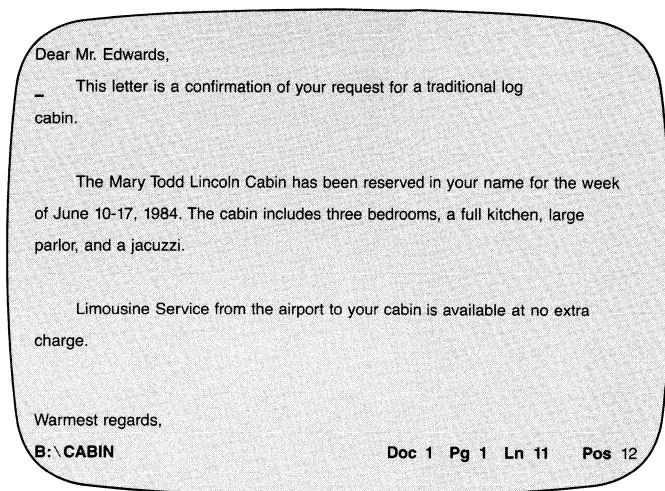
ENTER **72** to change the text lines from 54 to 72

Notice that the form length stays the same while the text lines increase. The Lines per Inch feature only affects the text lines on a page.

Exit the Page Format menu


Find the [LPI:8] and [Pg Lnth:66,72] codes in the Reveal Codes screen

## 4 Change the body of the letter to double spacing




While you are in the Reveal Codes screen, you can use the Search feature.

 ,  Search for a tab


 Begin the search

The cursor stops to the right of the first tab in the letter.

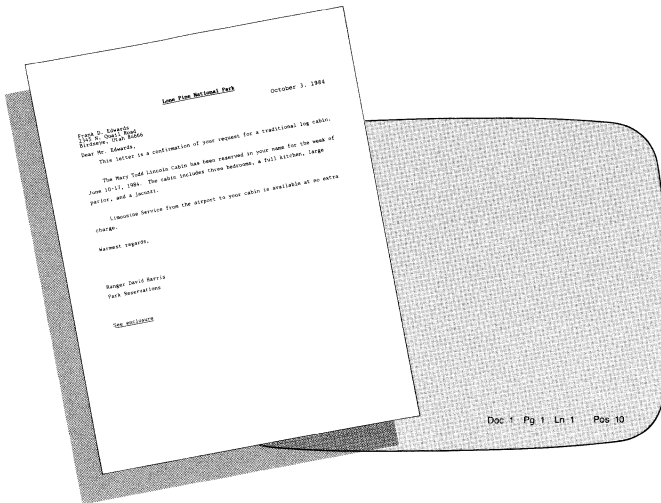
 Move the cursor to the left of the tab

 Exit the Reveal Codes screen

  ,  Change the spacing

 **2** for double spacing

## 5 Save the letter, clear your screen, then print the letter



**F7**, **Y** Save the letter as CABIN.1

Remember to press the Enter key after typing "cabin.1."

**←** Clear the screen

**F5**, **←** Display all the files on your Learning diskette (or in your default directory)

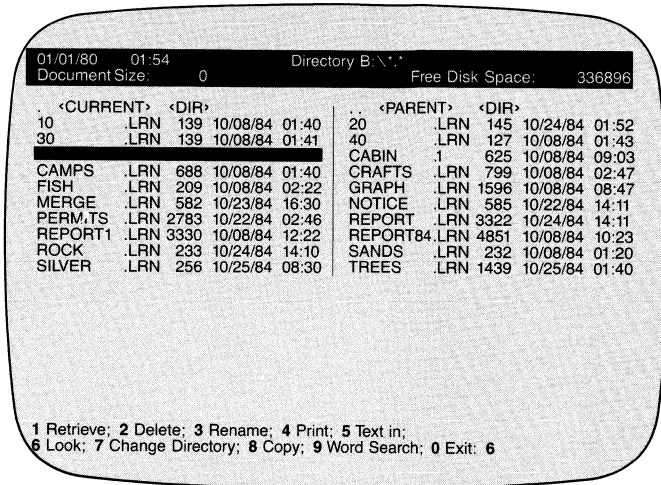
**TYPE** **cabin.1** to highlight the CABIN.1 file

**←** End the name search

**4** Print the CABIN.1 file



## 6 Delete the first revision of the letter



**TYPE** **cabin** to highlight the CABIN file

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



End the name search






, **Y** Delete the CABIN file


If you are doing lessons 1, 2, and 3 again, you may also want to delete the CABIN.1 file at this point.



Exit the List Files screen

Use the Help key to find out more about the Screen feature:

 ,   Display the Screen information

 Return to your normal screen

**Q:** Which feature can you use to move quickly to a filename on the List Files screen?

**A:** Name Search (see List Files in the Reference section).

**Q:** Which format settings in the lesson could you only see at the printer?

**A:** Lines per Inch and Pitch.

**Q:** Which format settings are affected when you change the pitch?


**A:** Margins and Tabs.

**Q:** What are the default margins, spacing and page length in WordPerfect?

**A:** Margins — 10 left and 74 right; spacing — 1; page length — 66 form length and 54 lines of text

**Q:** Where is a complete list of initial settings?

**A:** See Formatting in the Reference section.

**Q:** Where is  Search on your keyboard template?

**A:** See the Quick Reference card.

**Q:** Should you remove the WordPerfect diskette or turn off the computer before exiting WordPerfect?

**A:** No!

**Q:** Do hard and floppy disks ever fail?

**A:** Yes, that is why you always want to keep backups (see Backup in the Getting Started and Reference sections).

## Notes

# Lesson 4

*Change Margin Back*

Lone Pine National Park

BUFFALO PERMITS

General Season ~~1984~~ 1984

A 3-day season, December 31 - January 2, for the taking of buffalo is prescribed for the Lone Pine Game Reserve. A person with a valid buffalo permit may take one (1) buffalo of the hunter's choice. It shall be unlawful for a person to possess more than one buffalo permit per season. In addition, hunters are required to attend a Buffalo Orientation Seminar where light refreshments will be served.

Permit Lottery

The Board of Big Game Control established seasons, permit lottery procedures for Lone Pine Visitor's Center.

It is the intent of the board to select these permits in advance to allow permittees more time to better plan for their hunt.

Choice Permits

Ten permits for choice buffalo will be awarded to the highest bidders. Sealed bids will be accepted at Lone Pine Division Headquarters on February 29 at midnight. A minimum bid of \$3000 is required. Successful bidders will have one day to submit their bid in a brown paper envelope to Ranger John T. Smith.

General Season

1984

A 3-day season, December 31 - January 2, for the taking of buffalo is prescribed for the Lone Pine Game Reserve. A person with a valid buffalo permit may take one (1) buffalo of the hunter's choice. It shall be unlawful for a person to possess more than one buffalo permit per season. In addition, hunters are required to attend a Buffalo Orientation Seminar where light refreshments will be served.

Permit Lottery

The Board of Big Game Control established seasons, permit lottery procedures for the current buffalo hunt. The lottery will be held at Lone Pine Visitor's Center on December 23, 1984 at 7:00 a.m.

It is the intention of the board to select these permits in advance to allow permittees more time to better plan for their hunt.

Choice Permits

1984

Ten permits for choice buffalo will be awarded to the highest bidders. Sealed bids will be accepted at Lone Pine Division Headquarters on February 29 at midnight. A minimum bid of \$3000 is required. Successful bidders will have one day to submit their bid in a brown paper envelope to Ranger John T. Smith.

*Check for extra codes*

Every time you press a key, you send a message to WordPerfect. Sometimes the message tells WordPerfect to display a character on the screen.

Whenever you press a WordPerfect key to change a setting (margins, tabs) or perform a task (center, bold, underline), a code is placed in your text. These codes are in bold, enclosed in brackets [], and are only seen in the Reveal Codes screen.

In this lesson you have a chance to correct several common problems, including extra text, extra codes, and “hidden” text. You also learn to set the format back to its initial settings by deleting format codes.

## Features

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

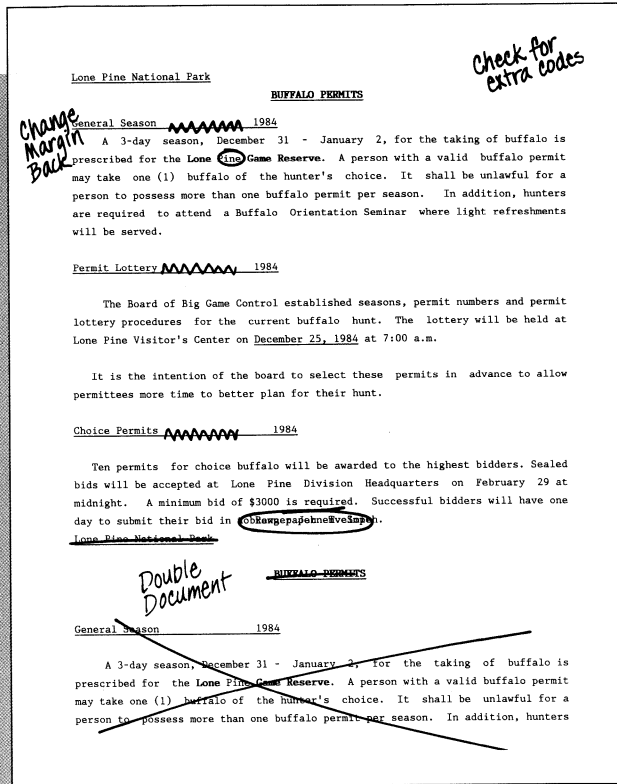
- Block and Delete let you delete a block of text
- Cursor Control keys let you move the cursor in the Reveal Codes screen
- Backspace and Delete delete codes and text in the Reveal Codes screen
- ♦Search lets you search for tab, spacing, and other codes in the Reveal Codes screen
- Initial settings of WordPerfect can be set again by deleting the format codes
- The Center code can hide text on the screen

## Applications

The skills you learn in this lesson can be used to

- Detect unwanted text
- Search and delete unwanted codes
- Check a document with the Reveal Codes screen
- Solve some printing problems

# 1 Retrieve and print the Buffalo Permits document

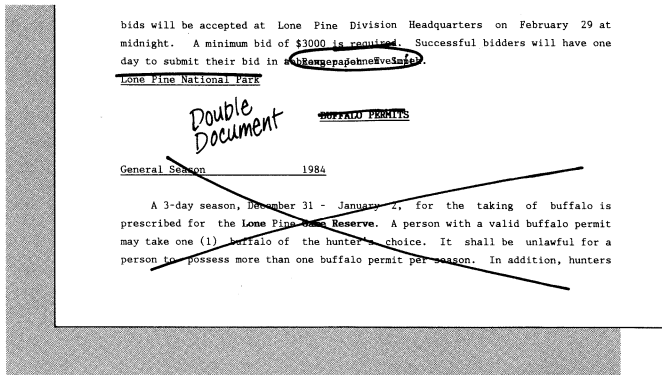


Shift F10 Retrieve PERMITS.LRN

Remember to press the Enter key after typing "permits.lrn."

Shift F7, 2 Print the first page of the document, then find and circle the errors (see the above illustration)

## 2 Delete the second copy of the permit document



### CURSOR To Line 50 Position 65

Notice that a second copy of the document is in the file. Often, when the screen is clear, you may think a document is gone and retrieve it again. However, the document may be just off the screen. You now have two documents (one off and one on the screen). When you save the document on your screen, both documents are placed in the file on disk.



Turn Block on



Move to the end of the second copy

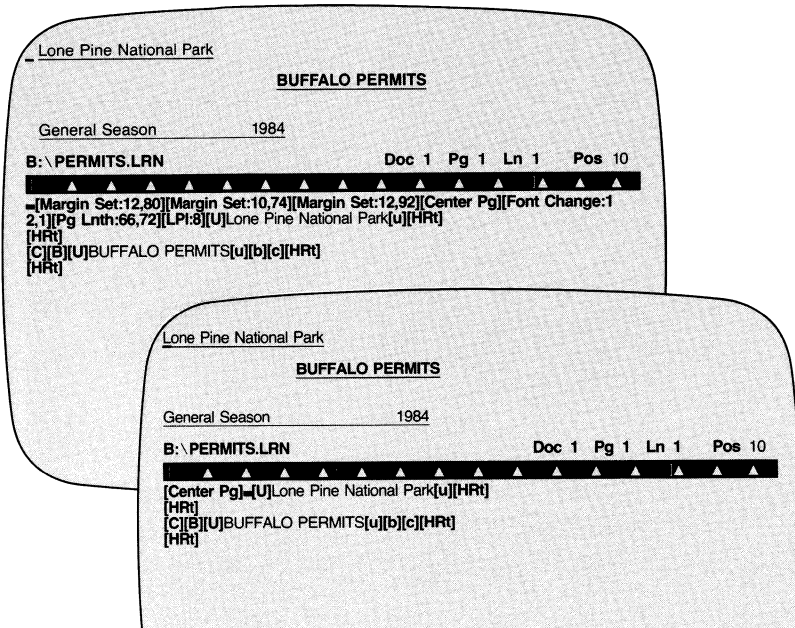


Delete the second copy



Return to the beginning of the first copy

### 3 Change the margins, pitch, page length, and lines per inch to the initial WordPerfect settings



Display the codes in the beginning of the document

Notice that there are three margin sets. To change the margin setting from 12 and 92 (the only margin set WordPerfect is using) to the initial setting of 10 and 74, all three margin sets should be deleted.



Press 3 times to delete the three margin settings



Move to the right of the Center Page code

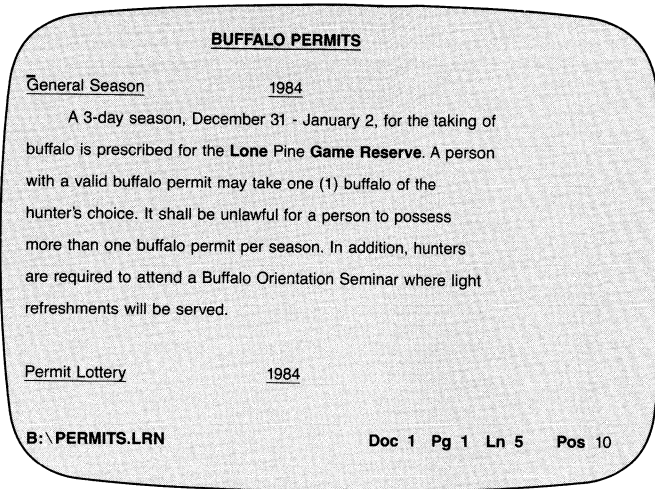


Press 3 times to delete the Font Change, Page Length, and Lines per Inch codes

Once these codes are deleted, WordPerfect uses the initial settings of 10 pitch, 66 form length, 54 text lines, and 6 lines per inch.







## 4 Change the tabs and underline style back to the initial WordPerfect settings



Now that you have deleted the 12 pitch code, you also need to delete the tab setting.

 Display the “↵ Srch:” message


 ,  Insert a [Tab Set] code in the search string

 Begin the search


 Delete the [Tab Set] code

The tabs now change back to the initial setting of one tab every 5 positions starting at 10.

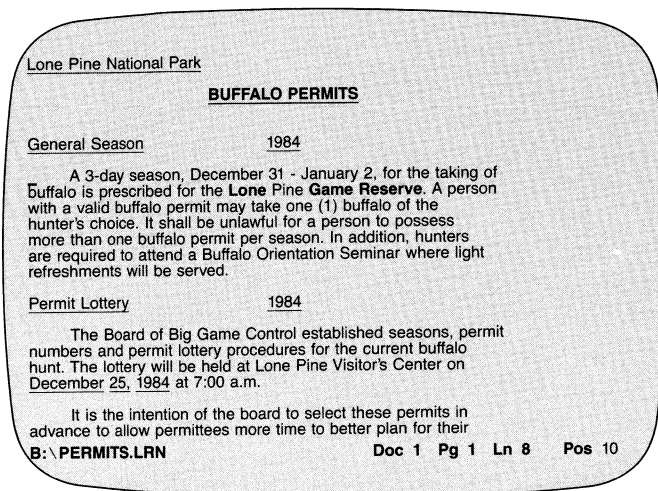
Tabs have been used to separate each subtitle from the year. Notice the [Undrl Style:7] code. This style underlines the Tabs in the subtitles.

 Delete the [Undrl Style:7] code








The style now changes back to the initial setting of non-continuous. Notice that the tabs are not underlined in the top half of the screen.

 Return to the normal screen and notice the changes in format

## 5 Change the spacing back to the initial setting of single spacing



In this step the spacing in the document is changed back to the initial setting of single spacing by deleting the double spacing code.

-  Display the " Srch.:" message
-   ,  Insert a [Spacing Set] code in the search string
-  Begin the search
-  ,  Delete the [Spacing Set] code

## 6 Correct the Bold problem

General Season

1984

A 3-day season, December 31 - January 2, for the taking of buffalo is prescribed for the **Lone Pine Game Reserve**. A person with a valid buffalo permit may take one (1) buffalo of the hunter's choice. It shall be unlawful for a person to possess more than one buffalo permit per season. In addition, hunters are required to attend a Buffalo Orientation Seminar where light refreshments will be served.

Permit Lottery

1984

The Board of Big Game Control established seasons, permit numbers and permit lottery procedures for the current buffalo hunt. The lottery will be held at Lone Pine Visitor's Center on December 25, 1984 at 7:00 a.m.

It is the intention of the board to select these permits in advance to allow permittees more time to better plan for their hunt.

Choice Permits

1984

Ten permits for choice buffalo will be awarded to the

B: PERMITS.LRN



Doc 1 Pg 1 Ln 9 Pos 62

Notice that the word "Pine" is not bolded in the first paragraph.


 Display the "Srch.:" message

 Insert a [Bold] code in the search string

 Begin the search


  Display the text with codes



Notice that "Lone" and "Game Reserve" are bolded separately.

 Return to the normal screen

  Turn Block on

TYPE **ve** to highlight the phrase

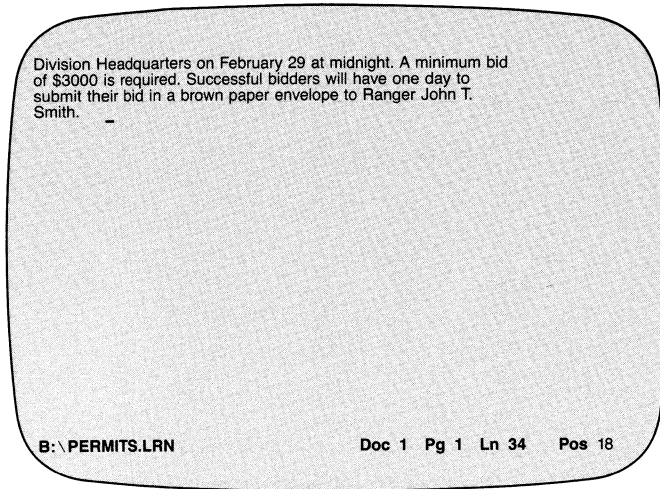
 Bold the phrase

  Display the text with codes

Notice that there is only one set of bold codes now.

 Exit the Reveal Codes screen

## 7 Correct the overprinting problem



The last line on the printed page has extra text printed on top of the existing text. This extra text does not appear on the screen because it is “hidden” by a misplaced Center code.



Move to the end of the document



Notice that the phrase “a brown paper envelope” appears in front of the [C] code in the Reveal Codes screen, but does not appear in the normal screen



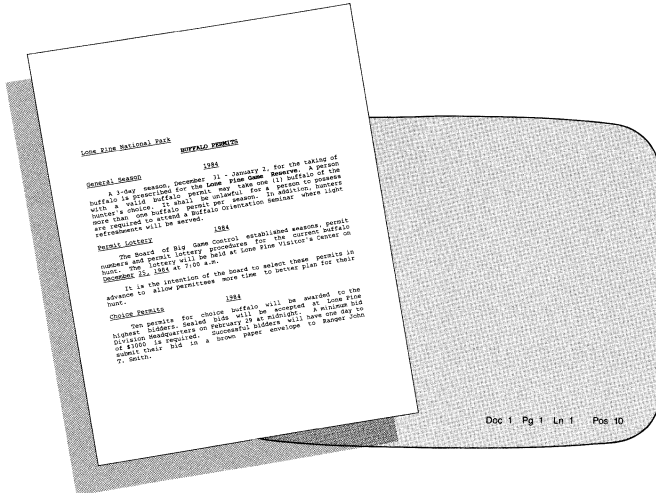
Delete the Center codes

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



Return to the normal screen

## 8 Print and save the letter then clear the screen



- Shift F7**, **2** Print the page
- F7** Display the "Save Document? (Y/N) Y" message
- Y** Save the document
- Home**, **→** Move to the right of the displayed filename
- Backspace** Press three times to edit the existing filename extension
- ENTER** **1** to save the file as PERMITS.1
- ←** Clear the screen

- Q:** What is a “code”?
- A:** See the Glossary at the end of the manual.
- Q:** Why does WordPerfect “hide” the codes in your text?
- A:** So that the document on your screen looks similar to the printed document.
- Q:** Which codes can hide text in the normal screen, but not in the Reveal Codes screen?
- A:** The Center [C][c] and Align [A][a] codes.
- Q:** Can you delete WordPerfect codes in the same way you delete other characters?
- A:** Yes.
- Q:** Does the Search key look for codes as well as other characters?
- A:** Yes.
- Q:** How can you move the cursor to an exact location when Block is on?
- A:** By typing a character.
- Q:** Where can you find a list of all the WordPerfect codes and what they mean?
- A:** See Codes in the Reference section.

## Notes

# Lesson 5

Lone Pine National Park

**Christmas Tree Harvest - 1984**

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

1. Juniper or green scales small bluish berries.
2. Pines - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.
3. Spruces - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.

*Handwritten notes:*  
 - "Center Bold & Underline" with an arrow pointing to the title.  
 - "Add 4. Firs description" with an arrow pointing to the list.  
 - "It is essential personal or commercial use be legally harvested" is circled in the text below.

If you are interested in harvesting trees in 1984, fill out the request form below and send it to:

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

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Type of tree \_\_\_\_\_

LONE PINE NATIONAL PARK

**Christmas Tree Harvest - 1984**

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

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

1. Juniper or Cedar - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.
2. Pines - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.
3. Spruces - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.
4. Firs - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off. Cones have thick woody scales.

If you are interested in harvesting trees in 1984, fill out the request form below and send it to:

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

**Request for Tree Harvest**

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

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



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

In this lesson you are introduced to the WordPerfect features that help you rearrange and edit a sentence, paragraph, or any block of text. You also learn to create a “hanging” paragraph, and to use the Escape key to repeat a character.

## **Features**

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

- Block and Switch help you change a title to upper-case letters
- Center can center an existing line of text
- Move helps you move a sentence, paragraph, or block of text
- ◀Margin Release and Indent can help you create a hanging paragraph
- Escape can help you repeat a character
- Block can highlight a block of text to be printed

## **Applications**

The skills you learn in this lesson can be used to

- Rearrange your text
- Center, bold and underline existing text
- Save text in a temporary file while in WordPerfect
- Create a line of characters using the Escape key
- Print part of a page

# 1 Retrieve the Tree Permit document

Lone Pine National Park

## Christmas Tree Harvest - 1984

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

2. Pines - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.
3. Spruces - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.
1. Juniper or Cedar - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.

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

B:\ TREES.LRN

Doc 1 Pg 1 Ln 1 Pos 10



Retrieve TREES.LRN

## 2 Center, capitalize, and underline the title

LONE PINE NATIONAL PARK \_

### **Christmas Tree Harvest - 1984**











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

2. **Pines** - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.
3. **Spruces** - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.
1. **Juniper or Cedar** - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.

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

B:\TREES.LRN

Doc 1 Pg 1 Ln 1 Pos 54

-   Center the title
-   Turn Block on
- ,  Highlight the title
-  ,  Change the title to upper-case letters
-  Underline the title

### 3 Move the fifth paragraph to the beginning of the document

LONE PINE NATIONAL PARK  
**Christmas Tree Harvest—1984**

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

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

2. Pines - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.
3. Spruces - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.
1. Juniper or Cedar - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.

**B:\TREES.LRN** **Doc 1 Pg 1 Ln 5 Pos 10**

**CURSOR** To Line 21 Position 10



Highlight the paragraph



Cut the paragraph from the screen and save it in a temporary file

**CURSOR** To Line 5 Position 10



Retrieve the paragraph

## 4 Arrange the tree descriptions in their correct numeric order

LONE PINE NATIONAL PARK  
**Christmas Tree Harvest—1984**





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



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

1. Juniper or Cedar - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.
2. Pines - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.
3. Spruces - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.




B:\ TREES.LRN Doc 1 Pg 1 Ln 13 Pos 10

**CURSOR** To Line 21





, , ,  Move the cursor before any codes in the line

,  Turn Block on

**CURSOR** To Line 25 Position 10

, ,  Cut the highlighted paragraph

**CURSOR** To Line 13

, , ,  Move the cursor before any codes in the line

, ,  Retrieve the paragraph

## 5 Create a tree description with a “hanging” paragraph format

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


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



1. Juniper or Cedar - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.
2. Pines - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.
3. Spruces - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.
4. Firs - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off.



B:\TREES.LRN


Doc 1 Pg 1 Ln 28 Pos 10

**CURSOR** To Line 24 Position 10


 Add extra spacing

  Press 2 times to move to the second tab stop from the margin


  Release the first line one tab stop

A hanging paragraph indents all but the first line of the paragraph. Use the  Indent key if you don't want the paragraph indented from the right margin.

**TYPE** 4. to number the paragraph

 Move to the second tab stop from the margin

**TYPE** **Firs - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off.**

 Add extra spacing

## 6 Copy a sentence from the Spruces description to the Firs description

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

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

1. Juniper or Cedar - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.
2. Pines - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.
3. Spruces - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.
4. Firs - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off. Cones have thick woody scales.

B:\TREES.LRN

Doc 1 Pg 1 Ln 27 Pos 35


**CURSOR** To "Cones" in the Spruces tree description (Line 22 Position 53)

 ,  Highlight the sentence

 Copy the sentence into a temporary file

**CURSOR** To the end of the Firs tree description (Line 27 Position 34)

 ,  Retrieve the sentence

 Press 2 times to space the sentence

 Rewrite the screen

## 7 Add an extra category to the request slip

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

---

Request for Tree Harvest



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


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

---


B:\ TREES.LRN Doc 1 Pg 1 Ln 51 Pos 74


**CURSOR** To Line 51




 ,  Move to the end of the line


 Press 2 times to add extra space in the line


**TYPE** **Number of trees**

 Press 2 times to add extra space after the text

 Begin underlining

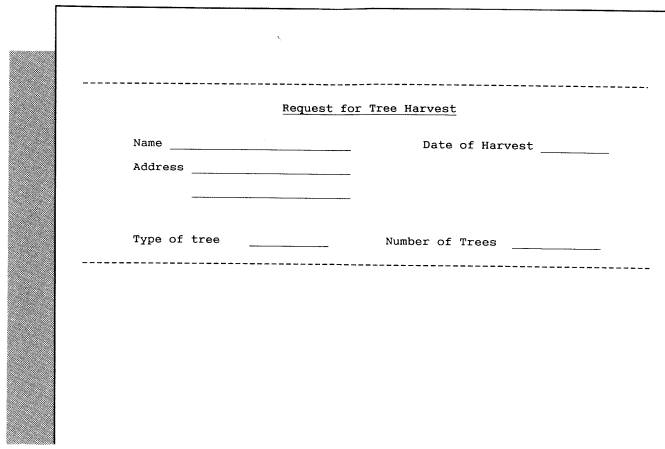
 ,  ,  Set the repetition number to 12

 Create a line 12 spaces long

 End underlining



## 8 Print the request slip



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

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



Type of tree \_\_\_\_\_ Number of Trees \_\_\_\_\_  
-----

**CURSOR** To Line 37 Position 10

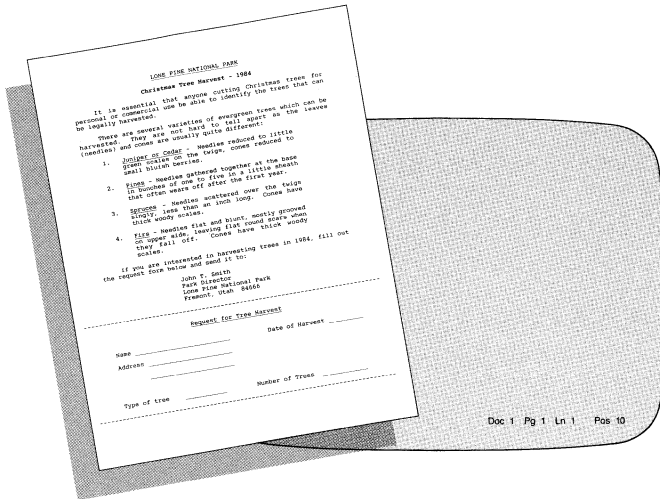
  Turn Block on

, ,  Highlight the request slip

 ,  Print the request slip

  Turn Block off

## 9 Print and save the edited permit then clear your screen




Shift F7 , 1 Print the permit

F7 , Y Save the permit as TREES.1

← Clear your screen

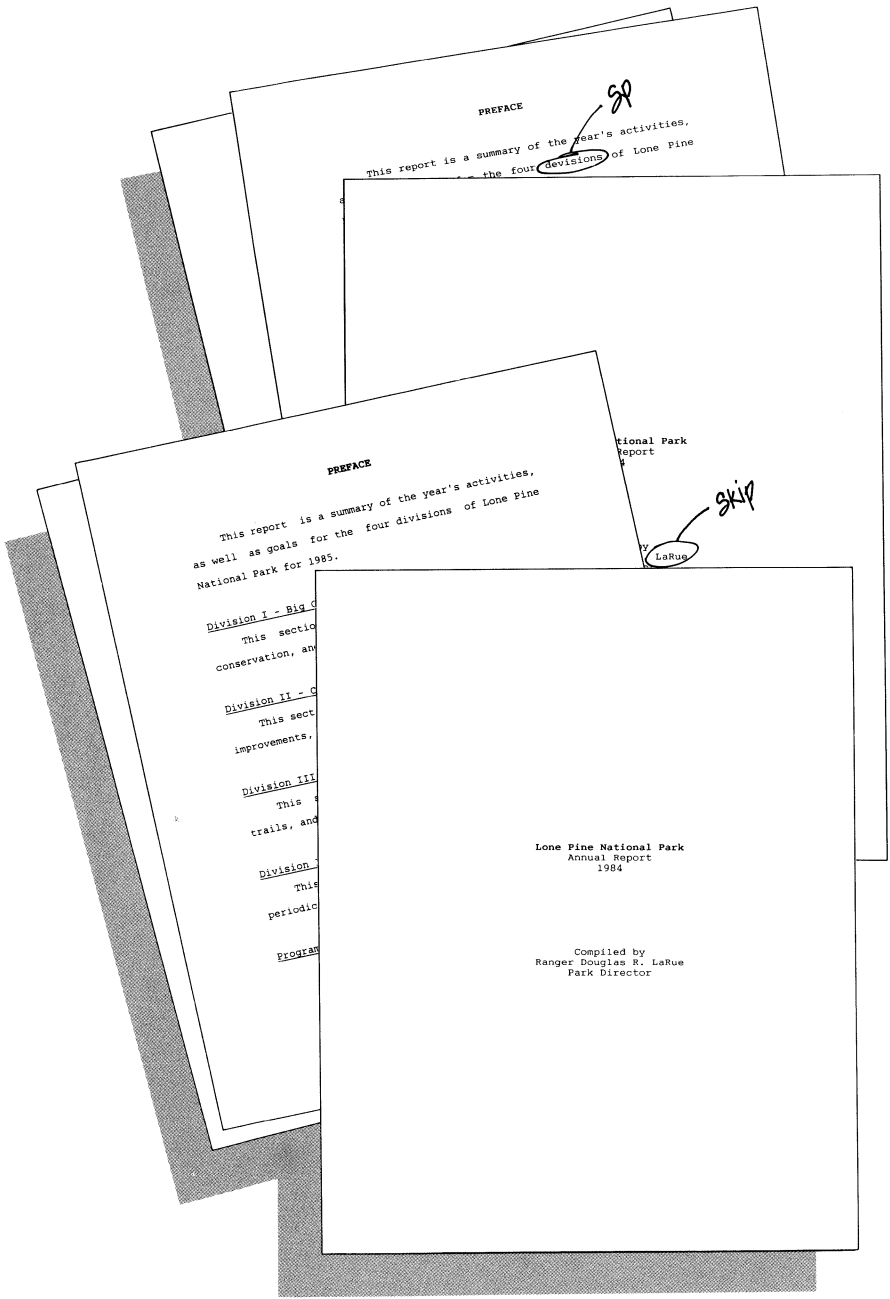
Use the Help key to find out more about the ◀Margin Release feature:

 ,   Display ◀Margin Release information

 Return to your normal screen

- Q:** What other key, besides the Save key, lets you save the document on your screen?  
**A:** The Exit key.
- Q:** What is the difference between “cut” and “copy” on the Move key?  
**A:** Cut copies the text and deletes it from the screen; copy only copies the text.
- Q:** How does WordPerfect define a sentence, paragraph, or page on the Move key?  
**A:** A sentence ends with a period, question mark, or exclamation mark; a paragraph ends with a [HRt] code (Enter key); a page ends with a [HPg] or [SPg] code.
- Q:** Where does the ◀Margin Release key move the cursor?  
**A:** One tab stop to the left—even beyond the left margin.
- Q:** Which keys can you use to retrieve a document from your disk?  
**A:** The Retrieve key or the List Files key.
- Q:** Which key can you use to repeat a character?  
**A:** The Escape key.

# ■ Lesson 6



The Speller that comes with your WordPerfect package not only checks the spelling of words, but checks for double words, words with numbers, and lets you do a word count without checking the document. In addition, you can list words that sound like the word being checked (phonetic lookup).

In this lesson you use the Speller to check Ranger Douglas R. LaRue's annual report. Each step sets up a situation, then helps you discover another feature of the Speller.

## **Features**

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

- Skip ignores a word for the rest of the document
- The Speller tries to list alternate spellings for each word not found in the dictionary list
- Delete 2nd automatically deletes the second word of a double word
- Words with Numbers can be disabled while spell-checking
- Look Up lets you see the words in the speller that match a word pattern
- Edit lets you move into the document to edit a word

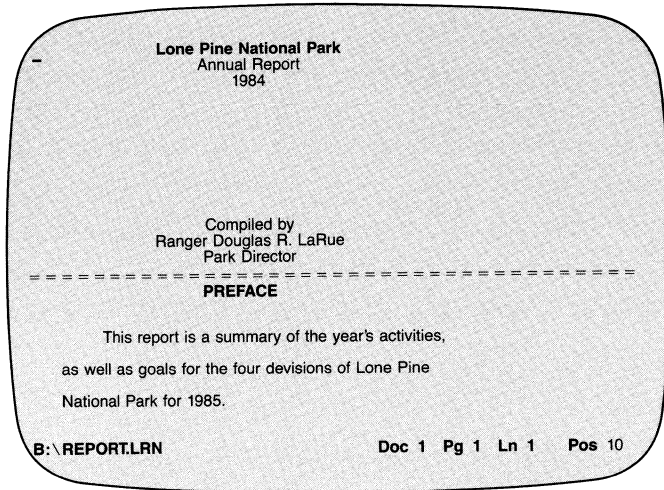
See the Spell section for details about the Speller.

## **Applications**

The skills you learn in this lesson can be used to

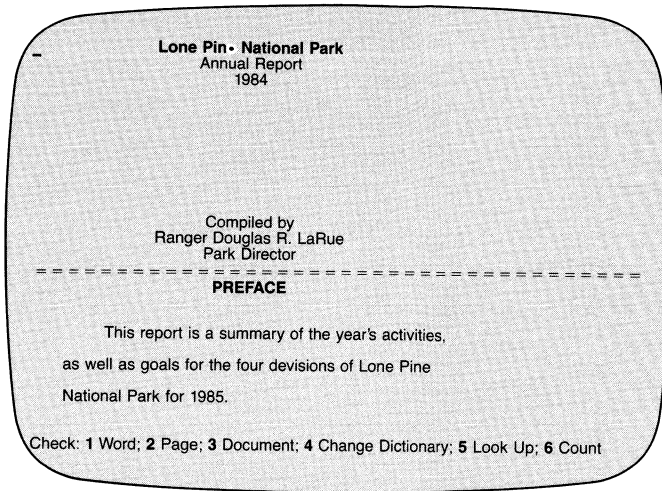
- Spell-check a word, page, or document before it is printed
- Check for words with numbers
- Look up words that match a pattern

# 1 Retrieve the Annual Report document



  Retrieve REPORT.LRN

## 2 Start the Speller



After retrieving the annual report, you want to spell-check the entire document. The following instructions guide you through starting the Speller on two disk drives or a hard disk.

### Two Disk Drives

If you are using two disk drives to run WordPerfect, your WordPerfect diskette should be in drive A and your Learning diskette in drive B.

**REPLACE** Your Learning diskette in drive B with your Speller diskette



Display the Speller menu

Your screen should look like the screen above.



Begin spell-checking the entire document

### Hard Disk

If you are running WordPerfect from a hard disk, make sure that LEX.WP is in your WordPerfect directory.



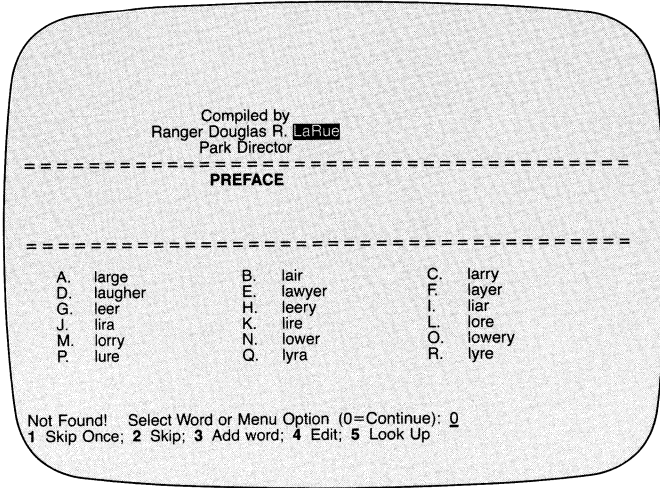
Display the Speller menu

Your screen should look like the screen above.



Begin spell-checking the entire document

### 3 Skip LaRue



The Speller stops at the name “LaRue.” You want to skip the name and continue spell-checking.

**2** Skip the word for the rest of the document



## 4 Correct *devisions*

This report is a summary of the year's activities,  
as well as goals for the four **devisions** of Lone Pine  
National Park for 1985.

Division I - Big Game Reserve

=====

- A. decisions      B. divisions      C. divisionis  
D. divisions

Not Found! Select Word or Menu Option (0=Continue): 0  
1 Skip Once; 2 Skip; 3 Add Word; 4 Edit; 5 Look Up

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

- B Insert the correct spelling in the report

## 5 Delete the second *Game* in a sentence

### Permits

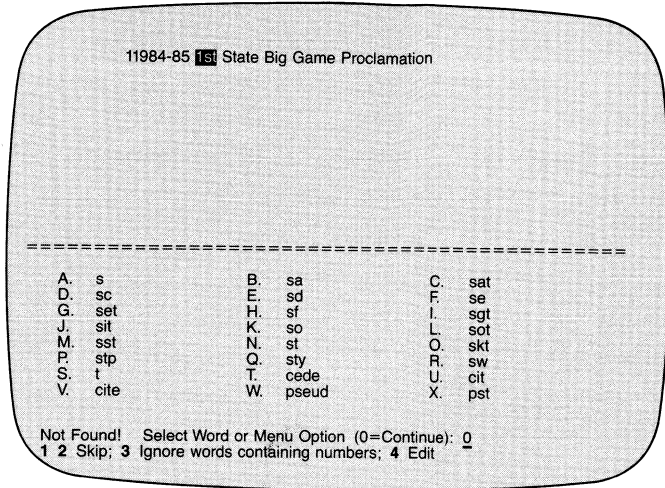
During the 1984 Hunting season the Lone Pine **Game**  
**Game** Reserve offered permits for the taking of Deer,  
Elk, Antelope, Moose, Buffalo, Rocky Mountain Goat, and  
Bighorn Sheep. The permits were issued by lottery, bid,  
and once-in-a-lifetime priorities. The hunting hours

Double Word! 1 2 Skip; 3 Delete 2nd; 4 Edit; 5 Disable double word checking\_

The Speller stops at a double word. You want to delete the second word.

- 3 Delete the second "Game" and continue spell-checking

## 6 Ignore 1st in a footnote



The Speller checks a footnote and finds a word with a number. You want the Speller to skip all words in the document that contain numbers.

- 3** Ignore all words with numbers in the document

## 7 Look up the correct spelling of *forefieture*

4. The Blue Card does not need to be on the person of the hunter while in the field; it need only be presented when receiving the game permit.
5. Any violation of the regulation will mean automatic **forefieture** of the Blue Card (except in "Doner Heights").

The goals and improvements for the 1985-86 hunts

-----

A. forefather

Not Found! Select Word or Menu Option (0=Continue): 0  
1 Skip Once; 2 Skip; 3 Add Word; 4 Edit; 5 Look Up

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

**5** Display the "Word Pattern:" message

**ENTER f\*fe?ture**

All the words that begin with "f," have one or more characters followed by "fe," have another character, and end with "ture" are listed on the screen.

**A** Insert the correct spelling in your document

## 8 Correct the name *Doner*

4. The Blue Card does not need to be on the person of the hunter while in the field; it need only be presented when receiving the game permit.
5. Any violation of the regulation will mean automatic forfeiture of the Blue Card (except in "Doner Heights").

The goals and improvements for the 1985-86 hunts

-----

A. diner	B. doer	C. done
D. donee	E. donor	F. doper
G. doser	H. doter	I. dover
J. dower	K. downer	L. dozer
M. denier	N. diener	O. dinar
P. diner	Q. dinner	R. donor
S. downer	T. downier	


Not Found! Select Word or Menu Option (0=Continue): Q  
1 Skip Once; 2 Skip; 3 Add Word; 4 Edit; 5 Look Up

The Speller stops at the name "Doner." You need to correct the spelling but do not want to add the name to the dictionary.

 4 Move the cursor into the document

 - Press 2 times to move to "n"

TYPE **n**

 ← Exit the document

 2 Skip the corrected spelling for the rest of the document

## 9 Correct thru

was able to meet most of its outstanding obligations.

The program improvement proposal for the 1985-86 year can, in part, be funded **thru** park revenues. However, the donated funds mentioned in the proposal are needed to complete the 1985-86 projects.

- 
- |             |               |          |
|-------------|---------------|----------|
| A. thou     | B. thrum      | C. thur  |
| D. three    | E. threw      | F. throe |
| G. through  | H. throughway | I. thow  |
| J. thowaway | K. thruway    |          |

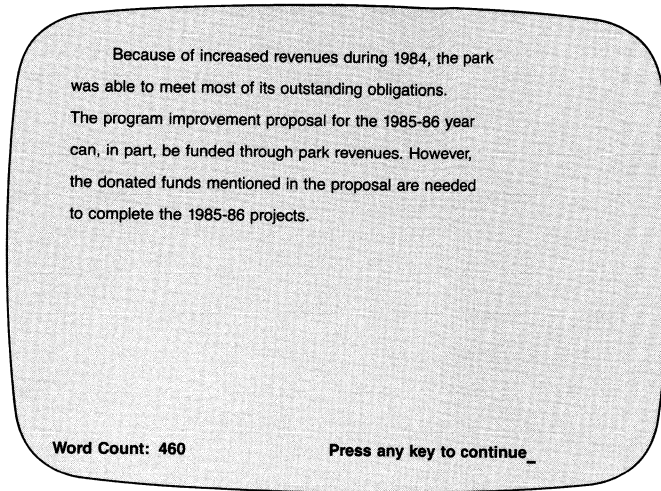
Not Found! Select Word or Menu Option (0=Continue): 0  
1 Skip Once; 2 Skip; 3 Add Word; 4 Edit; 5 Look Up

The Speller stops at the word “thru” and the correct spelling appears in the list.




Insert the correct spelling into the document

## 10 Exit the Speller and clear the screen



Spell-checking is over and you see a Word Count at the bottom of your screen.

 Exit the Speller

If you are using two disk drives, replace the Speller diskette with the Learning diskette before continuing.

, ,  Clear the screen

- Q:** Does the Speller check syntax errors (structure and use)?  
**A:** No.
- Q:** Does the Speller catch double occurrences of a word?  
**A:** Yes.
- Q:** Which keys can you use to edit a word in the document while spell-checking?  
**A:** Left Arrow, Right Arrow, Backspace, and Delete.
- Q:** Which characters can you use to create a word pattern?  
**A:** The question mark (?) for one character, and the asterisk (\*) for zero or more characters.
- Q:** Does the Speller give a word count?  
**A:** Yes, when spell-checking ends or by selecting the Count option from the Speller menu.
- Q:** Can you add a word to the Speller?  
**A:** Yes, by selecting the Add Word feature while spell-checking.
- Q:** How can you add a whole list of words to the Speller?  
**A:** Use the Speller Utility (see the Spell section).



## Notes

# ■ Lesson 7



Whether you are writing a term paper for a college class or compiling a major investment proposal, WordPerfect provides features that help you create a pleasant format and quickly document your research.

In this lesson you add a quote and footnote to the Lone Pine Annual Report, number pages with a header, and edit using a split screen and the Replace feature.

## Features

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

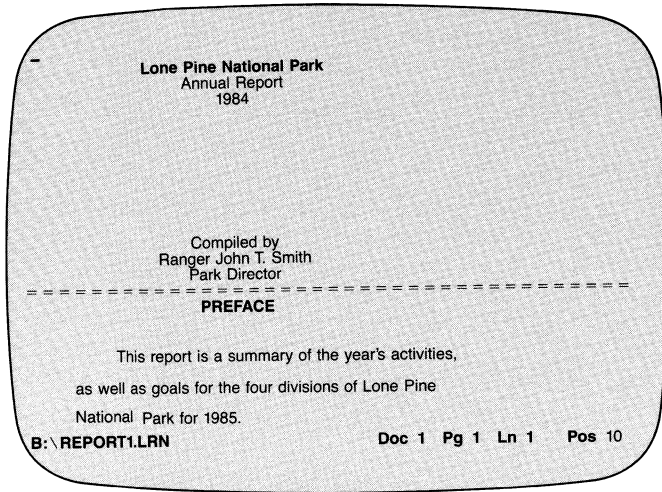
- Center Page Top to Bottom lets you print a page of text that is centered vertically
- Spacing and Indent help you format a quote on the page
- Footnotes are numbered automatically for you
- Window lets you display two documents on your screen at the same time
- The Tab Ruler can be placed anywhere to split the screen
- Replace helps you quickly change characters in your document
- Search can help you move through your document
- New Page Number lets you start page numbering with any number and on any page
- Page numbering can be done in a header






## Applications

The skills you learn in this lesson can be used to

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

# 1 Retrieve the Annual Report and center the title page



-   Retrieve REPORT1.LRN
-   ,  Center the text on the title page top to bottom

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

-  Exit the Page Format menu



### 3 Type the quotation and change to double spacing

#### Permits

During the 1984 Hunting season the Lone Pine Game Reserve offered permits for the taking of Deer, Elk, Antelope, Moose, Buffalo, Rocky Mountain Goat, and Bighorn Sheep. The permits were issued by lottery, bid, and once-in-a-lifetime priorities. The hunting hours were continued as per recommendation of the 1983 program improvement proposal (ANPI-83-LPNP):


#### **HUNTING HOURS**

It is unlawful to take big game except during daylight hours. Daylight hours are defined as that period between one-half hour before official sunrise to one-half hour after official sunset.

B:\REPORT.LRN

Doc 1 Pg 3 Ln 30 Pos 15

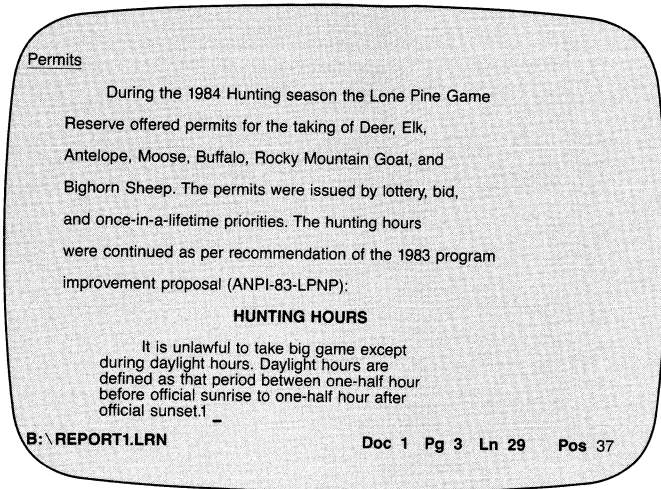
**TYPE** It is unlawful to take big game except during daylight hours. Daylight hours are defined as that period between one-half hour before official sunrise to one-half hour after official sunset.

 End the quotation

 ,  Change the line spacing

**ENTER** 2 to begin double spacing again

## 4 Create a footnote for the quotation



Press 2 times to move to the end of the quotation



Create a footnote

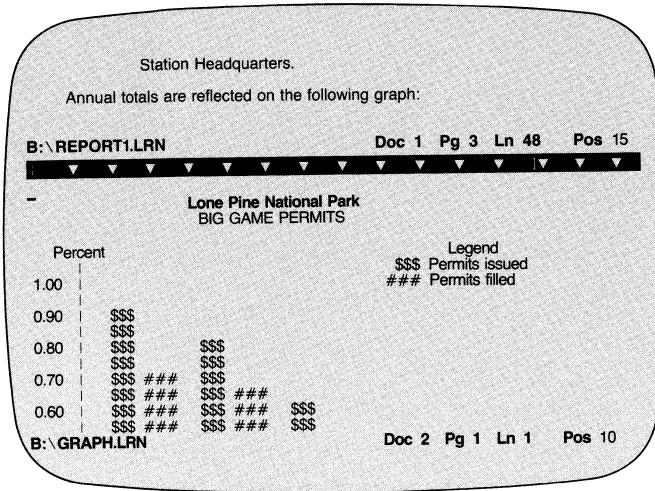
You are placed in a special editing screen for footnotes and endnotes.

**TYPE 1984-85 State Big Game Proclamation**



Exit the editing screen and save the footnote

## 5 Split the screen and retrieve a graph into the window



Display the "Go to" message

TYPE

A colon (:) to move to the colon at the end of the graph statement



Move to Line 48 Position 15



Open a window

ENTER

6 to split the screen with 6 lines in the upper window



Switch to the lower window



Retrieve GRAPH.LRN



## 6 Replace the \$ in the graph with an =

Station Headquarters.

Annual totals are reflected on the following graph:

B:\REPORT1.LRN										Doc 1	Pg 3	Ln 48	Pos 15
▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼													
0.50		==	###	==	###	==							
0.40		==	###	==	###	==	###						
0.30		==	###	==	###	==	###						
0.20		==	###	==	###	==	###	###					
			DEER		ELK		MOOSE		BUFFALO		BIG HORN	Type	
											SHEEP		

No. of Permits issued / No. of Permits filled

B:\GRAPH.LRN										Doc 2	Pg 1	Ln 23	Pos 68
--------------	--	--	--	--	--	--	--	--	--	-------	------	-------	--------

**Alt**, **F2**, **N** Select a Replace without confirm

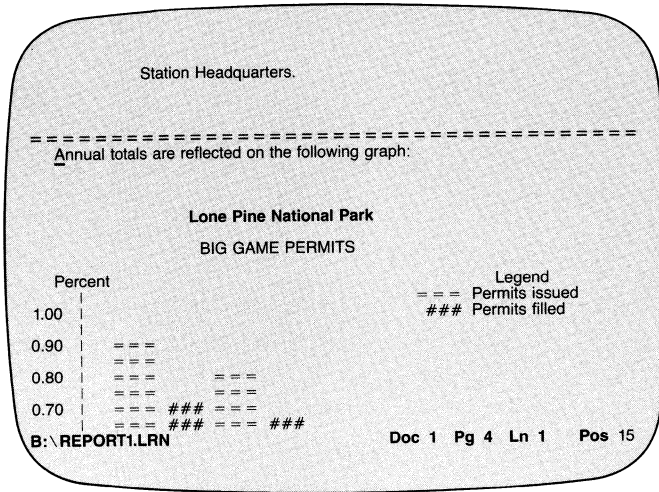
**TYPE** \$ for the search string




















**F2** Display the "Replace with:" message

**TYPE** = for the replace string

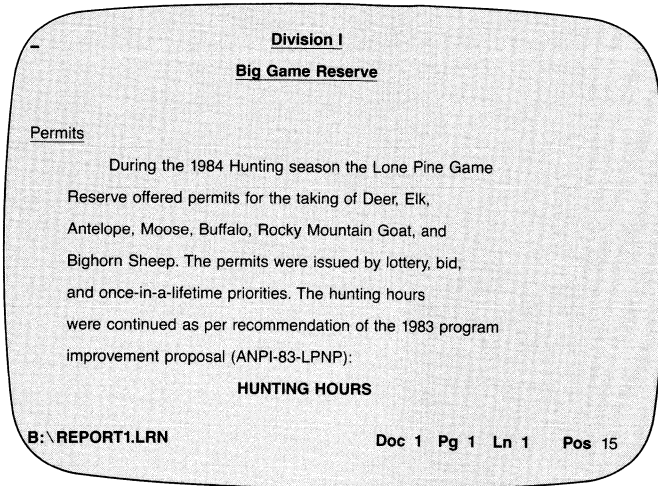
**F2** Start the replacement

## 7 Close the window and move the edited graph into the report



-  ,  ,  Move to the top of the graph
-   ,  Highlight the graph
-  Cut the graph from the window
-   Switch to the report
-   ,  Display the “# Lines in this Window:” message
-  **26** to close the window
-   ,  Insert the edited graph into the report
-  ,   Insert a hard page break

## 8 Start numbering over on page 3 and place the page numbers in a header



Display the "Go to" message

ENTER

3 to move to the top of page 3



Specify a new page number

ENTER

1 to start the numbering at one

TYPE

1 for printing Arabic Style numbers



Print a header at the top of every page (beginning on the current page)

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



Flush the header at the right margin

TYPE

**Lone Pine Annual Report -**



Space between the text and the number

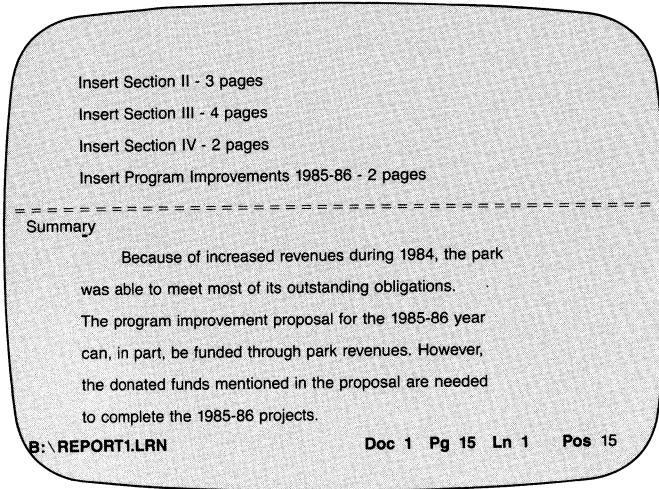


Insert a ^B to automatically number pages



Save the header and exit the Page Format menu

## 9 Start numbering at 15 on the summary page



**F2** Display the “Srch:” message

**TYPE summary** for the search string

**F2** Begin the search

**Home**, **Home**, **Home**, **←** Move to the left margin before any codes

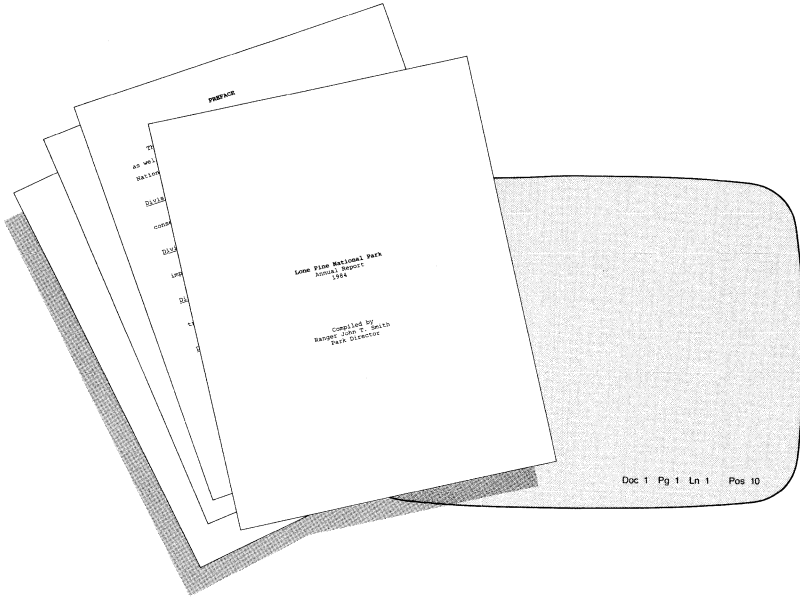
**Alt** **F8**, **2** Specify a new page number

**ENTER 15** to start the numbering at fifteen

**TYPE 1** for printing Arabic Style numbers

**←** Exit the Page Format menu

## 10 Print the report, save it and clear the screen



Shift F7, 1 Print the report

F7, Y Save the report as REPORT.2

← Clear the screen

Using the Quick Reference card, find the following keys on the keyboard:


Screen Up	Line Format
Screen Down	Replace
Move	↕Search
Page Format	↔Search
↕Indent↕	

**Q:** What is the fastest way to move from page 1 to page 7?

**A:** Press the Go To key, type “7,” and press the Down Arrow.

Use the Help key to find out more about the Go To feature:

 ,   Display Go To information

 Return to your normal screen

**Q:** Where should the cursor be when you ask WordPerfect to center the page?

**A:** At the top of the page, before any other codes.

**Q:** Can you erase two or more lines at a time?

**A:** Yes. Press the Escape key, type the number of lines you want deleted, then press the Delete EOL key.

**Q:** What is the minimum number of lines you can have in a window?

**A:** Two.

**Q:** When do headers, footers, and footnotes appear in the text?

**A:** At the printer.

**Q:** What two styles of page numbering are available?

**A:** Arabic (1,2,3) or lower-case Roman (i,ii,iii).

## Notes

# Lesson 8

The Park has four campsites are available

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

The following campsites have access to the boat docks:

← Add Fish Tail  
← The remaining area and have  
← Add Needle Rock  
← Retrieve  
For reservation

## Lone Pine National Park

### CAMPSITE RESERVATIONS

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

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

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

#### Fish Tail Shore

Fish Tail Shore was named for its natural shape. Over the ages, sand deposits have built up from both sides of the point creating a natural harbor. This campsite is located on the north side of the reservoir.

#### White Sands Beach

White Sands Beach was named for its unusually brilliant sand. The area is ideal for swimming, volleyball, and building sand castles. Fishing is not allowed on this beach. This campsite is located on the west side of the reservoir.

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

#### Needle Rock

Needle Rock campground is surrounded by towering rock walls. In the center of the campground is a slender rock formation where water has eroded an eye through the middle of the rock, giving the formation the appearance of a needle.

#### Silver Mine Flats

Silver Mine Flats campground is located at the ghost town of Silver Flats City. It is the trail head for all the trails through the wilderness area. There are two silver mines that are open daily to the public. A back packer's and prospector's dream.

For reservations contact the appropriate ranger station:

Ranger Hyrum R. Stone	Reservoir Campgrounds	801 666 5555
	Park Headquarters	
	Lone Pine National Park	
	Flatwood, Utah 84999	



This lesson guides you through the basic steps of creating the two types of Text Columns. Newspaper-Style Columns are designed for text that moves from one column to the next (e.g., a newsletter). Parallel Columns are designed to keep a group of items together in columns (e.g., inventory item listing).

In this lesson you set up both types of columns, then retrieve text into the Newspaper-Style Columns (to save you time) and enter text into Parallel Columns to see the protection feature in action. You also learn how to move through columns and insert additional text.

Once you try using Text Columns, you may want to learn more about them in the Special Features section.

You may want to turn off Auto-Rewrite while in text columns if the screen rewrites too slowly for you.

## **Features**

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

- Text Columns can be Newspaper-Style or Parallel
- Retrieve can be used in Text Columns
- Center can be used in Text Columns
- Go To can be used to move from column to column
- Parallel Columns are protected from page breaks

## **Applications**

The skills you learn in this lesson can be used to

- Create inventory forms and listings
- Create scripts and resumes
- Create a newsletter for your organization

# 1 Retrieve the Campsite Reservation form

## Lone Pine National Park

### CAMPSITE RESERVATIONS

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

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

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

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

For reservations contact the appropriate ranger station:

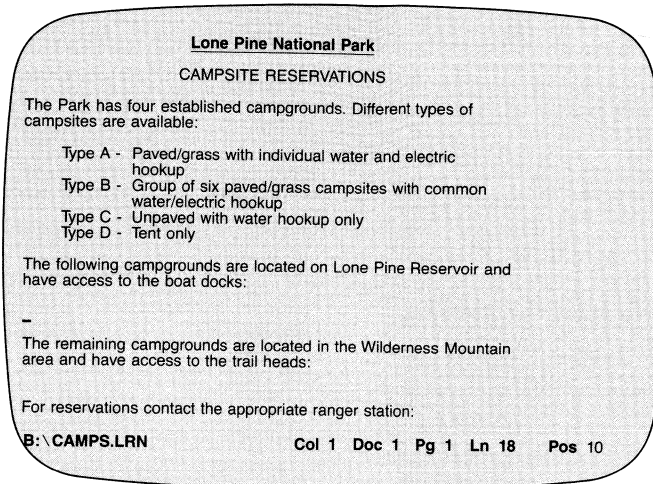
B:\ CAMPS.LRN

Doc 1 Pg 1 Ln 1 Pos 10



Retrieve CAMPS.LRN

## 2 Define Newspaper-Style Columns



CURSOR To Line 17 Position 10



Add extra spacing



Define text columns



Select evenly-spaced columns

ENTER 5 for five spaces between the columns



Select Newspaper-Style Columns

ENTER 2 for two columns



Accept the displayed margins for each column and return to the Math/Columns menu



Begin Newspaper-Style Columns

### 3 Insert the Fish Tail Shore and White Sands Beach information into Newspaper-Style Columns

The screenshot shows a document with two columns of text. The left column is titled "Fish Tail Shore" and the right column is titled "White Sands Beach". Above the columns, there is a list of campsite types (A, B, C, D) and a paragraph of introductory text. At the bottom of the document, a status bar shows "B:\CAMPS.LRN", "Doc 1 Pg 1 Ln 29", and "Pos 10".

campsites are available:

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

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

Fish Tail Shore	White Sands Beach
Fish Tail Shore was named for its natural shape. Over the ages, sand deposits have built up from both sides of the point creating a natural harbor. This campsite is located on the north side of the reservoir.	White Sands Beach was named for its unusually brilliant sand. The area is ideal for swimming, volleyball, and building sand castles. Fishing is not allowed on this beach. This campsite is located on the west side of the reservoir.

B:\CAMPS.LRN Doc 1 Pg 1 Ln 29 Pos 10

Now that you have defined and begun the columns, you can retrieve information into them.

Begin centering the title for the first column

**TYPE Fish Tail Shore**

Press 2 times to add extra spacing between the title and text



Retrieve FISH.LRN

, Move to the end of the Fish Tail Shore paragraph


The paragraph reformats to fit into the first column.

Move to the top of the second column



You can create columns of various lengths by using the Hard Page key.



  Begin centering the title for the second column

TYPE **White Sands Beach**

 Press 2 times to add extra spacing between the title and text

  Retrieve SANDS.LRN

 ,  Move to the last line of the White Sands Beach paragraph

 ,  Move to the end of the line

  ,  End Newspaper-Style Columns

The cursor is wrapped to the left margin.

## 4 Insert the Needle Rock and Silver Mine Flats information into Newspaper-Style Columns

Fish Tail Shore was named for its natural shape. Over the ages, sand deposits have built up from both sides of the point creating a natural harbor. This campsite is located on the north side of the reservoir.

White Sands Beach was named for its unusually brilliant sand. The area is ideal for swimming, volleyball, and building sand castles. Fishing is not allowed on this beach. This campsite is located on the west side of the reservoir.

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

### Needle Rock

Needle Rock campground is surrounded by towering rock walls. In the center of the campground is a slender rock formation where water has eroded an eye through the middle of the rock, giving the formation the appearance of a needle.

B:\CAMPS.LRN

### Silver Mine Flats

Silver Mine Flats campground is located at the ghost town of Silver Flats City. It is the trail head for all the trails through the wilderness area. There are two silver mines that are open daily to the public. A back packer's and prospector's dream.

Col 2 Doc 1 Pg 1 Ln 35 Pos 45

**CURSOR** To Line 32 Position 10



Add extra spacing



Begin Newspaper-Style Columns

The same column definition is used for the following paragraphs.



Retrieve ROCK.LRN



Move to the end of the Needle Rock paragraph



Move to the top of the second column



Retrieve SILVER.LRN



Move to the end of the Silver Mine Flats paragraph





End Newspaper-Style Columns





Move to the top of the first column




Most of the up and down Cursor Control keys move you through the page instead of inside a column.

  Begin centering the title for the Needle Rock paragraph



TYPE **Needle Rock**

 Press 2 times to add extra spacing


 Press 2 times to move to the title

 ,  Move to the second column

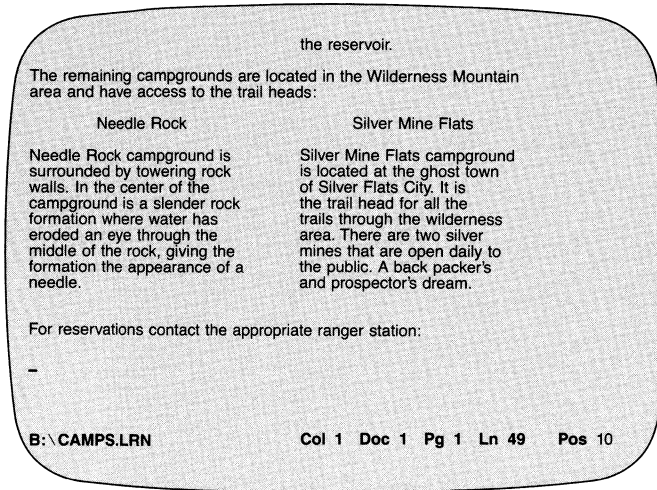
You can use the Go To feature to move from column to column.

  Begin centering the title for the Silver Mine Flats paragraph

TYPE **Silver Mine Flats**

 Press 2 times to add extra spacing

## 5 Define Parallel Columns



Parallel Columns are designed to keep a group of items together in columns when working with the Text Columns feature.



Move to the end of the reservation form



Define text columns



Define your own margins for the text columns



Select Parallel Columns with Block Protect

ENTER **3** for three columns

ENTER **10** then **32** for the left and right margins of the first column

ENTER **35** then **57** for the left and right margins of the second column

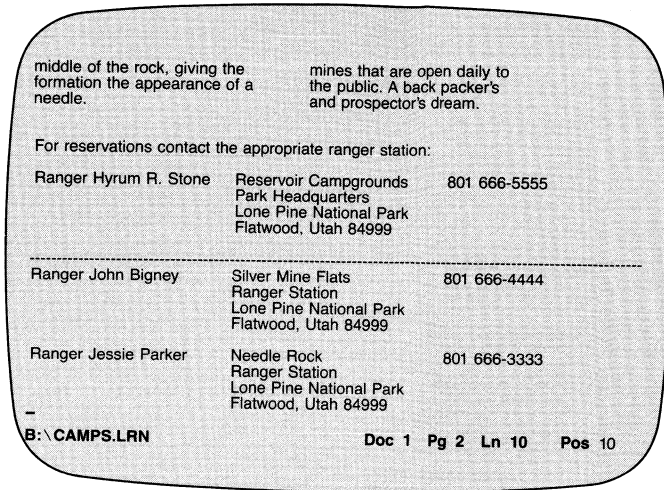
ENTER **60** then **82** for the left and right margins of the third column



Begin Parallel Columns





## 6 Create the address listing for the ranger stations



**TYPE Ranger Hyrum R. Stone**

  Wrap to the top of the second column

**TYPE Reservoir Campgrounds  
Park Headquarters  
Lone Pine National Park  
Flatwood, Utah 84999**

  Wrap to the top of the third column

**TYPE 801 666-5555**

  Wrap to the beginning of the first column

Notice that there is no Hard Page break inserted after the third column. This is because WordPerfect automatically ends each group of Parallel Columns with a Column Off code, then turns columns back on.

continued . . .

**TYPE Ranger John Bigney**



Wrap to the beginning of the second column

**TYPE Silver Mine Flats**

**Ranger Station**

**Lone Pine National Park**

**Flatwood, Utah 84999**

Notice that as soon as the page ended, Ranger John Bigney and his address were moved together to the top of page 2. This is because WordPerfect inserts Block Protection codes around each group of columns to keep them protected from a page break.



Wrap to the beginning of the third column

**TYPE 801 666-4444**



Wrap to the beginning of the first column

**TYPE Ranger Jessie Parker**



Wrap to the beginning of the second column

**TYPE Needle Rock**

**Ranger Station**

**Lone Pine National Park**

**Flatwood, Utah 84999**



Wrap to the beginning of the third column

**TYPE 801 666-3333**



End Parallel Columns

## 7 Release the left margin for each of the sentence headings

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

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

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

### Fish Tail Shore

Fish Tail Shore was named for its natural shape. Over the ages, sand deposits have built up from both sides of the point creating a natural harbor. This campsite is located on the north side of the reservoir.

### White Sands Beach

White Sands Beach was named for its unusually brilliant sand. The area is ideal for swimming, volleyball, and building sand castles. Fishing is not allowed on this beach. This campsite is located on the west side of the reservoir.

B:\CAMPS.LRN

Doc 1 Pg 1 Ln 5 Pos 5

**CURSOR** To Page 1 Line 47 Position 10



Move the sentence one tab stop to the left of the margin

**CURSOR** To Line 30 Position 10



Move the sentence one tab stop to the left of the margin

**CURSOR** To Line 15 Position 10



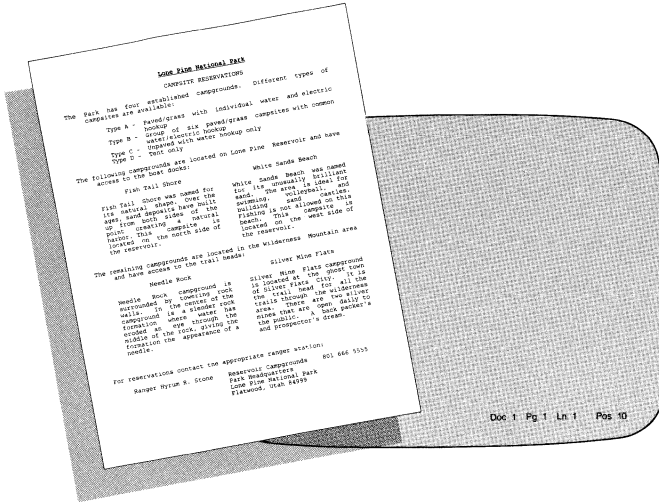
Move the sentence one tab stop to the left of the margin

**CURSOR** To Line 5 Position 10



Move the sentence one tab stop to the left of the margin

## 8 Print and save the reservation form then clear your screen



Shift **F7** , **1** Print the reservation form

**F7** , **Y** Save the reservation form as CAMPS.1

**←** Clear the screen

- Q:** What are the two types of Text Columns available?  
**A:** Newspaper-Style and Parallel.
- Q:** Which type of Text Column would you use for a newsletter?  
**A:** Newspaper-Style.
- Q:** Which type of Text Column would you use for an inventory listing?  
**A:** Parallel.
- Q:** What are the basic steps you need to follow to use the Text Columns feature?  
**A:** See Columns, Text in the Reference section.
- Q:** How many columns can be defined?  
**A:** Up to five.
- Q:** Can a file be retrieved into a column?  
**A:** Up to 24.
- Q:** How does WordPerfect keep a group of Parallel Columns together?  
**A:** With Block Protection codes.

# ■ Lesson 9

---

Mr. John Ellis  
Wagon Wheel  
1100 North S  
Flatwood, Ut

Dear John:

Thank  
largest fire  
fire fight  
fire fight  
With appr

Ranger J

Mr. Jeff Richards  
Flatwood Motors  
58090 Bonnie View Court  
Flatwood, Utah 84999

Dear Jeff:

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

With appreciation,

Ran

Mr. Alan Wilson  
Flatwood Market  
55 E. Main Street  
Flatwood, Utah 84999

Dear Alan:

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

With appreciation,

Ranger John T. Smith

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

In this lesson you use the Merge feature to create several personalized Letters of Commendation for the Volunteer Fire Department of Flatwood. The secondary file contains all the particular information about each fire fighter. The primary file contains the basic letter. After creating these files, you can start the Merge, then sit back as WordPerfect takes over and creates a letter for each fire fighter.

## Features

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

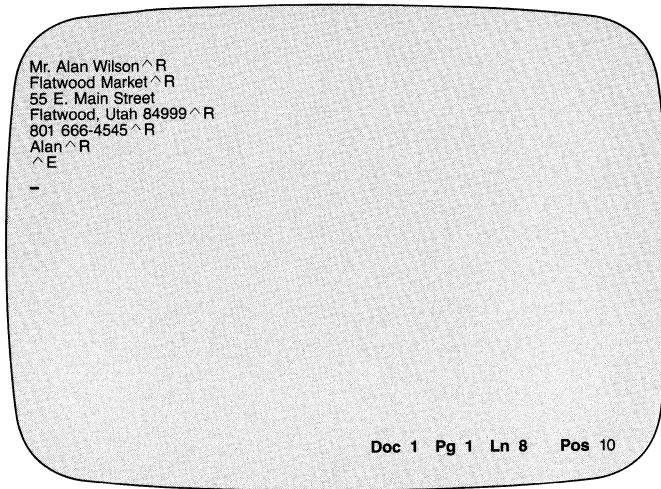
- A secondary file contains a record of information about each individual
- A record is divided into fields by using a ^ R
- The primary file contains the body of the letter
- You can retrieve information into the letter from the secondary file by using ^ F
- The merge creates a letter for each record in the secondary file

## Applications

The skills you learn in this lesson about the Merge feature can be used to create

- “Personalized” mass mailings
- Customer letters
- Organization notices
- Contribution solicitations

# 1 Create a merge record for Alan Wilson



The instructions below lead you through creating a record of information about Alan Wilson that can be used in a merge. The record is divided by ^ R's into fields that contain a name, address, etc.

**TYPE Mr. Alan Wilson**



End the name field with a ^ R and wrap to the next line

**TYPE Flatwood Market**



End the business field with a ^ R and wrap to the next line

**TYPE 55 E. Main Street**




End the first line of the address field with a [HRT] and wrap to the next line


You can have more than one line in a field.




**TYPE Flatwood, Utah 84999**


 End the address field with a ^ R and wrap to the next line

**TYPE 801 666-4545**

 End the phone number field with a ^ R and wrap to the next line

**TYPE Alan**

 End the first name field with a ^ R and wrap to the next line

  End the record on Alan Wilson and wrap to the next line

## 2 Create a merge record for Jeff Richards

```
Mr. Alan Wilson ^ R  
Flatwood Market ^ R  
55 E. Main Street  
Flatwood, Utah 84999 ^ R  
801 666-4545 ^ R  
Alan ^ R  
^ E  
Mr. Jeff Richards ^ R  
Flatwood Motors ^ R  
58090 Bonnie View Court  
Flatwood, Utah 84999 ^ R  
801 666-6767 ^ R  
Jeff ^ R  
^ E  
-
```

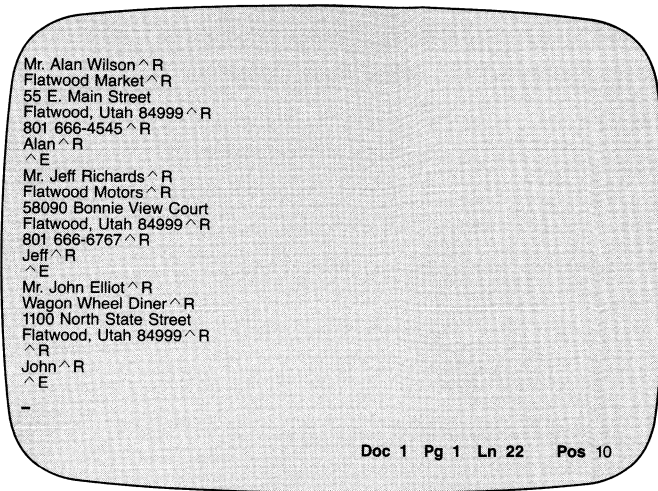
Doc 1 Pg 1 Ln 15 Pos 10

Now that you understand how to end a field with a ^ R and a record with a ^ E, type the record for Jeff Richards using the Merge R key and the Merge E key.

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

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



### 3 Create a merge record for John Elliot and save the secondary file




You are ready to type the last record in the secondary file. Remember to press the Enter key after the street address—not the Merge R key.

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

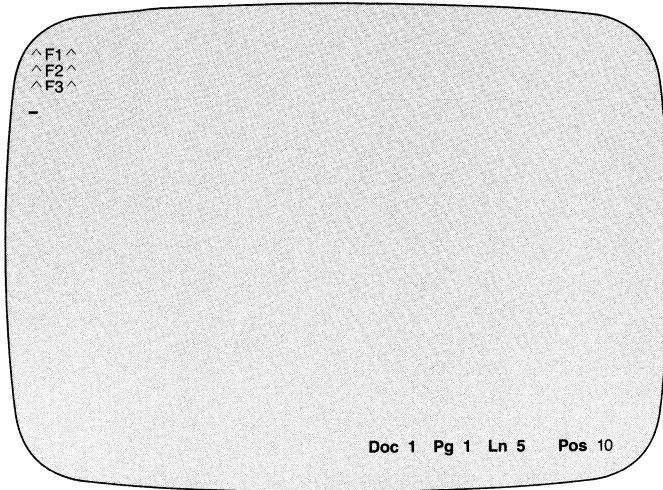
Even though John does not have a telephone number, a ^ R still needs to be inserted for the empty field.

,  Save the records as ADDRESS.SF

 Clear the screen




You have now typed and saved a secondary file.

## 4 Begin creating a letter primary file




Once you have created the secondary file, you can retrieve information from specific fields into a primary file. A primary file can be a letter like the one you are about to create.




  Display the Merge Codes menu

, ,  Insert a ^F1^ into the letter

Information from field one (the name field) will be retrieved into the letter.

 Wrap to the next line

  Display the Merge Codes menu

, ,  Insert a ^F2^ into the letter

Information from field two (the business name field) will be retrieved into the letter.



Wrap to the next line



Display the Merge Codes menu



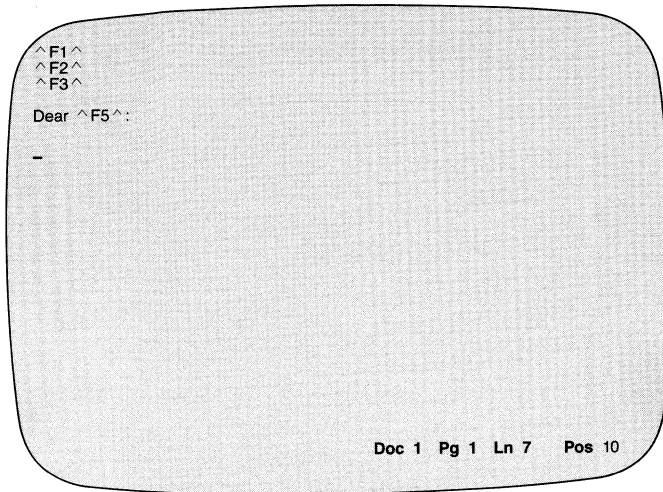
Insert a ^ F3 ^ into the letter

Information from field three (the address field) will be retrieved into the letter.



Press 2 times to add extra spacing

## 5 Type the salutation



### TYPE Dear



Add a space between “Dear” and the first name



Display the Merge Codes menu



Insert a ^F5^ into the letter

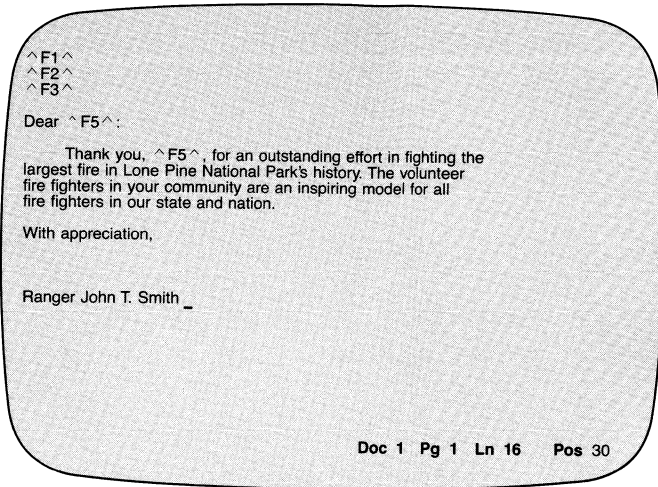
Information from field 5 (the first name field) will be retrieved into the letter.

### TYPE A colon (:)



Press 2 times to add extra spacing

## 6 Finish creating the letter primary file



Indent the first line of the paragraph

**TYPE Thank you,**



Insert a space before the first name



Display the Merge Codes menu



Insert a ^F5^ into the letter

**TYPE A comma (,)**



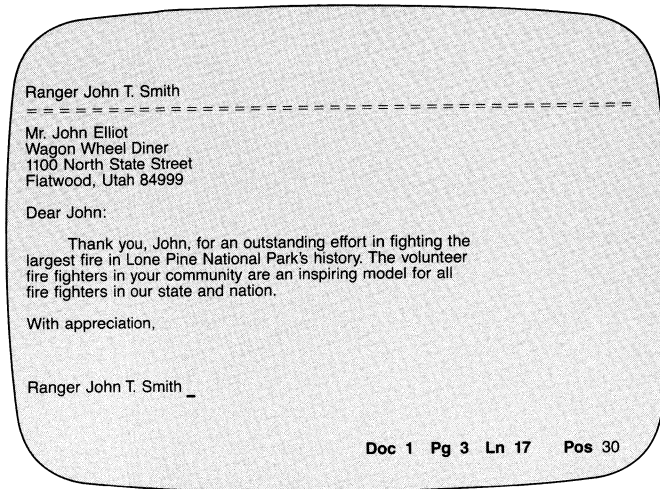
Insert a space after the comma



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


**With appreciation,**

**Ranger John T. Smith**




## 7 Save the primary file then start the merge



,  Save the letter as LETTER.PF

 Clear the screen

Now that you have created and saved the letter and records, you are ready to start a merge.

, ,  Display the "Primary file:" message

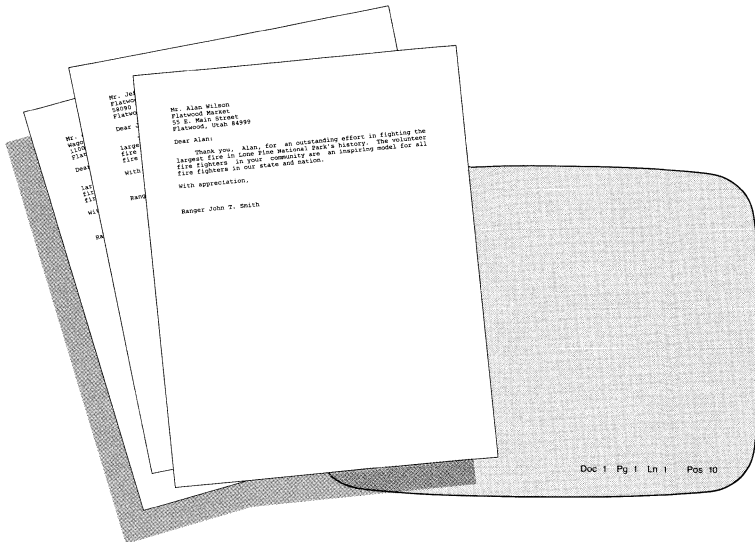
**ENTER** **letter.pf** for the primary file

**ENTER** **address.sf** for the secondary file and the merge begins

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



## 8 Print and save the letters then clear your screen



Shift, F7, 1 Print the letters

F7, Y Save the letters as COMMEND.LTR

← Clear the screen

Find the following keys on your keyboard template:

Merge R  
Merge E  
Merge Codes

Refer to the following merge record as you answer the questions below:

Mr. Alan Wilson ^ R  
Flatwood Market ^ R  
55 E. Main Street  
Flatwood, Utah 84999 ^ R  
801 666-4545 ^ R  
Alan ^ R  
^ E

**Q:** Which merge code ends a record?

**A:** ^ E (Merge E)

**Q:** Which merge code ends a field?

**A:** ^ R (Merge R)

**Q:** What information is in the first field?

**A:** Mr. Alan Wilson

**Q:** What information is in the third field?

**A:** 55 E. Main Street  
Flatwood, Utah 84999

## Notes

# ■ Lesson 10

---

Lone Pine National Park

Date: August 7, 1984

Reply to: Ranger John T. Smith

Subject: Fire Restriction

To: All Park Entrance Personnel

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

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

Thank you.

A form that you use frequently, such as a memo, can be “automated” by using the ^C merge code and the Merge feature. Each time WordPerfect finds a ^C during a merge, the merge pauses to let you enter information from the keyboard.

You can also use the ^O merge code to display a reminder on your screen of what kind of information you need to enter. All these codes are placed in the primary file. Because the information comes from the keyboard, you do not need a secondary file.

In this lesson you create and save a primary file that can be used with the Merge feature to quickly produce a memo.

## Features

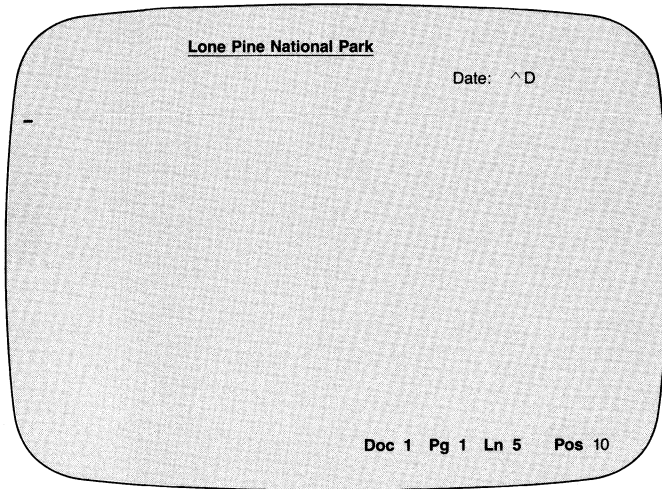
While working through the lesson, you learn the following facts about WordPerfect’s features:



- The Alignment Character feature lets you change the character for a Tab Align
- The ^D merge code inserts the current date during a merge
- The ^C merge code lets you pause the merge for information from the keyboard
- The ^O merge code lets you display a reminder on your screen
- You do not need a secondary file if you are merging from the keyboard
- The Merge R key continues the merge after pausing at a ^C
- The Merge E key can stop a merge which has paused at a ^C

## Applications

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

# 1 Type the memo title and Date entry






  Begin centering the title

 ,  Begin bolding and underlining


TYPE **Lone Pine National Park**




 ,  End bolding and underlining

 Press 2 times to add extra spacing


  Flush the Date entry to the right margin

TYPE **Date:**

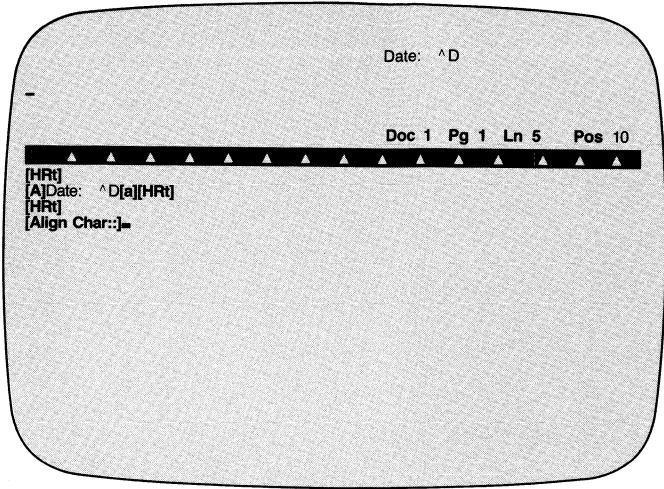
 Press 2 times to add space after the Date entry

  ,  Insert a ^D into the memo

When the merge begins, the current date will be inserted by WordPerfect at the ^D. The correct date appears only if it was entered when you started your computer.

 Press 2 times to add extra spacing

## 2 Change the alignment character to a colon



**Shift** **F8** , **6** Display the "Align Char =" message

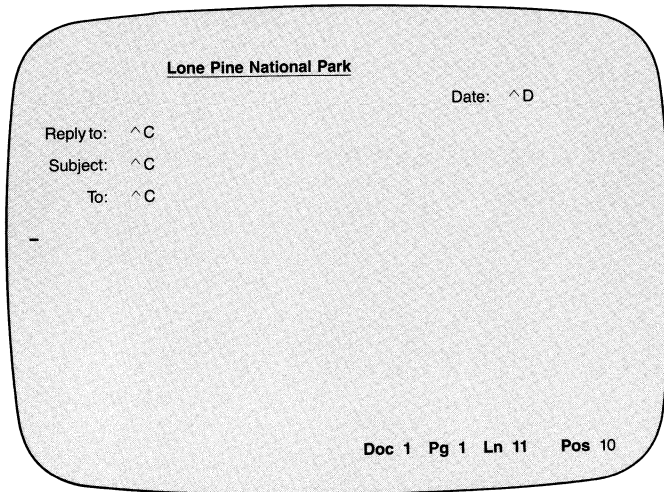
**TYPE** A colon (:)

**Alt** **F3** Notice the [Align Char::] code inserted into the memo

**←** Exit the Reveal Codes screen

**PgUp** , **PgDn** Redisplay the memo title on the screen


### 3 Type the Reply to, Subject, and To entries






 ,   Move to the second tab stop and begin aligning


**TYPE** **Reply to:**




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

 Press 2 times to add space after the Reply entry

  ,  Insert a ^ C into the memo

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

 Press 2 times to add extra spacing

 ,   Move to the second tab stop and begin aligning



**TYPE Subject:**



Press 2 times to add space after the Subject entry



Insert a ^ C into the memo



Press 2 times to add extra spacing



Move to the second tab stop and begin aligning

**TYPE To:**



Press 2 times to add space after the To entry

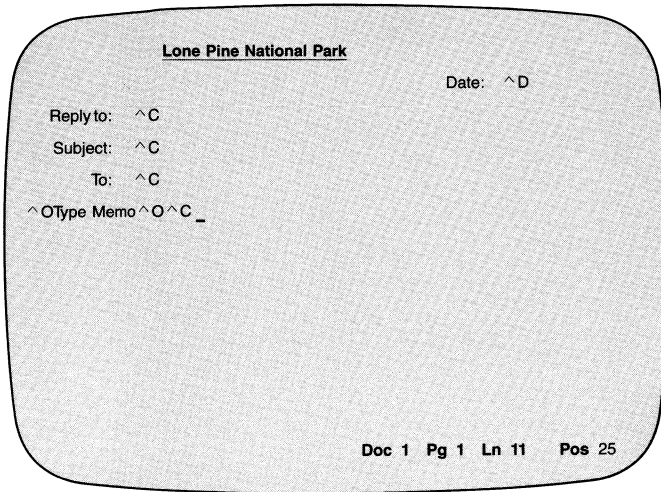


Insert a ^ C into the memo






Press 2 times to add extra spacing




## 4 Complete and save the memo primary file






Whenever WordPerfect finds a ^O during a merge, the text that follows the ^O is placed at the bottom of the screen. The text can be a message explaining what needs to be typed when WordPerfect pauses at a ^C.

 ,  Insert a ^O into the memo



### TYPE **Type Memo**


 ,  Insert a ^O into the memo

 ,  Insert a ^C into the memo

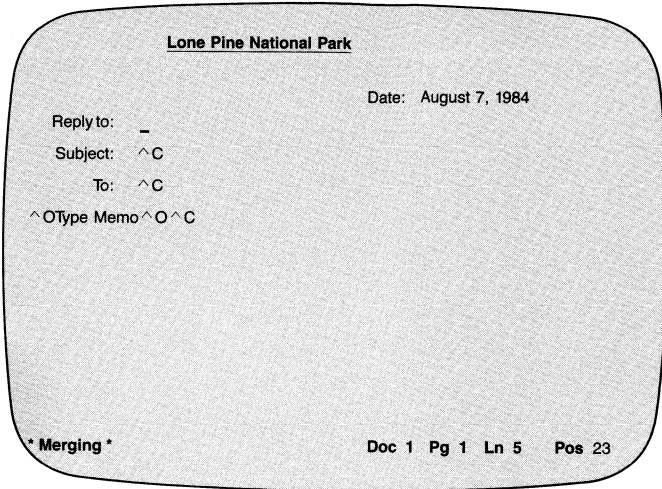
When WordPerfect finds the ^OType Memo ^O ^C during a merge, the “Type Memo” message will appear at the bottom of the screen and the merge will pause at the ^C.

You have now typed a primary file that can be used to create memos.




,  Save the memo primary file as MEMO

 Clear the screen


## 5 Begin the memo merge



You are now ready to begin the merge. Because the information for the merge comes from the keyboard, you do not need to enter the name of a secondary file.

 ,  Display the "Primary file:" message

**ENTER** **memo** for the primary file

 Begin the merge

Press the Merge E key at anytime to stop the merge and start over.  
Clear the screen before you start the merge again.

## 6 Fill in the memo heading

**Lone Pine National Park**

Date: August 7, 1984

Reply to: Ranger John T. Smith  
Subject: Fire Restriction  
To: All Park Entrance Personnel

-

Type Memo Doc 1 Pg 1 Ln 11 Pos 10

WordPerfect pauses at the first ^C.

**TYPE Ranger John T. Smith** for the Reply entry

**F9** Continue the merge

WordPerfect pauses at the second ^C.

**TYPE Fire Restriction** for the Subject entry

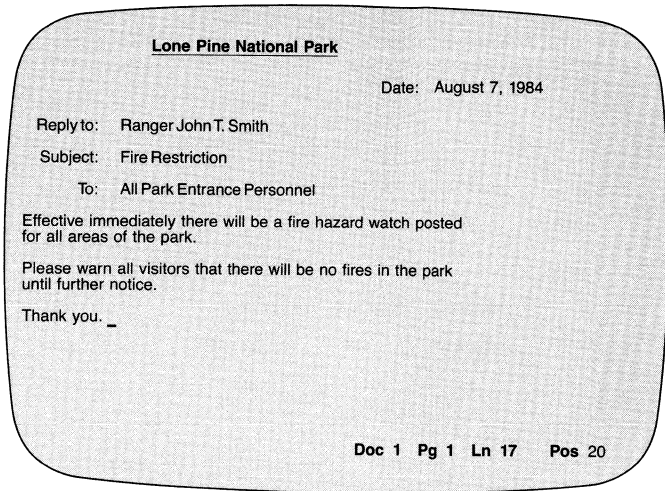
**F9** Continue the merge

WordPerfect pauses at the third ^C.

**TYPE All Park Entrance Personnel** for the To entry

**F9** Continue the merge

## 7 Type the contents of the memo



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

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

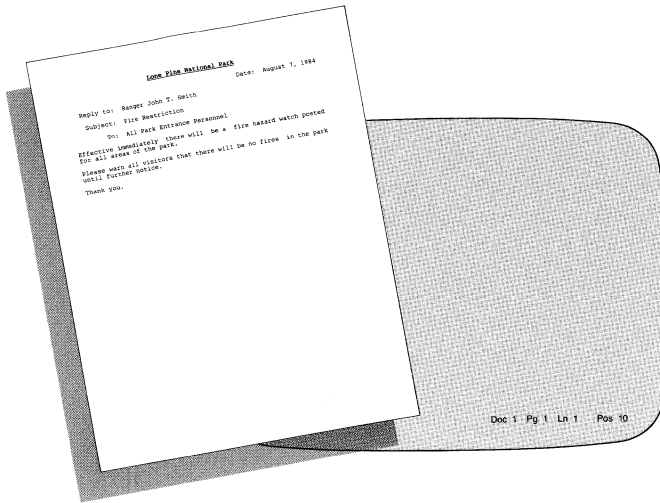
**Please warn all visitors that there will be no fires in the park until further notice.**

**Thank you.**

**F9** End the merge

You can use the MEMO primary file as many times as you want to create other memos.

## 8 Print and save the memo then clear the screen



Shift F7, 1 Print the memo

F7, Y Save the memo as MEMO.1

← Clear the screen

- Q:** Which merge code can you use to create your own message on the status line?
- A:** ^O (i.e., ^Omessage^O).
- Q:** What does a ^C do to a merge?
- A:** It pauses the merge and lets you enter information from the keyboard.
- Q:** Which key do you press to continue a merge after pausing at a ^C?
- A:** Merge R.
- Q:** Which key can you use to stop a merge which has paused at a ^C?
- A:** Merge E.
- Q:** How many times can you use the same primary file for a merge?
- A:** As many as you like.
- Q:** Where can you find a complete list of the merge codes?
- A:** The Merge Code Glossary in the Merge Section.

# ■ Lesson 11

---

Lone Pine National Park

SECOND NOTICE

Joseph R. Hunter  
2345 N. Quail Road  
Birdseye, Utah 84999

Dear Mr. Hunter,

This letter is in reference to Citation #89743 issued on 20 October 1984 by Ranger Douglas Lloyd to a Mr. Joseph R. Hunter on Highway U-83 for possessing more than the legal limit of buffalo.

According to our records your fine of \$5000.00 is past due. If no response is received by 15 December 1984, you will be subject to legal action.

Sincerely,

Ranger Jacob Q. Winters  
Park Director



The Macro feature of WordPerfect gives you a chance to record a task, then let WordPerfect do the work for you. You can create a macro that sends a document to a particular printer, starts the Speller for you, creates a format, or performs any task that you do frequently.

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

## **Features**

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

- A macro remembers a series of keystrokes
- A macro can print a document
- A macro can close a letter
- You need to enter the macro name before starting the macro
- You can use the Alt key to name a macro

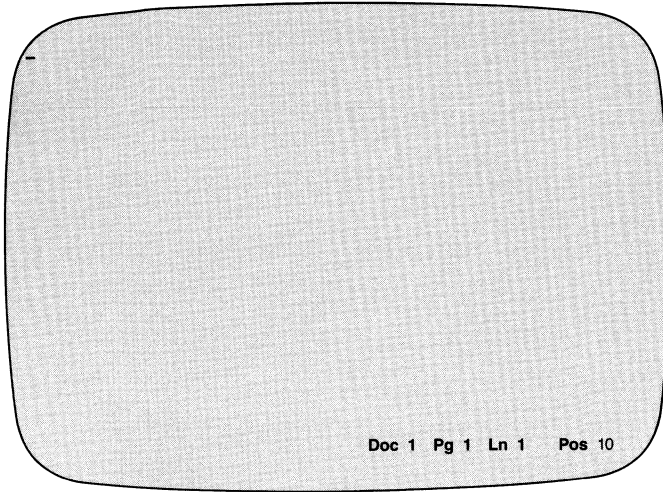
## **Applications**

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



- Type a letter heading
- Type a letter closing
- File and print a document

or perform any task that you can do with WordPerfect's features.



# 1 Define a macro that sends the document on your screen to the printer



In this step you create a macro that sends one copy of the document on your screen to printer 1.

  Begin defining the macro

You are asked for the name of the macro you will be defining.

  Name the macro using the Alt key

The message “Macro Def” begins blinking at the bottom of your screen. From now until you end the macro definition, each key you press will be recorded as part of the macro (even the mistakes!).

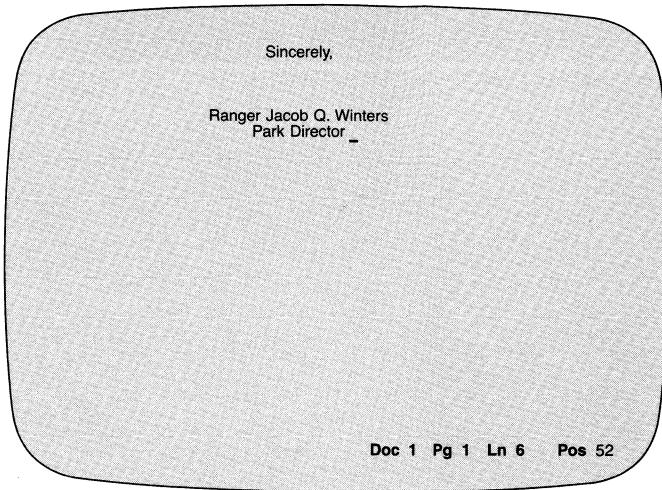
  ,  Print a document

The keystrokes to print a document on the screen have been recorded in the macro.

  End defining the macro

The macro is now recorded in a file named ALTP.MAC. Notice that WordPerfect adds a .MAC extension to the filename for you. All macros end with this extension.

## 2 Define a macro that closes a letter



In this macro you record a format, text, and some extra spacing.

**Ctrl** **F10** Begin defining the macro

**ENTER** Your initials (e.g., **JQW**)

The “Macro Def” message begins blinking. You are now ready to record a tab setting.

**Shift** **F8** , **1** Display the tabs menu

**Home** , **Home** , **←** Move the cursor to position 0

**Ctrl** **End** Clear all the tab stops from the menu

**ENTER** **45** for a single tab stop

**TYPE** **C** to set a center tab

**F7** Exit the tabs menu

The tab setting is recorded and you are ready to begin recording the closing.

**Tab** Begin centering at the tab stop

continued . . .

TYPE **Sincerely,**



Press 4 times to add spacing for a signature



Begin centering at the tab stop

TYPE **Ranger** then your own name



Wrap to the next line



Begin centering at the tab stop

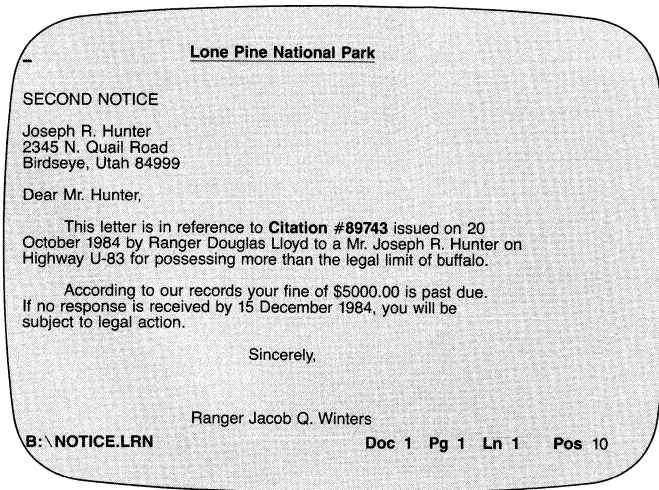
TYPE **Park Director**



End defining the macro

The macro is recorded in a file that begins with your initials and ends with a .MAC extension.

### 3 Clear your screen and retrieve the Second Notice letter

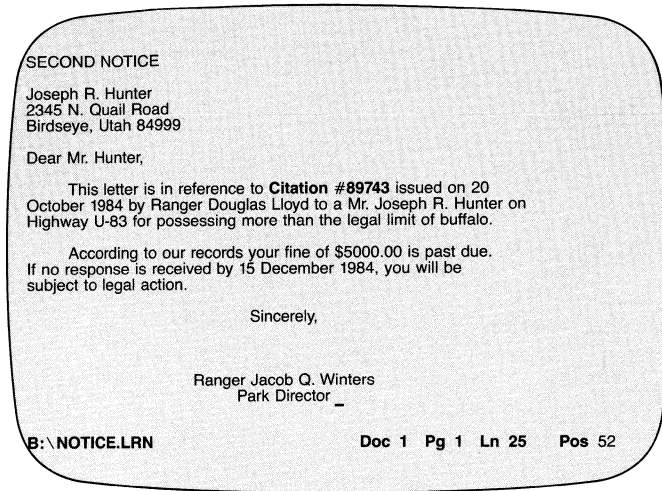


Now that both macros are defined, you are ready for action.

**F7**, **N**, **←** Clear the screen

**Shift** **F10** Retrieve NOTICE.LRN




## 4 Replace the original closing with your own





You are going to use the second macro you created to replace the closing on the screen with your own closing to the letter.

**CURSOR** To Line 20 Position 10

, , ,  Move to the beginning of the line before any codes

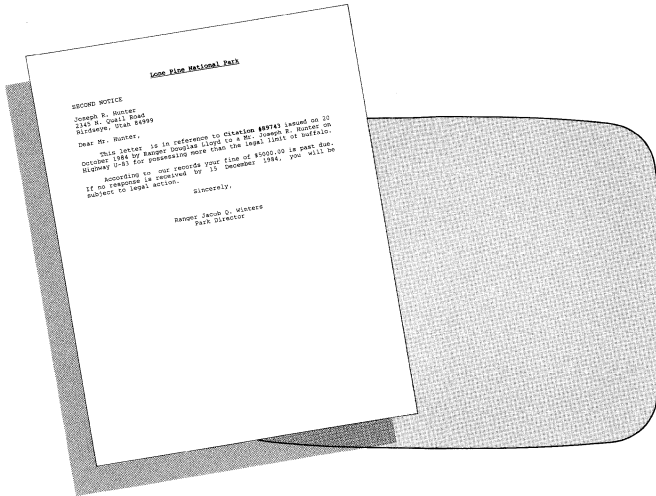
 ,  Erase the closing on your screen

  Display the "Macro:" message

**ENTER** Your initials to start the macro

The new closing appears on the screen.

## 5 Print and save the letter then clear the screen



In this last step you use the print macro to send the letter to the printer before saving it.

**Alt** **P** Start the macro

Notice you do not need to use the Macro key to start a macro that is named using the Alt key.

**F7** , **Y** Save the edited notice as NOTICE.1

**←** Clear the screen

**Q:** What is a macro?

**A:** A special file that records a series of keystrokes.

**Q:** Why use a macro?

**A:** To let WordPerfect perform a repetitious task for you.

**Q:** How do you start a macro?

**A:** Press the Macro key, then enter the macro name.

**Q:** How do you start a macro that you named with the Alt key?

**A:** Press the Alt key, then the letter you selected from the keyboard.

**Q:** How much does the Delete EOL key erase? the Delete EOP key?

**A:** From the cursor to the "end of the line" for the Delete EOL key, and to the "end of the page" for the Delete EOP key.

**Q:** Can you retrieve a macro into WordPerfect for editing?

**A:** No. However, you can use WordPerfect Corporation's macro editor (see your dealer).



## Notes

# ■ Lesson 12

---

```
01/01/80 01:54 Directory B: *.LRN
Document Size: 0 Free Disk Space: 336896
```

<CURRENT>	<DIR>								
10	.LRN	139	10/28/86	01:40	20	.LRN	145	10/28/86	01:52
30	.LRN	139	10/28/86	01:41	40	.LRN	127	10/28/86	01:43
CAMPS	.LRN	688	10/28/86	01:40	CRAFTS	.LRN	799	10/28/86	02:47
FISH	.LRN	209	10/28/86	02:22	GRAPH	.LRN	1596	10/28/86	08:47
MERGE	.LRN	582	10/28/86	16:30	NOTICE	.LRN	585	10/28/86	14:11
PERMITS	.LRN	2783	10/28/86	02:46	REPORT	.LRN	3322	10/28/86	14:11
REPORT1	.LRN	3330	10/28/86	12:22	REPORT84	.LRN	4851	10/28/86	10:23
ROCK	.LRN	233	10/28/86	14:10	SANDS	.LRN	232	10/28/86	01:20
SILVER	.LRN	256	10/28/86	08:30	TREES	.LRN	1439	10/28/86	01:40

1 Retrieve; 2 Delete; 3 Rename; 4 Print; 5 Text in;  
6 Look; 7 Change Directory; 8 Copy; 9 Word Search; 0 Exit: 6

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

In this lesson you are given the task of finding a file that has a Tree Harvest Request form and contains Ranger John T. Smith's name. You then change the name to Douglas R. LaRue, copy the file to a formatted diskette, and print the request form from the List Files screen.

You will need the Data diskette for this lesson (formatted when you installed WordPerfect).

## **Features**

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

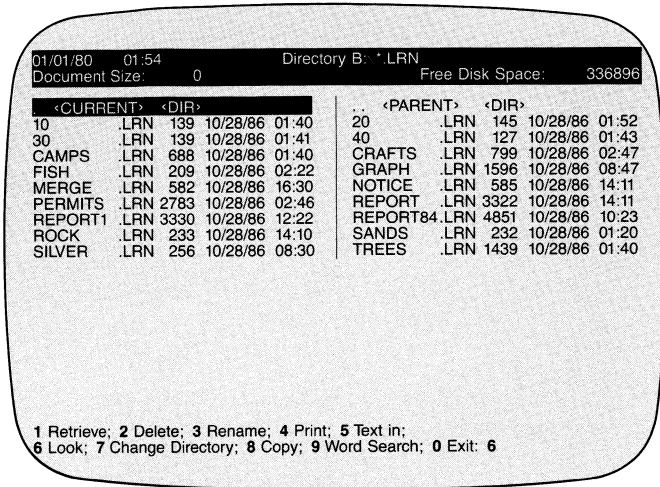
- List Files lets you create a pattern to display certain files on a diskette or in a directory
- Word Search helps you find all the files that contain a certain word
- Look lets you display the contents of a file without retrieving it
- Retrieve lets you retrieve a file from the List Files screen
- Copy lets you copy a file to another diskette or directory
- Rename lets you change the name of a file
- Print lets you print a file from the List Files screen

## **Applications**

The skills you learn in this lesson can be used to

- Manage the files on a diskette or in a directory
- Find a file without remembering the filename
- Make backup copies of files

# 1 Display all the \*.LRN files



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

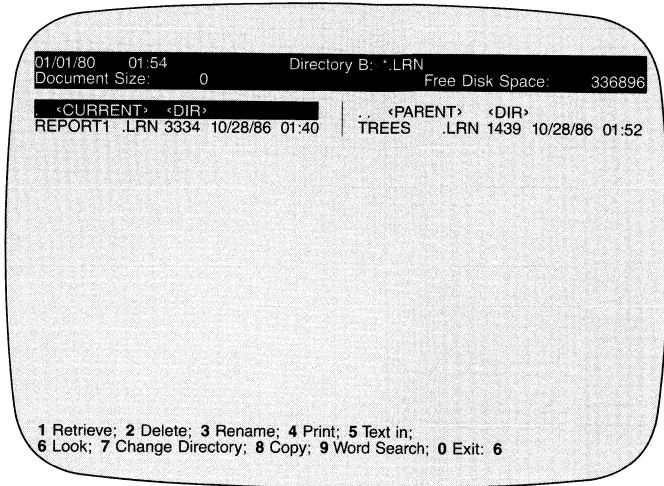
**F5** Select the List Files feature

The directory displayed should contain your Learning files. If not, type an equal sign (=) then enter the correct drive or directory before continuing.

**ENTER** \*.lrn to display all the files that have an .LRN extension

The files and information in the illustration above may not exactly match what you see on your screen. The same holds true for each List Files illustration in this lesson. However, the keystrokes for each step should still accomplish the outlined task.

## 2 Do a Word Search for all files with Smith and tree



You know that the file should have Ranger Smith's name and the word "tree" in it.

9

Display the "Word Pattern:" message

**ENTER** **smith;tree** to find all the files that have both words

Notice that you do not need to type upper-case letters to match a word. The semicolon serves as an AND operator.

### 3 Look for the file with the Tree Harvest Request form

Filename: B:\TREES.LRN File Size: 1439  
personal or commercial use be able to identify the trees that can be legally harvested.

If you are interested in harvesting trees in 1984, fill out the request form below and send it to:

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

---

Request for Tree Harvest

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

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

NOTE: This text is not displayed in WordPerfect format.  
Press any key to continue \_

You have now limited the files to just a few. You can begin using the Look feature to find the file with the request form.

**CURSOR** To the REPORT1.LRN file



Display the text in the file

You can use the Page Down key to look through the entire contents of the file. The request form is not in the REPORT1.LRN file.



Exit the Look screen

**CURSOR** To the TREES.LRN file



Display the text in the file



Move down through the file one screen

The request form is displayed in the Look screen. You found the file!



Exit the Look screen

#### 4 Retrieve TREES.LRN, change the ranger's name, and save the edited document

1. Jniper or Cedar - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.

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

If you are interested in harvesting trees in 1984, fill out the request form below and send it to:

Douglas R. LaRue  
Park Director  
Lone Pine National Park  
Fremont, Utah 84666

---


Request for Tree Harvest

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

Address \_\_\_\_\_

B: \ TREES.LRN Doc 1 Pg 1 Ln 28 Pos 31

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

 1 Retrieve TREES.LRN



 ,  Select the Replace without confirm feature


TYPE **John T. Smith** to find Ranger Smith's name

 Display the "Replace with:" message

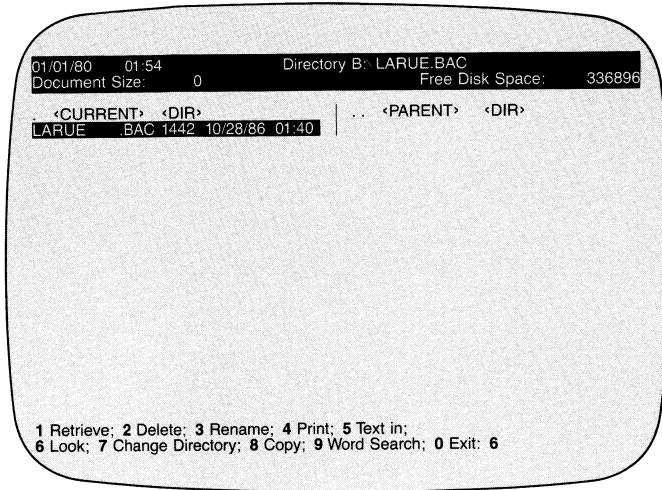
TYPE **Douglas R. LaRue** to replace Ranger Smith's name

 Begin replacing

,  Save the edited document as LARUE.BAC

 Clear the screen

## 5 List LARUE.BAC on the screen and copy the file to a diskette



Because you only want to work with the LARUE.BAC file, you display only that file on the List Files screen.

**F5** Select the List Files feature

**ENTER** **larue.bac** to display only the LARUE.BAC file

**CURSOR** To the LARUE.BAC file

You want to make a backup copy on a diskette. For this step you will need your Data diskette.

**REPLACE** Your WordPerfect diskette in drive A with the formatted diskette

If you are running WordPerfect from a hard disk, simply place the formatted diskette into drive A.

**8** Select the Copy feature

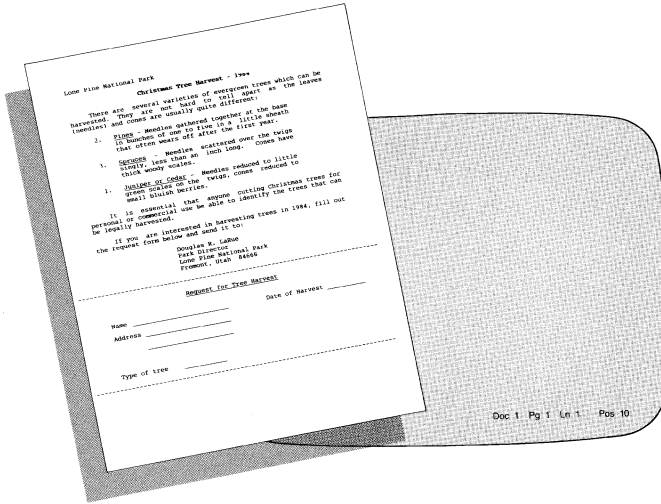
**ENTER** **a:** to copy the file to the formatted diskette in drive A

**REPLACE** The formatted diskette with your WordPerfect diskette

Simply remove the formatted diskette if you are running WordPerfect from a hard disk.



## 6 Rename and print the edited Tree Harvest Request form



Now that you have saved the file on a diskette, you want to rename then print it.

**3** Select the Rename feature

**ENTER** **larue.trs** for the new filename

**4** Print the request form

**Space Bar** Exit the List Files screen

- Q:** Can you list part of the files in a directory?  
**A:** Yes, by using the \* and ? characters to create a pattern.
- Q:** What does the semicolon (;) mean in a Word Search?  
**A:** The semicolon tells WordPerfect to find files that contain both words.
- Q:** How long does it take WordPerfect to do a Word Search?  
**A:** The length of time depends on the size and number of files. WordPerfect takes about 25 seconds to search the files in this lesson.
- Q:** Which keys can you use to scroll through the text of a file in the Look screen?  
**A:** The Down Arrow, Screen Down, and Page Down keys.
- Q:** Can you see any WordPerfect formats in the Look screen?  
**A:** No, but you can see Bold, Underline, Tabs, Spaces, and Hard Returns.
- Q:** What is a . <CURRENT> or .. <PARENT> directory file?  
**A:** Refer to "Look" in the Reference section or your DOS manual for details.
- Q:** Why should your WordPerfect diskette be in the drive when you exit WordPerfect?  
**A:** Because WordPerfect needs to do its own file management tasks before closing down.

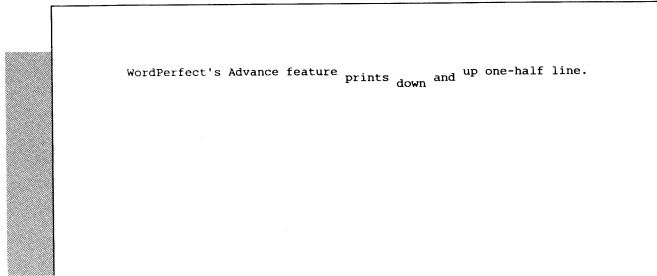
# Reference

---

## ■ Advance

[Adv▲][Adv▼][AdvLn:]

The Advance feature lets you print text one-half line up or down from your regular text. You can also use it to move the printer to a specific line on the page.



### Advance Up or Down

When you want to advance your text up or down one-half line, make sure your cursor is at the place where you want the advance to begin, then

Shift F1

Display the Super/Subscript menu

4 or 5

Advance up or advance down

Notice the arrow in the lower left-hand corner and the new Line number.

**TYPE** The text you want printed up or down one-half line

When you want to return to your original line position,

Shift F1

Display the Super/Subscript menu

5 or 4

Move back down or move back up

## Advance To a Line

The Advance Line feature lets you leave an area of blank space on a page without having to insert empty lines.



Display the Super/Subscript menu



Advance the printer to a certain line on the page



The line number

The Advance functions do not change the way text looks on the screen. The Line number in the status line indicates the line on which your text will be printed.

Not all printers support this feature. Retrieve and print the file PRINTER.TST found on the Learning diskette to see if your printer supports the Advance feature.

## ■ Append

---

This feature lets you add a block of text to the end of an existing file.

**BLOCK** The text you want appended to the file

**Ctrl**, **F4**, **3** Append the highlighted text to the file

**ENTER** The name of the file

If WordPerfect cannot find the named file, "ERROR: File not found" appears. The block is not appended and you are returned to your document.

Do not append to a locked file.

# ■ Backup

---

Your files represent hours and days of hard work. It is important that you keep copies of your files on a backup diskette to ensure that nothing becomes lost.

At the end of each day, or after creating an important document, copy your files using the COPY command at the DOS prompt or the Copy option on the List Files key.

WordPerfect includes two automatic backup features on the Set-up menu—Timed and Original. However, these backup features are no substitute for saving extra copies of your files on backup diskettes.

To set one or both backup features,

**ENTER** **wp/s** from the DOS prompt to display the Set-up menu

**4**

Display the Set Backup Options menu

You are placed at the Timed Backup prompt. If you want timed backup,

**ENTER** The number of minutes between each backup

otherwise press the Enter key to continue. You are then placed at the Original Backup prompt. If you want original backup,

**ENTER** The drive (full pathname) where the backup files should be stored.

**Y**

Set Original Backup

otherwise press the Enter key to return to the Set-up menu. Once you are in the Set-up menu,

**0**

Accept the changes and enter WordPerfect

## **Timed Backup**

When you want to safeguard against losing large amounts of text from the document on your screen due to a power outage, machine failure, or rebooting while WordPerfect is running, use the Timed Backup feature.

continued . . .

WordPerfect automatically saves the document on your screen at timed intervals in a temporary file. If you have documents in both screens (Doc 1 and Doc 2), only the document currently on your screen is backed up. After the first backup, a document is saved again only if it has been modified.

There are two temporary files—{WP}BACK.1 for the document 1 screen, and {WP}BACK.2 for the document 2 screen. These files stay on your disk when you have a machine or power problem, but they are deleted by WordPerfect when you exit properly.

After restarting WordPerfect, the message “Old backup file exists: 1 rename; 2 delete:” appears. If you select the Rename option, you can enter a new name for the {WP}BACK.1 file or the {WP}BACK.2 file before WordPerfect creates new backup files. If you select the Delete option, the existing backup files are erased and new ones are created.

**Original Backup** When you want to save the original file each time you replace it with the document on your screen, use the Original Backup feature. The original is renamed to <filename>.BK!. As you continue replacing the same file, the .BK! file is replaced with the “new” original file. The .BK! files stay on your disk, even when exiting properly from WordPerfect.

For example, you retrieve the file LETTER to your screen, add a paragraph of text, then replace the file on disk with the one on your screen. The file with the new paragraph is named LETTER, while the original file without the paragraph is named LETTER.BK!.

Files that have the same name but a different extension (e.g., LETTER.1, LETTER.2) share the same original backup file. As you save these files, the latest file saved receives the backup.



Retrieve the original backup file by renaming the file (do not use .BK! for an extension), then retrieving it with the Retrieve key or the Retrieve option on the List Files menu.





## ■ Binding Width

---


This feature shifts text to the right on odd-numbered pages and to the left on even-numbered pages. This allows room on two-sided copies for holes or other bindings. For one-sided copies, just increase the left margin.

  Display the Print menu

With the Print menu on the screen,

,  Change the binding width for the next print job only

*or*

, ,  Change the binding width for all print jobs until you exit WordPerfect

After completing either of the above steps,

**ENTER** The binding width in tenths of an inch

For example, enter 5 for one-half inch binding width.

A code for binding width *is not* put into your document. If you want to change the binding width or set it back to zero, return to the Change Print Options or Select Print options menu and reset the value.

Block is used to define portions of your text for use with other features. When Block is on, a [Block] code appears in the Reveal Codes screen. The code marks the place where Block was turned on.

**CURSOR** To one end of the block



Turn Block on

A flashing "Block on" indicates that you are defining a block of text.

**CURSOR** To the opposite end of the block

The block is highlighted.

Once a block is highlighted, you can use many of WordPerfect's features to edit the text (see the list below).

You can use the Cursor Control keys to move the cursor forward or backward to define a block. Type a character (e.g., a period) to move the cursor forward to that character, or press the Enter key to move the cursor forward to a [HRt]. This feature is especially useful in blocking a sentence or paragraph.

You can press the Block or Cancel key to turn Block off. The options on some menus change when Block is on.

## Features

With Block on you can use any of the following WordPerfect features:

Bold	Print
Center	Replace
Delete	Save
Flush Right	Sort
Mark Text	Spell
Index	Super/Subscript
List	Underline
Redline	Upper/Lower Case (Switch key)
Strikeout	
Table of Contents	
Move	
Append	
Copy	
Cut	
Cut/Copy Column	
Cut/Copy Rectangle	

If the “Block on” message is still flashing after you use the feature, press the Block or Cancel key to turn Block off.

## Go To

The Go To key can be used to re-highlight the same block of text if you want to use more than one feature.



Turn the Block feature on



Press 2 times to re-highlight the block

If Block is on and you want to return to the beginning of the block,



Display the “Go to” message



Go to the beginning of the block

## ■ Block Protect

[BlockPro:On][BlockPro:Off]

---

This feature lets you protect a block of text from a soft page break.

**BLOCK** The text you want protected



Protect the highlighted text

A [BlockPro:] code is placed at the beginning and end of the block. If a [BlockPro:] code is in the middle of a line, then the entire line is protected.

When you want to keep a certain number of lines together (e.g., a title with the first paragraph), use the Conditional End of Page feature. When you want to protect paragraphs from soft page breaks that fall on the first or last line, use the Widow/Orphan Protect feature.


# ■ Bold

[B][b]

Bolded text is printed darker than normal text. On the screen, bolded text is brighter than the surrounding text.


You may need to adjust the contrast and brightness to see the bolded text on your screen.

**Type Bolded Text** When you want to highlight text on your screen and at the printer,

 **Begin bolding**

Notice that the Position number in the lower right-hand corner of the screen is bolded.


**TYPE** The text you want bolded

 **End bolding**

Press the Reveal Codes key to see the [B] at the beginning of the text and [b] at the end of the text.

**Bold Existing Text** You can use the Block feature to bold text you have already typed on your screen.

**BLOCK** The text you want bolded


 **Bold the highlighted text**

**Remove Bolding** If you change your mind and do not want a block of text bolded,

  **Display the bolded text in the Reveal Codes screen**

**CURSOR** Next to the [B] code

 or  **Delete the [B] code**

 **Exit the Reveal Codes screen**

When deleting bolded text on the normal screen, “Delete [Bold]? (Y/N)N” may appear. Type “y” to delete bolding. Type “n” (or any other key) to leave the Bold code.

## ■ Cancel

---

Press the Cancel key to

- Back out of a WordPerfect menu or message

You may need to press the Cancel key more than once.

- Cancel a WordPerfect hyphenation request (when Hyphenation is on)

- Recover up to 3 levels of deleted text

See “Undelete” in this section for details.

- Turn the Block feature off

Pressing the Cancel key will not turn off the blinking “Macro Def” message. You need to press the Macro Def key.

# ■ Capitalization

---

## Caps Lock

The Caps Lock feature lets you capitalize text without holding down the Shift key.



Begin typing upper-case letters

"Pos" changes to "POS" on the status line.

TYPE

The text you want in upper-case letters



End typing upper-case letters

"POS" changes back to "Pos" on the status line.

You can press the Shift key while Caps Lock is on to type lower case letters.

## Case Conversion

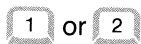
You can change blocks of existing text to upper-case or lower-case letters.

BLOCK

The text you want changed



Display the Case Conversion menu



Change the text to upper-case or lower-case letters



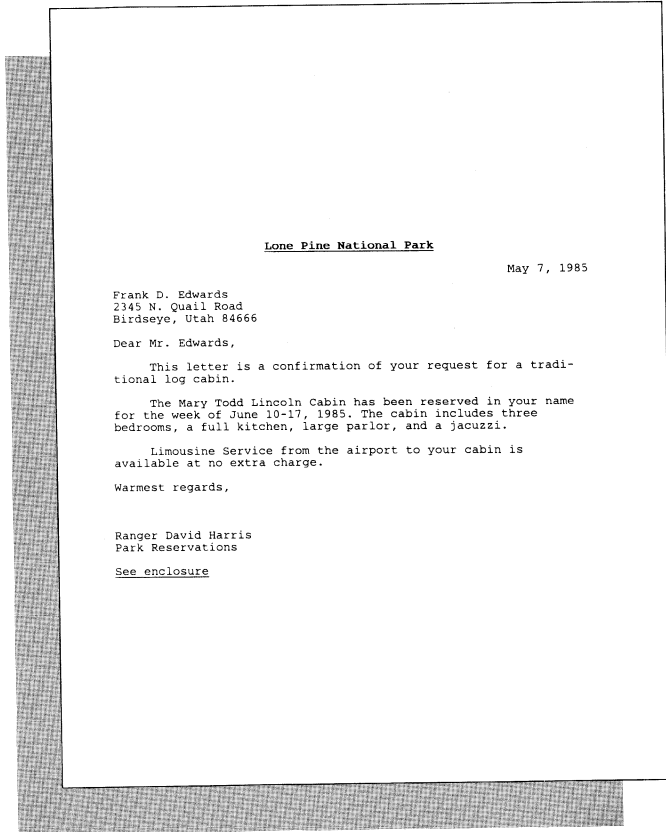
Turn the Block feature off

When converting a sentence from upper to lower case, include the punctuation from the end of the preceding sentence.


# ■ Center Page Top to Bottom

[Center Pg]

This feature centers text vertically on the page at the printer.



**CURSOR** To the very beginning of page (before any codes)

  ,  Center the text top to bottom on the page

 Exit the Page Format menu

You can press the Reveal Codes key to see the Center Page code.

Use the Center key to center a line or block of text horizontally on the page.



# ■ Center Text

[C][c]

**Between Margins** Use the Center key to center a line of text between margins.

**CURSOR** To the left margin



Begin centering

**TYPE** The line of text you want centered

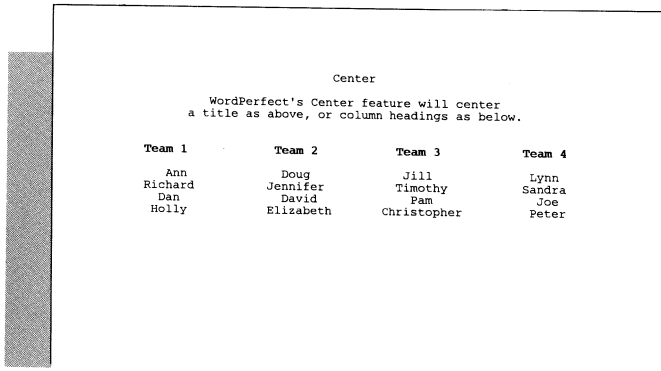


Center the text

If the cursor is not at the left margin, or if it is preceded by an align, tab, or 3 spaces or less, the text will be centered at the cursor position.

You can center an existing line of text by moving the cursor to the beginning of the text, pressing the Center key, then pressing the Down Arrow key.

There must be a Hard Return at the end of the existing line of text (if you are not using Block).



continued . .



## Over Columns

Use the Center key to center a heading over a column of text or numbers.

**CURSOR** To the center of the column

  Begin centering

**TYPE** The column heading




 or  Center the column heading

The Center code [C] takes precedence over other codes. If you type text in front of a Center code, the text may disappear from your screen.

## A Block of Text

You can center each line in a block of text. The lines can end with a Soft [SRt] or Hard [HRt] Return.

**BLOCK** The lines you want centered between margins

 ,  Center each line in the block

Center codes [C] [c] are placed around each line of text, and a Hard Return code [HRt] is placed at the end of each line (if one does not already exist).

## ■ Codes

---

The following is a list of all the WordPerfect codes that may appear on the Reveal Codes screen (“n” represents numbers that may appear in the code).

— (blinking)	Cursor Position
[ ]	Hard Space
[-]	Hyphen
-	Soft Hyphen
/	Cancel Hyphenation
[A][a]	Tab Align or Flush Right (begin and end)
[Adv▲]	Advance Up 1/2 Line
[Adv▼]	Advance Down 1/2 Line
[AdvLn:n]	Advance to Specific Line Number
[Align Char:]	Alignment Character
[B][b]	Bold (begin and end)
[Bin#:n]	Sheet Feeder Bin Number
[Block]	Beginning of Block
[BlockPro:Off]	Block Protection off
[BlockPro:On]	Block Protection on
[C][c]	Centering (begin and end)
[Center Pg]	Center Current Page Top to Bottom
[Cmnd:]	Embedded Printer Command
[CndLEOP:n]	Conditional End of Page (n = number of lines)
[Col Def:]	Column Definition
[Col Off]	End of Text Columns
[Col On]	Beginning of Text Columns
[Date:n]	Date/Time function (format)
[DefMark:Index,n]	Index Definition (n = format)
[DefMark:List,n]	List Definition (n = List Number)
[DefMark:ToC,n]	Table of Contents Definition (n = ToC Level)
[EndDef]	End of Index, List, or Table of Contents

continued . . .

[EndMark:List,n]	End Marked Text (n= List Number)
[EndMark:ToC,n]	End Marked Text (n= ToC Level)
[Font Change:n,n]	Specify New Font or Print Wheel (n=pitch, font)
[FtnOpt]	Footnote/Endnote Options
[Hdr/Ftr:n,n;text]	Header or Footer Definition (n=type, occurrence)
[HPg]	Hard Page
[HRt]	Hard Return
[Hyph on]	Hyphenation on
[Hyph off]	Hyphenation off
[HZone Set:n,n]	Reset Size of Hyphenation Zone (n=left, right)
[▶]Indent]	Beginning of Indent
[▶]Indent◀]	Beginning of Left/Right Indent
[Index:heading; subheading]	Index mark
[LnNum:Off]	End of Line Numbering
[LnNum:On]	Beginning of Line Numbering
[LPI:n]	Lines per Inch
[◀Mar Rel:n]	Left Margin Release (n=positions moved)
[Margin Set:n,n]	Left and Right Margin Reset
[Mark:List,n]	Begin Marked Text for List (n=List Number)
[Mark:ToC,n]	Begin Marked Text for ToC (n=ToC Level)
[Math Def]	Definition of Math Columns
[Math Off]	End of Math
[Math On]	Beginning of Math
!	Formula Calculation
t	Subtotal Entry
+	Do Subtotal
T	Total Entry
=	Do Total
*	Do Grand Total
[Note:End,n;[note#]text]	Endnote (n= Endnote Number)
[Note:Foot,n;[note#]text]	Footnote (n= Footnote Number)
[Ovrstk]	Overstrike Preceding Character
[Par#:Auto]	Automatic Paragraph/ Outline Number
[Par#:n]	Fixed Paragraph Number (n=level number)

[Par#Def]	Paragraph Numbering Definition
[Pg#:n]	New Page Number
[Pg# Col:n,n,n]	Column Position for Page Numbers (n=left, center, right)
[Pg Lnth:n,n]	Set Page Length (n=form lines, text lines)
[Pos Pg#:n]	Set Position for Page Numbers
[RedLn][r]	Redline (begin and end)
[Rt Just Off]	Right Justification off
[Rt Just On]	Right Justification on
[Set Ftn #:n]	New Footnote Number
[Smry/Cmnt:n]	Document Summary/Comment (n = first 100 characters of summary or comment)
[Spacing Set:n]	Spacing Set
[SPg]	Soft New Page
[SRt]	Soft Return
[StrkOut][s]	Strikeout (begin and end)
[SubScript]	Subscript
[SuprScript]	Superscript
[Suppress:n]	Suppress Page Format Options (n=format(s))
[TAB]	Move to Next Tab Stop
[Tab Set:]	Tab Reset
[ToA:n:[short form]; < Full Form > ]	Mark Table of Authorities with Full Form (n = section number)
[ToA:;[short form];]	Mark Table of Authorities with Short Form
[Top Mar:n]	Set Top Margin in Half-Lines
[U][u]	Underlining (begin and end)
[Undrl Style:n]	Underline Style
[W/O Off]	Widow/Orphan Off
[W/O On]	Widow/Orphan On

## ■ Colors

---

The Colors option on the Screen key lets you change the colors of WordPerfect (color monitors) or change underlining to reverse video (single color monitors—e.g., Black and White).

**Color Monitors** After pressing the Screen key (Ctrl-F3),

**4**, **1** Select the Color Monitor option

**TYPE y** if you want to increase the speed at which text is displayed on your screen

If your monitor has problems handling Fast Text Display, type **n** for no.

A menu from which you can select colors for background, foreground, underline, etc., fills your screen. Check the sample text in the center of the screen. You have the option to display underlined text with a different background on a color monitor. Choose the Colors option (4) on the Screen key.

When you are satisfied with the colors, press the Exit key to save the changes, or press the Switch key to save the changes and select colors for the second screen.

**Black and White Graphics Monitors** After pressing the Screen key (Ctrl-F3),

**4**, **2** Select the Single Color Monitor option

**TYPE y** if you want to increase the speed at which text is displayed on your screen

If your monitor has problems handling Fast Text Display, type **n** for no.

**TYPE 1** to display underlining as reverse video, or  
**2** to display underlining as underlined text

**F7** Save the change and return to your normal editing screen

You can also press the Switch key to save the changes and select reverse video or underlining for the second screen.

**MODE command** WordPerfect checks (via a DOS call) whether you are currently using a Monochrome, B&W, or Color monitor. Before starting WordPerfect, you can enter the MODE CO80, MODE BW80, or MODE MONO command from the DOS prompt to switch between the three types of display.

## ■ Column, Move

---

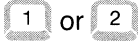
This feature is used to move a column of text or numbers that has been defined by Tabs, Tab Aligns, Indents or Hard Returns. Do not use this feature to move text columns.

### **BLOCK** The column you want to move

The cursor can be placed anywhere in the first and last lines of the column. The entire block, not the column, is highlighted at this point.



Highlight the column



Cut or copy the column

Cut saves then removes the column, and moves the remaining columns to the left.

When you want to retrieve the column,

### **CURSOR** To the left margin, between two columns, or after the last column



Retrieve the column

If you retrieve the column at the left margin or between two columns, the remaining columns are moved to the next tab stop to the right.

WordPerfect defines a column to be from one Tab, Tab Align, Indent, or Hard Return code to the next.

## ■ Columns, Text

[Col Def:][Col on][Col off]

---

There are two types of Text Columns available—Newspaper-Style and Parallel. Newspaper-Style Columns are useful for text that flows up and down through the columns (e.g., newsletters). Parallel Columns are useful for text that moves across columns (e.g., side-by-side translations, scripts).

**Special Features** Complete information about the Text Columns feature is located in the Special Features section.



## ■ Concordance

---

You can create a concordance file containing words or phrases to be included in an index. WordPerfect searches your document for each phrase listed in the concordance file, then adds them to the index automatically.

**Special Features** Complete information about the concordance feature is located in the Special Features section.

This feature lets you protect a certain number of lines from being split by a page break.

**CURSOR** To the line above the block of lines to be kept together (even if there is text on that line)

 ,  Keep a certain number of lines together

**ENTER** The number of lines

 Exit the Page Format menu

WordPerfect will always keep the block together, placing a page break before the block if necessary. You can use this feature to keep a title or subject heading together with the first paragraph of text. You can also use it to protect outlines, tables, and illustrations.

When you want to protect a block of text, use the Block Protect feature. When you want to avoid widows and orphans (single lines at the top or bottom of a page), use the Widow/Orphan Protect feature.

## ■ Cursor Control

---

The cursor can only move through text and codes. When you reach the beginning or end of your document, the cursor stops moving.

You may change the character style used for the cursor by typing "cursor" at the DOS prompt before you start WordPerfect. Follow the instructions on your screen.

The CURSOR.COM file is found on your Learning diskette. This file must be in the default drive or directory before typing "cursor."

The Home and Arrow keys are used to move your cursor through a document.

<b>Arrow Keys</b>	move the cursor up, down, right, or left one character or line
<b>Home, Arrow</b>	moves the cursor to the edges of the text on the screen
<b>Home, Home, Arrow</b>	moves the cursor to the extreme edges of your document
<b>Home, Home, Home, Left Arrow</b>	moves the cursor to the beginning of a line before any codes
	When you retrieve a document onto a clear screen, press the Up Arrow to move the cursor past any codes to the first character in the document.
	The following are additional keys that help you move the cursor to a specific place in your document:
<b>End</b>	moves the cursor to the end of a line
<b>Escape</b>	moves the cursor a specified number of characters in a line, number of lines, or number of pages
	See Escape in this section for details.

continued . . .

**Go To** moves the cursor to a specific character or page, the top or bottom of the current page, an original cursor position, or another column

See Go To in this section for details.

**Screen Up/Down** moves the cursor to the beginning of the first or last line on the screen, then keeps moving through the text one screen at a time

**Page Up/Down** moves the cursor to the first line on the previous/next page, then keeps moving through the document one page at a time

**Word Left/Right** moves the cursor to the beginning of the previous/next word

The **⌘Search** and **⌘Search** keys are useful for moving the cursor to a specific word or phrase in the document.

# ■ Cut and Copy

---

This feature lets you move a sentence, paragraph, page, column, block of text, or rectangular block of text.

See Column, Move in this section for details on moving a column.

## Sentence, Paragraph, Page

Position the cursor in the sentence, paragraph or page to be cut or copied, then

**Ctrl** **F4**

Display the Move menu

**1** , **2** or **3**

Highlight a sentence, paragraph, or page

**1** or **2**

Cut or Copy the highlighted text

**CURSOR**

To the place you wish to retrieve the text

**Ctrl** **F4** , **5**

Retrieve the cut or copied text

If you select Cut, the text is cut from your document. If you select Copy, a copy of the text is saved. The text for both Cut and Copy is saved in a temporary file and remains there until you copy or cut again, or exit WordPerfect.

## Block of Text

You can use the Block key with the Move key to move a block of text.

**BLOCK**

The text you want to move

**Ctrl** **F4**

Display the Block Move menu

**1** or **2**

Cut or copy the highlighted text

**CURSOR**

To the place you wish to retrieve the text

**Ctrl** **F4** , **5**

Retrieve the cut or copied text



You can also use the Block and Save keys to save a block of text to a disk for later use.

continued . . .




## Rectangular Block of Text



You can use the Block key with the Move key to move a rectangular block of text.

**CURSOR** To the upper-left corner of the rectangle

  Turn the Block feature on

**CURSOR** To the lower-right corner of the rectangle

 ,  Highlight the rectangle

 or  Cut or copy the highlighted rectangle

**CURSOR** To the place where you want the rectangular block inserted

 ,  Retrieve the rectangle

You can use this feature to copy part or all of a line drawing or formula (see Line Draw and Statistical Typing in the Special Features section).

## Delete Option

A Delete option (3) is displayed when moving sentences, paragraphs, or pages, or when blocking columns or rectangles for moving. The Delete option places the text in a separate “undelete” buffer, allowing you to use the delete and cut/copy buffers at the same time.

When you “undelete” columns or rectangles, text will not be restored in column format. The text is saved, however, and an “undelete” at the end of the document or in a new document restores the data. The restored text can then be cut and retrieved as a column or rectangle.



This feature inserts the current date and time into your document. You can also insert a date/time function code that automatically updates whenever you retrieve or print the document.

The date/time inserted is the date and time you entered when starting up your computer. January 1, 1980 and 00:00 will be inserted if you did not enter a date or time.

**In a Document** The Date key can be used to insert the date/time in any document.

**CURSOR** To where you want the date/time inserted




  Display the Date menu

 or  Insert text or a function code

Simple text is inserted if you select Insert Text. A WordPerfect code is inserted if you select Insert Function. The code displays a date/time on your screen that is updated whenever you retrieve or print the document.




**During a Merge** You can have the date/time inserted automatically during a merge by including a ^D code in the primary file (see Merge).

**CURSOR** To where you want the date/time inserted

 ,  Insert a ^D in your document

When the primary file is merged, the current date/time will be inserted where the ^D appears.

**Date Format** You can change the way the date and time are displayed.

 ,  Display the Date Format menu

**ENTER** A pattern for the date/time display

continued . . .

A table and examples show you the different formats from which you can create a pattern. Numbers represent different selections from the menu. You can use any other characters (e.g., letters, punctuation) to help create the pattern.

Pattern	Display
3 1, 4	December 25, 1985
3 1, 4 -- 8:90	December 25, 1985 -- 10:55 am
DATE: 2/1/5 (6)	DATE: 12/25/85 (Wednesday)

If you type a percent sign (%) in front of 1, 2, or 5 in a date format, or in front of 7 or 8 in a time format, a leading zero is automatically entered when the number is less than ten. For example, if today is January 7, 1987, then

2/1/5 = 1/7/87  
 %2/%1/5 = 01/07/87

If the time is 9:05am, then

7:90 = 9:05am  
 %7:90 = 09:05am

Notice that for minutes less than ten, a leading zero is automatically included. Leading zeros for dates and times are printed and displayed on the screen.

You can include up to 29 characters in the format pattern.

## Date/Time Function Code

You can insert the date/time as a WordPerfect function code.

**CURSOR** To where you want the code inserted



Insert the code in your document

When you first insert the code, the current date/time is displayed. Whenever you retrieve the document, the code displays the current time and date. Whenever you print the document, the code prints the date/time that you sent the document to the printer.

The format for the function code does not change until you replace the old code with a new one. To avoid hyphenation problems, the code should be on a line that ends with a Hard Return [HRT].



# ■ Delete Codes

---

You can delete codes from a normal screen or with the Reveal Codes screen.

## Normal Screen

One of the easiest ways to locate a code is to use the Search keys. For example,

**CURSOR** To the beginning of the document



Insert a Bold code in the search string



Begin the search

The cursor stops to the right of the first Bold code.



Delete the Bold code

To search for any code, press the key(s) you normally would use the feature. The code for the feature(s) appears next to the “► Srch:” message.

For some codes (such as [TAB]), you do not need to type “y” to confirm the deletion.

## Reveal Codes Screen

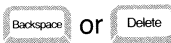
You can move through your text with the Reveal Codes screen on to find and delete any unwanted codes.



Display the Reveal Codes screen

The screen is split; three lines above and three lines below the cursor are displayed in both screens. The Reveal Codes screen is in the lower-half, and shows both codes and text. The cursor appears as a blinking **\_**.

Move the cursor to the code using any of the Cursor Control keys, then



Delete the code





Exit the Reveal Codes screen

## ■ Delete Files

---

You may delete files from your disk while in WordPerfect.

 ,  Display all the files in the directory

You can also enter another directory or a filename pattern.

**CURSOR** To the file you want to delete

 ,  Delete the file

Type “n” if you do not want the file deleted.

 Exit the List Files screen

Each time you delete a file, the space used by that file becomes available. This is one way to solve a “Disk Full” problem.

You can delete multiple files on the List Files screen by “marking” the appropriate files. While in List Files, simply move the cursor to the file you want to mark, type an asterisk (\*), and choose the Delete option (2).

To “erase” an asterisk mark in List Files, move the cursor to the marked file and type an asterisk again.

To mark *every* file on the List Files screen, press Mark Text and the marks appear. Press Mark Text again to erase every marking.

## ■ Delete Text

---

You can use the following keys to delete the text and codes in your document:

### **Backspace**

The Backspace key deletes to the left.

### **Del**

The Del key deletes at and to the right of the cursor.

### **Delete Word**

The Delete Word key (Ctrl-Backspace) deletes the word at the cursor.

### **Delete to Word Boundary**

The Delete to Word Boundary keys delete from the cursor to the left or right word boundary.



Deletes left of the cursor to the word boundary



Deletes right of the cursor to the word boundary

### **Delete EOL**

The Delete EOL key (Ctrl-End) deletes codes and text from the cursor to the end of the line.

To delete several lines, press the Escape key, type the number of lines, then press the Delete EOL key.

### **Delete EOP**

The Delete EOP key (Ctrl-PgDn) deletes codes and text from the cursor to the end of the page. "Delete Remainder of Page (Y/N) N" appears on the status line. Type "y" to delete the text; type "n" if you change your mind.

continued . . .

To delete a block of text, define the block then press the Backspace or Del key. Type “y” when you see “Delete Block? (Y/N) N” to confirm the deletion.

If you are about to delete a code while editing, “Delete [*code*]? (Y/N) N” appears. Type “y” to delete the code; type “n” or any other key to skip over the code.

If you mistakenly delete text, press the Cancel key to recover the deletion (see Undelete in this section for details).

## ■ Directories

---

A directory is a special file that holds the names of a group of files. The List Files key lets you display all or part of the files in a directory. A date, time, and size is displayed with each filename. All this information is kept in the directory.

The List Files screen displays a <DIR> under the Size heading for a directory.

**Create a Directory** You can create a new directory while you are in WordPerfect by typing an “=” after pressing the List Files key, or by selecting the Change Dir option from the List Files menu.

New Directory = *current directory*

appears on the screen. Enter the new directory and

Create *new directory?* (Y/N) N



appears on your screen. If you type **y** for yes, a new directory is created.

You are limited to a maximum of 39 characters when creating a directory. For example, the directory *C:\WORD\PLAN\MELANIE\DOCUMENT\MEMO\MINE* is 39 characters long.

**Delete a Directory** You can delete a directory while you are in the List Files screen.

**CURSOR** To a directory file

A <DIR> appears under the size column for each directory.

 ,  Delete the highlighted directory

Type **n** if you do not want the directory deleted.

The directory must be empty before WordPerfect can delete it.

continued . . .

## Change Directory

You can change your default directory by typing an “=” after pressing the List Files key, or by selecting the Change Dir option from the List Files menu.

New Directory = *current directory*

appears on the screen. Enter the new default directory and

Dir *new directory*\\*.\*

appears on your screen. Press the Enter key to display the new directory.



You can temporarily display other directories by moving the cursor to a directory and selecting the Look option on the List Files menu (see Look in this section for details).

# ■ Document Comments

[Smry/Cmnt:]

## Create a Comment

Sometimes you will want to intersperse useful comments throughout your document—comments that are not intended to be printed. Each time you want to insert a comment,

  Display the Text In/Out menu

 Select the Create Comment option

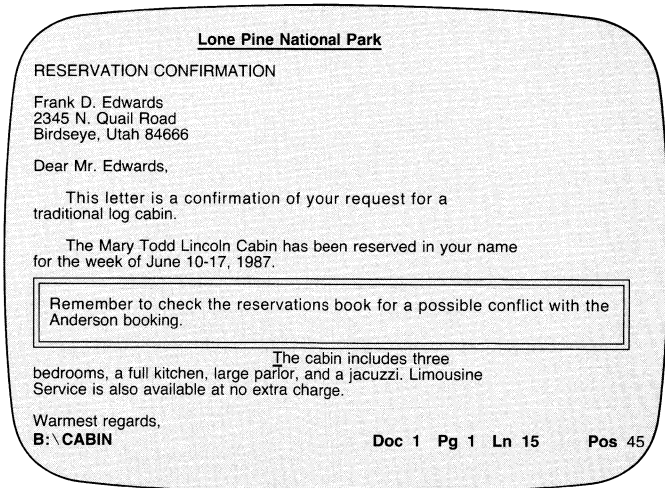
The Document Comment screen will appear with your cursor enclosed in a box.

**TYPE** The text for your comment

Up to 1,024 characters can be entered in each comment section. You may use **Bold** and **Underline** in your text; however, **Center**, **Flush Right**, **Tab**, **Indent**, and **Undelete** do not work within the comments screen.

 Exit the Document Comment screen and return to your document

Comments will appear enclosed in a box on the screen, but will not be printed.



**Lone Pine National Park**

RESERVATION CONFIRMATION

Frank D. Edwards  
2345 N. Quail Road  
Birdseye, Utah 84666

Dear Mr. Edwards,

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

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1987.

**Remember to check the reservations book for a possible conflict with the Anderson booking.**

The cabin includes three bedrooms, a full kitchen, large parlor, and a jacuzzi. Limousine Service is also available at no extra charge.

Warmest regards,  
**B:\CABIN**

**Doc 1 Pg 1 Ln 15 Pos 45**



continued . . .

Notice that when you create a comment midway through a line of text, the text picks up again on the line position after the comment—just where it left off. Watch the status line to keep track of your line position. The Right and Left Arrow keys should still be used to move along a line of text, even though a “comment” breaks up the line on the screen.

**Edit a Comment** WordPerfect always looks back to the first comment it can find for editing. To edit existing comments,


**CURSOR** To the right of the comment

Look in the Reveal Codes screen to verify your position.




  Display the Text In/Out menu

 Select the Edit Comment option

The Document Comment screen will be displayed with the comment enclosed in a box. You may add to or change the existing comment.

 Exit the Document Comment screen and return to your document

**Display Comments** You can choose not to display comments on the screen. To do so,

 ,  Select the Display Summary and Comments option from the Text In/Out menu

“Display Summary? (Y/N) N” appears at the bottom of the screen. You may choose yes or no, or press Enter to retain the current setting.

“Display Comments? (Y/N) Y” then appears.

 Choose *not* to have comments displayed on the screen



To display comments on the screen again, repeat the above process, but answer **y** for “yes” to the document comments question.

The first 100 characters of the comments appear in Reveal Codes, whether or not document comments are displayed on the screen.

For each of your documents, you can create a brief summary which includes filename, creation date, author, typist, and specific comments of your choice. Only one summary should be created for each document.

## Create/Edit Document Summary

Ctrl F5

Display the Text In/Out menu

A

Select the Create/Edit Summary option

Document filename and creation date are entered by the system.

**ENTER** Author and typist (up to 40 characters in each of the two fields)

**TYPE** Specific comments you wish to associate with the document

Up to 880 characters may be entered in the comments section. You may use **Bold** and **Underline** in your text; however, **Center**, **Flush Right**, **Tab**, **Indent**, and **Undelete** do not work within the summary screen.

**Document Summary**

Filename: **B:\CABIN**

Date of Creation: **October 16, 1986**


1 - Author: David Harris


2 - Typist: Julie Merrill

3 - Comments

This is the format I would like to use for all of the reservation letters.  
Always use a printer that supports both 10 and 12 pitch.

Selection: g

 Exit the comments section of the summary




 Exit the Document Summary screen

Your cursor is returned to the point in the document where you left off.

If you wish to view the summary, the first 100 characters appear at the top of the document in Reveal Codes. Also, when you select option 6 from the List Files menu to “look” into your file, the summary will be displayed there for your convenience.

If you wish to include a document summary request in the Save/Exit process, use the “/s” startup option to alter the default settings. For details on the Set-up menu, see the *WordPerfect Installation and Appendices* booklet.

**Display Document Summary** You can choose to display the Document Summary on the screen. To do so,

 ,  Select the Display Summary and Comments option from the Text In/Out menu

“Display Summary? (Y/N) N” appears at the bottom of the screen.

 Choose to have the summary displayed on the screen

“Display Comments? (Y/N) Y” then appears. Choose yes or no, or press Enter to retain the current setting.

WordPerfect will place the Document Summary at the top of the text, enclosed in a box. To cancel the summary display, repeat the above process, but answer **n** for “no” to the document summary question.

The first 100 characters of the summary appear in Reveal Codes, whether or not document summary is displayed on the screen.

## ■ Editing

---

More than even a correcting typewriter, the word processor is wonderfully forgiving. If you make a mistake, it is easily corrected. With WordPerfect, a simple keystroke eliminates the need for scissors, correction fluid, tape, and paste.

The following is a list of topics in the Reference section that covers the editing process:

- Block
- Cursor Control
- Cut and Copy
- Delete Codes
- Delete Text
- Escape
- Go To
- Move
- Replace
- Reveal Codes
- Search
- Split Screen
- Switch Documents
- Typeover
- Undelete

**Editing Filenames** Whenever a string of text, such as a filename or index heading, is displayed as part of a message on the screen, you can use the arrow and delete keys to edit the text. The following keys are also available for editing.

### **Cancel**

Cancels the string from the status line and ignores any changes that have been made.

### **Enter/Exit**

Saves any changes that have been made and continues the feature.

### **Ins**

Switches between the Insert and Typeover modes. The "Typeover" message is not displayed on the screen.

Use the Enter key to end short lines of text or a paragraph, insert blank lines, or return to the left margin.

You do not need to press the Enter key each time you reach the end of a line as you do when using a typewriter. Instead, the cursor automatically returns or “wraps” when you reach the right margin.

A Soft Return [SRt] code is put in your text when WordPerfect wraps a line. A Hard Return [HRt] code is put in your text when you press the Enter key.

If you do press the Enter key instead of letting it wrap, your text will not reformat properly when changes are made and the Right Justification feature will not work.

You can delete Hard Returns [HRt] with the Backspace or Delete key.

When you encounter the term “ENTER” in the manual, type the bolded text then press the Enter key. Some instructions may follow the bolded text.

## ■ Error Messages

---

When the wrong key is pressed, or other problems arise, an error message appears on the status line. Most are self-explanatory and relate to the feature you are using. The following are some common error messages for which you may need additional instructions.

### **Disk full - Strike any key to continue**

This means that there is not enough room on the diskette in the default drive (or on your hard disk) to save the document on your screen.

This error often happens when you are trying to replace a document that has been saved before. WordPerfect renames the original file to *ORIGINAL.BK!* and keeps it on the disk until the document on your screen has been saved. This means that both the screen document and the “.BK!” are on your disk at the same time.

You can either delete some unwanted files on your disk to make more room, or insert another formatted diskette into the drive. Then try saving the document again.

If you receive a “Disk full” error message on a hard disk, save the document on a diskette in drive A.

If you encounter this error while printing, print from List Files or Printer Control—not from the screen. If you print from the screen, a print file is created, thus taking up more disk space.

### **WP disk full - Strike any key to continue**

*or*

### **Not enough room on WP disk to retrieve text**

This means that you are trying to retrieve a document that has filled up memory and is “overflowing” onto the WordPerfect diskette. If there is not room on the WordPerfect diskette for the text in the overflow files, you will get this error message.

If you work with large documents, you may want to

- obtain more memory
- break up your document into smaller files
- obtain a hard disk

### **Insufficient memory for multiple documents**

WordPerfect requires 256Kb of memory with DOS 1.1, 2.0, 2.1, and 3.0. If you do not have the required memory, you may not have enough room to use Split Screen, Switch Documents, or the Thesaurus.

### **Too many lines in header/footer/footnote/endnote**

You are limited to one page of text in a header or footer, and up to 16,000 lines in a footnote or endnote.

Remember that after typing the header/footer/footnote/endnote, you must press the Exit key to return to your text. If you forget to Exit and continue typing your document in the header/footer/footnote/endnote, you will get this message. You must then Cut (Move key) the extra text, Exit from the header/footer/footnote/endnote, then Retrieve the cut text into the document.

### **WPRINTER.FIL, WPFEED.FIL, or WPFONT.FIL not found**

You cannot print without these files on your WordPerfect diskette or in your WordPerfect directory (see Select Printers).

### **Unable to save printer selections on disk**

*or*

### **Can't create new printer files on WP disk**

*or*

### **Unable to save sheet feeder information on disk**

This means that there is probably not enough room on the WordPerfect disk to save printer information. This error can occur when you are using the Select Printers option on the Printer Control menu. Delete any unnecessary files from your WordPerfect diskette and try again.

## ■ Escape

---

The Escape key can be used to repeat some WordPerfect features or a character a specified number of times.



Display the “n =” message

**SELECT** The WordPerfect feature

The feature is then repeated 8 times. For example, press the Escape key then the Down Arrow key to move the cursor down eight lines. Press the Escape key then the Macro key to repeat a macro eight times.

The following features can be used with the Escape key:

- Arrow keys
- Delete Word
- Macro
- Page Up/Down
- Screen Up/Down
- Word Left/Right

### **Repetition Number**

When you want to change the default number of 8 for one operation,



Display the “n =” message

**TYPE** The new number

**SELECT** The WordPerfect feature

For example, press the Escape key, type “10,” then press the Delete Word key to delete ten words.

When you want to permanently change the number while you are in WordPerfect,



Display the “n =” message

**ENTER** The new number



**Repeating a Character**

You can use the Escape key to type the same character several times. For example,



Display the "n =" message

TYPE **30**

TYPE /

and WordPerfect inserts `////////////////////` in your text.

## ■ Exit

---

Never turn off your computer or take your WordPerfect diskette out of the drive (except when copying files) until you exit WordPerfect and see the DOS prompt on your screen (for example, **A>**, **B>**, or **C>**, etc.).

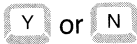
If you use the Go to DOS option, enter the word "exit" to return to WordPerfect, then use the Exit key to properly exit WordPerfect before taking out the WordPerfect diskette or turning off your computer.

When you press the Exit key, you may save your current document, then begin a new document or exit WordPerfect.



Begin exiting

"Save Document? (Y/N) Y" appears.



Save or do not save the document on your screen

If you type "n," skip to the last step.

**ENTER** A filename for the document

You may use up to 8 characters followed by an optional period and up to 3 more characters. You may also specify a path in front of the name.

If the file exists you will see the message "Replace *filename?* (Y/N) N." Type "y" to replace the file on disk with the one on the screen. Type "n" and you will be asked to enter another name.

You may also edit the existing filename using the arrow and delete keys. Cancel, Enter/Exit, and Ins can also be used while editing.

"Exit WP? (Y/N) N" appears.

**Y** or **N** **Exit to DOS or clear the screen and begin a new document**

You can also press the Enter key to clear your screen.

If you change your mind, press the Cancel key in response to any of the prompts to return to your document.

You can also press the Exit key to leave menus such as Tabs, Select Printers, and Math, or when finished typing a header, footer, footnote, or endnote.

## ■ Filing

---

In addition to saving and retrieving particular documents, WordPerfect has a List Files feature that automatically lists the document names in case you can't remember the name of a file, or remember which files are on which diskette.

As you create and file more documents, you will want to perform the "housekeeping" chores of deleting and renaming files from within the word processor. With WordPerfect, these and other filing tasks are made easy.

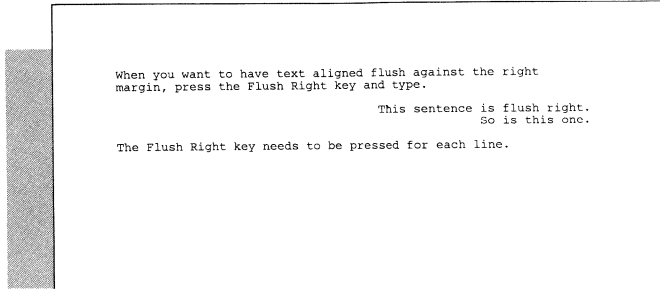
The following is a list of topics in the Reference section that cover the filing process:



- Directories
- Exit
- List Files
- Look
- Retrieve
- Save
- Text In/Out

# ■ Flush Right

[A][a]


This feature aligns text flush against the right margin. It can be used for dates, business headings, etc.



  Begin the flush right

The cursor "jumps" to the right margin.




**TYPE** The line of text you want at the right margin

 End the flush right

The Flush Right code [A] takes precedence over other codes. If you type text in front of a Flush Right code, the text may disappear from the screen.

**Block of Text** You can flush right each line in a block of text. The lines can end with a Soft [SRt] or Hard [HRt] Return.

**BLOCK** The lines you want at the right margin

  ,  Flush right each line of text in the block

The cursor can be anywhere in the first line for the entire line to be flush. However, the last line must be completely included in the block for the line to be flush.




Flush Right codes [A] [a] are placed around each line of text, and a Hard Return code [HRt] is placed at the end of each line (if one does not already exist).

Font refers to the type style. Many printers allow you to select from several fonts. If you are using a “daisy wheel” or “thimble” type of a printer, you must change the Print Wheel to change fonts. Many dot matrix printers have several fonts stored in their memory.

You may want to print the PRINTER.TST (dot matrix) and FONT.TST files on your Learning diskette to see the fonts and characters defined for your printer (see the Installation pamphlet for details).

The command to change fonts must be in your document before it is printed.

**CURSOR** To where you want the new font to begin

 ,  Select the Pitch/Font feature

**ENTER** The Pitch number

Pitch is the number of characters per inch. Often, the pitch and font must be set together. If you have a question as to the setting, leave it at 10 pitch.




**ENTER** The Font number

Each font is assigned a number from 1 to 8. See “Printers and Fonts, Display” in this section for more details.

 Exit the Print Format menu

Some printers stop when they receive the Font code. This is to let you change the print wheel.

Change the print wheel, then

 ,  Display the Printer Control menu

 Continue printing using the new print wheel

 Exit the Printer Control menu

To test which fonts your dot-matrix printer supports, change the font number and type a line. Repeat for all eight fonts and print the document.

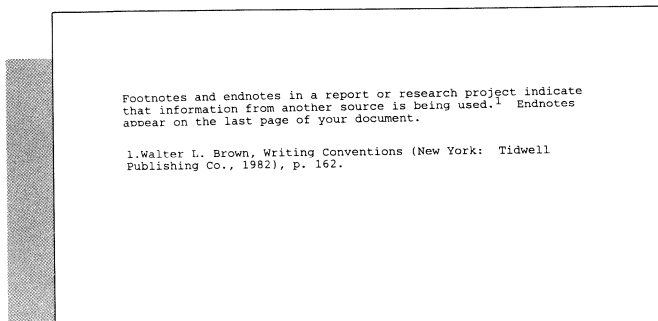
If WordPerfect does not support a desired font, you may insert a printer command or make the change with the Printer program included on the Printer 2 diskette (see the Installation pamphlet).

If your printer does proportional spacing, type an asterisk (\*) next to the pitch when you change to a proportional font (e.g., 13\*).

## ■ Footnotes and Endnotes [Note:Foot,;[Note #]]

---

## [Note:End,;[Note #]]



Footnotes and endnotes are useful for listing sources or providing more detailed information on a quote or item in your text. You may have footnotes and endnotes in the same document.

WordPerfect automatically numbers your footnotes and endnotes. Footnotes are printed below the text on each page, while endnotes are printed at the end of a document. The first 50 characters of the note are shown in the Reveal Codes screen.

**Special Features** Complete information about the Footnote/Endnote feature is located in the Special Features section.



## ■ Formatting

---

Formatting refers to margins, spacing, page length, justification, or in other words, the visual appearance of the printed page. You may change the format settings almost anywhere in the text, and as many times as you wish.

Some format settings insert codes. These codes, although unseen on a normal screen, may be seen and deleted using the Reveal Codes screen. Formatting codes affect the text from the cursor forward.

The effect of some settings, such as Margins and Page Length, will be immediately shown on your screen. Others, such as Justification, Center Page and Advance, will appear when the document is printed.

To view the format of a document before it is printed, use the Preview option (6) on the Print menu. Headers, footers, footnotes, endnotes, margins, and page numbers will all be displayed along with the text.

### Initial Settings

WordPerfect comes with many features preset to a certain value. You can change these settings for a document or during the time you are in WordPerfect. Once you exit WordPerfect, the features are reset to their initial settings.

The following is a list of initial settings:

Align Char	period (.)
Auto-Rewrite	on
Date	3 1, 4 (December 25, 1985)
Footnote/Endnote	[SuprScript][Note]
Font	1
Hyphenation	off
H-Zone	Left = 7, Right = 0
Lines per Inch	6
Margins	Left = 10, Right = 74
Page # Col Pos	L = 10, C = 42, R = 74
Page # Pos	no page numbers
Page Length	66 form length, 54 text lines
Pitch	10

continued . . .

Right Justification	on
Spacing	single
Tabs	every 5 spaces
Top Margin	12 half-lines
Underlining	non-continuous single
Widow/Orphan	no

You can use the Set-up menu when starting WordPerfect to change many initial settings (see Set-up Menu for details).

# ■ Forms

---

When you select printers, you also select the type of forms you will be using with the printer. Paper may be fed to your printer by a tractor (continuous), by a cut-sheet feeder, or by hand.

See the Installation pamphlet for details on selecting printers.

If you have one printer, but are using both continuous and hand-fed forms, you may wish to select two printers and define each alike except for the forms. One would be hand-fed and the other continuous. You could then change the Printer Number at print time through Select or Change Print Options.

## Hand-Fed Forms

When you select Hand-Fed forms, and send a document to that printer, you will hear a “beep” before the printer starts. Insert a sheet of paper, then



Display the Printer Control menu

“Place next sheet in printer—Press “G” to continue” appears as a message.



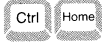
Continue printing

Each time a page is printed, another “beep” sounds. Continue feeding forms and selecting the “Go” option until all pages are printed.

## ■ Go To

---

The Go To key can be used with other keys to move the cursor to a specific position in your document. It can also be pressed twice to move the cursor back to an original position.



Press this key then any one of the following keys to move the cursor:

- Character** moves the cursor forward to the character
- Number** moves the cursor to the top of that page
- Up Arrow** moves the cursor to the top of the current page
- Down Arrow** moves the cursor to the bottom of the current page
- Block** moves cursor to the beginning of the block (when Block is on)  
  
If you accidentally turn Block off or want to use more than one feature on the same block of text, press the Block key again, then press the Go To key twice to restore the block.
- Left/Right Arrow** moves the cursor from Text Column to Text Column (see Text Columns in the Special Features section)
- Home, Left/Right Arrow** moves the cursor to the furthest left/right Text Column

**Original Position** When you press the Go To key twice, the cursor returns to its original position after you have used any of the following features:

- Escape
- Go To
- Home and Arrow keys
- Page Up and Down
- Replace
- Screen Up and Down
- Search

The Arrow keys, Word Left, and Word Right can be used without replacing the cursor position recorded by WordPerfect.

For example, you press the Page Down key, then move to a sentence with the Down Arrow key. While editing the sentence, you use the Left and Right Arrow keys. When you are finished, press the Go To key twice and you return to your original position before you pressed the Page Down key.

The Go To-Go To feature is also useful for returning your cursor to its original position after pressing the wrong Cursor Control key.

If you insert text in front of an original cursor position, pressing the Go To key twice moves the cursor forward to an "adjusted" original position.

## ■ Go to DOS

---

If you did not start WordPerfect from the optional Shell program, then

### 1 Go to DOS; 0

appears when you press the Shell key. Select Go to DOS and WordPerfect starts up a new copy of DOS for you. The DOS prompt includes the message

Enter 'EXIT' to return to WordPerfect

If there is not enough memory for the new copy of DOS, the prompt does not appear, and you are returned to your document.

When you want to leave the new copy of DOS and return to WordPerfect,

**ENTER** **exit**

and you are returned to the same place you left in WordPerfect.

Any other programs you start while using the extra copy of DOS will run if you have enough room left in memory. If not, you will receive an error message.

You should always return to WordPerfect and exit properly before turning off your computer.

Refer to your DOS manual and the Installation pamphlet for information about DOS commands. Do not use the CHKDSK/F or DELETE commands on the WordPerfect disk while in the new copy of DOS.

## ■ Hard Space

---

If you wish to keep two or more words together, such as your name, the date, or an equation, use a Hard Space.

TYPE The first word



Insert a Hard Space

TYPE The second word

WordPerfect considers the two words as one and may ask you to hyphenate the “word” when Hyphenation is on. Because you want to keep the words together, press the Cancel key and the “word” will wrap to the next line.

Use a header to automatically print the same information (titles or page numbers) at the top of every page, odd pages, or even pages.

If a header is not at the beginning of your document, it may move from the top of a page when you add or delete text. To protect the header from moving, place a Hard Page break [HPg] in front of the header code.

Use a footer to automatically print the same information (titles or page numbers) at the bottom of every page, odd pages, or even pages.

Lone Pine Annual Report

**Big Game Reserve**

Permits

During the 1984 Hunting season the Lone Pine Game Reserve offered permits for the taking of Deer, Elk, Antelope, Moose, Buffalo, Rocky Mountain Goat, and Bighorn Sheep. The permits were issued by lottery, bid, and once-in-a-lifetime priorities. The hunting hours were continued as per recommendation of the 1983 program improvement proposal.

All permits were monitored by the Ranger and Checking Stations during the 1984 hunts.

1. Tags were removed by the Checking Stations and returned to the Ranger Station Headquarters.
2. Any permits not accounted for by receipt of tags were contacted by mail through Ranger Station Headquarters.



## Creating

When you are ready to create a header or footer, follow these basic steps:

**CURSOR** To the beginning of the page on which you want the header or footer to start

**Alt F8**, **6** Display the Headers or Footers menu

**TYPE** A header or footer number

**1**, **2** or **3** Every page, odd pages, or even pages

A clean screen appears.

**TYPE** The text of the header or footer

You can use most WordPerfect features, such as Center, Flush Right, Bold, Underline, etc. Tabs are automatically converted to the proper number of spaces. You can also set the spacing in a header or footer to one-and-a-half, double, etc.

**F7** Save the header or footer and return to the Page Format menu

**←** Exit the Page Format menu

The header/footer is not visible on the screen. Press the Reveal Codes key to view the first 50 characters of text.

You may define as many as two headers and two footers at any point in a document.

You may view the headers and footers as parts of your document by selecting the Preview option (6) on the Print menu. (See Preview a Document in this section.)

continued . . .

## Editing

When you want to make changes in a header or footer,

**CURSORS** To a position *after* the Header/Footer code

WordPerfect searches “backward” through your text to find the header or footer to edit.



Display the Headers or Footers menu

**TYPE** Header or footer number



Display the header or footer for editing



Save the edited text and return to the Page Format menu



Exit the Page Format menu

If you change the margins in your document *after* creating a header or footer, type “4” for Edit, press the Exit key, and the margins in your header or footer will automatically be updated.

If you want to spell-check a header or footer *separately* from the rest of your document, type “4” for Edit to display the text on your screen, then press the Spell key.

## Printing

If you use two headers (or footers) on the same page, be sure that one is Flush Right or printed on a different line—otherwise one may print over the other.

Headers are printed starting on the first text line of the page. WordPerfect automatically subtracts the correct number of lines, allowing for one blank line between the header and the document text.

For example, if you have a one-line header, and your text lines are set for 54, two lines are used for the header and the rest (52) are for your document text.

The first line of a footer is printed on the last text line of the page. An extra line above the footer is automatically used to double-space the footer from the text. If your footer is more than one line long, the rest of the footer text is printed in the bottom margin.

## Page Numbers

When you want to include text with page numbering, use a ^B (Ctrl-B) in a header or footer instead of the Page Number Position feature (see Page Numbering for details).

# ■ Help

---

On-line help is available whenever you are using WordPerfect. You can view a list of features or a screenful of information about any WordPerfect feature.

If you get an error message when you press the Help key, insert the Learning diskette into drive B and press the Space Bar.

After pressing the Help key you can

**TYPE** A letter of the alphabet (**A - Z**)

to see a list of all the features that begin with that letter. The name of the feature and the keys you need to press are included.

You can also

**SELECT** A WordPerfect feature

to see a screenful of information about the feature.

Some of the keys display a menu that allows you to see another screenful of information about each of the options.

You can continue to move through the help information by typing letters or pressing WordPerfect keys. When you are finished using the Help feature,



or






Return to your document

When you are typing or editing a document, WordPerfect does not ask you to hyphenate any words. However, if you want to improve the visual appearance of the printed page by keeping justified lines and ragged right margins more evenly spaced, you can turn the Hyphenation feature on.

**CURSOR** To where you want hyphenation to begin

The cursor should be at the top of the first page to start hyphenation for the entire document.

 ,  Display the Hyphenation menu



 or  Choose Aided or Auto Hyphenation


If you make no selection here, Aided Hyphenation is the default.

 Begin Hyphenation

 Exit the Hyphenation menu

If you choose to maintain Aided Hyphenation, as you scroll through the text, WordPerfect decides when a word needs to be hyphenated and lets *you* position the hyphen. A beep sounds, and you see the message “Position hyphen; Press ESC” along with the word to be hyphenated.

 or  Position the hyphen between syllables

 Hyphenate and continue typing

A soft hyphen is inserted into the word (see Soft Hyphens below).

If you do not want the word hyphenated, press the Cancel key and the word wraps to the next line. The space before the word is changed to a soft return [SRt] and a Cancel Hyphenation code ("/") is inserted in front of the word.




Delete the slash if you change your mind and want to hyphenate the word.

If you want a space inserted, instead of a hyphen, press the Home key then the Space Bar to divide the text into two words.

When you choose Automatic Hyphenation, words will be automatically hyphenated using a set of hyphenation rules within WordPerfect. A Soft Hyphen is inserted, and you can continue entering or editing text. To change the position of the hyphen, insert a Hard or Soft Hyphen at the desired position (within the H-Zone), then delete the hyphen inserted by WordPerfect. If WordPerfect cannot hyphenate according to its rules, you will be placed in Aided mode for that word only.

You can turn Hyphenation off again at any place in your document by inserting a [Hyph off] code.

**CURSOR** To where you want Hyphenation to end

 ,  Display the Hyphenation menu

 End Hyphenation

The Hyphenation menu stays on the screen to let you select more than one option. When you finish,

 Exit the Hyphenation menu

continued . . .

You can turn Hyphenation on and off in as many places as you want in a document.

If you want to temporarily turn hyphenation off while spell-checking, moving the cursor to the top or bottom of the document, etc., press the F7 key when the hyphenation message first appears. After the operation, hyphenation is automatically turned back on.

## Soft Hyphens

When WordPerfect helps you hyphenate, a Soft Hyphen is inserted in your document. The Soft Hyphen is a code that looks like a regular character on the screen, but it is bold in Reveal Codes.

When you are editing, a word with a soft hyphen may pull together again. The Soft Hyphen disappears from the screen and is not printed, but it can be seen in Reveal Codes.

You may want to insert a Soft Hyphen in a longer word to avoid hyphenation or word wrap.

**CURSOR** To a position between the syllables in the word



Insert a Soft Hyphen

The Soft Hyphen does not appear on the screen (or at the printer) until WordPerfect uses it to hyphenate a word.

## Hyphenated Phrases

When typing a word or phrase that uses hyphens (e.g., mother-in-law, jack-in-a-box), a Hyphen code [-] is inserted into your document. WordPerfect uses one of the Hyphen codes instead of prompting you for help or wrapping the word to the next line.

## Dashes

When you want to create a dash (a double hyphen),



Insert a minus sign



Insert a hyphen

## Minus Signs

If you want to use the minus sign in your document,



Insert a minus sign

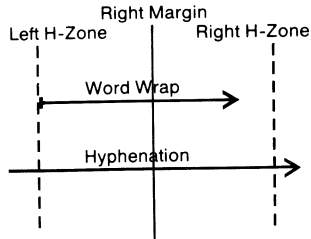
WordPerfect does not use the minus sign for hyphenation. The minus sign is useful when creating equations such as “A-B=C” or any other text that should be kept together.

## ■ H-Zone (hyphenation)

[HZone Set:,]

WordPerfect uses an H-Zone (Hyphenation Zone) to determine if a word should be hyphenated or wrapped to the next line when the Hyphenation feature is on.




There is a left H-Zone and a right H-Zone:




If a word starts before or at the left H-Zone and moves past the right H-Zone, you will be asked to hyphenate the word (see Hyphenation). If a word starts after the left H-Zone and moves past the right margin, it is wrapped to the next line.

### Setting the H-Zone


The Hyphenation Zone is preset to 7 and 0. You may change this setting to increase or decrease hyphenation.

 ,  Display the Hyphenation menu

 Set the H-Zone

 The left zone

 The right zone

 Exit the Hyphenation menu

A smaller H-Zone requires more hyphenation; a larger H-Zone requires less hyphenation.

The H-Zone also determines how far you can move the hyphen in the word when WordPerfect asks for hyphenation help.



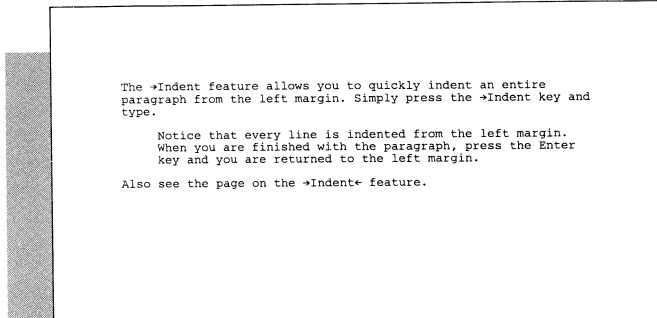
## **H-Zone and Justification**

If Justification is on and you have a large Hyphenation Zone, the text in some lines may be unevenly-spaced when the document is printed.

If you have a line printer and define the right H-Zone setting for a number greater than 0, then some lines may print beyond the right margin when Justification is on.

With Justification off, a small H-Zone will produce a more even right margin.

The ▶ Indent key is used to indent a paragraph from the left margin. Your paragraph will indent one tab stop each time you press the ▶ Indent key.



**F4** Begin the ▶ Indent

The cursor moves to the next tab stop. You can change the tab stops to change the indent value.

**TYPE** The text of the paragraph

**↵** End the ▶ Indent

**Hanging Indent** Follow these steps to create a “hanging” paragraph—the first line begins at the left margin while the remaining lines are indented.

**F4** Begin an ▶ Indent

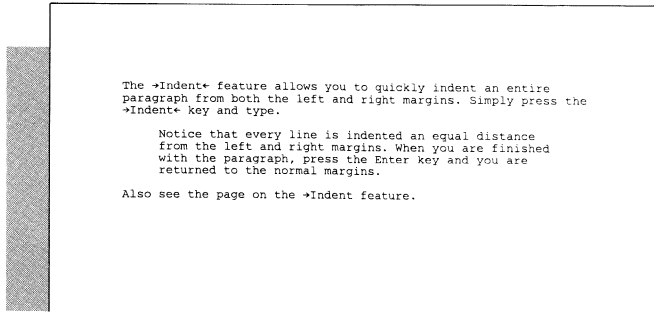
**Shift Tab** Move the first line of the paragraph one tab stop to the left

**TYPE** The text of the paragraph

The first line of text begins at the left margin with the remaining lines indented.

**↵** End the ▶ Indent

This feature indents your text from both the left and right margins until the Enter key is pressed. The tab stops are used for indent stops also. This is useful for long, indented quotes or centering paragraphs.



Begin the ▶Indent◀

The cursor moves to the next tab stop. You can change the tab stops to change the indent value.

**TYPE** The text of the paragraph



End the ▶Indent◀

## ■ Index

[Index:;][DefMark:Index,]

---

You can have WordPerfect generate an index for your document. Both headings and subheadings are available.

Mark the text you want to include in the index. The marks can be seen in Reveal Codes and will not interfere with the way the document appears on the screen. Move your cursor where you want the index to appear and define the numbering style. After the style is defined, you may generate the index.

**Special Features** Complete information about the Index feature is located in the Special Features section.

## ■ Justification On/Off [Rt Just On][Rt Just Off]




---

Justification adjusts the spacing between printed characters to keep the right margin even. WordPerfect is preset for Justification on.

You cannot see right justification on the screen unless you preview the document. (See Preview a Document in this section.)

**Justification Off** When you want your document to print with a ragged right margin,


**CURSOR** To where you want to end Justification

 ,  Turn Justification off

 Exit the Print Format menu

**Restore Justification** When you want to restore right justification in your document,

**CURSOR** To where you want to start Justification

 ,  Turn Justification on

 Exit the Print Format menu

You may begin and end Justification in your document as many times as you wish. The change is effective from the cursor forward.

You may also begin Justification again by deleting the previous [Rt Just Off] code.

When you want to see if Justification is currently on or off, move the cursor into your text, press the Print Format key, then check the setting in the menu. Press the Cancel key to return to your text without changing the setting.

## ■ Line Draw

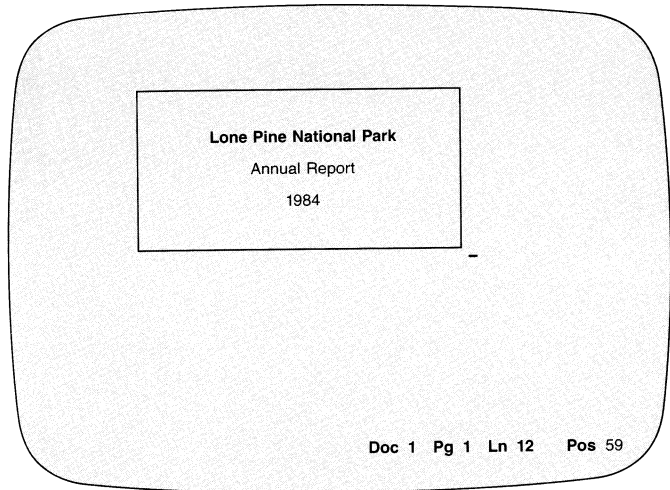
---

The Line Draw option on the Screen key lets you use the Arrow keys to draw boxes, graphs, and other illustrations using the DOS graphics characters. You can draw on a clear screen, or around and over existing text.

When you are finished drawing, type "0," or press the Exit or Cancel key to return to your document.

You can use the Rectangular Block feature to cut or copy part or all of a line drawing (see Cut and Copy in this section).

**Special Features** Complete information about the Line Draw feature is located in the Special Features section.





## ■ Line Format

---

You may change the tabs, margins, spacing, hyphenation, and alignment character within your document as many times as you wish by using the Line Format key. Only text from the change forward is affected.

To change the format,


  Display the Line Format menu


**SELECT** A menu option and enter the new information

 Exit the Line Format menu

When you want to check the current setting of tabs and margins in your document, use the Tab Ruler.

 ,  Open a window

 Display the Tab Ruler at the bottom of the screen

 Set the Tab Ruler in position

Press the Screen key, type “1,” press the Down Arrow key, then press the Enter key to remove the Tab Ruler (see Tab Ruler for details).

## ■ Line Numbering

[LnNum:On][LnNum:Off]

Line Numbering lets you print the number of each line on a page for reference purposes. Numbering includes footnotes and endnotes; headers and footers are not included in the numbering. You can start and stop line numbering as often as you like in a document.

To define line numbering, move your cursor to the place in your document where you want numbering to begin, press the Print Format key (Ctrl-F8), and select the Line Numbering option (B). The following menu appears:

The screenshot shows a menu titled "Line Numbering" with the following options and their current settings:

Option	Setting
1 - Turn off	Off
2 - Turn on	
3 - Count blank lines?	Y
4 - Number every n lines, where n =	1
5 - Position of number from left edge: (in tenths of an inch)	6
6 - Restart numbering on each page?	Y

At the bottom of the menu, it says "Selection: 0".

### Turn off/on

Type **1** or **2** to turn Line Numbering on or off.

### Count blank lines?

Type **3** and choose **y** to have blank lines counted. Choosing **n** will exclude blank lines from the line count.

### Number every n lines, where n =

Type **4** and enter a number to indicate how often you want numbers printed. For example, type **1** for every line, type **2** for every other line, type **3** for every third line, etc.



**Position of number from left edge**




Type **5** and enter a number to indicate how far from the left edge of the page you want the line number printed. WordPerfect measures the distance in tenths of an inch. For example, type **6** for 6/10 of an inch from the left edge, and type **20** for 2 inches from the left edge.

**Restart number on each page?**

Type **6** and **y** to restart numbering with each new page; type **6** and **n** to continue consecutive numbering through the page breaks.

When you finish entering the information, press the Enter key (↵) twice to return to your document. A [LnNum:On] code is inserted at the cursor position when you turn on Line Numbering, and a [LnNum:Off] code is inserted when you turn off Line Numbering.

WordPerfect is preset to print six vertical lines per inch. You may change the number of lines per inch to eight.

 ,  Select the Lines per Inch feature

ENTER **8** for the number of lines printed per inch




 Exit the Print Format menu


Send the PRINTER.TST file (Learning Diskette) to your printer to see if your printer can print eight lines per inch.

A combination of 6 lpi and 8 lpi on the same page may cause your printer to feed the next page to the wrong starting point. You can correct this problem through the Printer program on the Printer 2 diskette (see the Installation pamphlet). Enter **<12>** under *String to send printer at end of page*. This will send a form feed at the bottom of each page. You must also set the *form length* and *top of form* switches on your printer to the proper settings.

## Text Lines

When choosing eight lines per inch, you may also want to change the number of text lines on the page.

 ,  Display the Page Length menu

 Create your own settings

ENTER The form length at six lines per inch

ENTER The number of *actual* text lines

If you are using 8 lines per inch and want a 1 inch top and bottom margin, set the page length at 66 and the number of text lines at 72.

 Exit the Page Format menu

The form length is always entered at 6 lines per inch.

## ■ List Files

---

List Files is an important feature for organizing and working with the files on a disk. For example, you can

- Change the default directory
- Check for files that contain a word
- Look into a document file or another directory
- Retrieve, delete, rename, print, or copy a file
- Retrieve a DOS (ASCII) text file

When you first press the List Files key, the name of the default drive or directory is displayed on the status line. You can

- Press the Enter key to see a list of files in the default directory
- Enter any directory you wish to see (e.g., A:, C:, C:\word, etc.)

You can enter a filename “pattern” to display selected files. For example, B:\*.LTR would list all files with an LTR extension on drive B, or B:BOB.\* would list all files named BOB on drive B.

- Change the default directory by typing an equal sign (=) and entering the new directory (press the Enter key again to display the files)
- Press the List Files key at the “Document to be Retrieved:” prompt to try to find a file

The List Files screen appears with a header, an alphabetized list of the files in the directory, and a menu. To exit the List Files screen, press Exit, Cancel, Escape, Space Bar, or type 0.

The header includes the current date, time of day, directory label (name), the size of your document in memory (on the screen), and the space available on the disk.

The list identifies each file by a filename, the size in bytes (roughly equivalent to characters), and the date and time the file was last saved.

The menu includes several options for managing files (see List Files Menu below).

continued . . .

## Moving through the list

Press the Arrow keys to move a file at a time. Press the Screen Up/Down, Page Up/Down, or Home-Up/Down Arrow keys to move a screen at a time. Press the Home-Home-Up/Down Arrow keys to move to the beginning or end of the list.

You can also move the cursor to a file by typing the filename. When you type the first letter of the name, the letter appears at the bottom of the screen with a Name Search message. The cursor jumps to the first file that begins with that letter. As you continue to add letters to the name, the cursor jumps to the first filename that matches the displayed letters.

You may only need to type part of the filename to move the cursor to that file. You can erase characters with the Backspace or Delete key. Press the Enter key, Exit key, Space Bar, or any Cursor Control key to re-display the List Files menu.

If you want to search for a file that starts with a character other than a letter of the alphabet, type a letter, press the Backspace key, then type the correct character.

## List Files Menu

You can retrieve, delete, rename, print, or copy a file from the List Files menu. You can also change the default directory, look into a file or directory, or display all files that contain the same word(s).

When you want to use the Retrieve, Delete, Rename, Print, Text in, Look, or Copy option,

**CURSOR** To the desired file

Select a List Files option

The following is a description of each option. Details for some options are found on other pages in this section.

### 1 Retrieve

A copy of the file is retrieved to your normal screen at the cursor. Text below the cursor is pushed down to make room for the incoming file.

## **2 Delete**

“Delete *filename?* (Y/N) N” appears on the screen. Type “y” to delete the file, or any other key if you change your mind. Once deleted, a file cannot be retrieved.

## **3 Rename**

Enter the new filename.

## **4 Print**

The file is sent to the printer.

## **5 Text in**

A copy of the DOS text file (ASCII file) is prepared for WordPerfect, brought to your screen, and inserted at the cursor.

## **6 Look**

The files in a directory or the text of a WordPerfect file is displayed on your screen (see Look in this section for details). Pressing the Enter key will also display the Look option.

## **7 Change Directory**

Change the default directory or create a directory (see Directories in this section for details).

## **8 Copy**

Copy the current file to another file, directory, or drive. You can enter a new filename to create a file, or an existing filename to replace a file. You can enter a directory or drive to use the same filename, or include a new or existing filename with the drive or directory.

## **9 Word Search**

Display all the files in the current directory that contain one or more words, or have words that match a pattern. Words should be enclosed in double quotation marks. You can use the \* and ? to create a pattern. You can also use the semicolon, space, and comma as logical operators (see Word Search in this section for details).

## **0 Exit**

Exit the List Files menu.

continued . . .

## Marking Files

You can delete, print, copy, or do a word search through multiple files on the List Files screen by “marking” the appropriate files. While in List Files, simply move the cursor to the file you want to mark and type an asterisk (\*). Then choose the menu option you wish to perform on all the marked files. After a word search, only files where the words were found are still marked.

To “erase” an asterisk mark in List Files, move the cursor to the marked file and type an asterisk again.

To mark *every* file on the List Files screen, press Mark Text (Alt-F5) and the marks appear. Press Mark Text again to erase every marking.

## ■ Lists

[Mark:List,][EndMark:List,][DefMark:List,]

---

In many documents you may want to include lists of figures, illustrations, tables, maps, etc. WordPerfect can help you define and generate up to five lists. The entries will be listed in the order they appear in the document.

First you need to mark the text which will be included in the list. The marks can be seen in Reveal Codes and will not interfere with the way the document appears on the screen.

After marking the items you want in the list, move your cursor to where you want the list displayed, define the numbering style, then generate the list.

**Special Features** Complete information about the List feature is located in the Special Features section.

## ■ Locked Documents

---

You may protect or “lock” your documents with a password so that no one will be able to retrieve or print the file without knowing the password—not even you!

A locked document must be printed from your screen.

### Save the Document

The first time you lock a document, use the Text In/Out key.



Lock and save the document on your screen

ENTER The password 2 times

Because the password does not appear on the screen, you need to enter the password twice to guard against mistyping. The password may contain up to 75 characters.

ENTER A filename for the locked document

Once the document has been locked and you have a clean screen, you can retrieve, then save the document again with the Save or Exit key. To save it as a locked document, enter the same password (or another) during the Save process. To save an unlocked version of the document, enter another filename and press the Enter key when prompted for the password.

The locked document should be retrieved onto a clear screen, or the text will not be locked when you use the Save or Exit key.

### Retrieve the Document

When you want to unlock a protected document, you need to retrieve it with the Text In/Out key.



Unlock and retrieve the locked document

ENTER The filename of the locked document

ENTER The password

If you forget the password, there is absolutely no way to retrieve the document.

When you want to retrieve a locked document without unlocking it, use the Retrieve key or List Files. You are asked for the password. If it is entered incorrectly, you see the message “File is locked.”



# ■ Look

The Look option on the List Files menu lets you scroll through the contents of a WordPerfect document file, or display the files in the current directory or a subdirectory.

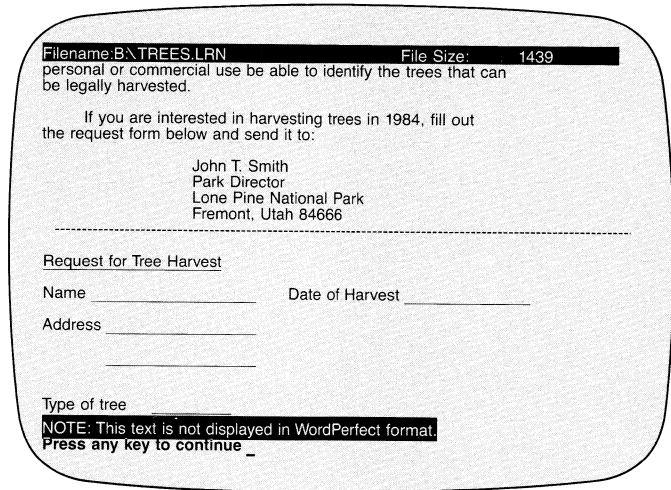
Selecting the Look option does not change the default directory.

## WordPerfect Documents

When the cursor is on a WordPerfect document file,

### 6 Display the contents of the document

Pressing the Enter key will also display the contents of the document.



Filename: B:\TREES.LRN File Size: 1439  
personal or commercial use be able to identify the trees that can be legally harvested.

If you are interested in harvesting trees in 1984, fill out the request form below and send it to:

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

-----

Request for Tree Harvest

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

Address \_\_\_\_\_

\_\_\_\_\_

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

**NOTE: This text is not displayed in WordPerfect format.  
Press any key to continue \_**

At the top in reverse video are the file pathname and size. You can use the Down Arrow, Screen Down, and Page Down keys to scroll through the text. You cannot edit or move in any other direction.

continued . . .

## Directories

Directories are special files that keep information about other files. Much of this information is displayed on the List Files screen.

At the top of each List Files screen is the current directory and the parent directory. Other directories may also be found in alphabetical order with the rest of the files. Each directory has a <DIR> listed under the “Size” column.

When the cursor is on a directory file,



Display all the files in the directory

You can also enter a template to display selected files in the directory. For example, you move the cursor to the “.. <PARENT> <DIR>” file and select Look.

*Dir parent directory\\*.\**

appears on the screen. If you press the Enter key, all the files in the parent directory appear on the screen. If you enter “\*.LTR,” only the files that end with “.LTR” are displayed.

By continuing to select Look for the parent directory, you can keep moving back through the path until you reach the root directory.

## ■ Macro

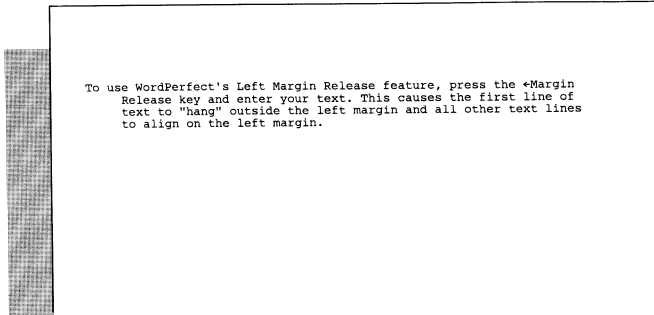
---

Macros can make life easier by storing frequently used phrases, paragraphs, formats, etc. which can be retrieved with a few keystrokes.

To help you visualize what a macro is, think of any task (such as a letter closing) that you do often and then imagine giving this task a name. Now, instead of typing the same old text and codes, just type the name of the task and WordPerfect does it for you.

**Special Features** Complete information about the Macro feature is located in the Special Features section.

The ◀Margin Release key moves the cursor one tab stop to the left each time you press it—even beyond the left margin. Each time you press the key a code is inserted into your document.



Move the cursor one tab stop to the left

If you want to create a “hanging paragraph” (the first line begins at the left margin while the remaining lines are indented),



Begin an ▶Indent



Move the first line of the paragraph one tab stop to the left

TYPE The text of the paragraph



End the ▶Indent

When the cursor reaches the left-most tab stop, the ◀Margin Release key no longer works.

Pressing this key in the middle of a text line may cause some text to disappear from your screen.

The Line Format key lets you set new left and right margins. Margins may be set to any value between 0 and 250.



Select the Margins feature

The current margins are displayed.

**ENTER** The new left margin

**ENTER** The new right margin

From that point forward in your document the margins are changed to the new settings.

If your cursor is not at the left margin when setting margins, a Hard Return [HRt] is inserted before the setting.

You should adjust the margins when using different fonts and pitch. For example, when using 10 pitch, you should set the margins at 10 and 74 for 1 inch margins; for 12 pitch, set the margins to 12 and 89. You may need to change the tab settings when you change margins.

When you want to check the current setting of margins in your document, use the Tab Ruler (see Tab Ruler in this section for details).

The Mark Text key helps you to

- Create **Outlines** by automatically inserting paragraph numbers [Par#]
- Insert **Paragraph Numbers** [Par#]
- Mark text for **Redlining** (text being considered for addition to the document) [RedLn][r]
- Mark text for **Short Forms** used to create tables of authorities [ToA:;[short form];]
- Mark words for an **Index** [Index:heading;subheading]
- **Define** the style for the Paragraph/Outline Numbering, Table of Contents, Lists, Table of Authorities, and Index features [DefMark:;] or [Par#Def]
- **Remove** Redline markings and Strikeout text
- **Edit** the Table of Authorities Full Form
- **Generate** Tables and Index

### Block

When used with the Block key, the Mark Text key lets you mark existing text for

- **Table of Contents** [Mark:ToC,][EndMark:ToC,]
- **Lists** [Mark:List,][EndMark:List,]
- **Redlining** (text being considered for addition to the document) [RedLn][r]
- **Strikeout** (text being considered for deletion from the document) [StrkOut][s]
- **Index** [Index:heading;subheading]
- **Table of Authorities** [ToA:n;[short form]; <Full Form>]

Further information on these features is found in the Special Features section.

## ■ Math

[Math On][Math Off][Math Def]

---

You may combine four-function math for calculations *across* columns, and for subtotals, totals, and grand totals *down* columns.

When you want to use the Math feature, set the tabs for each column (Line Format key), define the columns, turn Math on, calculate the numbers, then turn Math off.

Whenever you edit the math document, select the Calculate option to update your totals.

### **Math Section**

Complete information about the Math feature is located in the Math section.

## ■ Merge

---

This is sometimes referred to as “mail-merge” because it is commonly used to mass-produce “personalized” form letters and mailing labels.

The merge in WordPerfect can be used for this purpose and much more. Contracts and boiler plates, phone lists and memos are just a few of the documents that WordPerfect helps people create every day.

Every merge must start with a “primary file.” This is the main form which contains text and codes that direct the merge. A primary file can merge with information from either a secondary file (such as an address list), text from the keyboard, other user files, or any combination of the above.

The Sort in WordPerfect lets you sort and select records in a secondary file. See the Sort pages in the Special Features section for details.

### **Merge Section**








Complete information about the Merge feature is located in the Merge section.



## ■ Move




---

The Move key lets you cut or copy then retrieve a sentence, paragraph, page, or block of text.

-   Display the Move menu
-  ,  or  Highlight a sentence, paragraph, or page
-  or  Cut or Copy the highlighted text

Cut removes and saves the text, while Copy saves and leaves the text on your screen.

Move the cursor to the place you wish to retrieve the text, then

-   ,  Retrieve the cut or copied text

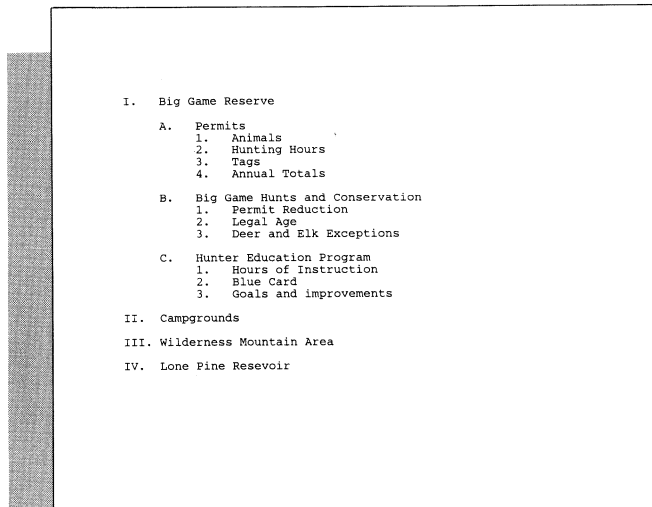
### **Block**

The Move key is also used with the Block key to move a

- Column (see Column, Move)
  - Block of text (see Cut and Copy)
  - Rectangular block of text (see Cut and Copy)
- or to append a block of text to an existing file (see Append).

The Outline feature automatically inserts paragraph numbers to create an outline. You can have up to seven levels in the outline. You may also indicate the number and/or level at which to start the numbering. You may edit your outline at any time and the entire outline is automatically renumbered.

Outline numbers appear on your screen because of a [Par#] code inserted in your document. When you want to delete an outline number, delete the code.



If you want to create another outline in the same document,



Turn Outline on



Select the Mark Text feature



Select the Outline Numbering style

You can select any style you wish by choosing the Other option (4).



Start outline numbering back at level one




Begin creating the new outline, and the numbering will automatically start over again.

## **Special Features**

Complete information about the Outline feature is located in the Special Features section.

The Super/Subscript key has an Overstrike option which lets you print two characters in the same position. This is useful for combining characters on your keyboard to create foreign characters and chemical symbols.

TYPE The first character

 ,  Move the cursor back one character

TYPE The second character over the top of the first

While only the second character appears on your screen, both characters print over each other.

Your computer can display several foreign, Greek, and graphic characters on the screen. You can “map” your keyboard to make typing these characters easier (see Special Characters in the Installation pamphlet).

Your printer may be able to print these characters (see your printer manual and the Installation pamphlet).

## Hard Page

The Hard Page key inserts a page break at the cursor.

**CURSOR** To where you want the new page



Insert a Hard Page break

The hard page break is displayed as a line of equal signs (=).

To remove a Hard Page break,

**CURSOR** To just below the page break line



Delete the Hard Page break

Besides dividing pages, you can also use the Hard Page break to protect a Header/Footer code or lines of text. The Hard Page break is also used to start a new column when creating Newspaper-Style or Parallel Columns.

## Soft Page

WordPerfect automatically inserts a page break when the preset number of text lines is reached. The soft page break is displayed as a line of dashes (-). If you have headers, footers, footnotes, or page numbering, WordPerfect subtracts the appropriate number of text lines. A Soft Page break may be moved by changing the number of text lines (see Page Length in this section).

# ■ Page Format

---

The Page Format key contains items that affect the size of the printed page. WordPerfect takes these items into account when ending a page. For example, if you have chosen page numbering and a header, the appropriate number of lines are subtracted from the total number of available text lines.



Display the Page Format menu

SELECT

A menu option and enter the new information

The Page Format menu remains, allowing you to choose several options before returning to your document.



Exit the Page Format menu

The following is a description of each Page Format option:

## **Page Number Position**

Displays a selection of page number locations. Preset for no page numbering. You can also number pages in a header or footer.

## **New Page Number**

Renumbers pages by inserting a new page number code and lets you choose between Roman and Arabic style numbers.

## **Center Page Top to Bottom**

Centers a page from top to bottom at the printer.

## **Page Length**

Changes the page length and number of text lines on the page.

## **Top Margin**

Sets your top margin in half-lines. Preset for 1 inch.

## **Headers or Footers**

Prints the same text at the top or bottom of each page. You can also number pages.

## **Page Number Column Positions**

Defines the column positions for the Page Number Position option. Preset for L=10, C=42, R=74.

**Suppress for Current Page Only** Turns off any combination of page formats for the current page.

**Conditional End of Page** Keeps a block of text together at all times.

**Widow/Orphan Protection** Keeps at least two lines of a paragraph together at the top or bottom of a page.


Detailed information for each of the Page Format options is available in this section.

## ■ Page Format, Suppress

[Suppress:]

The Suppress option lets you turn off any page formatting items for the current page.

**CURSOR** To the very top of the page

 ,  Display the Suppress Page Format menu

**ENTER** The numbers for the formats you want turned off

 Exit the Page Format menu

To suppress more than one format, link the menu numbers with plus signs (**1+6+7**).

You may also choose to have the page number printed at the bottom center position for the current page only.



With the Page Length option, you can set various page lengths for your documents, and the number of single-spaced text lines printed on the page.

The page break on your screen shows you the number of text lines that will be printed (minus headers, footers, etc.)—not the page length.

WordPerfect is preset for letter size (8<sup>1</sup>/<sub>2</sub> x 11) paper 66 lines long with 54 lines of text. These settings provide for a 1 inch (6 lines) top and bottom margin. If you want to change the settings,

**CURSOR** To the top of the page where you want the new settings to begin



Display the Page Length menu



Letter Size paper, Legal Size paper, or enter your own settings

If you choose “3,” enter the Form Length (at 6 lines per inch), then enter the number of Single-Spaced Text Lines.



Exit the Page Format menu

You can change the page length as many times as you want in a document.

When entering the number of text lines for option 3, be sure to leave room for a top and bottom margin. For example, with 8 lines per inch and a 1 inch top and bottom margin, you would set the page length at 66 and the number of text lines at 72.

Headers, footnotes, and one line of footer text are included in the number of text lines.



## ■ Page Number Column Positions [Pg#Col:,,]

---

The Page Number Column Positions option lets you define the column positions for the Page Number Position option.

Position the cursor at the beginning of the document or page, then

 ,  Display the Page Number Column Positions menu

 or  Use the initial settings or set your own

If you choose “2,” enter the column positions you want for Left Corner, Center, and Right Corner.

 Exit the Page Format menu

The new settings must come before you choose the Page Number Position in your document. The positions are entered in 10 pitch.

## ■ Page Numbering

[Pos Pg#:] [Pg#;]

You can automatically number your pages by using the Page Number Position option on the Page Format menu. If you want to start page numbering with a number other than 1, use the New Page Number option on the Page Format menu (see New Page Number).

### Page Number Position

With the Page Number Position option, you can indicate where you want a page number to appear when your document is printed.

**CURSOR** To the beginning of the document or page



Display the Page Number Position menu

**SELECT** A page numbering option



Exit the Page Format menu

There are nine options on the Page Number Position menu:

- No page numbers
- Top left of every page
- Top center of every page
- Top right of every page
- Top alternating left and right
- Bottom left of every page
- Bottom center of every page
- Bottom right of every page
- Bottom alternating left and right

Page numbers are preset to print at position 10 for the left corner, 42 for the center position, and 74 for the right corner.

See Page Number Column Positions for details on changing the position numbers.

WordPerfect subtracts two lines from the number of single-spaced text lines—one for the page number and one to separate it from the body of the text. Page numbers do not appear on the screen, but are printed at the selected position.

continued . . .

## ^B

When you want to include text with the page number, or have the current page number appear anywhere on the page, use a ^B.

For example, in a header or footer you can combine page numbers with the text, such as *Page ^B*.

**CURSOR** To where you want page numbers in the header or footer text



Insert a ^B for page numbering

If you select a page number position *and* ask for page numbering within a footer, you will have two page numbers printed on the page.

Outside of headers and footers, the ^B causes the current page number *only* to be printed. You might use this on the last page of the document— for example, *there are ^B pages in this document*.

## New Page Number

The New Page Number option lets you start page numbering with any number on any page. This is especially useful when printing a document that is saved in two or more files.

You can also select Arabic or lower-case Roman style numbering for a Preface, Foreward, Table of Contents, etc.

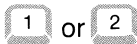
Position the cursor at the top of the page you want to renumber, then



Display the "New Page #:" message

**ENTER**

The new page number



Select Arabic (1, 2, etc.) or lower case Roman (i, ii, etc.) numerals



Exit the Page Format menu

When you change a page number, the new number shows up on the status line, and all the following pages are renumbered consecutively.

## ■ Paragraph Numbering

[Par#][Par#Def]

---

### **Numbering Paragraphs**

You can number your paragraphs or an outline with the Paragraph Number feature. You can also indicate the numbers and/or level at which to start numbering. A paragraph number code [Par#:] is inserted in your text and the correct numbering level appears on the screen.

Paragraph numbers can be automatic or fixed. An automatic paragraph number changes to the next level when a tab is inserted in front of it. A fixed paragraph number stays at the same level, even when you insert tabs in front of it.

The fixed paragraph number is particularly useful if you want to keep all the paragraph numbering levels at the left margin instead of indenting them on the page.

### **Special Features**

Complete information about the Paragraph Numbering feature is located in the Special Features section.

This feature lets you change the number of characters per inch that are printed. Pitch is not shown on your screen. Some printers do not support pitch changes.



Select the Pitch/Font feature

**ENTER** The pitch (characters per inch)

Type "\*" after the pitch number for proportional spacing.

**ENTER** The Font or Print Wheel number

Whenever you change the pitch, you may also need to change the font number.



Exit the Print Format menu

WordPerfect has been preset for 10 pitch. However, any pitch setting may be used. WordPerfect—not the printer—controls all pitch changes.

You should always change your margins when you change your pitch.

You can set the printer for proportional spacing rather than have WordPerfect do it for you. However, your text will not be right justified, and Bold and Underline may not work properly.

## ■ Preview a Document

---

Select this option to view the format of a document on the screen, before it is printed. Headers, footers, footnotes, endnotes, margins, and page numbers will all be displayed along with the text. You can preview either a single page or an entire document.

The preview will also show right justification if you have set it for your document. However, documents which have been set for proportional spacing may not be right justified in preview, since proportional characters vary in the amount of line space they occupy.

When previewing a document, font style, point size, and pitch are not displayed.



Select the Preview option from the Print menu



Preview the entire document (select "2" to preview only the page where the cursor is resting)

When you preview a document, WordPerfect retrieves it into a temporary file for your viewing. This temporary file is called Document 3. *No editing is allowed in Document 3*; however, you can scroll with the cursor, search, and switch back and forth to the original document. If you discover formatting problems while previewing a document, switch to the original document and check Reveal Codes to correct the problem.



Exit the Preview screen and return to the original document

# ■ Print

---

There are several ways of printing part or all of a document. You may print the full document on the screen, a page, a block, selected pages, or a document from the disk.

If you print specific pages, one page, or a block of text and have long footnotes on the page or in the block, they will also be printed—even if they take several pages.

## Full Text

This option on the Print key lets you print the entire document on your screen.



Send the document to the printer

## Page

This option on the Print key lets you print the page on which the cursor is resting.



Send the page to the printer

## Block

You may print a block of text using the Block and Print keys.

**BLOCK**

The text you want printed



Send the highlighted text to the printer

Type "n" if you change your mind.



Turn the Block Feature off

## Print a Document

The Print a Document option on the Printer Control menu prints a document filed on your disk.



Display the Printer Control menu



Select Print a Document from the Printer Control menu

**ENTER**

The filename you wish to print



Then follow these guidelines as you enter the individual document pages you want printed:

Entry	Results in Printing
<b>Enter key</b>	Entire document
<b>N</b>	Page N
<b>N-</b>	Pages N through end of document
<b>N-M</b>	Pages N through M
<b>-M</b>	Beginning of document through page M

N and M may be page numbers (e.g., 1 and 5) or a section number followed by a colon and page number (e.g., 1:1 and 3:5).

WordPerfect recognizes page numbering in the way you have assigned it to each particular section of your document. So, if you have defined a portion of your text to number pages in Roman numerals, request the printing of those pages in Roman numerals. If you have changed page numbering at different points in your document (such as multiple chapters, each of which starts over with page 1), you can differentiate page number groups by using section numbers. Page numbers in chapter 1 are in section 1, page numbers in chapter 2 are in section 2, etc. Section numbers precede specific page numbers and are separated from them by a colon (:). For example, page 1 in chapter 1 would be entered as 1:1; page 1 from chapter 2 would be 2:1.

Section numbers for pages bearing Roman numerals are independent of those bearing Arabic numerals. Therefore, you can have a Roman section 1 and an Arabic section 1. Simply enter 1:i for Roman and 1:1 for Arabic.

If *no section number* is entered, the first page of the document which matches the entered page number (Roman or Arabic) is printed.

No spaces are allowed when entering section and page numbers, except when used as range delimiters (N-M <space> X-Y, etc.). That is, **1-3** prints pages 1, 2, and 3, but **1- 3** prints the first Arabic page 1 in the document, then proceeds to print the rest of the document. The final "3" entered is ignored since the entire document was printed.

continued . . .

## Examples

Let's look at a document numbered sequentially as follows:



Preface . . . . . i-vii  
Chapter 1 . . . . . 1-12  
Chapter 2 . . . . . 1-20  
Chapter 3 . . . . . 1-10  
Index . . . . . i-iii

At the "Page(s):" prompt, the following entries will print the associated pages.


Entry	Results in Printing
<b>i</b>	Preface, page i
<b>1</b>	Chapter 1, page 1
<b>11 or 1:11</b>	Chapter 1, page 11
<b>13</b>	Chapter 2, page 13 (Chapter 1 has only 12 pages.)
<b>2:i</b>	Index, page i
<b>-12</b>	Preface and Chapter 1
<b>1-</b>	Chapter 1, page 1 through the end of the document
<b>2,2:2</b>	Chapter 1, page 2 and Chapter 2, page 2
<b>1:1-2:3</b>	Starts on the first page of Chapter 1 (whether it is numbered as page 1 or not) and ends printing after the third page of Chapter 2
<b>3:1-3:999</b>	All of Chapter 3
<b>i-vii,i-iii</b>	All of the Preface and Index

When restarting a print job that had been stopped previously you are again prompted to enter the page(s) you want printed and the same guidelines described above will apply.

**List Files Print** The Print option on the List Files menu lets you print any file listed.

  Display all the files in the drive or directory

**CURSOR** To the file you want to print

 Send the file to the printer

 Exit the List Files screen

## ■ Print Format

---

The Print Format key is used to send instructions to your printer. When an option is chosen, a code is placed in your document at the cursor position that affects printing from the cursor forward.




The following is a description of each option. Details for all options are found on other pages in the Reference section.


<b>Pitch</b>	Characters per inch (preset to 10). Type an asterisk after pitch for proportional fonts, i.e., 13*.
<b>Font</b>	Print style. Preset to font 1.
<b>Lines per inch</b>	Choice of 6 or 8 vertical lines per inch. Preset to 6 lpi.
<b>Right Justification</b>	Adjusts characters and space to print an even right margin. Preset to on.
<b>Underline Style</b>	Preset to non-continuous, single. <b>Non-continuous</b> Tabs are not underlined. <b>Continuous</b> Tabs are underlined. <b>Single</b> One-line underlining. <b>Double</b> Two-line underlining.
<b>Sheet Feeder Bin Number</b>	Inserts sheet of paper from chosen bin. Preset to 1.
<b>Insert Printer Command</b>	Send any command your printer recognizes (see your printer manual).
<b>Line Numbering</b>	Prints the number of each line on a page for reference purposes. Preset to Off.

## ■ Print Job, Cancel

---

The Cancel Print Job(s) option on the Printer Control menu lets you cancel any or all print jobs.

 ,  Display the Printer Control menu

 Display the “Cancel Which Job?” message

**ENTER** The number of the job you wish to cancel

If you want to cancel all the jobs, enter \* in place of a number, then type “y” to confirm the cancellation.

 Exit the Printer Control menu

When a print job is canceled, WordPerfect automatically advances the paper in your printer to the top of the next page.

## ■ Print Job, Rush

---

The Rush Print Job option on the Printer Control menu lets you change the priority of a document in the print job list.



Display the Printer Control menu



Display the “Rush which job?” message

**TYPE**

The number of the print job you want to move ahead

“Interrupt current job? (Y/N) N” appears on the screen.

If you type “n” for no, the print job is moved to the top of the print job list, and is printed after the current document is finished.






If you type “y” for yes, the current print job is interrupted, and the rushed print job is printed. When the rushed print job is finished, the interrupted print job continues at the top of the page on which it was interrupted.

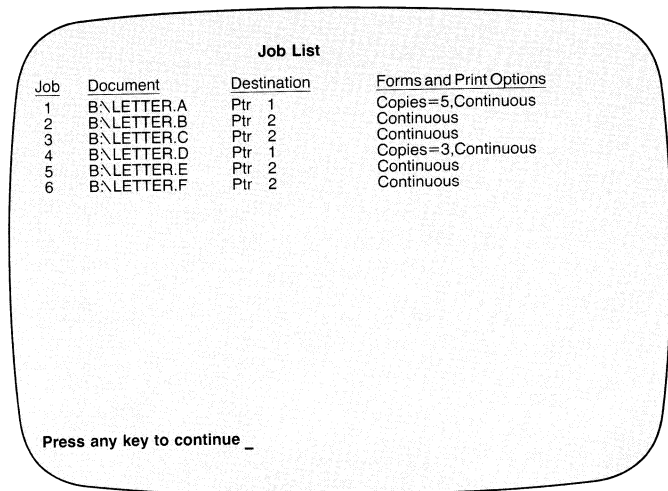
## ■ Print Jobs, Display

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When you send a document to the printer, WordPerfect gives it a job number and places it in a print job list. Up to three print jobs are displayed under the Job List heading on the Printer Control screen.

If there are more than three, and you want to see a list of all the print jobs,

-  ,  Display the Printer Control menu
-  Display all the print jobs in the Job List
-  Exit the Job List and return to the Printer Control menu



Job List			
Job	Document	Destination	Forms and Print Options
1	B:\LETTER.A	Ptr 1	Copies=5,Continuous
2	B:\LETTER.B	Ptr 2	Continuous
3	B:\LETTER.C	Ptr 2	Continuous
4	B:\LETTER.D	Ptr 1	Copies=3,Continuous
5	B:\LETTER.E	Ptr 2	Continuous
6	B:\LETTER.F	Ptr 2	Continuous

Press any key to continue \_











The “Additional jobs not shown:” message at the bottom of the Printer Control screen displays the number of additional jobs waiting to be printed that do not appear under the Job List heading.

## ■ Print Options, Change

---

You may change the printer number, number of copies, or binding width immediately before requesting the Full Text or Page option. These changes affect the current print job only.

If you want to make changes that affect each print job while you are in WordPerfect, see Print Options, Select in this section.

-  ,  Display the Change Print Options menu
- ,  or  Change the printer number, number of copies, or binding width for the next print job
-  The new information
-  Exit the Change Print Options menu
-  or  Print the full text or the page where the cursor is resting

## ■ Print Options, Select

---

You may change the printer number, number of copies, or binding width with the Select Print Options item on the Print menu. These changes are not temporary for one print job as they are with the Change Print Options menu, but remain for all print jobs until you exit WordPerfect.

**Shift** **F7**, **4** Display the Printer Control menu

**1** Display the Select Print Options menu

**1**, **2** or **3** Change the printer number, number of copies, or binding width for all print jobs

**ENTER** The new information

You are returned to the Printer Control menu.



# ■ Printer Commands

[Cmnd:]

These commands are used to control special functions of your printer or typesetter. However, they do not affect the formatting of your document on the screen.

These commands affect your document from the place they are entered forward.



Display the "Cmnd:" message

ENTER

The command to be sent to the printer

These commands can be found in your printer manual.



Exit the Print Format menu

Printer Commands are not displayed on the screen, but can be seen by pressing the Reveal Codes key.

Command codes *less than 32 decimal* and *greater than 126*, must be entered in angle brackets. Codes *between 32 and 126 decimal* (printable characters) may be typed or entered in decimal in angle brackets.

For example, you may have two-color ribbon and your printer manual gives the command for changing to the second color as ESC Q. This may be entered as <27>Q (27 is the decimal equivalent for ESC). To change back to the first color, the command may be ESC w which would be entered as <27>w.

## Down-loading a font or file

If a large number of codes must be sent to the printer (i.e., down-load a font), you can create a file of these codes using BASIC or a text editor, and have WordPerfect send the whole file to the printer.



Display the "Cmnd:" message



Retrieve the printer code file

The contents of this file are not displayed on the screen, but are sent to the printer when the document is printed.




ENTER

The name of the file

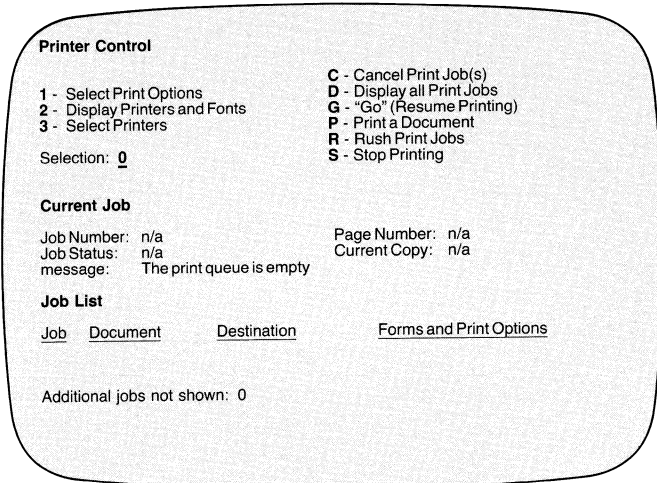
# ■ Printer Control

---

WordPerfect has provided a helpful way to manage your printing.

 ,  Display the Printer Control menu

Several options let you control the printer from WordPerfect. Also displayed is information about the Current Print Job and the Job List. Messages appear from time to time to assist you in solving most printing problems.



The following is a description of each option that appears in the Printer Control menu. Details for most options are found on other pages in this section.

## Select Print Options

Changes the printer number, the number of copies and binding width. These changes are not temporary for one print job as they are in Change Print Options, but remain until you exit WordPerfect.

Select "Change Print Options" from the Print key menu to make changes for a single print job.




<b>Display Printers and Fonts</b>	Displays a list of six printers and eight available fonts for each printer.
<b>Select Printers</b>	Define up to six different printers. If you have only one printer, you may want to set up several definitions—one for continuous forms, one for single sheet forms, etc. You can also add printers to the list.
<b>Cancel Print Job(s)</b>	Cancels one or all print jobs.
<b>Display All Print Jobs</b>	Displays a list of all the print jobs waiting to be sent to the printer.
<b>“Go” (Resume Printing)</b>	Restarts the printer after it has been stopped for hand-fed forms, font changes, or after using the Stop Printing option.
<b>Print a Document</b>	Prints a document that has been saved on disk. You can print an entire document, individual pages, or any range of pages.
<b>Rush Print Job</b>	Changes the priority of a document waiting in the print job list.
<b>Stop Printing</b>	Stops the printer without canceling the print jobs. Use this key if the paper jams, ribbon runs out, etc. After fixing the problem, type “g” to restart the print job. The job will restart at page 1.

## ■ Printers, Select

---

Before you start printing, WordPerfect needs to know which printer(s) you will be using. The Select Printers option lets you select the printer definition that WordPerfect will use to communicate with the printer. You are also asked which printer port you are using and the type of forms.

The Installation pamphlet contains more complete details on selecting printers.

 ,  Display the Printer Control menu

Before selecting printers, place the diskette labeled Printer 1 in drive B.

 Display the Select Printers menu

The menu displays a list of printer definitions. At the top is the printer number. You can select definitions for up to 6 printers. If your printer does not appear, replace the Printer 1 diskette with the Printer 2 diskette and continue searching. When you stop at the correct printer,

**ENTER** The number of the correct printer definition

**TYPE** The port number

You normally select an LPT port if the cabling between your computer and printer is parallel or a COM port if it is serial. Exceptions are explained in the Installation pamphlet.


**TYPE** The number of the form in which paper will be fed to your printer

If you select Hand-fed (single sheet) Forms, WordPerfect assists you in printing the individual pages (see Forms).

If you select 3 for Sheet Feeder, additional settings and the type of sheet feeder are displayed. Press the Enter key to use the initial settings, then try printing. If there are problems, use the Select Printers option again to adjust the settings.

If there is not a selection listed for your sheet feeder, use the Printer program to enter the control codes for ejecting a page, selecting bins and inserting a sheet. These codes can be found in your sheet feeder manual.

You may continue to select up to 6 printers. Press Cancel if you change your mind and want to cancel all changes.

 Exit the Select Printers menu

 Exit the Printer Control menu

Printer number 6 is a DOS text printer and will print a file to disk with the filename DOS.TXT unless you redefine it.

## Apple LaserWriter Support

WordPerfect's Printer 1 diskette includes a definition for the Apple LaserWriter, along with two additional files which are necessary when selecting the LaserWriter.

The first file (PSCRIPT.PS) must always remain on the same diskette or in the same directory with the Printer definition (WPRINTER.FIL) file. When you select printers, PSCRIPT.PS is automatically copied along with the printer definition.

The second file, INITLWRT.PS, must be copied to the printer once to set up hardware handshaking and parity. Follow the directions in your DOS manual to copy INITLWRT.PS to your printer's serial port. Copy this file only if you are using the Apple LaserWriter connected to a serial port.

The Apple LaserWriter definition can be used for any Post-Script™ printer which uses units of 1/300 of an inch.







## Printer Help

On your Printer 2 diskette is a program called PRHELP.EXE. This program helps you understand what you can expect from your printer when it receives instructions from WordPerfect Corporation software. Start the program from the DOS prompt by typing **prhelp**, then follow the instructions provided on the screen.

## ■ Printers and Fonts, Display

---

The Display Printers and Fonts option lists selected printers and accompanying fonts.

-   ,  Display the Printer Control menu
-  Display the printer definition, fonts, and form type for Printers 1-3
-  Display the printer definition, fonts, and form type for Printers 4-6
-  Exit the display and return to the Printer Control menu




To change these fonts, you must use the Printer program included on the Printer 2 diskette. See the Installation pamphlet for more detailed printer information.


## ■ Printing, Stop

---

This option on the Printer Control menu is designed to stop printing before the print job is completed. Reasons for stopping a print job en route might be a paper jam or incorrect margins, pitch, etc.

If you need to start over and the job is on screen or on disk, or you just want to cancel the print job, select “Cancel Print Job” instead of “Stop Printing.” The former option stops the printing, cancels the print job and advances the next sheet of paper to the top-of-form where possible.

 ,  Display the Printer Control menu

 Stop the printer

If your printer has a buffer (a half-way house for text waiting to be printed) printing will not stop until the buffer is empty. WordPerfect has no control over text after it has been sent to the printer. Switching the printer off empties the buffer.

Be aware that buffers may contain more than one print job and that once a print job has been completely sent to the printer, WordPerfect deletes it from the Job List. This means that if you switch off the printer with a document in the buffer that is not on your screen or has not been saved, the document is lost.

Make any necessary adjustments, advance the paper to the top of the next page, return to the Printer Control menu if you are not already there and,

 Restart printing




Printing is restarted at the top of the document unless one page of a multi-page document has already been printed, in which case you must enter the page number you wish printing to start on.

 Exit the Printer Control menu

## ■ Printing to Disk

---

WordPerfect lets you output a file to your disk in a “printer” or “text” format. The file is stored as an ASCII DOS text file. However, it will also contain all the characters and codes which ordinarily would have been sent to the printer you selected.

 ,  Display the Printer Control menu

 Display the Select Printers menu

Press the Left or Right Arrow until you reach the printer you want to define for disk file output, then

**ENTER** The number of the printer definition you want to use

 Move the cursor to the Device or File Pathname option

**ENTER** The name for the output file

**TYPE** The number of the desired form

If you select 3 for Sheet Feeder, enter the appropriate information. The sheet feeder codes will also be placed in the disk file.

 Exit the Select Printers menu

When you send a document to the selected printer, the text is saved on your disk under the name you entered.

Printer number 6 is a DOS Text printer unless you define it otherwise. Printing a file to printer number 6 will delete all codes except Carriage Returns (CR) and Line Feeds (LF) and will name the file DOS.TXT. This printer is automatically defined after you have defined your own printer using the Select Printers option.



# ■ Proportional Spacing

---

When you select Proportional Spacing, a code is inserted that tells the printer to proportionally space your document.

This means that each character will be spaced according to its width. For example, upper-case letters are wider than lower-case letters, m's are wider than i's, etc.

The change takes effect from the point at which you enter the code.



Select the Pitch/Font feature

TYPE **13\***

While 13 pitch works with many printers, you may need to adjust the pitch by entering 12, 14, etc. Remember to change the margins each time you change the pitch.

ENTER The number for the proportionally-spaced font

WordPerfect has usually defined font 3 as a proportionally-spaced font.



Exit the Print Format menu

WordPerfect uses HMI (Horizontal Motion Index) to control proportional spacing. If your printer does not have an adjustable HMI (most dot-matrix printers don't), WP may be able to use other printer commands to control proportional spacing. You may need to insert the proper printer command in your printer definition with the Printer program included on the Printer 2 diskette. More information can be found in the Installation pamphlet.

continued . . .

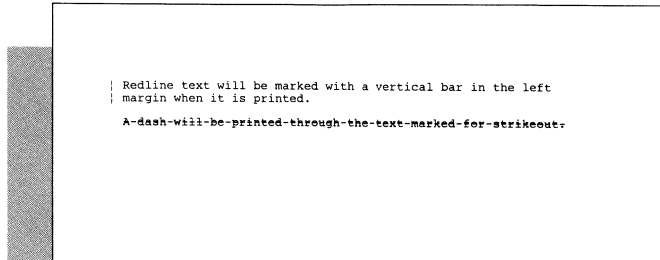
## **Print Wheels**

To discover which fonts have been defined for proportional spacing, press the Print key, type "4" for Printer Control, then type "2" to Display Printers and Fonts. The predefined fonts are displayed on the screen. Note the number that corresponds to the proportionally-spaced print wheel which you will be using.

Generally, there are two types of proportional spacing switches which can be set at the printer. One type designates the kind of print wheel to be used, such as metal, plastic, or proportionally spaced. If your printer has this type, set it to proportional spacing. The second type designates pitch: 10, 12, 15, or PS. This switch should be set at 10 pitch, which will enable WordPerfect to control the proportional spacing.

## ■ Redline and Strikeout [RedLn][r][StrkOut][s]

When editing a document, you may want to indicate suggested text, or text for deletion. The Redline feature marks the line(s) of suggested text, while the Strikeout feature marks text for deletion.



### Redlined Text

When you want to add some suggested text to a document, use the Redline feature. The Redline feature will mark the line or lines of text. When printed, a vertical bar appears in the left margin next to each line of Redlined text.

Position the cursor where you wish to add the suggested text, then

**Alt** **F5** , **3** Begin the redlined text

A "+" is displayed to the right of the Position number on the status line.

**TYPE** The text you want redlined




**Alt** **F5** , **3** End the redlined text

The "+" on the status line disappears.

continued . . .

You can also redline existing text by using the Block key.

**BLOCK** The text you want redlined




 ,  Redline the highlighted text

You may use the Printer program included on the Printer 2 diskette to define italics or a different character to mark the redlined text. If you have a color printer, send your printer a command to mark the redlined text with another color.

## Strikeout Text

When editing a document, you may want to indicate portions of text that could possibly be deleted. The Strikeout feature places a dash through each character in the marked text when you print the document.

**BLOCK** The text you want marked




 ,  Strikeout the highlighted text

As you move the cursor through strikeout text, you will see a “-” to the right of the Position number on the status line.


You can use the Printer program included on the Printer 2 diskette to change the strikeout character.

## Remove Redline Markings and Strikeout Text

When you decide to add the redlined text and remove the strikeout text, use the Remove option on the Mark Text key.

 ,  Select the Other Options on the Mark Text menu

 Select the Remove feature

 Delete all redline markings and strikeout text

# ■ Replace

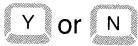
---

This feature (sometimes called “Global Search & Replace”) helps you replace every occurrence of a word, phrase, or WordPerfect code with another word, phrase, or WordPerfect code in a document or block of text.

Replace only works in a forward direction.



Select the Replace feature



Confirm each replacement or have WordPerfect do it automatically

If you type “y,” the cursor stops at each occurrence and gives you a chance to say “yes” or “no” to the replacement.

**TYPE** The string of characters and/or codes you want to replace


When codes come in pairs (e.g., [Bold][b], [Undrline][u]), you can insert an ending code in a search or replace string by pressing the function key twice. For example, press the Bold key (F6) once to insert a [Bold] code; press it again to insert a [b] code. If you do not want the [Bold] code, move the cursor to the code and delete it.



Display the “Replace with:” message

**TYPE** The new string of characters and/or codes

You can edit a displayed search string or replace string with the cursor and delete keys.

Press the  Search key when asked for the “Replace” string if you want to delete the searched for phrase or codes.



Begin replacing

If the string of characters or codes is not found, “\* Not Found \*” appears at the bottom of your screen.

Use the Set Beep Option on the Set-up menu to have a “beep” sound whenever the “\* Not Found \*” message appears (see Set-up Menu in this section).

continued . . .

If you want WordPerfect to find a whole word such as **the** (not **these**, **therefore**, and **other**) you must enter spaces before and after the word. Lower-case characters will match both lower-case and UPPERCASE. UPPERCASE will match only UPPERCASE. Ctrl-VX (^ X) will match any character except a function code, but should not be the first character in a string.

## Replace in a Block

When you want to replace characters and/or codes in a block,

**BLOCK** The text that contains the characters and/or codes you want replaced



Select the Replace feature

Enter the search string then enter the replace string as explained in the general instructions above.

## Extended Search

This feature extends the scope of searching into headers, footers, and endnotes. When a search string is found in one of these areas, the cursor stops inside the respective function screen (header/footer, footnote/endnote). Continue the extended search from there or press the Exit key to end the search and return to the normal text screen.

To use the Extended Search feature, press the Home key before pressing the Replace (Alt-F2) key.

## WordPerfect Features

Below is a list of all the features you can use in the replace string:

Advance Up or Down	Merge Codes
Center Page	Merge E
Columns On/Off	Merge R
Hard Space	Overstrike
Hyphen	Soft Hyphen
Hyphenation Cancel	Subscript
Justification On/Off	Superscript
Math On/Off	Widow/Orphan
Math Operators	

You can create a macro that will search for and replace any WordPerfect code.

You can press the Go To key twice to return to your original cursor position after the replacement is done.

# ■ Retrieve

---

You can retrieve a document onto a clear screen, or you can retrieve it into a document already on the screen at the cursor position.

If you see more than one copy of your document on the screen while scrolling through the text (or if more than one copy is printed), then you retrieved a second copy of the document while the original was on the screen. See page 36 in the Learning section for a lesson on “double documentitus.”

The Retrieve key can be used to retrieve a document:



Select the Retrieve feature



The name of the file you wish to retrieve

The List Files key can also be used to retrieve a document:



Display all the files in the current drive or directory

You can also enter a new drive or directory.



To the name of the file



Retrieve the file

If the message “ERROR: File not found” appears, the filename has been entered incorrectly, the file is on another diskette, or the file does not exist. WordPerfect will allow you to try again. You can also press the List Files key at the “Document to be Retrieved:” prompt to try and find the file.

When retrieving, you are only displaying a *copy* of a file. The original file remains unchanged on the disk until you “replace” it when you save what is on your screen. Give the document on your screen a new filename if you want to save both the original and edited documents.

If you change your mind and do not want to retrieve a document, press the Cancel key.

If you attempt to retrieve a locked file, WordPerfect will ask you for the password.

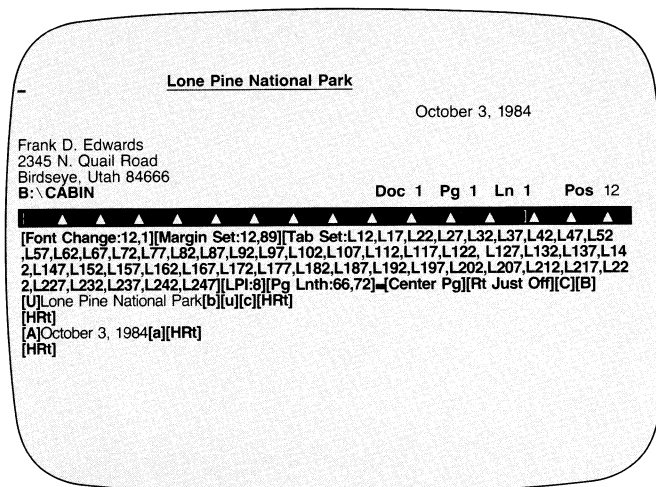
## ■ Reveal Codes

WordPerfect is a “clean screen” program which shows, as closely as possible, how the text will actually look on a piece of paper. There are no control codes or special symbols on the screen to clutter your text.

When you press most WordPerfect feature keys, a code is inserted into your text. These codes determine how your text looks on the screen and/or at the printer. For example, when you change your margins, type a footnote, or select page numbering, a code is inserted.

To see the codes and where they are in the text,

  Display the Reveal Codes screen



The screen is split with the Tab Ruler. The same text is displayed in both windows, but the lower window (Reveal Codes screen) also displays the codes. The cursor in the Reveal Codes screen ( **—** ) is bolded and blinks at a different rate than the cursor in the regular text screen. All codes are also bolded.

Three lines of text above and below the cursor are displayed. You can move through the text and codes with any of the Cursor Control keys, and delete both with the Backspace or Delete key (see Delete Codes in this section for details).

Press any other key to return to your normal screen.





## ■ Rewrite

---

Whenever you make changes to your text, WordPerfect automatically rewrites the document on your screen so that the changes fit into the format of margins, tabs, pitch, etc.

If you frequently use text columns, or are used to using WordPerfect without automatic rewriting, you may want to turn the Auto-Rewrite feature off.



  Display the Screen menu

 ,  Turn the Auto Rewrite feature off

Automatic rewriting is turned off until you exit WordPerfect.

You can use the Set-up menu (wp/s) to change the initial setting to Auto-Rewrite off (see the Installation pamphlet).

With automatic rewriting off, you can use the Rewrite feature at any time to rewrite the screen.

  Press 2 times to rewrite the screen

## ■ Save

---

When typing, you should periodically save your text. The Save key lets you store your document on disk without losing your place in the text on your screen.



Select the Save feature



A filename for the document

You can use up to eight letters or numbers, plus an optional period and three-letter extension. You can also specify a path in front of the document name.

If you are editing a document that you retrieved from a disk, you will see the name and directory of the original file when you press the Save key.



Replace the original with the edited document

You may type a new filename when asked "Document to be Saved." This will save both the original and screen documents.

You may also edit the existing filename using the arrow and delete keys. Cancel, Enter/Exit, and Ins can also be used while editing.

Your document is saved in the default drive or directory unless you specify a drive or directory as part of the filename.

When faced with the old filename, you may be tempted to type "y" instead of pressing the Enter key, or you may type another key by mistake. This creates a new file named "y" or whatever key you pressed. Delete the y and retype the filename.

When you press the Exit key, you will be asked if you want to save your document. This allows you to save and exit without pressing two keys. You may then clear your screen and remain in WordPerfect, or exit to DOS.

### **Block Save**

You may also save a block of text. After defining the block, press the Save key, name the block, and turn Block off.

### **Backup**

You can ask WordPerfect to automatically save your text every so often in a backup file (see Backup in this section for details).

## ■ Search

---

WordPerfect lets you search for text or codes in a forward or reverse direction. A “\* Not Found \*” message appears whenever the search string does not exist in the document.

Use the Set Beep Option on the Set-up menu to have a “beep” sound whenever the “\* Not Found \*” message appears (see Set-up Menu in this section).

You can press the Go To key twice to return to your original cursor position after the Search is done.

See Replace to do a “Global Search and Replace.”

If you want WordPerfect to find a whole word such as **the** (not **these**, **therefore**, and **other**) you must enter spaces before and after the word. Lowercase characters will match both lowercase and UPPERCASE. UPPERCASE will match only UPPERCASE. Ctrl-VX (^X) will match any character except a function code, but should not be the first character in a string.

**Forward Search** This feature allows you to search from the cursor forward.



Display the “↵ Srch:” message

TYPE

The string of characters and/or codes you want to find



Begin the search

The cursor stops just after the first match found.

**Reverse Search** This feature allows you to search from the cursor backward through your document. The procedure is the same as above except for use of the ⏪ Search key.

**Extended Search** This feature extends the scope of searching into headers, footers, footnotes, and endnotes. When a search string is found in one of these areas, the cursor stops inside the respective function screen (header/footer, footnote/endnote). Continue the extended search from there or press the Exit key to end the search and return to the normal text screen.

continued . . .

To use the Extended Search feature, press the Home key before pressing the **Search** (F2), **Search** (Shift-F2), or **Replace** (Alt-F2) keys.

## **Edit a Search String**

You can edit a displayed search string or replace string with the cursor and delete keys (see “Editing Filenames, etc.”). The codes in a search string are bolded, while the text remains unbolded.

When codes come in pairs (e.g., **[Bold][b],[Undrline][u]**), you can insert an ending code in a search or replace string by pressing the function key twice. For example, press the **Bold** key (F6) once to insert a **[Bold]** code; press it again to insert a **[b]** code. If you do not want the **[Bold]** code, move the cursor to the code and delete it.

## ■ Set-up Menu

---

The Set-up menu is accessed from DOS and helps you set-up WordPerfect to fit your needs. When you see the DOS prompt (>) type "wp/s" instead of "wp." A description of each option on the menu follows below.

Press the Cancel key to have WordPerfect ignore any changes and return you to DOS.

### **0 - End Set-up Procedure and enter WP**

#### **1 - Set Directories or Drives for Dictionary and Thesaurus Files**

If you do not have your Dictionary and Thesaurus files on the WordPerfect diskette or in the WordPerfect directory on your hard disk, you need to use this option to tell WordPerfect where you are keeping LEX.WP, TH.WP, and any other dictionary files you have created.

If you have two diskette drives, set the directory to "B:".

#### **2 - Set Initial Settings**

WordPerfect uses certain initial settings (defaults) for many features each time you enter WordPerfect (margins, tabs, top margin, filename on status line, etc.). You may change these initial settings by pressing the appropriate key for each feature.

See Formatting in this section for a list of initial settings.

#### **3 - Set Screen and Beep Options**

If you have a monitor that will display more than 25 rows and 80 columns, you may want to adjust this setting so you can see more of your text at one time.

You can set WordPerfect to sound a "beep" each time the "\* Not Found \*" message appears for the Search or Replace features, each time an error message appears, or each time hyphenation is necessary.

continued . . .

You may also specify that Hard Returns be displayed on screen as an ASCII character. Enter the ASCII value of your choice. Each time you enter a Hard Return within WordPerfect, the ASCII character appears on screen.

#### **4 - Set Backup Options**

You can set backup for every few minutes (Timed Backup), or have WordPerfect save the original each time you replace a file (Original Backup). See the Installation pamphlet for details.

## ■ Sheet Feeders

[Bin#:]

Information about your sheet feeder is given to WordPerfect when you select printers. If you have more than one bin, you can send part or all of a document to a different bin with the Sheet Feeder Bin Number option. Up to seven sheet feeder bins can be defined.

**Selecting Printers** When you select your printers, you must specify the type of forms you are using. If you type "3" for Sheet Feeder under the Type of Forms heading,



Press 2 times for the first two items of information

Do not enter information for the number of lines to move down or spaces to move over unless there is a problem after testing the sheet feeder.

ENTER The number of sheet feeder bins

ENTER The number of your sheet feeder definition



Exit the Select Printers menu



Exit the Printer Control menu

If there is not a selection listed for your sheet feeder, use the Printer program included on the Printer 2 diskette to define a new sheet feeder (see the Installation pamphlet).

### Sheet Feeder Bin Number

You can specify a Sheet Feeder Bin Number from 1 to 7 when typing your document.

CURSOR To the *very* top of your document (or page)



Select the Sheet Feeder Bin Number feature

ENTER The bin number



Exit the Print Format menu

Paper is fed to the printer from the selected bin at the place in the document where the Sheet Feeder Bin Number code is inserted.

## ■ Sort

---

The Sort option on the Merge/Sort key lets you sort lines, paragraphs, or secondary merge files.

The document to sort can either be on your screen or in a file on disk. If the document is on your screen, you can sort all or a block of the document.

**Special Features** Complete information about the Sort feature is located in the Special Features section.



WordPerfect is preset for single spacing between lines. When you want to switch to another setting (double, triple, etc.),



Display the “[Spacing Set]” message

**ENTER** The new spacing number

Enter 1.5 for one-and-a-half spacing, 2 for double-spacing, 3 for triple-spacing, etc.

WordPerfect shows the correct spacing on the screen to the nearest whole number. For example, if you set one-and-a-half line spacing, it appears as double spacing on the screen. Check the status line to see on which line the cursor is actually resting.

Spacing may be reset any number of times in a document. Only the text below the spacing change is affected.

## ■ Spell

---

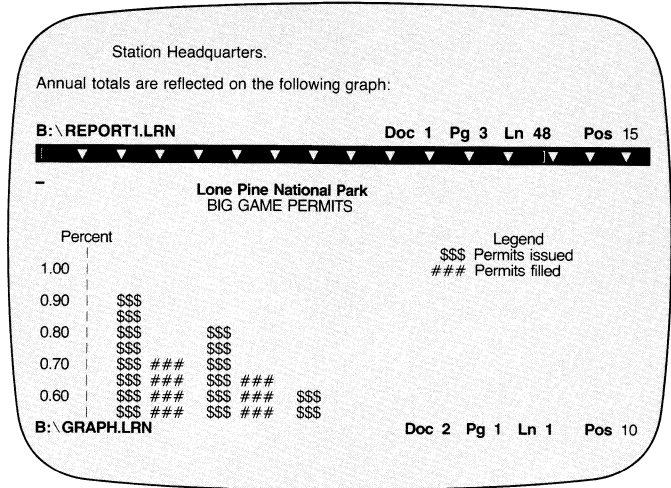
The WordPerfect Speller helps you check the spelling in your document, as well as look for double words and words with numbers. You can check a word, page, document, or block of text without leaving your document. You can also look up words phonetically, do a word count, or display all the words that match a pattern.

You can check a block of text by highlighting the text with the Block key, then pressing the Spell key.

**Speller/Thesaurus Section** Complete information about the Speller feature is located in the Speller/Thesaurus section.

## ■ Split Screen

You can edit two documents on the same screen by splitting the screen with the Window option on the Screen key. Each window is a separate editing screen with its own status line. The Tab Ruler is used to split the screen.



When you want to split the screen,

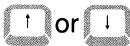


Open a window

"# Lines in this Window: 24" appears. A window cannot be smaller than 2 lines.

**ENTER** The number of lines you want in the current window

*or*



Move the Tab Ruler to the correct position



Set the window

continued . . .


The screen is split with the Tab Ruler. Press the Switch key to move from one window to the other. As you move through a margin or tab set code, or switch between windows, the Tab Ruler is updated to reflect the current settings.


When you want to close the second window,

 ,  Display the “# Lines in this Window.” message

**ENTER** A number greater than the number of lines on your screen (e.g., 25)

*or*

 Press until the Tab Ruler is off the screen

 Close the window

## ■ Super/Subscript

[SuprScrt][Subscrt]

---

This feature lets you superscript or subscript one character at a time, or a block of characters.



Display the Super/Subscript menu



Superscript or subscript the next character

Notice the “S” or “s” on the status line.

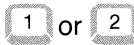
**TYPE** Any character

When you want to superscript or subscript a block of text,

**BLOCK** The text you want printed up or down



Display the Super/Subscript menu



Superscript or subscript the block of text

A superscript or subscript code is placed before each character in the block.

Super/Subscript does not change the way text is displayed on the screen. Press Reveal Codes if you wish to see the code.



A character that is super or subscripted will usually be printed up or down *one-third* of a line. However, this depends on the type of printer you are using.

You can also use the Advance feature to print a string of characters up or down one-half of a line.

## ■ Switch Documents

---


The Switch feature lets you create a whole new screen for editing two documents at the same time.

  Create a second screen and switch to that screen


“Doc 2” on the status line indicates you are now in the second document.

You can retrieve a document into the second screen, then move between the two screens by pressing the Switch key. You can use the Move key features to move text from one document to the other.

When you want to close the second screen, switch to the second document, then

 Select the Exit feature

Save the document (if you want), then

 Exit the second document

You are returned to the original screen.

### Split Screen

When you are using the Split Screen (Window) feature, press the Switch key to move between windows.

### Upper/Lower Case

You can use the Block and Switch keys to convert a block of text to all upper-case or lower-case letters.

Highlight the text with the Block feature, then

  Display the Uppercase/Lowercase menu

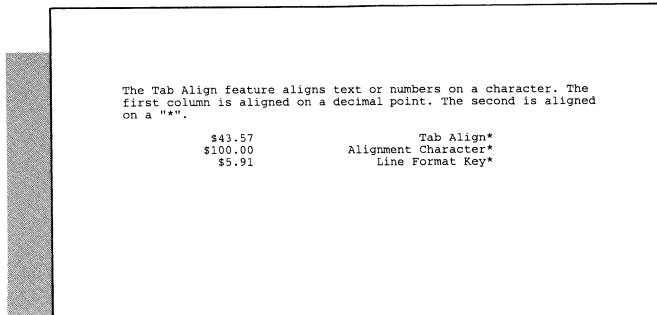
 or  Change the letters to upper-case or lower-case

WordPerfect will leave the beginning of a sentence capitalized if you include the punctuation from the preceding sentence in the block.

## ■ Tab Align

[A][a][Align Char:]

Use the Tab Align feature to vertically line up text or numbers on a character such as a decimal point.



**Set the Alignment Character** The Alignment Character is the symbol (period, space, etc.) on which the text or numbers you enter are aligned.



Display the "Align Char =" message

TYPE

The character you want to use

Press the Reveal Codes key to check the alignment character setting.

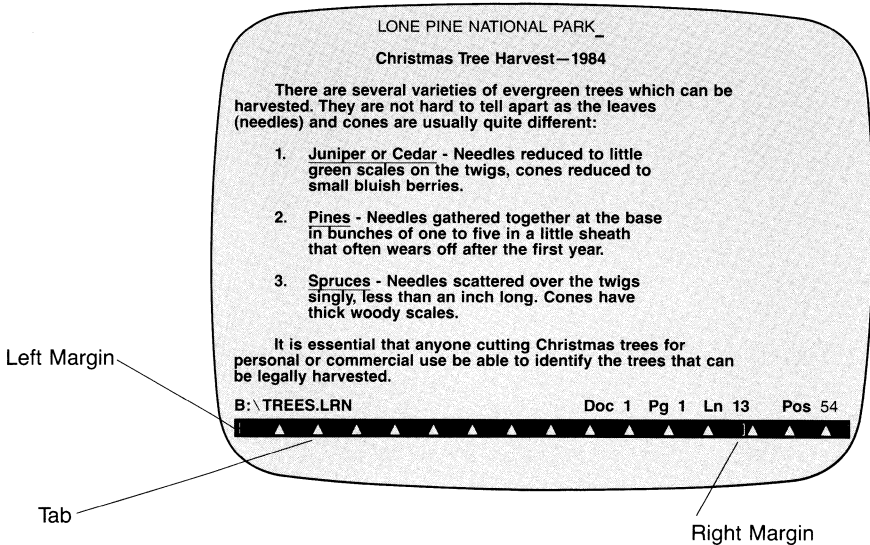
The period (decimal) is the default Alignment Character. You can change the Alignment Character as often as you wish in a document.

### Align Text

When the Tab Align key is pressed, the cursor moves to the next tab stop and "Align char =." appears on your screen as a reminder. Typed text moves to the left until the Alignment Character is typed, or the Tab, Tab Align, or Enter key is pressed. Text typed after the Alignment Character is inserted normally.

## ■ Tab Ruler

You can use the Tab Ruler as an editing tool when working with a single document, or to split the screen into two windows. The Tab Ruler displays the current tab and margin settings.



A triangle indicates a tab setting; a bracket indicates a margin setting. When a tab and margin setting are in the same position, a brace is displayed. The triangles, brackets, and braces automatically update as you move through new settings in your document.

The Tab Ruler also appears when you are using the Sort and Reveal Codes features.

## Split Screen

When you split the screen into two windows, the Tab Ruler separates the windows. When you are in the upper window, the triangles in the ruler point up. When you are in the lower window, the triangles in the ruler point down.

See Split Screen in this section for details on creating a window.



**Single Document** When you want to use the Tab Ruler without creating a window,



Display the “# Lines in this Window:” message



Move the Tab Ruler to the bottom of the screen



Set the Tab Ruler in place

When you want to remove the Tab Ruler, select the Window option, press the Down Arrow key, then press the Enter key.

Tabs have been preset to be left-justified, every five spaces. To set or clear tabs



Display the Tabs menu

When the Tabs menu appears on the screen, the cursor appears in the same position it was in the text, making it easy to set a tab at the current cursor position.

You can set one or several tab stops (see below). When you are finished,



Exit the Tabs menu

There are several ways you can set or delete tabs.

## Set a Tab

The Tabs menu lets you choose from seven different types when setting tabs:

Entry	Result at Tab Stop
L	Left justify text (default setting)
R	Right justify text
D	Decimal align text
C	Center text
<b>L</b>	Left justify text, preceded by dot leader
<b>R</b>	Right justify text, preceded by dot leader
<b>D</b>	Decimal align text, preceded by dot leader

If you choose to set tabs by simply entering the appropriate position number, the default tab type (L) is set. To set tabs of all types, move the cursor to the desired position and select the appropriate letter. Type a period (.) over the letter for those tabs which require a dot leader. After the first 40 tabs, only left-justified tabs (L) can be set. Use the End key and any of the Left and Right Arrow key combinations to move back and forth across the Tabs menu. Tabs may be set up to position 250.

**Set Multiple Tabs** To enter a group of tabs at a consistent interval, enter the column number for the first tab stop, followed by a comma and the interval number. If no tab type exists at the beginning column position, left-justified tabs (L) will be set. If you want multiple tab stops of a different type, simply type the appropriate letter (C, R, D, or **L**, **R**, **D**) at the initial column position of your multiple tabs. Then enter the values for the multiple tabs as you normally would (initial tab stop, interval). For example, enter "0,5" if you want your tabs to be set every 5 spaces beginning at position 0. Multiple tabs will be set for the tab type you entered at the initial column position.

Once tabs are set and you return to your text, the Tab key moves the cursor to the next tab stop and automatically inserts the desired function. Only tabs inserted *after* the new tab types have been set will be affected by the definition.

**Delete a Tab** Move the cursor to the tab you wish to delete *or* enter the column number, then press the Backspace or Del key.

**Delete Multiple Tabs** Press the Delete EOL key. All the tabs from the cursor forward are deleted. To clear all tabs, you must first use the Arrow keys to position the cursor at "0" within the Tabs menu, then press Delete to End of Line.

Press the Cancel key to return to your text without setting the tabs.

You can set the tabs as many times as you want in a document. Only the text *after* a tab setting is affected. You can use the Tab Ruler to display the current tab settings while editing a document (see Tab Ruler for details).

## ■ Table of Authorities

[ToA:;[short form];]

---

[ToA:n;[short form]; <Full Form > ]

The Table of Authorities feature lets you mark text in a legal brief for generating a table of authorities with up to sixteen sections.

The authorities within each section are sorted alphanumerically by WordPerfect.

### **Special Features**

Complete information on the Table of Authorities feature is located in the Special Features section.

## ■ **Table of Contents** [Mark:ToC,][EndMark:ToC,] [DefMark:ToC,]

---

You can have WordPerfect generate a Table of Contents for your document. First you need to mark the text to be included in the Table of Contents. The marks can be seen in Reveal Codes and do not interfere with the way the document appears on the screen.

Once you have marked the text, you need to define the Table of Contents with the Define option on the Mark Text key. A definition code is placed in your text. When you select the Generate option on the Mark Text key, a Table of Contents is generated at the code.

**Special Features** Complete information about the Table of Contents feature is located in the Special Features section.

Tabs have been preset for every five spaces. When you want to move to a tab stop,



Insert a tab

To set and/or clear tab stops, use the **Tabs** option on the **Line Format** key (see **Tab Set** in this section).

You can use the **Tab Ruler** while editing a document to display the current tab settings (see **Tab Ruler** in this section).

The **Tab** key puts a code in your document that is seen by the printer as an exact measurement.

When you press the **Tab** key in a math document, it works like the **Tab Align** feature. Numbers are aligned on the decimal point or current alignment character.

Press the **Tab** key in the **Outline** feature to move to the next level of numbering.

Pressing the **Tab** key in **Typeover** mode moves the cursor through the text to the next tab stop without inserting a tab. If you press the **Tab** key at the end of a line, a tab is inserted.

## ■ Text In/Out

---

The Text In/Out feature lets you save the document on your screen as an ASCII “DOS” text file or import a DOS text file into WordPerfect. You can import/export files to and from other programs, or use WordPerfect as a program text editor with this feature.

### WordPerfect to DOS Text File

When you want to save the document on your screen as a DOS text file for use in another program or prepare the document to send to an output device, follow these basic steps:



Save current document as a DOS text file

**ENTER** A filename for the text file

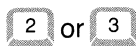
WordPerfect codes such as **◆**Indent, **◆**Indent $\downarrow$ , Center, Tab Align, Flush Right, Paragraph Numbering, and Date functions are converted to ASCII text. In addition, tabs are converted to spaces. Text within footnotes/endnotes is not converted.

### DOS Text File to WordPerfect

When you want to retrieve a DOS text file into WordPerfect, you should use the Text In/Out feature instead of the Retrieve key.

You have two choices when retrieving a text file in DOS format. When you press the Text In/Out key and select option 2, all **<CR><LF>** codes in the DOS text file will be replaced with Hard Returns in WordPerfect.

With option 3 from the Text In/Out menu, the converted DOS file will more closely match WordPerfect format. **<CR><LF>** codes are converted to Soft Returns in the H-Zone, eliminating Hard Returns in the middle of a paragraph. Any sequence of two or more **<CR><LF>** codes will preserve the original format, i.e., convert each pair of codes to Hard Returns.



Retrieve a DOS text file

**ENTER** The filename of the document to be retrieved

You can also use the “Text In” option on the List Files menu.

continued . . .

For best results, you may want to reset your margins wider than those of the document which you are retrieving. This helps to preserve the current format of your document. For example, if your text is in an 80 column format, reset your left margin to 0 and your right margin to 85 before retrieving the text file.

## Other Word Processor Formats

Option 6 from the Text In/Out menu lets you save WordPerfect files in a generic word processing format for use with other systems or with another program. The file is saved without WordPerfect-specific codes, but text format is maintained. Spaces are used in place of Center, Indent, Flush Right, and Soft Return codes, and <CR><LF> codes in place of Hard Returns. Tab codes are retained.

Through option 7, WordPerfect 4.2 files may be converted and saved in WordPerfect 4.1 format. All codes for the new 4.2 features will be removed so the document can be edited and used with 4.1.

Files in 4.1 format require no manual conversion to be compatible with WordPerfect 4.2. When you retrieve a 4.1 document into 4.2, it will be saved in 4.2 format.

## DOS Text Printer (printer #6)

Printer Number 6 is automatically defined when you select printers (see Printers, Select), unless you change it. This printer will “print” a WordPerfect file to disk (DOS.TXT) and preserve columns, centered text, footnotes, endnotes, headers, footers, etc., with space fill. These formats are normally deleted with Text In/Out.



Display the Change Print Options menu



Select printer number 6 for the next print job



Return to the Print menu

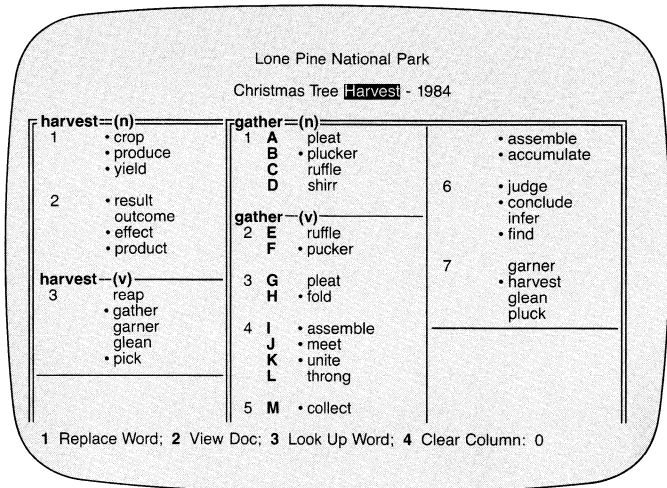


Print the entire document



# ■ Thesaurus

The WordPerfect Thesaurus helps you find synonyms (words with the same meaning) or antonyms (words with opposite meaning) for a word, or understand the meaning of a word. Like the Spell feature, the word list for the Thesaurus (TH.WP) comes on its own diskette. You should be using a copy of the Thesaurus word list, and save the original diskette as a backup.



The upper part of the Thesaurus screen displays four lines of your document. The lower part of the screen is divided into three columns. The word in your document (in reverse video), or the word you look up becomes the headword for the first column and may spill over into the next column if there are several subgroups or parts of speech.

You can use the Left and Right Arrow keys to move from column to column. Use the Up and Down Arrow keys (also with the Home key), the Page Up and Down keys, and the Screen Up and Down keys to move through a column.




continued . . .

When you want to exit the Thesaurus, press the Enter key, Space Bar, or Exit key.

**Speller/Thesaurus Section** Complete information about the Thesaurus feature is located in the Speller/Thesaurus section.

The top margin is preset to one inch (6 lines or 12 half-lines). You can use the Top Margin option on the Page Format key to change the top margin setting.

**CURSOR** To the very beginning of the page where you want the new top margin to start

 ,  Display the Top Margin message

**ENTER** The new top margin (in half-lines)

 Exit the Page Format menu

The top margin is not indicated on the screen. You may use the Reveal Codes key to see the top margin code.

Resetting the top margin affects headers and footers, but *not* the number of text lines. For example, if you have a 2" top margin, and have not adjusted the number of text lines to 48, you will not have a bottom margin. Use the Page Length option of the Page Format menu to adjust the number of lines on the page.

If you set your lines per inch to 8, WordPerfect still counts the top margin setting in units of 6 lines per inch.

If you wish to have automatic page numbering on line 5 instead of line 7 (as is normally the case) you should change your top margin to 8 half-lines (4 lines) and change the number of text lines to 56.

If your forms are hand-fed, the printer will assume your paper is rolled in one inch. You should feed the paper into the printer until the print head is one inch down. If the top margin is less than one inch, the printer will start printing at the print head. If it is more than one inch, or if the page is centered, the printer will move down one inch less than it would otherwise.

## ■ Typeover

---

WordPerfect is initially set for the Insert typing mode. As you type, the original text is “pushed forward” and automatically reformatted.

You may type over existing text by using the Typeover feature.

**CURSOR** To the front of the text you want to type over



Begin typing over text

“Typeover” is displayed on the status line.

**TYPE** The new text

Characters are replaced. Codes are pushed in front of the text.

Pressing the Tab key in Typeover mode moves the cursor through the text to the next tab stop without inserting a tab. If you press the Tab key at the end of a line, a tab is inserted.

Pressing the Backspace key in Typeover mode moves the cursor to the left one character, replacing the character with a space.



End typing over text

When you use the Line Draw feature, the Typeover feature is on.

By using the Set-up menu, you can set Typeover mode as the default.

## ■ Type-thru

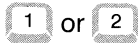
---

You can use your printer like a typewriter with the Type-thru feature. Type-thru is useful for creating memos, filling out forms, and other tasks where a typewriter is needed.

Each character you type can be immediately sent to the printer (Character Type-thru), or you can edit and send a line at a time (Line Type-thru).



Display the Type-thru menu



Print by line or by character

You are placed in a special Type-thru screen. Two lines are reserved for typing characters. The rest of the screen reminds you of the style of Type-thru you are using, and the WordPerfect features available for Type-thru.

You can type a line up to 250 characters long. If you type more characters than can be displayed in a line, they are pushed off the screen to the left. The text does not wrap to the second line.

Text is printed at the position of the printhead, with no recognition of Margin or Sheet-Feeder settings. You need to position the form in your printer before beginning to type.

### **Character Type-thru**

When you select Character Type-thru, each character is sent to the printer as soon as you strike the key. Because each character is sent to the printer immediately, the Delete keys cannot be used. However, the Delete EOP key will clear the line of text on your screen.

continued . . .

## Line Type-thru

When you select Line Type-thru, the characters in a line are not sent to the printer until you press the Enter key. This gives you a chance to correct any mistakes with the Delete keys before printing.

Use the Left Arrow, Right Arrow, and Space Bar to move the cursor through the line on the screen, and to position the printhead on the form before the line is printed.

Some printers do not allow the printhead to move when you press the Arrow keys or the Space Bar.

## Features

The following is a summary of WordPerfect features available for Type-thru:

<b>Up Arrow</b>	moves the carriage up
<b>Down Arrow</b>	moves the carriage down
<b>Left Arrow</b>	moves left one character
<b>Right Arrow</b>	moves right one character

The Left Arrow, Right Arrow, and Space Bar move the cursor and the printer carriage when using Line Type-thru (most printers).

<b>Enter</b>	prints the current line (Line Type-thru) and does a carriage return
<b>Exit/Cancel</b>	exits the Type-thru screen
<b>Move</b>	moves the previous line back into the Type-thru screen for editing
<b>Print Format</b>	displays the "Cmnd:" prompt for sending a printer command directly to the printer

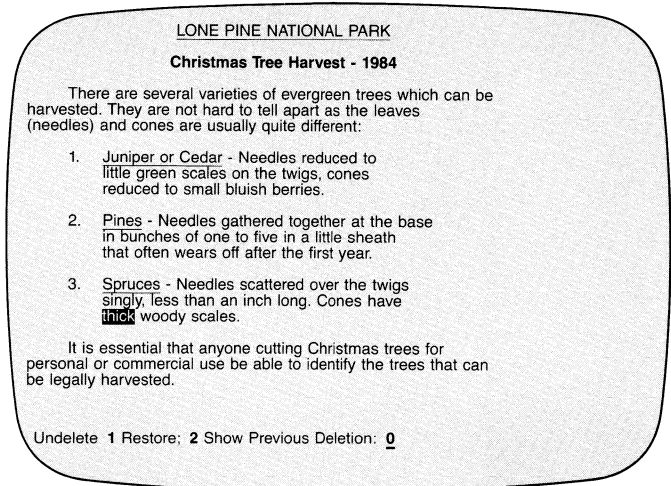
The Home key can be used with the Left and Right Arrow keys to move quickly through a line.

You cannot use Type-thru with ^C's during a merge.

## ■ Undelete

---

Up to three deletions are saved by WordPerfect. A deletion is any group of characters erased before moving the cursor again. There is no limit to the number of characters saved, and *all* Delete features are included (Delete, Delete EOP, Block Delete, etc.).



When you want to retrieve deleted text, move the cursor to the place where you want the text inserted, then

**F1** Display the Undelete menu

The text you last deleted is highlighted in your text at the cursor position.

**1** Restore the highlighted text

*or*

**2** Press until you reach the correct deletion

continued . . .

**1** Restore the highlighted text

The Up and Down Arrow keys also move you through the levels of deleted text.

When new text is erased, the oldest deletion is removed from memory. If there is no more room in memory or on disk to save a deletion, the following question appears:

Delete without saving for Undelete? (Y/N) N

If you want to “backup” the deletion, type “n” for no. If you type “y” for yes, the process is canceled.



# ■ Underline

[U][u][Undrl Style:]

You can underline text as you type, or underline existing text using the Block key. In addition, there are four styles of underlining you can define.

## Underlining

When you want to underline as you type



Begin underlining

Notice that the Position number on the status line is underlined.

### TYPE

The text you want underlined

If you have a color monitor, underlined text is displayed in a separate color.



End underlining

You can press the Reveal Codes key to see the [U] at the beginning of the text and [u] at the end of the text.

## Block Underline

You can also underline a block of text. Use the Block key to define the text, then press the Underline key.

## Underlining Styles

There are four styles of underlining available—single, double, continuous, or non-continuous.



Display the Print Format menu

### SELECT

An underlining style

Non-continuous does not underline tabs, flush rights, or indents; continuous does. Both styles underline spaces.








Exit the Print Format menu

Both single and double underlining appear on the screen as single underlining.

Check your printer manual to see if your printer supports double underlining.

A “widow” is the first line of a paragraph appearing by itself on the last line of the page. An “orphan” is the last line of a paragraph appearing by itself on the first line of a page.

You can use the Widow/Orphan feature to avoid widows and orphans. Place your cursor at the beginning of the document, or at the point where you wish to begin avoiding widows and orphans, then

-   Display the Page Format menu
-  ,  Begin Widow/Orphan protection
-  Exit the Page Format menu

You can press the Reveal Codes key to see the Widow/Orphan code. The initial WordPerfect setting is for *no* Widow/Orphan protection.

You may turn Widow/Orphan protection on and off as many times as you wish in the document.

Use the Conditional End of Page feature for subject headings, and the Block Protect feature for paragraphs of three lines or less.

## ■ Word Search

---

When you want to select all the files from the List Files screen that contain one or more specific words, use the Word Search option.



Display all the files in the current drive or directory

You can also enter a new directory or a filename template.

When the files are displayed on the screen,



Display the “Word Pattern:” message

At this point you can enter one or more words (20 characters maximum). Upper and lower-case letters are considered to be the same. A phrase needs to be enclosed in quotes if it contains a space, comma, semicolon, single quotation mark, or double quotation mark. If the phrase contains a single quotation mark, then use double quotation marks around the phrase.

You can also use the “?” and “\*” characters to create a pattern. The following are a few examples:

- |                        |  |
|------------------------|--|
| <b>book</b>            | select all files that contain the word <i>book</i>   |
| <b>d?sk</b>            | select all files that contain words that match the <i>d?sk</i> pattern (e.g., desk, disk, dusk)  |
| <b>“replace disk*”</b> | select all files that contain phrases such as <i>replace disks</i> and <i>replace diskette</i> . |

The question mark matches a single character. The asterisk matches zero or more characters up to a Hard Return.

After entering the word(s) or pattern, WordPerfect searches through all the files for any that contain the text, then displays them in the List Files screen.

continued . . .

**Logical Operators** You can also combine words or word patterns with logical operators when doing a Word Search.

**semicolon (;)** select files that have both words (AND) or **space**

**comma (,)** select files that have either word (OR)

The following are a few examples of Word Search using logical operators:

**Bill;Sue** select all files that contain both *Bill* and *Sue*

**Bill,Sue** select all files that contain either *Bill* or *Sue*

**Bill,Sue Ted** select all files that contain either *Bill* or *Sue* and also *Ted*

WordPerfect performs the operations from left to right in the Word Search string.

# Speller/Thesaurus

---

## ■ Speller

---

The Speller helps you proof the document on your screen by comparing each word in your document with a list of correctly spelled words (a dictionary).

- 115,000+ word dictionary
- On-screen spell-checking
- Page, document, or block of text selection
- Auto-correct
- Pattern lookup
- Phonetic lookup
- Double occurrence of a word checked
- Add and delete words from the dictionary
- Word count

The dictionary (LEX.WP) is made up of a *main* word list and a *common* word list. To speed up proofing, the Speller first looks for the word in the smaller, common word list. The main list is checked only if the word is not found in the common word list.

The dictionary also looks for an optional word list named {WP}LEX.SUP, which is created for you when you *add words* to the dictionary from WordPerfect. This file can be created and edited in WordPerfect.

The Speller Utility (SPELL.EXE) helps you maintain the dictionary. You can add words to or delete words from the dictionary and even create separate dictionaries to fill specific needs.

## Starting the Speller

Instructions for installing the Speller files are found in the Installation pamphlet. Before spell-checking a document, you should use the Save key (F10) to back up your document. A step-by-step introduction to the Speller is found in Lesson 6 of the Learning section.

### Two Disk Drives

When you have two disk drives,



Retrieve the document you wish to check

REPLACE

The diskette in drive B with the Speller diskette



Start the Speller

To check a block of text, define the block before starting the Speller (see Block in the Reference section).

Do not remove the Speller or WordPerfect diskette from the drive while spell-checking a document.

### Hard Disk



Retrieve the document you wish to check

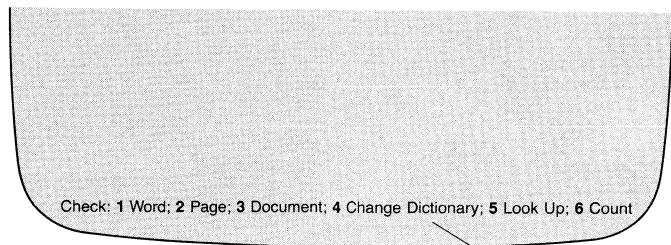


Start the Speller

To check a block of text, define the block before starting the Speller (see Block in the Reference section).

The files "SPELL.EXE" and "LEX.WP" should be in the same directory. Also, if "LEX.WP" is not in the same directory as "WP.EXE," use the Set-up menu to specify the directory.

When you start the Speller, the following menu should appear on your screen:



Check menu

## Spell-Checking

With the Check menu on the screen, you can type “1” or “2” to check the word or page where the cursor is resting. When you type “3,” the Speller checks the entire document.

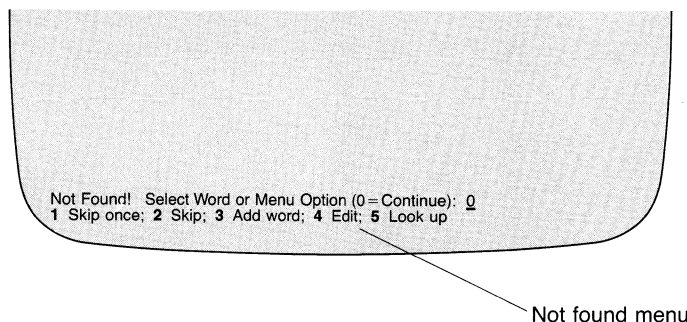
### You Should Know

- While spell-checking, the message “\* *Please Wait* \*” appears at the bottom of the screen until the Speller finds a word not found in the dictionary or a double occurrence of a word.
- After you correct the spelling from the list at the bottom of the screen, the Speller automatically uses your selection to correct any other misspellings of that word in the document.
- Press the Cancel key at any time to stop spell-checking.
- Numbers are not checked by the Speller.
- When the Speller is finished, it will display the number of words checked.
- A temporary area in memory is used to save *skipped* words and to keep a copy of *added* words before they are written to the {WP}LEX.SUP file. If this area becomes full, *skipped* words will be removed to make room for *added* words. If the area is filled with *added* words, the message “Dictionary Full” will appear. To correct this problem, add the words from {WP}LEX.SUP (or whatever supplementary dictionary you are using) to the main dictionary, and then delete the supplementary dictionary.



## Word Not Found

A word *Not Found* is displayed in reverse video along with a list of possible replacement words. The replacement list contains two groups of words. First in the list are words that are different by a single letter or two letters typed out of sequence. Immediately after that group appears a list of phonetic replacements for the word not found. A more comprehensive list can be viewed using the Look Up option.



- |                  |  |
|------------------|--|
| <b>Skip Once</b> | Spell-checking continues; the Speller stops at the next occurrence of the word.  |
| <b>Skip</b>      | Spell-checking continues; the word is ignored for the rest of the document.  |
| <b>Add Word</b>  | The word is saved in the supplementary dictionary and spell-checking continues. You can edit supplementary dictionaries in WordPerfect or add them to the main dictionary using the Speller Utility. |
| <b>Edit</b>      | You can correct the spelling, then press the Enter key to continue spell-checking. The word is redisplayed if it is still not found in the dictionary.   |

Instead of selecting the Edit option, press the Left or Right Arrow key to edit a word.

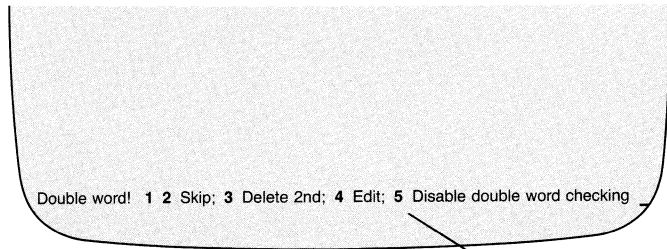
## Look Up

You can look up a word in the main dictionary that matches a pattern, and replace the word not found with the correct spelling.

See Looking Up Words in this section for details on creating a pattern.

## Double Word

When the speller finds a **double word** occurrence, the two words appear on your screen in reverse video along with the following menu:



Double word menu

### Skip

Pressing **1** or **2** causes spell-checking to continue.

### Delete 2nd

The second occurrence of the word is deleted.

### Edit

Edit the line however you like.

### Disable double word checking

Double occurring words are ignored.

## Change Dictionary

Before you start spell-checking, you can change to another dictionary by choosing the Change Dictionary option. You are asked the names of the main and supplementary dictionaries you want to use.

Creating additional main dictionaries is explained under Speller Utility in this section.

You can quickly create a mini-dictionary of your own by typing and saving a list of words in WordPerfect and then entering the name of this file when asked for the supplementary dictionary name.

## Looking Up Words

You can look up a word by typing a pattern that matches the word. Single letters are represented with question marks (?) while an asterisk (\*) represents zero or more letters in succession.

After choosing Look Up, the message “Word Pattern:” appears. Enter a pattern that matches the word you want to find.

For example, entering **re?d** matches “read” and “reed,” but not “red”. **Bl\*ot** matches “blot,” “Blackfoot,” and “bloodshot.” **Bl\*fo?t** matches “Blackfoot” only. You can use any combination of question marks and asterisks.

Looking up words takes much longer when a ? or \* is used as the first letter.

Your screen will display a list of all the words matching the pattern.

If you enter a word without a (?) or (\*), WordPerfect will list the words in the dictionary that sound like the word you enter.

## Count

This option simply counts the words in the document on your screen.

# ■ Speller Utility

---

Use the Speller Utility to create dictionaries, add or delete words, display the common word list, or check the location of a word.

## Starting the Speller Utility

### Two Disk Drives

With the A> prompt on your screen.

**INSERT** A data diskette into Drive B

The data diskette may contain dictionaries, supplementary word lists, or files of words to be added or deleted.

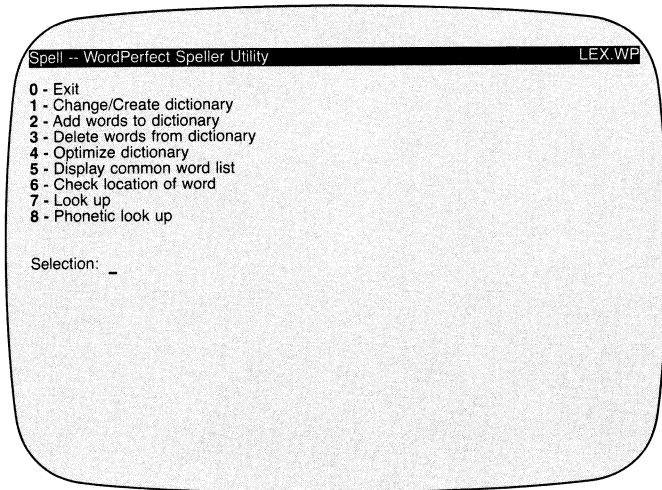
**INSERT** The Speller diskette into Drive A

**ENTER** **spell b:** to start the Speller Utility

### Hard Disk

You must be in the directory where SPELL.EXE is located. This is generally the same directory that contains WP.EXE (WordPerfect program file).

**ENTER** **spell** to start the Speller Utility



<b>Change/Create dictionary</b>	Change to, or create another dictionary before performing any of the other options.
<b>Add words to dictionary</b>	<p>Words to add can be entered using existing files ({WP}LEX.SUP for example) or directly from the keyboard. Be sure to enter all files and words from the keyboard before selecting the Exit option on the Add Words menu as the process takes about 20 minutes no matter how many words are being added.</p> <p>Words added to the common word list are automatically added to the main word list.</p>
<b>Delete words from dictionary</b>	<p>Words to be erased can be entered from existing files or directly from the keyboard. Be sure to enter all files and words before selecting the Exit option on the Delete Words menu as the process takes up to 20 minutes no matter how many words are being deleted.</p> <p>Words deleted from the main word list are also deleted from the common word list.</p>
<b>Optimize dictionary</b>	Choose this option after creating a new dictionary. Press the Enter key to see subsequent screenfuls of words. Press Cancel to return to the menu.
<b>Display common word list</b>	This option lets you view the words in the common word list.
<b>Check location of a word</b>	You can see if a word is found in either the common or main word lists.
<b>Look up</b>	This option works the same as the Look Up option on the Not Found menu.
<b>Phonetic look up</b>	This option lets you look up all the words in the main dictionary that sound like the "Word not found."

# ■ Thesaurus

---

A thesaurus helps you find the *right* word when just *any* word won't do. The WordPerfect Thesaurus displays synonyms and other words that point to the same idea. Antonyms are also displayed. And, unlike using a book thesaurus, WordPerfect quickly does the searching for you.

Up to 3 words and their references can be displayed on a single screen, side-by-side.

## Starting the Thesaurus

### Two disk drives

If you have two disk drives,

**REPLACE** The data diskette in drive B with the Thesaurus diskette

**CURSOR** To the word you want to look up

If the word you want to look up is not on the screen, start the Thesaurus, type 3, and enter the word.

With a clear screen, start the Thesaurus and enter the word.



Start the Thesaurus

When you have finished using the Thesaurus,



Return to your document

**REPLACE** The Thesaurus diskette with your data diskette

## Hard Disk

If you have a hard disk,

**CURSOR** To the word you want to look up

If the word you want to look up is not on the screen, start the Thesaurus, type 3, and enter the word.

With a clear screen, start the Thesaurus and enter the word.



### Start the Thesaurus

If the file TH.WP is not in the same directory as WPEXE, you will be asked to enter the full pathname (e.g., c:\speller\th.wp).

When you have finished using the Thesaurus,



Return to your document

## Using the Thesaurus



Some things to remember about the Thesaurus:



- Words are looked up in four ways:
  - 1 Move the cursor to the word before starting the Thesaurus
  - 2 Enter the word from the Look Up Word option on the Thesaurus menu
  - 3 Type the letter next to a headword while using the Thesaurus
  - 4 Move the cursor to the word while using the “View Doc” option and press the Thesaurus key
- Columns in the Thesaurus can be deleted using the Backspace and Delete keys as well as the “Clear Column” option.
- Use the “View Doc” option if you need to see more context.
- Nouns (n), verbs (v), and adjectives (a) are separated under each headword.





## Terms



<b>Headword</b>	a word that can be looked up in the Thesaurus.
<b>Reference</b>	a word or phrase found under a headword. References preceded by bullets (•) are headwords.
<b>Subgroup</b>	a group of references with the same connotation. Subgroups are numbered under the headword.



## Control Keys


 or  Move the (A,B,C...) menu to any column prior to making selections from the menu at the bottom of the screen.

 or  Move the column up or down to view any subgroups that do not fit on the screen.

, ,  or  Move to the first or last subgroup.

 or  Move the column up or down.

 or  Move the column up or down.

, *(subgroup #)* Move to a specific subgroup.



# Lesson

---

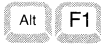
The easiest way to learn about the Thesaurus is to use it. The following exercise transforms an idea into a polished phrase.

## Replace “blunder”

**TYPE** To blunder is human, to acquit sublime.

**CURSOR** To “blunder”

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



Start the Thesaurus

word being referenced (headword)

subgroups

moveable menu

Thesaurus menu

The screenshot shows a text editor window with the sentence "To blunder is human, to acquit sublime." The word "blunder" is highlighted. Below the text is a Thesaurus menu with the following structure:

- blunder—(n)**
  - 1 **A** • error
  - B** faux pas
  - C** gaffe
  - D** • impropriety
  - E** • mistake
- blunder—(v)**
  - 2 **F** botch
  - G** bungle
  - H** • fumble
- blunder (ant)**
  - 3 **I** • succeed

At the bottom of the menu, there is a footer: "1 Replace Word; 2 View Doc; 3 Look Up Word; 4 Clear Column: 0".

**TYPE** The letter (A,B,C, etc.) next to “mistake”

**1** To replace “blunder”

The menu-option numbers at the bottom of the screen and the subgroup numbers in the columns are not related.

**TYPE** The letter next to “err”

“Blunder” should be replaced with “err.”

### **Replace “acquit”**

You are ready to replace “acquit.”

**CURSOR** To “acquit”

**Alt F1** Start the Thesaurus

**TYPE** The letter next to “exonerate”

**TYPE** The letter next to “absolve”

**1** To replace “acquit”

**TYPE** The letter next to “forgive”

“Acquit” should be replaced with “forgive.”

### **Replace “sublime”**

You are ready to replace “sublime.”

**CURSOR** To “sublime”

**Alt** **F1** Start the Thesaurus

**TYPE** The letter next to “divine” to see if there is a better word

**Delete** or **4** Clear the last column (just for fun)

**1** To replace “sublime”

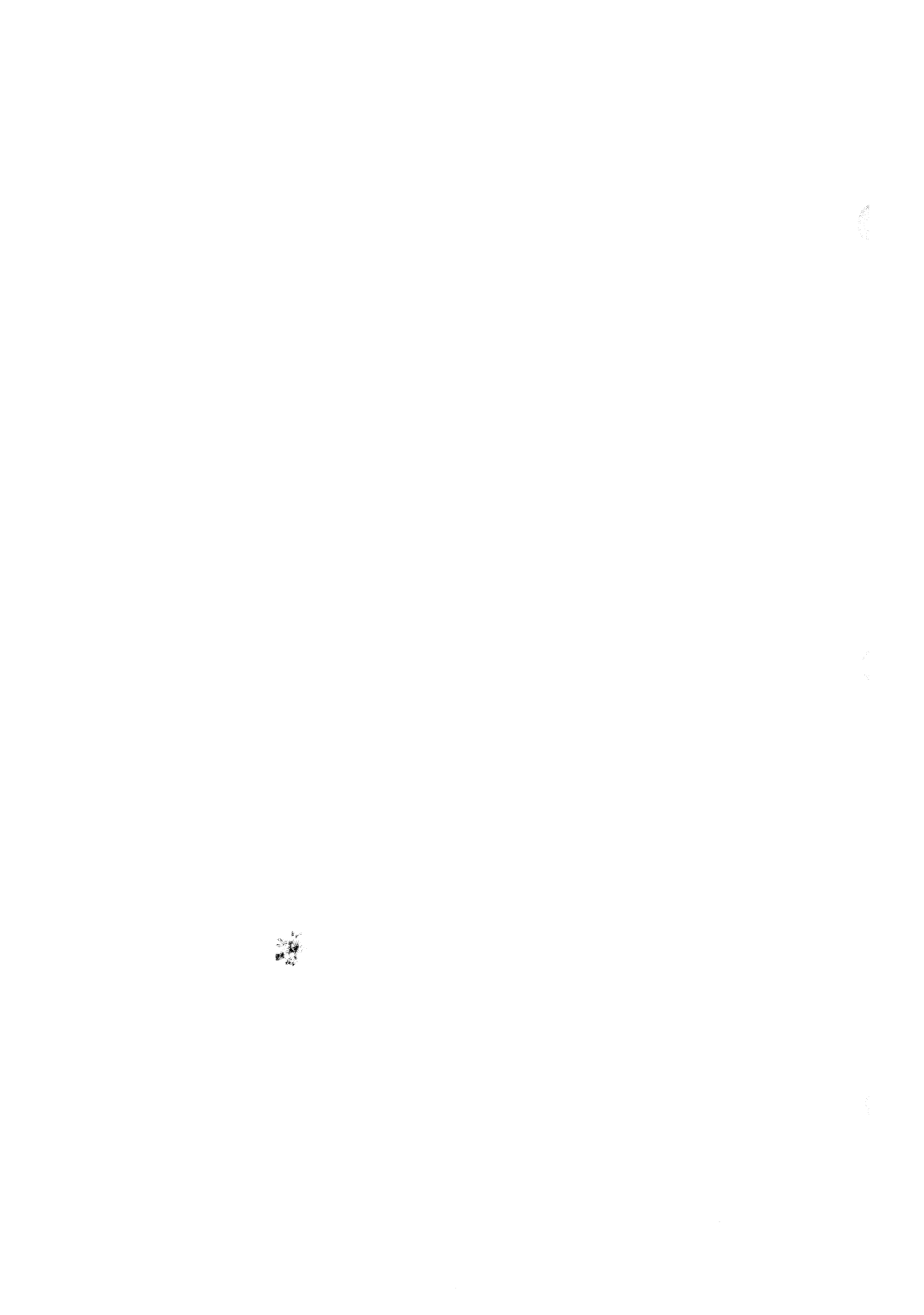
**TYPE** The letter next to “divine”

The phrase should now read “To err is human, to forgive divine.” If it doesn’t, consider yourself forgiven and repeat the exercise.



# Special Features

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# ■ Contents

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## ■ Text Columns

---

When you want to create a newsletter, glossary, script, inventory list, or any text that flows into columns, use the Text Columns feature on the Math/Columns key.

There are two types of text columns available—Newspaper-Style and Parallel. Newspaper-Style Columns are useful for a document such as a newsletter, where text flows continuously up and down through the columns on a page:

**Lone Pine Register**

---

Volume III	Internal use only	July 25, 1986
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---

<p><b>BEAR FACTS</b> -- While the recent upswing in camper/bear confrontation has mainly been attributed to the improper storage of food during the night, recent studies indicate that the bears may, in fact, be foraging for empty containers of musk oil aftershave.</p> <p>According to Dr. Wethers, a noted research scientist, the strong odor of musk may serve as an hallucinogen, resulting in physical violence upon the unwary camper who chooses to splash on a little before retiring for the night.</p>	<p>Tammy comes all the way from Memphis, Tennessee where she has just signed a contract for an album release due at the end of August.</p> <p>As a bonus, the incredible Jerry Harmon, the human sound effect machine, will serve as a front act for Tammy and the boys. Tickets are available now at the main desk of the Visitor's Center.</p> <p><b>THE TRANSFER SHUFFLE</b> -- Melody Winters and Bruce Hart have been transferred to the North</p>
--	---

**Col 1 Doc 1 Pg 1 Ln 7 Pos 10**



Parallel Columns are useful for a document such as a script where text moves across the columns in a group:

Lone Pine Crafts Warehouse Inventory			
Product	Amount	Date	Comments
Indian Rugs -- small	25	6/6/86	Have been in warehouse for two seasons. Need to be moved.
Indian Rugs -- medium	15	6/6/86	Order fifty more for the season from Joe Featherstone by next week.
Indian Rugs -- large	60	6/6/86	
Cowboy paintings by Timothy Shepherd	12	6/6/86	Donate to the annual charity flea market.
Landscape	6	6/7/86	Sold well last season.

Col 1 Doc 1 Pg 1 Ln 8 Pos 10

There are four basic steps to creating either type of columns:

- Define the columns
- Turn on columns
- Type the text
- Turn off columns

When you define the columns, a Column Definition code [Col Def:] is placed in your document. From that point forward, you can turn columns on and off any place in the document, and as often as you like. The same definition is used until another column definition is inserted. You can define up to 24 columns across a page.

Turning on the Columns feature inserts a Column On code [Col on] into your document. Turning off the Columns feature inserts a Column Off code [Col off] into your document. Any text between the two codes is formatted in columns, and a column number is added to the status line to let you know in which column the cursor is resting:

<p>of musk oil aftershave.</p> <p>According to Dr. Wethers, a noted research scientist, the strong odor of musk may serve as an hallucigenic, resulting in physical violence upon the unwary camper who chooses to splash on a little before retiring for the night.</p>	<p>effect machine, will serve as a front act for Tammy and the boys. Tickets are available now at the main desk of the Visitor's Center.</p> <p><b>THE TRANSFER SHUFFLE</b> -- Melody Winters and Bruce Hart have been transferred to the North</p>
<p>Col 2 Doc 1 Pg 1 Ln 22 Pos 10</p>	

When more than one column definition is inserted into your document, the definition that comes immediately before a set of columns is the one used to format the text of the columns.

## Newspaper-Style Columns

Newspaper-Style Columns are designed for text that “snakes” continuously through the columns on a page:

<b>Lone Pine Register</b>		
<hr/>		
Volume III	Internal use only	July 25, 1986
<hr/>		
<p><b>BEAR FACTS</b> -- While the recent upswing in camper/bear confrontation has mainly been attributed to the improper storage of food during the night, recent studies indicate that the bears may, in fact, be foraging for empty containers of musk oil aftershave.</p> <p>According to Dr. Wethers, a noted research scientist, the strong odor of musk may serve as an hallucinogen, resulting in physical violence upon the unwary camper who chooses to splash on a little before retiring for the night.</p>	<p>Tammy comes all the way from Memphis, Tennessee where she has just signed a contract for an album release due at the end of August.</p> <p>As a bonus, the incredible Jerry Harmon, the human sound effect machine, will serve as a front act for Tammy and the boys. Tickets are available now at the main desk of the Visitor's Center.</p> <p><b>THE TRANSFER SHUFFLE</b> -- Melody Winters and Bruce Hart have been transferred to the North</p>	
<p>Col 1 Doc 1 Pg 1 Ln 7</p>		<p>Pos 10</p>

A newsletter, index, list, or magazine article can all be formatted to print in columns.

**CURSOR** To the place in your document where you want columns to begin

**Alt F7, 4** Display the Text Column Definition menu

**Y or N** Select evenly spaced columns or create your own column margins

**ENTER** The number of spaces you want between columns (for evenly spaced columns only)

**TYPE** 1 to select Newspaper-Style Columns

**ENTER** The number of columns you want across the page

Margins for each column are calculated by WordPerfect and displayed on the screen. If necessary, use the Arrow keys to move to a particular column setting for editing. If the column settings displayed are satisfactory,

**F7** Accept the column settings and return to the Math/Columns menu

WordPerfect calculates the margins for each column based on the current margin settings for your document. However, when defining column values, you may change the first and last settings to something other than the current margin settings.

If you are defining evenly spaced columns and ask for columns which cannot fit within the current margin settings, an error message appears and you are returned to the Math/Columns menu. For wider columns, change the margins for your document before defining the columns by using the Margins option on the Line Format menu.

If you are defining unevenly spaced columns and enter column values which overlap, an error message appears. Your cursor remains in the same position so that you can enter a new value.

If you are defining unevenly spaced columns and want to use the same “Number of text columns” value that is already displayed in the menu, the existing column margin settings are used. This only holds true if you press the Enter key to accept the value. If you retype the same number or enter a different number, new column settings are calculated. New values are *always* calculated for evenly spaced columns.

### 3 Turn on columns

“Col” is added to the status line.

#### TYPE The text you want in columns

### Alt F7 , 3 Turn off columns

“Col” disappears from the status line.

Hard and Soft Page codes are used to end one column and begin the next. If you simply type text until the set number of text lines on a page is reached (e.g., 54 lines), a Soft Page code [SPg] is inserted, and the cursor “jumps” to the top of the next column. When you reach the end of the last column on a page, a page break is inserted, and the cursor “jumps” to the beginning of the first column on the next page.

If you want to end a column before the set number of text lines on a page is reached, press the Hard Page key (Ctrl- ←) to insert a Hard Page code [HPg].

If you are at the bottom of a column, press the Right Arrow key to move quickly to the top of the next column. If you are at the top of a column, press the Left Arrow key to move quickly to the bottom of the previous column.

See the Editing Columns section for a complete description of how to move between columns.

**Parallel Columns** Parallel Columns are designed for documents such as scripts or inventory lists where information moves across the columns in a group and may vary in length from column to column.

For example, a simple inventory list may be divided into four columns:

Lone Pine Crafts Warehouse Inventory			
Product	Amount	Date	Comments
Indian Rugs -- small	25	6/6/86	Have been in warehouse for two seasons. Need to be moved.
Indian Rugs -- medium	15	6/6/86	Order fifty more for the season from Joe Featherstone by next week.
Indian Rugs -- large	60	6/6/86	
Cowboy paintings by Timothy Shepherd	12	6/6/86	Donate to the annual charity flea market.
Landscape	6	6/7/86	Sold well last season.

Col 1 Doc 1 Pg 1 Ln 8 Pos 10

Each inventory product forms a group of information that includes the product name, amount on hand, the inventory date, and any comments. Because the name and comments may vary in length, and because each group of information should stay together on the same page, Parallel Columns should be used for the inventory list.

The steps for defining and turning Parallel Columns on and off are the same as those described for Newspaper-Style Columns. However, type **2** for Parallel Columns with Block Protect when asked for "Type of columns."

Each group of columns should be entered sequentially by pressing the Hard Page key after each column in the group. For example, to enter information about a product in the inventory list, you would type the product name, press the Hard Page key, type the amount on hand, press the Hard Page key, type the inventory date, press the Hard Page key, etc.

When you press the Hard Page key at the end of the last column, the cursor wraps to the beginning of the first column, and the following codes are inserted:

```
[BlockPro:Off][Col off]
[HRt]
[BlockPro:On][Col on]
```

This means that each group of information begins with a set of [BlockPro:On][Col on] codes and ends with a set of [BlockPro:Off][Col off] codes. Parallel Columns with Block Protect will always keep groups of columns together on a page. Since these codes control the beginning and end of column groups, be careful of their position while editing columns.

The Parallel Columns feature is designed for use with column groups that are shorter than one page. If you see that any one of the columns in a group will occupy more than the set number of text lines on a page, break up that group before reaching the page break. If you do not break up the group, the long column wraps to the top of the next column and continues, causing formatting problems as you edit the text.

If the group of information does not occupy the entire page length, but does extend beyond the page break, a Soft Page break is inserted, and the Block Protection codes automatically move the group of information to the top of the next page.

When you return to enter missing information for an item, make sure the cursor is in the correct column. If you are entering information into the last column, check the Reveal Codes screen to make sure the cursor is to the left of the [BlockPro:Off] code.

If you are at the end of an item in a group, press the Right Arrow key to move quickly to the next item. If you are at the beginning of an item in a group, press the Left Arrow key to move quickly to the end of the previous item.

When deleting or moving a group, the [BlockPro:On] and [BlockPro:Off] codes at the beginning and end of the information should be included in the block.

**Editing Columns** The Cursor Control keys for moving up and down (e.g., Up Arrow, PgDn) work as described in the Reference section and scroll all columns at the same time.

The Cursor Control keys for moving left and right (e.g., Left Arrow, Home-Right Arrow) move inside a column, with the exception of the following features:

**Go To, Left Arrow**

Moves the cursor to the previous column

### **Go To, Right Arrow**

Moves the cursor to the next column

### **Go To, Home, Left Arrow**

Moves the cursor to the first column

### **Go To, Home, Right Arrow**

Moves the cursor to the last column

The Delete keys all work within a column. For example, if you press the Delete EOP key in the middle of a column, only the text from the cursor to the bottom of the current column is deleted.

You can shorten the length of all columns automatically for Newspaper-Style columns by reducing the number of text lines on a page (see Page Length in the Reference section of the manual).

The Cut and Copy options on the Move key work inside a column. If you want to cut or copy a column, use the Block feature with the Move key. **DO NOT USE** the Cut/Copy Column option on the Move menu.

You can use most WordPerfect features when Text Columns are on. However, some features such as Advance, Column Definitions, Footnotes, Margins, Sorting and Spacing do not work.

## **Column Display**

While creating columns or editing the text in the columns, you can speed up scrolling and rewriting by displaying each column on a separate page instead of side by side.



Select the Column Display option



Display columns on separate pages

Each column is displayed in the position it would normally appear, but the columns are divided by Hard Page breaks.

When you want to display the columns side by side again, select the Column Display option and type **y**.

## **Lessons**

Lesson 8 in the Learning section guides you through creating both Newspaper-Style and Parallel Columns.

# ■ Footnotes/Endnotes

---

WordPerfect helps you number and format footnotes or endnotes in your document. Numbers are automatically inserted, footnotes are properly placed, endnotes are compiled at the end of the document, and several options let you quickly change the style. You can even have footnotes and endnotes in the same document.

In the instructions that follow, the word “note” refers to both footnotes and endnotes.

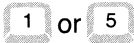
## Creating a Note

Whenever you create a footnote or endnote, numbering is automatically done for you by WordPerfect. You only need to type the text of the note.

**CURSOR** To the place in your document where you want the note number inserted



Display the Footnote menu



Create a footnote or endnote

You are now in a special editing screen. The note number is already inserted. The status line shows you the Position and Line number of the cursor.

**TYPE** The text of your note

A note can be up to 16,000 lines (approximately 300 pages) long. While editing a note, you can use many WordPerfect features, including Block, Move, and the Speller.



Exit the note and return to your document



The first 50 characters of the note can be seen in the Reveal Codes screen. You can see the entire text by viewing the note in the special editing screen (see Editing a Note).



WordPerfect automatically reduces the number of text lines on a page by the number of lines in a footnote (plus two lines for spacing between the footnote and text). If there is not enough room, the footnote number and the footnote are moved to the next page.




## Editing a Note

After creating one or more notes you may want to change the text of a particular note. Your cursor can be anywhere in your document to edit a note.


  Display the Footnote menu

 or  Edit a footnote or endnote

 The number of the note you want to edit

If the correct number is displayed, press the Enter key. If you are using letters or characters for numbering, enter the appropriate letter(s) or character(s).

WordPerfect retrieves the note into the special editing screen. Make your changes, then

 Exit the note and return to your document


If you erase the note number code [Note #] while in the editing screen, press the Footnote key to insert a new one.

## Deleting a Note

When you want to delete a note from your text,

 To the note number

 or  Delete the note number

 Confirm the deletion

The remaining notes in your document are renumbered automatically.

## Printing Notes

WordPerfect tries to keep the entire footnote on the same page as the reference number in your text. If a footnote needs to be split, three lines of the footnote will appear on the same page as the reference number. Option 7 on the Footnote Options menu lets you specify that a "(Continued...)" message be printed on the affected pages.

You can change the number of lines to be kept together on the same page as the footnote number in your text (see Options).

Endnotes start on the last page of the document. If you want the endnotes on a separate page, move your cursor to the end of your document and press the Hard Page key. Endnotes are only printed when you print the entire document or the last page of the document.

## New Note Number

Whenever you want the footnote or endnote numbering to start at a particular number, use the New # option on the Footnote menu.

Position the cursor to the left of the note number you want to change, then



Display the “Note #?” message

ENTER

The new footnote or endnote number

All the footnotes or endnotes that follow are numbered consecutively starting with the new number. If you are numbering with letters or characters, an entered number is automatically converted to the correct character (e.g., 3 to C, 3 to \*\*\*) or vice versa if you are using numbers (e.g., C to 3, \*\*\* to 3).

This option is useful when you have a document broken up into two or more files, or you want to start note numbering over again for each chapter in a book. If both footnotes and endnotes are used in the same document, use the “Start footnote numbers each page” option on the Footnote Options menu.

## Options

When you want to change the format of the footnote (numbering style, spacing, lines to keep together, etc.) use the Options menu on the Footnote key.

Move the cursor to the place in your document where you want the style to change, then



Display the Footnote Options menu

A menu is displayed that includes the following items:

### 1 - Spacing within notes

Enter “1” for single spacing, “1.5” for one-and-a-half line spacing, “2” for double spacing, etc. Preset for single spacing.

### 2 - Spacing between notes

Enter “0” for no lines, “1” for one line, “1.5” for one-and-a-half lines, “2” for two lines, etc. Preset for one line.

### **3 - Lines to keep together**

Enter “1” for one line, “2” for two lines, etc. Specifies the number of lines that will stay on the same page as the footnote reference when WordPerfect needs to split a footnote. It is also the number of lines that will stay together if WordPerfect needs to split an endnote. Preset for three lines.

### **4 - Start footnote numbers each page**

Starts footnote numbering at 1 for each new page. Type “y” for yes; type “n” for no. Preset to “n.”

### **5 - Footnote numbering mode**

Type “0” for numbers, “1” for characters, and “2” for letters. Preset for numbers.

### **6 - Endnote numbering mode**

Same as footnote numbering mode. Preset for numbers.

### **7 - Line separating text and footnotes**

Type “0” for no line, “1” for a 2-inch line, “2” for a line across the page (preset for a 2-inch line), and “3” for a footnote that continues to the next page.

The Continued Message feature separates the text from the footnote with a 2-inch line and prints “(Continued...)” on the last line of the footnote. “(Continued...)” is also printed on the first line of the footnote on the next page.

### **8 - Footnotes at bottom of page**

When your text and footnote(s) do not take up all the available space on a page, type “y” to have blank lines inserted between the text and footnote(s). Preset to “n.”

## 9 - Characters for notes

Enter the character(s) you want to use for the Character numbering mode. You can enter up to 5 different characters. After all characters are used once, they are doubled, tripled, etc.

	<b>One Character</b>	<b>Two Characters</b>
First footnote	*	*
Second footnote	**	#
Third footnote	***	**
Fourth footnote	****	# #
Fifth footnote	*****	***
Sixth footnote	*****	# # #
Seventh footnote	*****	****

Preset for an asterisk (\*).

### A - String for footnotes in text

Create a style for footnote numbering in your text. A “Replace with:” message appears at the bottom of the menu. You may enter characters, Underline, and Superscript. Codes appear when you press the Underline or Superscript key. Press the Footnote key and type “1” for Footnote/Endnote to insert the [Note] code. Use spaces for indenting.

When you are through creating the style, press the Enter key to enter the string. Preset for superscripted numbers.

### B - String for endnotes in text

Create a style for endnote numbering in your text (see String for footnotes in text). Preset for superscripted numbers.

### C - String for footnotes in note

Create a style for footnote numbering in your footnotes (see String for footnotes in text). Preset for 5-space indent and superscripted numbers.

## D - String for endnotes in note

Create a style for endnote numbering in your endnotes (see String for footnotes in text). Preset for the number followed by a period.


### Margin changes

When you change the margins of your document, you need to reset the margins of each note.

The easiest way to reset the margins for each note is to do an Extended Search for some character you are sure does not exist in your document. For example, from the top of the document,

 ,  Display the “Extended Srch:” message

TYPE ~ (or another character not contained in your document)

 Begin the search

When the search is finished, the margins have been reset for each note.

Another way to reset the margins for all the notes is to do a word count from the Speller menu. With the document on your screen, and the Speller diskette in drive B (or on your hard disk),





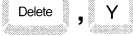




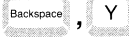



  Start the Speller

 Begin the word count

When the count is finished, the margins have been reset for each note. The margins for each note are also reset if you spell-check the document.



## Changing Footnotes to Endnotes

You can create a macro that changes all the footnotes in your document to endnotes. Retrieve a document to your screen that contains footnotes. With your cursor at the beginning of the document,

-  Begin the macro definition
-  The macro name
-  Edit a footnote
-  Display the current footnote
-  Delete the footnote number
-  Turn Block on
-  Highlight the footnote
-  Cut the footnote
-  Exit the footnote screen and return to your document
-  Delete old footnote number
-  Create an endnote
-  Retrieve the cut footnote
-  Exit the endnote screen and end the macro definition

Using the above steps as a guide, you can also create a macro that will change endnotes to footnotes.

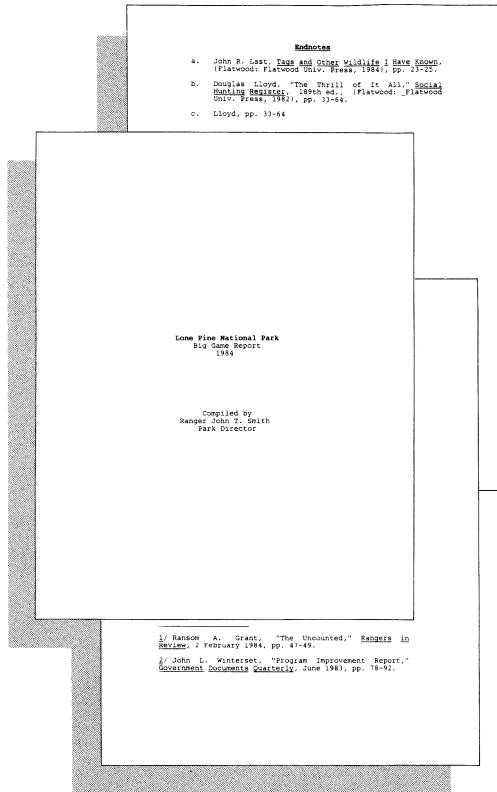
When you want to use the macro, make sure your cursor is at the beginning of the document, then

-  Display the “n =” message
-  A large number like 1000

Start the macro and it is repeated until there are no more footnotes to change.

The macro will end if a [SetFTN#] code is encountered. Delete the code and start the macro again.

In this lesson you create footnotes and endnotes for the Lone Pine Big Game Report.



retrieve the Big  
game report

This document is on your Learning diskette, or in the Learn directory on your hard disk.



Retrieve REPORT84.LRN

## Create three footnotes

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

**CURSOR** To the end of the first paragraph on page 3

**Ctrl** **F7** , **1**

Create a footnote

**Space Bar**

Add a space between the footnote number and the text of the footnote

**TYPE** **Ransom A. Grant, "The Uncounted," Rangers in Review, 2 February 1984, pp. 47-49.**

**F7**

Exit the footnote screen

**CURSOR** To the end of the second paragraph on page 3

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

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

**CURSOR** To the end of the first paragraph on page 5

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

**TYPE** **Winterset, pp. 78-92.**

## Create three endnotes

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

**CURSOR** To the end of the last paragraph on page 4

**Ctrl** **F7** , **5**

Create an endnote

**F4**

Indent the endnote text

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

**F7**

Exit the endnote screen



**CURSOR** To the end of the first sentence on page 6

For the second endnote, follow the basic steps above and type the text below:

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




**CURSOR** To the end of the paragraph on page 7



For the third endnote, follow the basic steps above and type the text below:

**TYPE** **Lloyd, pp. 33-64.**

### reate an dnote page

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

 ,  ,  Move to the end of the document

  Insert a Hard Page break

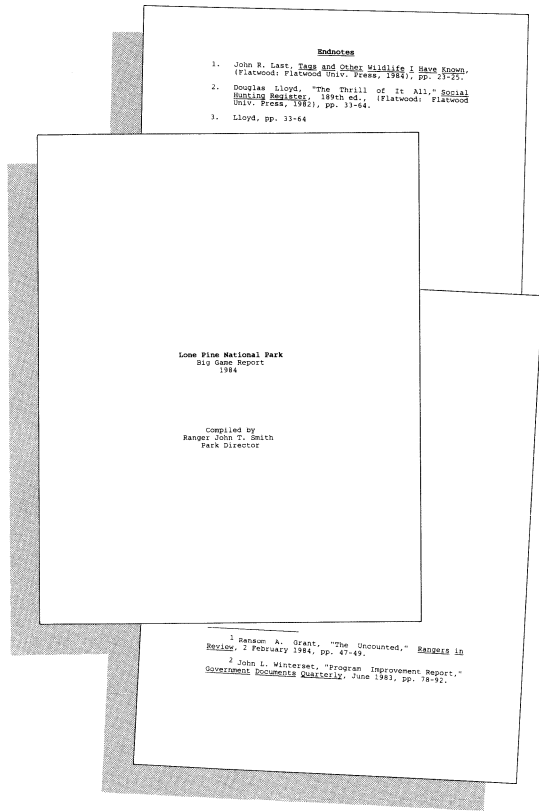
  Begin centering

 ,  Begin bolding and underlining

**TYPE** **Endnotes**

 ,  ,  End underlining, bolding, and centering

**Print the Big Game report** Notice that the footnotes are printed at the bottom of the page, while the endnotes appear on the last page of the document.



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


**Ctrl F7, 2** Edit a footnote

**ENTER 2** to edit the second footnote

**CURSOR** To the "A" in "April"




**Delete** Press until you delete "April 1982"




TYPE **June 1983**



 Exit the footnote screen


**Change the note styles**

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

 ,  ,  Move to the beginning of the document

  ,  Display the Footnote options menu

 ,  Select letters for the Endnote numbering mode

 Change the footnote numbering style in the text

 Insert a beginning Underline code

  ,  Insert a Footnote code

 Insert an ending Underline code

ENTER /

 Change the string for footnote numbering in the note

Follow the steps outlined above to insert the same style in the note.

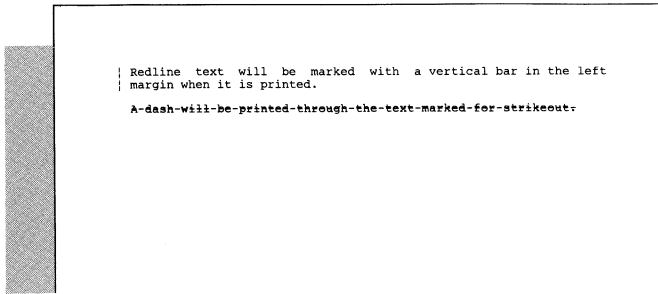
 Exit the Footnote Options menu

**Print the edited report**

Print the report again and notice the changes in numbering style for both the footnotes and endnotes.

## ■ Redline/Strikeout

---



When editing someone else's document, or even your own, you may want to

- Mark text you want added
- Mark text to be deleted

You can use the Redline feature to mark text that is added, and the Strikeout feature to mark text to be deleted.

When the document is printed, a vertical bar appears in the left margin for each line of redlined text. Each character in the strikeout text is overstruck with a dash.

The Printer program on the Printer 2 diskette lets you choose other characters, fonts, or colors for Redline and Strikeout.

When you are ready to print the final draft of the document, use the Remove feature to remove the redline markings and delete the strikeout text.

### Redline Text

There are two basic ways you can redline text. When you want to redline text as you type,

 ,  Begin redlining

A "+" is displayed to the right of the Position number on the status line.

**TYPE** The text you want redlined

**Alt**, **F5**, **3** End redlining

The “+” on the status line disappears.

When you want to redline a block of text in your document,

**BLOCK** The text you want redlined

**Alt**, **F5**, **3** Redline the highlighted text

## Strikeout Text

You need to use the Block key to strikeout text in your document.

**BLOCK** The text for strikeout

**Alt**, **F5**, **4** Strikeout the highlighted text

A “-” is displayed to the right of the Position number on the status line whenever you move the cursor through the strikeout text.

## Remove

Before you print the final draft of your document, you can remove all the redline markings and strikeout text with the Remove feature.

**Alt**, **F5**, **6** Select Other Options on the Mark Text menu

**6** Select the Remove feature


**Y** Begin removing redline markings and strikeout text


When WordPerfect is finished with the task, your document is ready to be sent to the printer.

If you want to keep some strikethrough text, use the Replace feature to delete selected Strikethrough codes before using the Remove feature.

**CURSOR** To the beginning of the document

 ,  Select the Replace with confirm feature

 ,  Insert a Strikethrough code

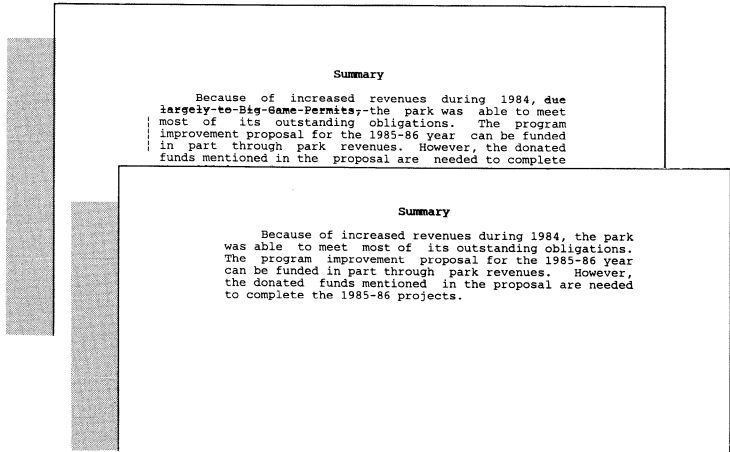
 Press 2 times to begin replacing

Whenever WordPerfect pauses at a Strikethrough code, type “y” to keep the strikethrough text in the document; type “n” to have the text deleted when you use the Remove feature.

## Lesson

---

In this lesson you mark text in a paragraph of the Lone Pine Big Game Report for Redline and Strikeout, then use the Remove feature to delete the strikeout text and remove the redline markings.



### Retrieve the Big Game report

This document is on your Learning diskette, or in the Learn directory on your hard disk.

Shift F10

Retrieve REPORT84.LRN

### Insert a redlined sentence

You want to insert an additional sentence into a paragraph, and mark it for editing approval.

CURSOR

To the beginning of the second sentence in the paragraph on page 7

Alt F5, 3

Begin redlining

TYPE

The program improvement proposal for the 1985-86 year can be funded in part through park revenues.

Space Bar

Press 2 times

Alt F5, 3

End redlining

**Strikeout a phrase** You want to strikeout a phrase in the report for deletion in the final document.

**CURSOR** To the beginning of the phrase "due largely to..." in the first sentence of the paragraph.

**Alt F4** Turn Block on

**TYPE** A comma (,) then a space to highlight the phrase

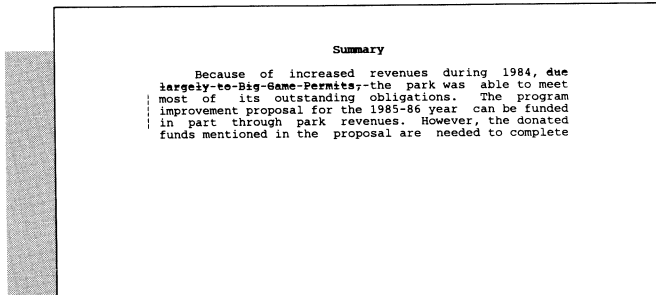
**Alt F5 , 4** Strikeout the highlighted phrase

**Print the edited paragraph** You now want to print the paragraph and send it through for approval before printing the final document.

**BLOCK** The edited paragraph

**Shift F7 , Y** Print the highlighted text

Notice the vertical bars in the left margin for the redlined sentence, and the dashes in the strikeout phrase.



**Alt F4** Turn Block off



**Remove the redline markings and strikeout text**

The changes have been approved; you are ready to remove the redline markings and delete the strikeout phrase.



Select Other Options on the Mark Text menu



Select the Remove feature



Begin removing the marks and text

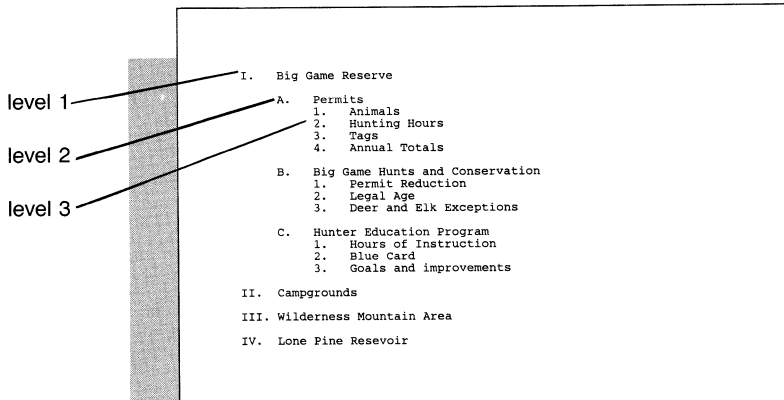
**Print the edited page**

Print the edited page and notice the redline marks and the strikeout text are gone.

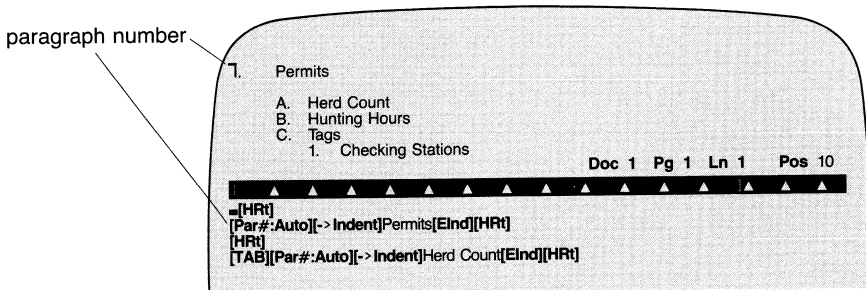
# ■ Paragraph/Outline Numbering

When you want to number paragraphs or an outline, WordPerfect is ready to help with the Paragraph Number and Outline features on the Mark Text menu.

Each tab stop is a new level of numbering. You can have up to seven levels.



When you move the number to a new tab stop (with the Tab key), the number changes style to reflect the new level. This is because each number is actually a [Par#] code you can see in Reveal Codes. When you delete the code, the number disappears.



Use a fixed paragraph number if you want all the levels at a single tab stop or at the left margin.

The Paragraph Number feature lets you insert numbers one at a time. When Outline is on, WordPerfect automatically inserts a number each time you press the Enter key

If you use spaces instead of tabs before a paragraph number, the number continues to reflect the previous level until you reach the next tab stop.

The Define Paragraph/Outlining option on the Other Options menu lets you quickly change your numbering to a different style. You can choose from three pre-defined styles,

**Paragraph** — 1. a. i. (1) (a) (i) 1)

**Outline** — I. A. 1. a. (1) (a) i)

**Legal** — 1. 1.1. 2. 2.1., etc.

or create your own style using several available options for numbers and punctuation:

**Number Styles**

- Upper Case Roman — I
- Lower Case Roman — i
- Upper Case Letters — A
- Lower Case Letters — a
- Numbers — 1
- Numbers (legal style) — 1.1

**Punctuation Styles**

- No punctuation — I
- Period — I.
- Parenthesis — I)
- Parentheses — (I)

Each time you create another outline in the same document, you need to create another definition for outline numbering to start over. The definition can be created before or after you turn the Outline feature on.

## Paragraph Numbers

Paragraph numbers can be automatic or fixed. An automatic paragraph number changes to the next level when a tab is inserted in front of it. A fixed paragraph number stays at the same level, even when you insert tabs in front of it.

Position your cursor at the beginning of the line or paragraph you wish to number, then



Display the “Paragraph Level (ENTER for automatic):” message



Insert an automatic paragraph number

*or*

**ENTER** A level number (1-7) to insert a fixed paragraph number

Repeat these steps each time you want to insert another number in your document. If a paragraph number is inserted or deleted, all paragraphs are renumbered automatically.

## Outline

When you want WordPerfect to insert automatic paragraph numbers for you, then use the Outline feature.

**CURSOR**

To the place where you want the outline to begin



Begin outlining

“Outline” appears on your screen.



Insert the first paragraph number



Indent the text of the line or paragraph

You may also press the Space Bar then the Tab key instead of indenting.

**TYPE**

The line or paragraph



Insert the next paragraph number



Press until you reach the correct level

If you move too far, you can press the **◆**Margin Release key to back up to the correct level.

At this point you can indent, type your next item, then continue. You can add extra lines with the Enter key before indenting with the Tab key or an Indent key.

When you are finished with the outline,

 ,  End outlining

“Outline” disappears from the screen.

The paragraph numbers inserted when Outline is on are automatic. If you want fixed paragraph numbers, use the Paragraph Number feature.

**Editing Numbers** Paragraph numbers are codes that display a character on the normal screen. When you want to delete a paragraph number

**CURSOR** To the paragraph number

 Delete the paragraph number code

The rest of the paragraph numbers are automatically updated as you move your cursor.

**Changing Styles** WordPerfect is preset to use a common outline style of numbering. When you want to change the style,

**CURSOR** To the place where you want the style to change

 ,  Select Other Options on the Mark Text menu

 Display the Paragraph Numbering Definition menu

You can select from three pre-defined styles, or type “4” and create your own style from the list of options at the bottom of the menu.

After selecting a style, press the Enter key to start numbering at level 1.

If you have more than one outline or set of numbered paragraphs in your document, create a new definition for each one to make sure that numbering starts at “1” again.

## Restart Numbering

When defining Paragraph/Outline Numbering, you can indicate the number and/or level at which to start the numbering. This is particularly useful if you want to start the numbering over in the same document, or if you want to continue the numbering through two or more files.

With the cursor at the place you want to begin numbering,



Select Other Options from the Mark Text menu



Select the Define Paragraph/Outline Numbering option

After selecting a predefined numbering style (or creating one of your own), the cursor moves to a “Starting Paragraph Number (in Legal Style:)” message at the bottom of the Paragraph Numbering Definition menu.

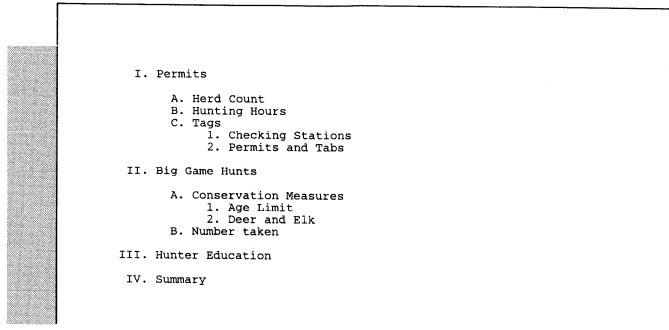
If you want to begin renumbering at level 1, simply enter the number at which you want numbering to begin. For example, entering **6** starts the numbering at “VI.” for Outline Numbering and “6.” for Legal Numbering. Entering **6.2.3** starts the numbering at “VI. B. 3.” for Outline Numbering and “6. b. iii.” for Paragraph Numbering. After entering the number and/or level to complete the definition, you are returned to your document.

If you define renumbering to begin at a level other than 1, you need to press the Tab key to move the inserted paragraph number to that level before typing.










The Mark Text menus have been redesigned to include the Table of Authorities and Paragraph/Outline Renumbering features.

## Aligning Numbers

You may want your paragraph numbering, as well as your text, aligned on the page:



Follow these steps to align a paragraph number and indent the text that follows.

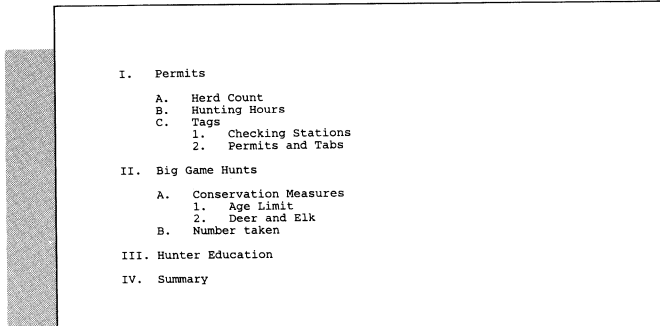
-  Select the Tab Align feature
-  ,  Display the "Paragraph Level (ENTER for automatic):" message
-  Insert an automatic paragraph number
-  Press 2 times for spacing
- TYPE A period (.) to end the Tab Align
-  Delete the period
-  ,  Overstrike the second space
-  Indent the text of the paragraph

Once the text is typed, repeat these steps for the next paragraph number. You may want to create a macro that does this task for you.

# Lesson

---

In this lesson you create and edit an outline for the Lone Pine Big Game Report.



**Begin the outline** Automatic paragraph numbers are going to be inserted in the outline, so the Outline feature can be used to insert the paragraph numbers for you.

 ,  **Begin outlining**


Notice the "Outline" message on your screen.



**Outline the Permits category** The keystrokes below guide you through creating the first part of the outline.

 Insert the first paragraph number

 Indent the line




TYPE **Permits**

 Press 2 times to end the indent, add extra spacing, and insert another paragraph number

,  Move the paragraph number to the second level, and indent the line


TYPE **Hunting Hours**




 ,  ,  Insert a paragraph number, move it to the second level, and indent the line


**TYPE Tags**

 Insert a paragraph number

 Press 2 times to move the paragraph number to the third level

 Indent the line

**TYPE Checking Stations**

 Insert a paragraph number

 Press 2 times to move the paragraph number to the third level


 Indent the line

**TYPE Permits and Tags**

 Press 2 times to insert a paragraph number and extra spacing

If you make a mistake, use the Backspace key to delete the text and Paragraph Number code (if necessary). Press the Enter key, or select the Para # option on the Mark Text menu to insert a new code.

**Complete the outline**

Now that you have learned the basic steps of creating an outline, continue using the Tab,  Indent, and Enter keys to create the rest of the outline as shown below:

**II. Big Game Hunts**

**A. Conservation Measures**

- 1. Age Limit**
- 2. Deer and Elk**

**B. Number Taken**

**III. Hunter Education**

**IV. Summary**

When you are finished creating the outline,

 ,  ,  End outlining

## Print the outline

Now that the outline is complete, you want to send it to the printer.



Send the outline to the printer

## Add an entry

Once an outline is created, you will probably want to edit the text or add new entries. In this step you add a "Herd Count" entry to the outline.

**CURSOR** To the left margin of Line 4



Add extra spacing



Move to the next tab stop



Insert a paragraph number



Insert automatic paragraph number



Indent the line

**TYPE**

**Herd Count**



Press 2 times to update the paragraph numbers

## Select the Legal style

Once an outline is created, you can quickly change the style of numbering for the whole outline by inserting a new definition.



Move to the top of the page



Select Other Options on the Mark Text menu



Display the Paragraph Numbering Definition menu

A large menu is displayed on your screen. At the top of the menu is a list of all the preset styles. At the bottom of the menu is a list of options available for creating your own style.



Select the Legal Numbering style

















Start paragraph numbering at level 1

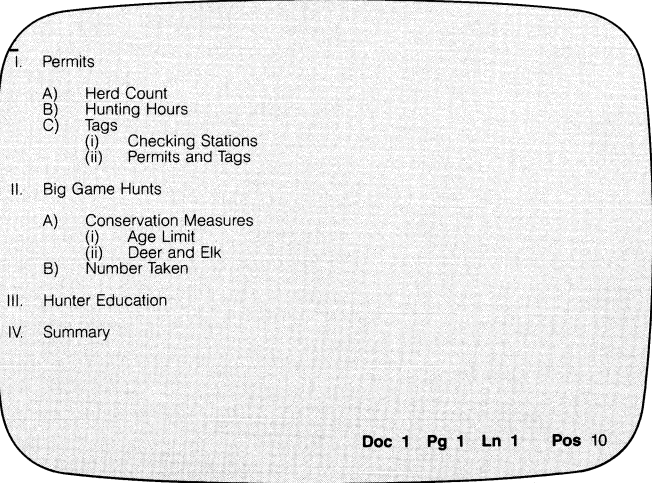
- 
- 1. Permits
    - 1.1. Herd Count
    - 1.2. Hunting Hours
    - 1.3. Tags
      - 1.3.1. Checking Stations
      - 1.3.2. Permits and Tags
  - 2. Big Game Hunts
    - 2.1. Conservation Measures
      - 2.1.1. Age Limit
      - 2.1.2. Deer and Elk
    - 2.2. Number Taken
  - 3. Hunter Education
  - 4. Summary

Doc 1 Pg 1 Ln 1 Pos 10

## Create a new style

Besides selecting from the available styles, you can select from several options to create your own numbering style.

-  ,  Delete the [Par#Def] code for the Legal style
-   ,  Select Other Options from the Mark Text menu
-  Display the Paragraph Numbering Definition menu
-  Create your own style
-  Press 3 times to accept the current number and punctuation style for level 1, and the number style for level 2
-  Select a parenthesis for the level 2 punctuation style
-  Select Lower Case Roman for the level 3 number style
-  Select parentheses for the level 3 punctuation style
-  Press until you exit the Paragraph Numbering Definition menu
-   Press 2 times to display the new style

- 
- I. Permits
    - A) Herd Count
    - B) Hunting Hours
    - C) Tags
      - (i) Checking Stations
      - (ii) Permits and Tags
  - II. Big Game Hunts
    - A) Conservation Measures
      - (i) Age Limit
      - (ii) Deer and Elk
    - B) Number Taken
  - III. Hunter Education
  - IV. Summary

Doc 1 Pg 1 Ln 1 Pos 10

## ■ Table of Contents/Lists/Index

---

WordPerfect can help you create a Table of Contents, Lists of graphs, maps, and illustrations, and/or an Index for your document. All of these features are on the Mark Text key.

There are three basic steps you need to follow:

- Mark the text
- Define the style and location
- Generate

The table of contents and lists use text from your document. You can enter any text into the index. Once you have created the definitions, you can use the same marked text over and over again to generate (create) new tables, lists, and indices.

You can insert up to five levels for the table of contents, create up to five different lists, and include headings and subheadings in the index.

### Mark the Text

The first step is to mark the text you want to include in the table, lists, and index. The Block key is used to highlight the text for the table and lists. A [Mark] and [EndMark] code are placed at either end of the text marked for the table and lists.

If you want to delete markings around a word, you only need to delete the [Mark] code—WordPerfect deletes the [EndMark] code for you.



There is only one mark text code for the index, and it is placed at the cursor position. The code includes the heading and subheading for the index. You can mark the text with or without the Block key. You can also place index marks within footnotes, thereby including footnote citations within the index.

### Table of Contents/Lists

When you are ready to mark the text in your document for a table of contents or list,

**BLOCK** The word or phrase you want to include

Any codes in the block (Bold, Underline, Center) will be included with the text.

  Display the Mark Text menu




 or  Select Table of Contents or List


**TYPE** The level number for the table (1-5), or the list number (1-5)

Repeat these steps for each item you want included in the table or list. You are then ready to define a numbering style for the table and each list.

## Index

When you are ready to mark the text in your document for an index, move the cursor to a word you want in the index, or highlight the text with the Block key, then


  ,  Display the "Index Heading:" message

 Select the displayed text as a heading

When you use the Block feature, the text you highlighted is displayed after the "Index Heading:" message. If you do not use the Block key, only the word at the cursor is displayed. You can also enter your own heading.

**ENTER** A subheading

*or*

 Do not include a subheading

If you do not use the displayed text for the heading, it appears for the subheading. Press the Enter key to use the displayed text, enter your own subheading, or press the Backspace or Delete key to delete the word(s) if you do not want a subheading.

Repeat these steps for each item you want indexed. You are then ready to define a numbering style for the index.

## Define the style

Once the text is marked, you need to define a numbering style for the table, lists, and index. A [DefMark] code is inserted into your text whenever you define a numbering style. WordPerfect generates the table, list, or index at the code. Check the cursor position *before* defining the style to prevent the table, list, or index from being created in the wrong place.

You have five numbering styles from which to choose:

- No Page Numbers
- Page Numbers Follow Entries
- (Page Numbers) Follow Entries
- Flush Right Page Numbers
- Flush Right Page Numbers with Leaders

## Table of Contents

You can select a different numbering style for each level. You can also choose to have the last level “wrapped.” Items in a wrapped level are listed one after the other, and are separated by semi-colons.

**TYPE** A heading for the table (if desired)

**CURSOR** To the position where you want the table generated

**Alt F5**, **6** Select Other Options from the Mark Text menu

**2** Display the Table of Contents Definition menu

**TYPE** The number of levels (1-5) you want in the table

**Y** or **N** Wrap the last level or list the entries

**ENTER** A numbering style for each level

Press the Enter key to accept the displayed style.

If you want the table of contents generated on a separate page, move the cursor to the left of the definition code (or heading) and press the Hard Page key.

You cannot select a Flush Right style for the last level if you want to have it “wrap.”

## Lists

Each list needs its own numbering style definition.

**TYPE** A heading for the list (if desired)

**CURSOR** To the position where you want the list generated

**Alt F5**, **6** Select Other Options from the Mark Text menu

**3** Select the Define List option from the menu

**TYPE** A list number (1-5)

**TYPE** A number from the List Definition menu to select a numbering style

## Index

Headings and subheadings in the index use the same numbering style definition.

**TYPE** A heading for the index (if desired)

**CURSOR** To the position where you want the index generated

**Alt F5**, **6** Select Other Options from the Mark Text menu

**5** Select the Define Index option and “Concordance Filename (Enter = none):” appears on the status line

**ENTER** The name of the concordance file you have prepared

Press the Enter key without entering a filename if you do not wish to use a concordance file.

**TYPE** A number from the Index Definition menu to select a numbering style

The index definition should be at the end of your document, as only markings that occur before the definition are included in the generation.



If you choose to use a concordance file, WordPerfect not only includes all the words in your document which you individually marked for your index, but it also scans the concordance file and includes all the words from your document which match the concordance list. See the Special Features section titled “Concordance” for further details.



## Generate

Once you have marked the text and defined the numbering styles, you are ready to have WordPerfect generate your table of contents, lists, and index.

 ,  Select Other Options from the Mark Text menu

 Begin generating

If your computer does not have enough memory available, WordPerfect may ask you to clear the Document 2 screen so that the table, lists, and/or index can be generated.

 or  Indicate if you want the existing tables, lists, and indexes replaced

If you type “y,” WordPerfect automatically deletes the old text from any previous table, list, or index before generating a new one.

If you type “n,” you are returned to your document to delete the old text. If an [EndDef] code does not exist for a table, list, or index, you will see an error message and will be returned to your document. The same error message also appears if you have two [DefMark] codes for one [EndDef] code.

When generating starts, a counter at the bottom of the screen helps you keep track of the progress. A table, list, or index is generated for each [DefMark] code and an [EndDef] code is inserted at the end of each table, list, or index.

When editing your document, make sure you are not adding text between the [DefMark] and [EndDef] codes. Erase the old [DefMark] code every time you select a new numbering style, or the table, list, or index will be generated twice.

## Lesson 1 — Mark the Text

---

The three lessons that follow take you through the complete process of creating a table of contents, two lists, and an index. You also change the numbering style and generate again.

In this lesson you mark the Lone Pine Big Game Report for the table of contents, lists, and index.

The screenshot shows a document editor window with a light gray background. The text inside the window is as follows:

Permits

Herd Count \_

During the 1984 Hunting season the Lone Pine Game Reserve offered permits for the taking of Deer, Elk,

B:\REPORT84.LRN Doc 1 Pg 3 Ln 4 Pos 25

A horizontal line of small black triangles is positioned below the text. Below this line, the following text is displayed:

[C][Mark:ToC,1][B]Permits[b][End Mark:ToC,1][c][HRT]  
[HRT]  
[HRT]  
[Mark:ToC,2]Herd count[EndMark:ToC,2]=[HRT]  
[HRT]  
[TAB]During the 1984 Hunting season the Lone Pine Game[SRt]  
Reserve offered permits for the taking of Deer, Elk.[SRt]

Two lines from the left side of the image point to the text in the window: one points to the word "Permits" and the other points to the word "Herd Count".

### Retrieve the Big Game Report

This document is on your Learning diskette, or in the Learn directory on your hard disk.






Retrieve REPORT84.LRN


**Mark text  
for a table**

You are ready to begin marking text for a two-level table of contents. For the first level,

**CURSOR** To the “Permits” heading at the top of Page 3

**BLOCK** The heading

 ,  Display the “ToC Level:” message

 Mark the heading for level 1 in the table

Repeat these steps for “Big Game Hunts” at the top of Page 5, “Hunter Education Program” at the top of Page 6, and “Summary” at the top of Page 7.

Once you complete marking the text for the first level of the table, you are ready to mark text for the second level. Move your cursor to the text in the following list and repeat the above steps. This time type “2” for the level number.




- “Herd Count” on Page 3 Line 4
- “Hunting Hours” on Page 3 Line 23
- “Tags” on Page 4 Line 1
- “Conservation Measures” on Page 5 Line 4
- “Number Taken” on Page 5 Line 16

**Mark text  
for two lists**

You are now ready to mark text in the report for two lists—Tables (list 1) and Graphs (list 2). For the first list,

**CURSOR** To the “Big Game Census” title on Page 3 Line 13

**BLOCK** The title

 ,  Display the “List #:” message

 Mark the title for list 1

Repeat these steps for “Hunting Hours” on Page 3 Line 29, and “Big Game Tags” on Page 4 Line 19.

You are ready to mark an entry for the second list.

**CURSOR** To the “Big Game Hunt” title on Page 5 Line 22

**BLOCK** The title



Display the “List #:” message



Mark the title for list 2

## Mark text for the index

For the first task in marking text for the index, you create an “Animals” heading and use each animal name as a subheading.

**CURSOR** To the word “Antelope” in the “Hunting Hours” table at the bottom of Page 3



Display the “Index Heading:” message

**ENTER**

**Animals** for the heading



Use the animal name for the subheading

Follow the above steps for each animal in the list. For Big Horn Sheep and Rocky Mountain Goat, use the Block key to mark the text. When you are finished,

**CURSOR** To “Deer” at the bottom of the graph on Page 5 (Line 45)



Display the “Index Heading:” message

**ENTER**

**Animals** for the heading






Use the animal name for the subheading

Follow the above directions to mark each animal at the bottom of the graph. For Big Horn Sheep, use the Block key to mark the text.


After marking the animals for indexing, you are ready to mark the text for the “Documents, Government” heading.

**CURSOR** To the “ANPI-83-LPNP” reference on Page 3 Line 26




**BLOCK** ANPI-83-LPNP

 ,  Display the “Index Heading:” message

**ENTER** **Documents, Government** for the heading

 Use the displayed text for the subheading

**CURSOR** To the end of the first paragraph on Page 5

 ,  Display the “Index Heading:” message

**ENTER** **Documents, Government** for the heading

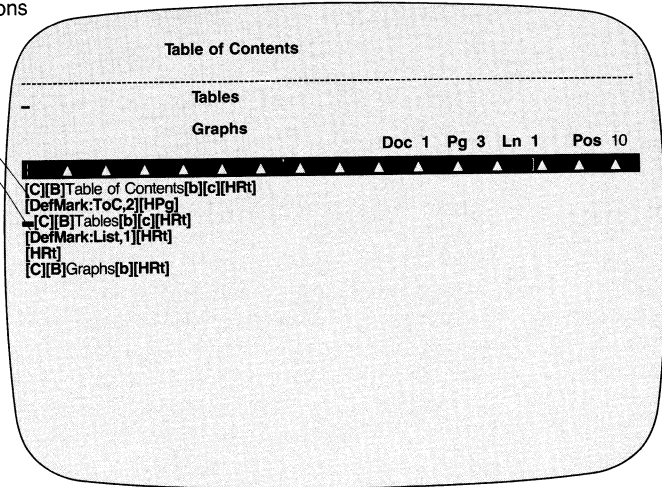
**ENTER** **State Big Game Proclamation** for the subheading

Now that you are familiar with marking text for an index, move to the beginning of the report and, using the Search feature, find and mark each occurrence of “herds” and “Big Game Permits” (you will need to use the Block key for “Big Game Permits”). Press the Enter key for each heading to use the displayed text. There are no subheadings, so press the Enter key again when you see the “Subheading:” message.

## Lesson 2 — Define the table of contents, lists, and index

In this lesson you define the numbering style for the table, lists, and index entries you have marked in the Lone Pine Big Game Report from lesson 1.

Numbering Style Definitions



### Define the table

For the table of contents you want to create a title, then define the numbering style.

**CURSOR** To the end of page 1



Insert a Hard Page break



Center, bold, and type **Table of Contents**  
(remember to turn off Bold)



Add extra spacing




Select Other Options from the Mark Text menu





Display the Table of Contents Definition menu

**TYPE 2** for the number of levels in the table

**TYPE n** to indicate no wrapping for the second level

 Press 2 times to accept the displayed styles for both levels and exit the menu

**Define the lists** There are two lists to define—one for the tables in the report and one for the graph.



  Insert a Hard Page break after the table of contents definition

 ,  Center, bold, and type **Tables** for the first list (remember to turn off Bold)


 Add extra spacing

 ,  Select Other Options from the Mark Text menu

 Select the Define List option from the menu

,  Define the first list for page numbers to follow each entry in parentheses


You are now ready to define the second list for any graphs in the report.



 Press 2 times to add extra spacing between the Table and Graph lists

 ,  Center, bold, and type **Graphs** for the second list (remember to turn off Bold)

 Add extra spacing

 ,  Select Other Options from the Mark Text menu

 Select the Define List option from the menu

,  Define the second list for page numbers flush right with a dot leader

## Define the index

The final step before generating the table, lists, and index is to define the index for the report.



Move to the end of the report



Insert a Hard Page break



Center, bold, and type **Index** for the index heading (remember to turn off Bold)



Add extra spacing



Select Other Options on the Mark Text menu



Select the Define Index option from the menu



Choose not to use a concordance file



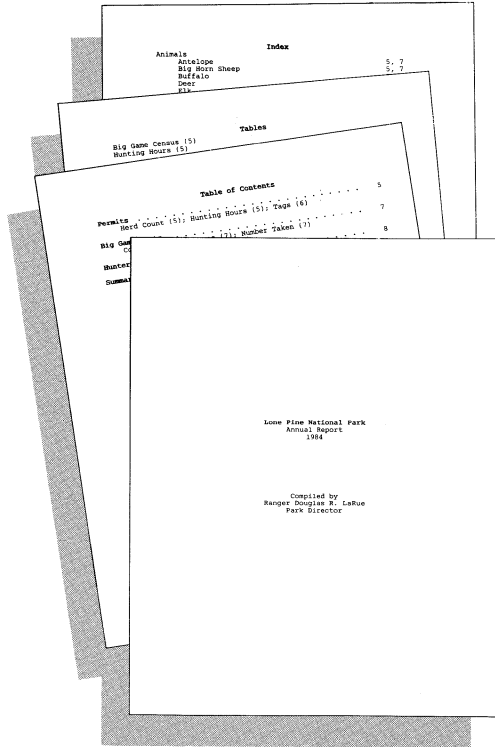
Define the index for page numbers to follow each entry



## Lesson 3 — Generate, edit the styles, then generate again

---

In this lesson you finish the task of referencing the report by generating the table of contents, lists, and index. You also change the numbering styles of the table and index, then generate again.



### Generate the table, lists, and index

With the text marked and the definitions created, you are ready to let WordPerfect take over and automatically create a table, two lists, and an index.

**Alt** **F5** , **6**

Select Other Options from the Mark Text menu

**8**

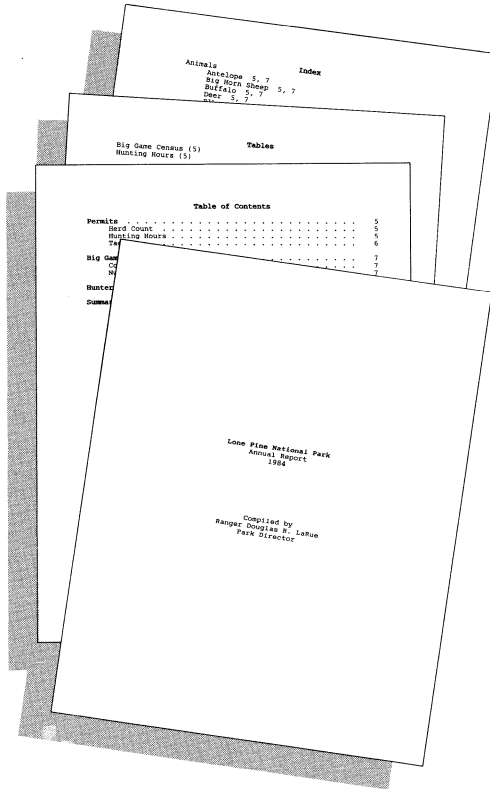
Begin generating

If your computer does not have enough memory available, WordPerfect may ask you to clear the Document 2 screen before generating the documents. Clear the second screen and start again.



Indicate that any previously generated documents can be replaced

A counter keeps you posted on the progress. When WordPerfect is finished, scroll through the report to see the generated text, then print the report.



### Change numbering styles

Before printing the final report, you want to change the numbering styles for the table of contents and index.







**CURSOR** To the top of page 2



Move to and delete the [DefMark:ToC,2] code











Exit the Reveal Codes screen

-   Select Other Options from the Mark Text menu
-  Select the Define Table of Contents option from the menu
-   Define two levels for the table of contents, with the second level in a wrapped format
-  Press 2 times to accept the displayed numbering styles and exit the menu





You also want to change the index numbering style to flush right page numbers.

**CURSOR** To the last page (page 10)

-   Move to and delete the [DefMark:Index,2] code
-  Exit the Reveal Codes screen
-   Select Other Options from the Mark Text menu
-  Select the Define Index option from the menu
-  Choose not to use a concordance file
-  Define flush right page numbers for the index

### Generate new documents



You are now ready to generate the final table of contents, lists, and index for the report.

-   Select Other Options from the Mark Text menu
-  Begin generating
-  Replace the old table of contents, lists, and index

Follow the progress of generation by watching the counter at the bottom of the screen.

### Print the report

After WordPerfect finishes generating the documents,

-   Print the final version of the report

## ■ Concordance

---

If your index should include phrases (consisting of one or more words) which are repeated often throughout the document, you may want to build a concordance file. When you generate the index, WordPerfect will search the document for every phrase listed in the separate concordance file. These entries will all be included in the index, along with words specifically marked in the document for the index.

### Creating a Concordance File

The concordance file is a regular WordPerfect document which contains all the phrases you want included in the index. Listing each entry once in the concordance file saves you the time it would take to individually mark each occurrence of the phrase in your document. In the concordance file, each phrase must be separated by a Hard Return code [HRt]. A phrase may be as long as necessary, but there is a limit to the number of phrases you may include in the concordance file. The actual limit will depend on the amount of memory available at the time you generate the index.

If you include too many phrases, a warning message will appear: "Not enough memory to use entire concordance file. Continue? (Y/N)." If you type **y** for "yes," only the concordance phrases scanned up to the point of the warning will be included in the index. If you type **n** for "no," index generation will cease.

Each phrase in the concordance file may have associated index marks. These marks should be placed directly after the phrase and before the Hard Return. During index generation, when a phrase in the document matches a phrase listed in the concordance file, WordPerfect builds an index entry for it. If there are no index marks following the phrase in your concordance, the phrase is used exactly as is for the major index heading. If index marks are found, the text of the matched phrase is *not* used for the major index heading. Instead, the heading and subheading text found in the index mark is used, along with the page number of the matched phrase.

If there are multiple index marks after a given phrase, multiple index entries will be built. Each index entry will have the appropriate heading and subheading, and the page number of the matched phrase. There is no limit to the number of index marks that can be associated with each phrase.

Note that index generation will be faster if your concordance entries are sorted alphabetically. Use WordPerfect's Sort feature to arrange the entries.

## Defining the Index

Since you now have the option of referring to a concordance file when generating your index, the procedure for defining the index style includes one additional step.

After deciding where the index is to be placed, you are prompted for the name of the concordance file in addition to the usual page numbering style options.



Select Other Options from the Mark Text menu



Select the Define Index option and "Concordance Filename (Enter=none):" appears on the status line

**ENTER** The name of the concordance file you have prepared

Press the Enter key without entering a filename if you do not wish to use a concordance file.

**TYPE** A number from the Index Definition menu to select a numbering style

When you generate the index, WordPerfect not only includes all the words in your document which you individually marked for the index, but it also scans the concordance file and includes all the words from your document which match the concordance list. Using a concordance file slightly increases the time needed to generate the index.

## Lesson—The concordance file

In this lesson you create a concordance file in WordPerfect to list the frequently used words in the Lone Pine Big Game Report. With the concordance, you will then generate an index for the report.

### Create a Concordance File

Your concordance file will contain the names of each animal you want included in the index. It is a regular WordPerfect document.

 ,  ,  Clear the screen









**Antelope**  
**Big Horn Sheep**  
**Buffalo**  
**Deer**  
**Elk**  
**Rocky Mountain Goat**

Be sure to separate each entry with a Hard Return.


### Insert the Index Marks


The index marks associated with each concordance phrase will tell WordPerfect how to list the phrase in the index.

 ,  ,  Move the cursor to the top line of the concordance




  ,  Display the “Index Heading:” message

 **Animals** for the heading


 Use “Antelope” for the subheading

 Move to the second line

  ,  Block the phrase




  ,  Display the “Index Heading:” message




 **Animals** for the heading


 Use “Big Horn Sheep” for the subheading

Repeat these steps for each of the phrases, remembering to block the phrase if it includes more than one word.

For each of the animals, you should include another index mark which will list them individually under their own index headings.



 ,  ,  Move the cursor to the top line of the concordance


  ,  Display the "Index Heading:" message

 Use "Antelope" for the heading

 Do not include a subheading



Mark each of the phrases in the same way.




 ,  Save the file as CONCORD



 Clear the screen



## Define the Index Style


Before generating the index, you must first define the index style for WordPerfect.

  Retrieve REPORT84.LRN

 ,  ,  Move the cursor to the end of the report

  Insert a Hard Page break

  Center the index heading


 ,  Turn on Underline and Bold

TYPE **Index** for the index heading

 ,  Turn off Underline and Bold

 Press twice to end centering and add one blank line

  ,  Select Other Options from the Mark Text menu

 Select the Define Index option and "Concordance Filename (Enter=none):" appears on the status line

ENTER **concord**

TYPE **5** for Flush Right Page Numbers with Leaders

## Generate the Index

With the concordance file created and the index style defined, you are now ready to generate a new index for the Lone Pine Big Game Report.

**Alt F5**, **6** Select Other Options from the Mark Text menu

**8** Begin generating the index

**Y** Indicate that any previously generated indexes should be deleted

A counter keeps you posted on the progress.

**PgDn** View the newly created index

Because of increased revenues during 1984, due largely to Big Game Permits, the park was able to meet most of its outstanding obligations. However, the donated funds mentioned in the proposal are needed to complete the 1985-86 projects.

---

**Index**

Animals	
Antelope	3,5
Big Horn Sheep	3,5
Buffalo	3,5
Deer	3,5
Elk	3,5
Rocky Mountain Goat	3,5
Antelope	3,5
Big Horn Sheep	3,5
Buffalo	3,5
Deer	3,5
Elk	3,5
Rocky Mountain Goat	3,5

B:\REPORT84.LRN Doc 1 Pg 8 Ln 14 Pos 15

Since you did not mark phrases for the index within the Big Game Report, only the phrases from the concordance file are included in the index. If you saved the document that you marked for the Table of Contents/Lists/Index Lesson 1 on page 45 of the Special Features section, generate an index for that document instead of for REPORT84.LRN. The index will include the individually marked phrases throughout the document as well as those included in the concordance file.



## ■ Table of Authorities

With this feature, you can generate a table of authorities (list of citations) for a legal brief, detailing the pages where citations of specific cases and statutes occur. You have the option of dividing the table into one or more sections, and/or assigning each section a different format, if you desire. You may define up to sixteen sections—one for cases, one for statutes, one for regulations, etc. The authorities within each section are sorted alphanumerically by WordPerfect.

### **Constitution, Statutes, and Regulations:**

#### United States Constitution:

Fifth Amendment (Equal Protection Clause) .....	4, 6, 9, 11, 13, 16
Sixth Amendment (Right to Speedy Trial) .....	12, 19, 54

#### Civil Rights Act of 1964:

42 U.S.C. 1981 .....	9, 14, 29
42 U.S.C. 1983 .....	9, 14
42 U.S.C. 1988 .....	8, 9

#### Equal Access to Justice Act:

28 U.S.C. 2412(b) .....	4, 22, 41
28 U.S.C. 2412(d) .....	22, 41

Doc 1 Pg 1 Ln 1 Pos 10

Before you can generate a table of authorities for your document, WordPerfect needs to know two things:

- Which authorities you want included in the table
- Where and in what format the table should appear

You tell WordPerfect which authorities to include in each section of the table by using the Mark Text key to “mark” them. The first time you mark an authority, you mark the entire citation. This is called the “Full Form.” As part of the Full Form marking procedure, you also specify a “nickname” or “Short Form” for the citation which simplifies subsequent marking of the same authority. You can then mark every reference to the same authority by using the simplified short form.

After marking all the authorities in your document, you tell WordPerfect where to place the various sections of the table. You will need to set up headings and format settings for each section.

Once you have told WordPerfect which citations to include and where they should appear, your work is finished. When you begin generating the table, WordPerfect searches the entire document for each text marking and includes the page number with its associated full form in the table of authority. If the markings of a particular authority occur on three or more consecutive pages, the page numbers will be displayed as a range (e.g., **1-4**).

## Mark the Authorities

If WordPerfect is to generate a table of authorities for you, you need to tell it which references to include. You can mark authorities within the body of the text, as well as in footnotes.

Marking authorities is broken down into two phases: marking the *first* occurrence (full form) of the citation and marking *subsequent* occurrences (short forms).

The first time you mark an authority in the legal brief, mark the text as you want it to appear in the table of authorities. This is known as the “Full Form.” While marking the first occurrence, you also assign a “nickname” or “Short Form,” which is usually a part of the full form (e.g., the first name in the case). Only *one* unique short form can be associated with each authority throughout the document.

After marking the first occurrence of the citation as the full form, use the short form name to mark the remaining references to that authority. WordPerfect remembers and displays the short form of the previously marked authority for you as you continue to mark citations.

The most convenient way to mark text is to first mark the initial occurrence of an authority using the full form. Then, use the Extended Search feature to find all other occurrences of the same authority and mark them with the short form (displayed each time). You may even want to create a macro which handles the searching and marking process for you.

WordPerfect “ties” the short form to its associated full form and places the appropriate page numbers beside the full form in the table when it is generated.

## Full Form Marking

To mark an authority with a Full Form (first occurrence only),

**BLOCK** The text you want included in the table



Select the Table of Authorities (ToA) option from the Mark Text menu

**ENTER** The section number

You can define up to sixteen sections in a table of authorities.

The blocked text is displayed on a special editing screen. You can use most of the editing and formatting features of WordPerfect to edit the text as you want it to appear in the table of authorities.

The text of the full form can be up to 30 lines long. You may want to include underlining, font changes for italics, etc. You may also want to shorten the lines with the Enter key, and indent the beginning of all lines after the first line.



Save the edited text

**ENTER** The short form “nickname” for this citation

WordPerfect displays the first few characters of the full form text as a “suggestion” for the short form. You can press the Enter key to accept the suggestion, edit the displayed text, or type a short form of your own. The short form must be unique, since it is used to identify other occurrences of the same authority in the text.

After entering the short form text, a Mark Text code for the full form is inserted into your text at the cursor position.

If the short form you enter is already associated with another full form, an error message appears when you generate the table of authorities and WordPerfect will place asterisks instead of page numbers beside the second full form encountered when the table is generated.


## Short Form Marking




After marking an authority with a full form, you can then mark all subsequent occurrences of that authority with the short form. WordPerfect remembers the short form you just entered for the full form.


 ,  Display the “Extended Srch:” message

**TYPE** The characters in the search string


If the short form is an excerpt from the full form, simply search for the short form.

 Search for the next occurrence of the authority

  ,  Display the short form name associated with the full form you just marked

 Mark the text by accepting the short form name

 ,  Display the “Extended Srch:” message

 Repeat the search

Continue until all occurrences of the authority are marked.

If you enter a short form that does not match any existing full forms, it will appear with an asterisk at the beginning of the table of authorities when generated.

## Define the Sections

With the authorities marked, you are ready to tell WordPerfect where and how the citations should appear in the table of authorities. First, you need to decide what type of authority each section will contain. One or more of the following categories are commonly used:

- Cases
- Constitution, Statutes, and Regulations
- Legislative Material
- Treaties
- Miscellaneous

For each section you decide to include, move the cursor to the place in your document where you want that section of the table to appear and type the heading information, (e.g., **Cases:** and **Page:**). Then press the Enter key (↵) twice to add spacing. After typing the section heading, specify the format you want used in that section.

  ,  Select Other Options from the Mark Text menu

 Select the Define Table of Authorities option

**ENTER** A number (1-16) to indicate the table of authorities section you are defining

A menu appears on the screen that includes three options:

**Dot leaders** Enter **y** to include a dot leader with page numbers aligned at the right margin; enter **n** to keep the numbers flush right, without a dot leader.

**Allow underlining** Enter **y** to keep Underline codes in the text of the entries in this section; enter **n** to have all Underline codes deleted when the table is generated.

**Blank line between authorities** Enter **y** for double spacing between authorities; enter **n** for single spacing.

After selecting the format,



Insert a [DefMark:ToA,*n*] (*n* = the number of the section) code into the document



Display the Reveal Codes screen to view the code

After defining all the sections in this way, move to the first page of actual text and use the New Page Number option on the Page Format menu to begin numbering at “1.”

If you fail to specify a new page number between the table of authorities definition and the first Mark Text code in your brief, page number references may not be accurate. A warning message appears after the table of authorities is generated if a New Page Number code is not found.

The defaults for the definition options can be set when starting WordPerfect by using the “/s” startup option. For details on the Set-up menu, see the *WordPerfect Installation and Appendices* booklet.

## Generate the Table

Once the authorities have been marked and the sections defined, you are ready to generate the table.

Your cursor can be anywhere in the document when you generate.



Select Other Options from the Mark Text menu



Generate the table of authorities

If your computer does not have enough memory available, WordPerfect may ask you to clear the Document 2 screen so the table can be generated.

When generating starts, a counter at the bottom of the screen lets you follow the progress of WordPerfect as it searches the document for each marking.

## Editing Authorities

After you have generated a table of authorities, you may need to amend your document or simply alter some authorities cited. In most cases, this will mean marking new authorities or changing old markings.

### Edit the Full Form

To edit a full form, find the first occurrence of the authority (use the Search feature or the page reference listed in the original table).

**CURSOR** To just after the Mark Text code (check in Reveal Codes to be sure)



Select Other Options from the Mark Text menu



Display the text of the full form and edit the text



Save the changes

**ENTER**

The section number

If there is no full form before the cursor, the text of the nearest full form after the cursor is displayed.

When you originally marked the full form, WordPerfect inserted a Mark Text code such as [ToA:1;Hensley; < Full Form >] for the Hensley v. Eckerhart case. This is the type of code you need to search for and edit. The code consists of three basic parts:

**[ToA:1;Hensley; < Full Form >]**

Section #

Short Form

Full Form

The <Full Form> part of the code represents the text you want included in the table of authorities.

### Edit the Short Form

To edit an authority marked with the short form, you must search for a different type of code:

[ToA;;Hensley;]

Short Form

The code for authorities marked with the short form contains only the short form “nickname.”

### Mark Authorities with existing Short Forms

To mark a new citation with an existing short form, move the cursor to the authority and



Display the short form name associated with the last full form you marked

ENTER The short form of your choice

If you cannot remember the short form, check Reveal Codes for the same citation marked previously.

If the short form is an excerpt from the full form,

BLOCK The short form name within your text



Select Table of Authorities from the Mark Text menu



To specify short form only



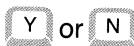
Accept the blocked text

After making your editions, generate a new table of authorities.

### Regenerate a Table

If your document contains a previously generated table, WordPerfect confirms that you want the old table replaced with the new by asking the question, “Existing tables, lists, and indexes will be replaced. Continue? (Y/N): Y.”

If you have defined and generated tables of contents, lists, indexes, as well as a table of authorities, they will also be regenerated.



Indicate whether you want the old table replaced by the new

If you type **n**, you are returned to your document and the generating process is halted. If you type **y**, WordPerfect begins generating the table of authorities.

You will be returned to your document if a [DefMark] code does not exist for each [EndDef].

## Lesson — Marking Table of Authorities

---

The TABLE.LRN document is a sample brief which does not contain any table of authorities marks or definitions. In this lesson, you mark, define, and generate a table of authorities.

### Retrieve the document

This document is on your Learning diskette, or in the Learn directory on your hard disk.



Retrieve TABLE.LRN

### Mark with the Full Form

You are ready to mark the authorities that will be included in the table. Begin by marking the first occurrence of the Nelson case with the Full Form.



Display the "Extended Srch:" message

TYPE **nelson**



Begin the search



Move the cursor to the beginning of the name



Turn on Block



Move down one line to block the entire case



Select Table of Authorities from the Mark Text menu

ENTER **1** for the section number

CURSOR To the "M" in the full form for editing



Move the second half of the line below the first and indent all lines except the first



Save the changes and exit the edit screen

A "default" short form will be displayed (approximately 40 characters of the blocked text).



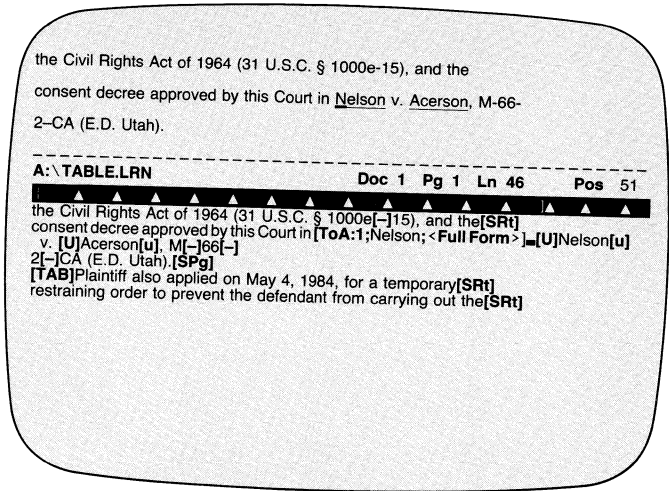
**CURSOR** To the space following “Nelson” for editing

**Ctrl End** Delete the remainder of the line

**←J** Accept the edited short form

**Alt F3** Display the Reveal Codes screen

Notice the code which has been entered for the full form. It also includes the short form.



**Space Bar** Exit the Reveal Codes screen

### Mark with the Short Form

Continue marking all subsequent references to the Nelson case using the short form.

**End** Move past the first occurrence of the Nelson case

**Home, F2** Display the “Extended Srch.” message

WordPerfect remembers and displays what you last searched for.

**F2** Begin the search

The cursor stops on “Nelson” at the bottom of page 2.



Select the Short Form option from the Mark Text menu

The default short form which you last entered is displayed.



Accept the current short form

Repeat this procedure until all occurrences of "Nelson" are marked.

## Mark another authority

Mark a Statute which will be placed in section 2 after the table is generated.



Move to the beginning of the document

Refer to the steps under "Mark with the Full Form" to mark the "Civil Rights Act" in the brief. When searching, substitute "civil" for "nelson" and define it as section 2 instead of 1.

Notice that the Civil Rights Act is referred to only once in the brief. Therefore, no short forms will be marked.

At this time, you could also mark any other full forms and their associated short forms.

## Define the sections

Specify the section in which you would like each authority listed. You can also choose whether to allow dot leaders, underlining, or double spacing.



Move to the top of the document (if not already there)



Insert a page break so the table of authorities will be separated from the rest of the text



Move the cursor above the page break



Center the heading

TYPE **TABLE OF AUTHORITIES**



Press 3 times to add spacing after the title

TYPE **CASES**



Align text at the right margin

**TYPE Page:**



Press twice to move to the second line following “CASES”



F5



Select Other Options from the Mark Text menu



Define a section of the table

**ENTER 1** to define section 1

Choose from the options listed and alter them as desired, then



Save the format and exit to the document

**TYPE STATUTES**



Press twice to add extra spacing

Define this section as above, except enter **2** for the section number.

**CURSOR** To the first line of page 2 where the actual text of the brief begins



F8



Display the “New Page #:” message

**ENTER 1** for the new page number

**TYPE 1** to select Arabic style page numbers



Return to your document

**Generate the Table of Authorities**

With each citation marked with the full forms and short forms, you are ready to generate the table. You may begin generation from anywhere in the document.



F5



Select Other Options from the Mark Text menu

**8** , **Y** **Begin generating the table of authorities**

The counter lets you follow the progress.

TABLE OF AUTHORITIES

CASES	Page:
Nelson v. Acerson, M-66-2-CA (E.D. Utah) .....	1-4

STATUTES

Civil Rights Act of 1964 (31 U.S.C. § 1000e-15) .....	1
--	---

=====

IN THE UNITED STATES DISTRICT COURT  
FOR THE SIXTH CIRCUIT

No. 713-640

DERRICK BROWN, ASSISTANT ATTORNEY GENERAL

A:\TABLE.LRN Doc 1 Pg 1 Ln 11 Pos 10

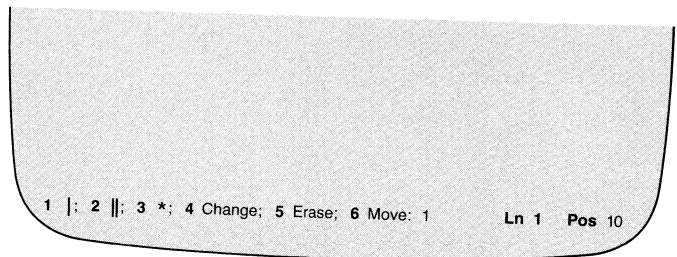
## ■ Line Draw

The Line Draw feature helps you draw boxes, graphs, borders, and other illustrations using DOS graphics characters (or any DOS character). Draw on a clear screen, or around and over existing text, using the Arrow keys to move the cursor.

Line Draw operates in the Typeover mode. When the cursor passes through existing characters, they are replaced. Any codes in front of the cursor are pushed forward.



Display the Line Draw menu



By moving the Arrow keys you can immediately start drawing a single line. Corners are inserted automatically as you change directions.

2

Draw with a double line

Type "1" to continue drawing with a single line. Other options let you select a third character, erase lines, and move the cursor without entering characters.

Whether you are drawing, erasing, or moving, blank areas are filled in with spaces and/or Hard Returns to help create the illustration.

When you have finished drawing, type "0," or press the Exit or Cancel key to return to your document.

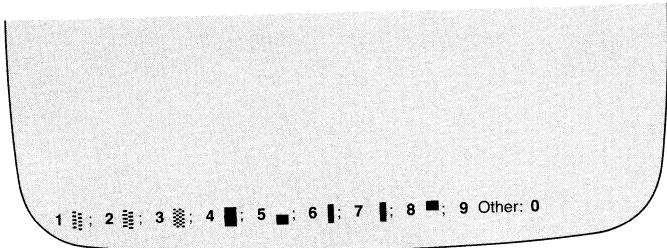
You can use the Escape key to repeat a character as many times as you want (see Escape in the Reference section).

**Third Character** The third and fourth options let you select and draw with a third character. The initial character is an asterisk.

3 Draw with an asterisk

When you want to change the third character, use the Change option.

4 Display the Change menu



Select a graphics character from the first eight options by typing a menu number. You are returned to the Line Draw menu where the graphics character is displayed as the third option.

The Change menu also includes an Other option that lets you draw with any character. Type "9" for Other, then type a character from your keyboard or enter the decimal code for a DOS character. You are returned to the Line Draw menu where the character is displayed as the third option.

When you have selected a third character,

3 Draw with the character

**Erase**

When you want to erase a line, use the Erase option on the Line Draw menu.

5 Begin erasing

As you move the cursor, characters are erased from the screen. Spaces and Hard Returns may be left or added to keep the unerased part of the illustration intact.

## Move

When you want to move through the illustration without disturbing any characters, use the Move option from the Line Draw menu.

### 6 Begin moving

As you move the cursor, spaces and Hard Returns may be added to keep the cursor moving. This feature is useful when you want to move to a part of the illustration to draw an additional line or erase characters.

## Printing

While all the graphics characters can be displayed on the screen, your printer may not be able to produce them. However, for single-line drawings you can substitute the following characters for the graphics characters.

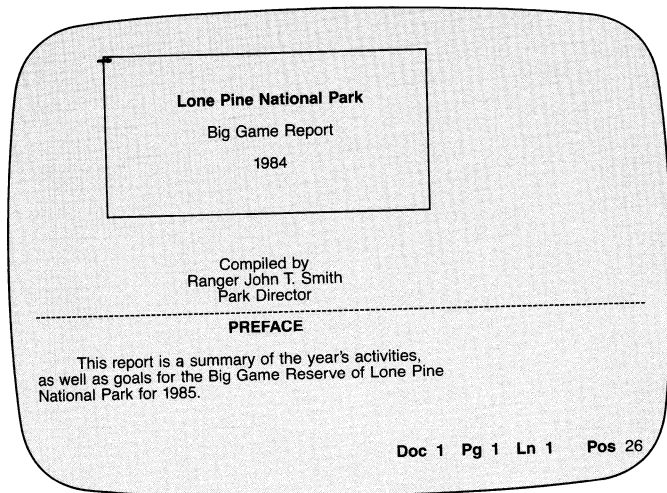
Graphic Character(s)	Substitute Character
-	- (minus sign)
r, t, d, r, t, d, r, and t	+

You can use the Replace feature to do the substitution on the screen. Display a graphic character for the "Srch:" message by holding down the Alt key and typing the decimal code.

You can also use the Printer program (see the Installation pamphlet) on the Printer 2 diskette to map the substitute characters to the graphic characters on a font.

## Lesson

In this lesson you use the Line Draw feature to draw a box around the title of the Lone Pine Big Game Report, then print the title page.



### Retrieve the Big Game Report

This document is on your Learning diskette, or in the Learn directory on your hard disk.



Retrieve REPORT84.LRN

### Double space the title

The text for the title is in three centered lines. Extra space is needed above the text, and the text would look nicer double-spaced.



Move past the Center Page code



Press 2 times to add extra spacing



Move to the beginning of the "Big Game Report" line



Add extra spacing



Move to the beginning of the "1984" line







Add extra spacing



## Draw the box


You are ready to draw a rectangular box around the text with the Line Draw feature.

 ,  Display the Line Draw menu

 Select the Move option

**CURSOR** To Line 1 Position 26

Use the Arrow keys to move the cursor. When a line is empty, WordPerfect adds spaces to help move the cursor to a position in the line.

 Begin drawing with a single line


**CURSOR** To Line 1 Position 58

As you move the cursor, the single line graphic character is inserted for you. Once you reach the correct position, you are ready to draw the right side of the box.

**CURSOR** To Line 8 Position 58

Notice how WordPerfect continues to add spaces as they are needed to create the box.

, ,  Set the Escape feature for 32 times

 Draw a line 32 characters long


You can use the Escape feature to repeat a character as many times as you wish.

The line is too close to the text, and needs to be erased and moved down.


 Select the Erase option

**CURSOR** To Line 8 Position 58 to erase the line

 Begin drawing a single line

 Add an extra line for spacing

, ,  Set the Escape feature for 32 times

 Redraw the line

**Esc** , **↑** Finish drawing the box

Now that the box is complete, you are ready to exit the Line Draw menu and print the edited title page.

**F7** Exit the Line Draw menu

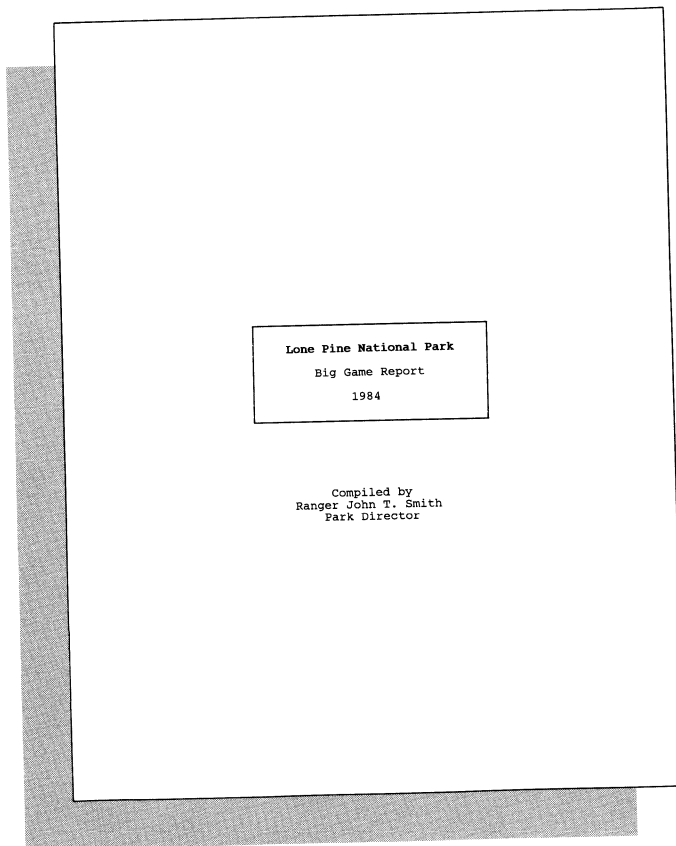
## Print the page

Your printer may not be able to reproduce the graphics characters you have used to draw the box. Follow the steps below to send the page to the printer as a test.

**Shift** **F7** , **2** Print the edited title page

**F7** , **N** , **←** Clear the screen

If you have problems printing the box, see the Printing instructions before the lesson for details on correcting the situation.



## ■ Statistical Typing

---

Whenever you are creating a document that has equations, you can save time by using half-line spacing, space fill, and the Typeover feature.

By creating and saving a document that has lines filled with spaces and the correct format settings, you can retrieve it anytime you want to create an equation.

The following steps take you through creating a “space fill” document with the Line Draw feature, then help you to create an equation by using the “space fill” document.

Your printer must support half-line spacing for the following exercises to work.

### Set the format

For the “space fill” document you need to set the Spacing for half-line and turn Justification off. Clear your screen, then

Shift F8 , 4

Set the spacing

ENTER

.5 for half-line spacing

Ctrl F8 , 3

Turn Right Justification off

←

Press 2 times to exit the Print Format menu and keep the format codes on their own line

### Create the space fill

Once the format codes are set, you can fill lines with spaces. The number of lines you need depends on the size of the equation. For this lesson you fill 16 lines with spaces using the Line Draw feature.

Ctrl F3 , 2

Display the Line Draw menu

6

Select the Move option

Esc , 6 , 0

Set the Escape feature for 60

→

Fill the first line with spaces

Esc , 1 , 5

Set the Escape feature for 15

↓

Fill 15 more lines with spaces

When you are done, you should be at the end of line 9.

**F7** Exit the Line Draw menu

**Reset the format** Now that the space-filled lines are created, you need to set Spacing and Justification back to the original settings.

**←** Add an empty line

**Shift F8**, **4** Set the spacing

**ENTER** **1** for single spacing

**Ctrl F8**, **4** Turn Right Justification on

**←** Exit the Print Format menu

You can modify the format settings to meet your particular needs.

### Save the document

Save the document before continuing in case you have problems creating the formula and want to start over.

**F10** Save the document as SPACE.FIL

### Create an equation

Once the SPACE.FIL file is saved, you are ready to create an equation.

**CURSOR** To Line 4 Position 10 (watch the status line)

**Ins** Turn on the Typeover feature

"Typeover" appears at the bottom of your screen.

**TYPE** **Q =**

With the "Q =" as a reference point, you can now begin creating the equation illustrated below. The "Q =" is on a line all by itself. The underline is in Line 3.5 and underlines the "i" and "j" characters.

$$Q = \frac{B^{n+y^2} + C_i D_j}{\sin^2(A^2 + B^2) - \cos^2(C_i + DC_j)^2}$$

The space fill lets you move freely through the lines and enter the characters you want. Replace wrong characters with a space instead of deleting. If you run out of space fill on a line, turn Typeover off, add some spaces, then turn Typeover on again and continue entering characters.

Pressing the Tab key in Typeover mode moves the cursor through the text to the next tab stop without inserting a tab. If you press the Tab key at the end of a line, a tab is inserted. Pressing the Backspace key in Typeover mode moves the cursor to the left one character, replacing the character with a space.

## Print the equation

When you are through typing, turn Typeover off and print the document. It should look similar to the one below.

$$Q = \frac{B^{n+y^2} + C_i D_j}{\sin^2(A^2 + B^2) - \cos^2(C_i + DC_j)^2}$$

# ■ Macros

---

The Macro feature lets you record any keystrokes, both text and WordPerfect keys, under one name and play them back exactly as they were recorded.

You can define (record) a macro to perform any task you would normally do with WordPerfect:

- Type a closing to a letter
- Format a document
- Replace several items in a document
- Print and save a file
- Print several copies of a document
- Send a “Go” command to the printer when you are using Hand-fed forms

There are four basic steps to follow each time you define a macro.



**Begin defining the macro**

“Define Macro:” appears on the status line.



**The name of the macro**

“Macro Def” starts blinking on your screen.



**The keystrokes you want recorded in the macro file**



**End defining the Macro**

The keystrokes are saved in a file on your default drive or directory. The file is given a .MAC extension by WordPerfect.

Starting a merge while defining a macro will automatically end macro definition.

You can press the Macro Def key when a WordPerfect message is on the screen (e.g., “Document to be Saved:”) to stop recording the macro.

If you are using a macro that includes a Search, the macro automatically ends when the search string is “\* Not Found \*.” The Replace feature does not end a macro and can be used several times in the same macro.

## Naming a macro

Before you define a macro, you are asked to enter a name. There are four ways you can name a macro:

- Enter two to eight characters
- Hold down the Alt key and type a letter from A to Z
- Press the Enter key
- Enter one character

If you enter two to eight characters or use the Alt key, the macro can be started whenever you are in WordPerfect. The other two methods create a *temporary* macro that is erased when you exit WordPerfect.

Macros are normally saved as files on the default drive/directory. Macros can be copied like other files. WordPerfect looks on both the default drive/directory and the system (WPEXE) drive/directory whenever you start a macro.

## Starting a macro

If you named the macro by entering one to eight characters,



Start the macro



The name of the macro

Except for Alt-key macros, you can define and start macros using full pathnames (e.g., b:\memo, c:\mary\memo). This is useful for those who want to save macros on the system disk/directory as well as those who want to start macros that do not reside on the default drive/directory.

If you named the macro with the Enter key, then WordPerfect names the macro for you.



Start the macro



WordPerfect finds the temporary macro

If you named the macro with the Alt key, you do not need to use the Macro key to start the macro.



Hold down the Alt key, then type the letter you used to name the macro

You can use a "/m" switch to automatically start a macro when you start WordPerfect (see the Installation pamphlet).

## Stopping a Macro

You can press the Cancel key to stop a macro while it is running.

## Repeating a Macro

You can use the Escape key to repeat a macro a specific number of times. For example, to repeat the "Print" macro five times,

 ,  Set the Escape feature for 5 times

  Start the macro



**ENTER print**

You can also create a macro that will automatically repeat or "loop" (see Macro Chaining).

## Visible Macros

Whenever you start a macro, WordPerfect races quickly through the keystrokes, but displays nothing on your screen until the macro is finished. The macro is "invisible."

When you want text, menus, and prompts displayed on your screen while a macro is running (a "visible" macro), you can enter a delay value when defining the macro.

  Begin defining the macro

**ENTER** A macro name



  Pause defining for a delay value

A "beep" sounds prompting you to enter a delay value.

**ENTER** A delay value from 0 to 254 to start visibility

The delay value does not appear on the screen.

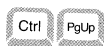
When you are through recording the keystrokes for the macro,

  End defining the macro



The delay value number represents the delay between key-strokes in tenths of a second (10 = 1 second), and controls the speed at which the macro is displayed on the screen. You can enter a delay value at any time and as many times as you wish while defining the macro.

Whenever you want to make a macro invisible again while defining,



Pause defining for a delay value

**ENTER 255**

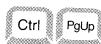
Enter a “0” delay value if you want the macro to run at full speed but still want text, menus, and prompts visible.

If you are at a menu or prompt while defining a macro, the Ctrl-PgUp is ignored if the macro is still “invisible.”

## Text from the Keyboard

While defining a macro, you can insert a pause that will let you enter text from the keyboard while the macro is running.

When you want to place a pause in the macro while defining,



Start the pause

A “beep” sounds prompting you to press the Enter key.



Press 2 times to insert the pause and continue defining the macro

You can also press the Enter key once to insert the pause, type any keystrokes essential for proper macro definition, then press the Enter key again to continue defining the macro. These “essential” keystrokes are not recorded as part of the macro.

When the macro is running, a “beep” sounds and WordPerfect pauses for an entry from the keyboard.

**ENTER** The text



Continue running the macro

Inserting a pause makes the macro “visible” (see Visible Macros above for details).

## Lesson

Lesson 11 in the Learning section guides you through creating two macros. The Merge section contains a number of macros as part of the exercises, while other useful macros are described in the Outline and Footnotes/Endnotes pages in this section.

# Macro Chaining

---

WordPerfect lets you chain two or more macros together. When one macro is done, the next macro automatically starts.

There are three basic types of “chains:”


- Simple
- Repeating
- Conditional

Each type of chain is described below. However, the best way to understand chaining macros is to work through the lessons.

## Simple Chains

A simple chain lets you link macros together so that they are done one after the other. For example, if you want to chain Macro A to Macro B,

 Begin defining Macro A

 **a** for the macro name

 The keystrokes for Macro A

 Start Macro B

 **b** for the macro name

WordPerfect does not start Macro B at this point; only when you actually run Macro A does WordPerfect start Macro B.

 End defining Macro A

Define Macro B at this point if it is not already defined.



When you start Macro A, WordPerfect runs through all the keystrokes in the macro before starting Macro B.

If you are using a macro that includes a Search, the macro automatically ends when the search string is “\* Not Found \*.” The Replace feature does not end a macro and can be used several times in the same macro.

You can expand a simple chain to include several macros by continuing to “start” one macro while recording another. This takes some careful planning to make sure the macros are chained in the correct order. Start Macro B while recording Macro A, start Macro C while recording Macro B, etc.

## Repeating Chains

When a Search is part of the macro, you can chain the macro to itself. This is called a repeating chain.



  Begin defining Macro A

ENTER **a** for the macro name

TYPE The keystrokes for Macro A (include a Search)


  Start Macro A

ENTER **a** for the macro name

  End defining Macro A

The macro is repeated over and over again until the Search results in a “\* Not Found \*.”

Instead of using a repeating chain, you can use the Escape key to do a macro a specific number of times.

 Display the “n =” message

TYPE **1000** or any large number

  Start the macro

ENTER The macro name

## Conditional Chains

Use a conditional chain when you want a macro to make a “decision.” This is done by starting two other macros while defining a Search macro.

After pressing the Macro Def key and entering a name for the Search macro,

- Start a Not Found macro
- Enter the keystrokes for the Search macro (include a Search)
- Start a Found macro
- End the Search macro

When you start the Search macro, it will chain to either the Found or the Not Found macro, depending on the success or failure of the search. If the search succeeds, then the Found macro is done. If the search fails, then the Not Found macro is done.

You can also create a conditional chain that repeats itself until the search results in a “\* Not Found \*,” then chains to another macro.

After pressing the Macro Def key and entering a name for the Search macro,

- Start a Not Found macro
- Enter the keystrokes for the Search macro (include a Search)
- Start the Search macro
- End the Search macro

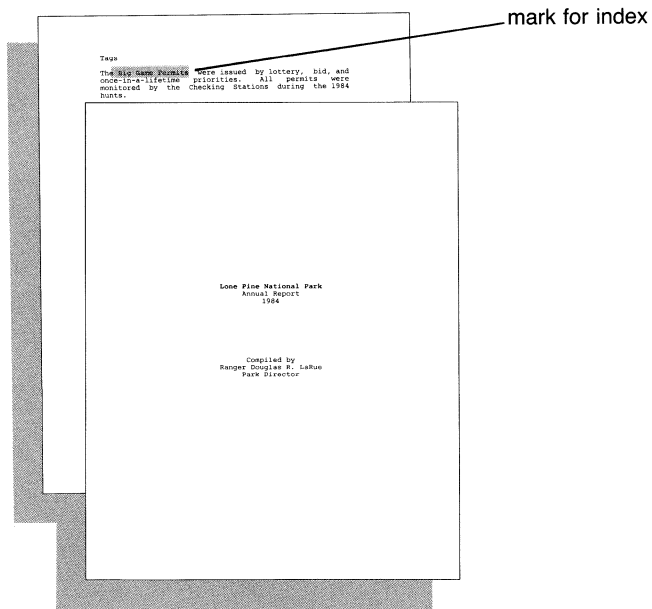
You can chain other macros to the Found and Not Found macros to expand the conditional chain.

## Lesson 1 — The simple chain

---

In this lesson you create a macro that marks a phrase for indexing, then moves on to the next page where the phrase occurs.

In order to reduce the number of steps in the following lessons, the Block key has not been included when marking the text to be indexed. However, once you become familiar with the lessons, you may want to include Block as part of the macro.



## Retrieve the Big Game Report

This document is on your Learning diskette, or in the Learn directory on your hard disk. Before retrieving the document, clear your screen with the Exit key.



Retrieve REPORT84.LRN

## Create the SEARCH macro

In this step you create a macro that moves down one page, then searches for the phrase "Big Game Permits."



Begin defining the SEARCH macro

ENTER

**search** for the macro name



Move to the top of the next page



Display the "Srch:" message

TYPE

**Big Game Permits**



Begin the search



End defining the macro

## Create the ALTI macro

You are now ready to create an ALTI macro that inserts an Index code for a "Big Game Permits" heading, then starts the Search macro to find the next occurrence of "Big Game Permits."



Begin defining the ALTI macro



Name the macro using the Alt key






Start the SEARCH macro




ENTER

**search** for the macro name

You have just chained the SEARCH macro to the ALTI macro. However, the SEARCH macro will not start until you start the ALTI macro in the last step of this lesson.




 ,  Display the “Index Heading:” message

 **Big Game Permits** for the heading


, ,  Erase the displayed subheading and insert the Index code



  End defining the ALTI macro


,  Delete the Index code

, ,  Return to the beginning of the report

## Start the ALTI macro

You are ready to use the chained macros on the Big Game Report. Before starting, do a Search for “Big Game Permits,” then

  Start the ALTI macro

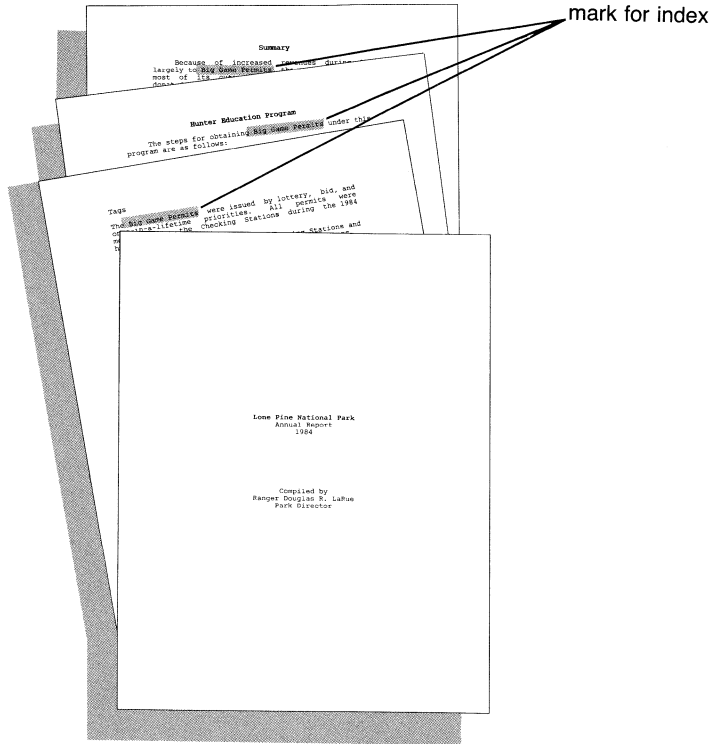
The ALTI macro marks “Big Game Permits” then starts the SEARCH macro that moves to the next page and searches for the next occurrence of the phrase. If you want to mark the text, start the ALTI macro again; otherwise, do a Search for the next occurrence.



## Lesson 2 — The repeating chain

---

In this lesson you create a macro that marks every occurrence of a phrase for indexing.



### Retrieve the Big Game Report

This document is on your Learning diskette, or in the Learn directory on your hard disk. Before retrieving the document, clear your screen with the Exit key.




Retrieve REPORT84.LRN

## Create the INDEX macro


In this step you create a repeating macro that marks every occurrence of “Big Game Permits” in the report. Because there is a Search in the macro, the macro automatically stops when WordPerfect cannot find the phrase.




  Begin defining the INDEX macro

 **index** for the macro name




 Display the “Srch:” message

 **Big Game Permits**

 Begin the search

  ,  Display the “Index Heading:” message

 **Big Game Permits** for the heading

 ,  ,  Erase the displayed subheading and insert the Index code




You are now ready to create a repeating macro by chaining the INDEX macro to itself.

  Start the macro

 **index** for the macro name

  End defining the INDEX macro

 ,  Delete the Index code

 ,  ,  Return to the beginning of the report

## Start the INDEX macro

With the cursor at the beginning of the document, you are now ready to start the repeating macro.

  Start the macro

 **index** for the macro name

When every occurrence of “Big Game Permits” has been found and marked, the macro stops at the end of the report.

## Lesson 3 — The conditional chain

---

In this lesson you create a macro that stops at a phrase and lets you enter the heading and subheading for indexing. If the phrase is not found, you are returned to the beginning of the report.

### Retrieve the Big Game Report

This document is on your Learning diskette, or in the Learn directory on your hard disk. Before retrieving the document, clear your screen with the Exit key.



Retrieve REPORT84.LRN

### Create the MARK macro

A conditional chain involves three types of macros: Found, Not Found, and Search. In this step you create the “Found” macro for the chain. This macro selects the Index marking feature.



Begin defining the MARK macro

ENTER

**mark** for the macro name



Select the Index feature

Do not enter a heading or subheading.



End defining the MARK macro



Cancel the Index feature

### Create the BEGIN macro

In this step you create the “Not Found” macro. This macro returns the cursor to the beginning of the report.



Begin defining the BEGIN macro

ENTER

**begin** for the macro name



Return to the beginning of the report



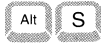
End defining the BEGIN macro

## Create the ALTS macro

You are ready to create the “Search” macro for the repeating chain. This macro links all three types together.



Begin defining the ALTS macro



Name the macro with the Alt key



Start the BEGIN macro

ENTER

**begin** for the macro name



Display the “▶Srch:” message

TYPE

**Big Game Permits**



Begin the search



Start the MARK macro

ENTER

**mark** for the macro name



End defining the ALTS macro



Return the cursor to the beginning of the report

## Start the ALTS macro

You are now ready to start using the ALTS macro. The macro searches for the phrase “Big Game Permits.” If the phrase is found, WordPerfect starts the MARK macro; if the phrase is not found, WordPerfect starts the BEGIN macro.



Start the ALTS macro

The macro stops to let you enter the heading and subheading. After entering the text, start the conditional macro again. Whenever the phrase is no longer found, you are returned to the beginning of the report.

## Lesson 4 — The repeating conditional chain

---

In this lesson you create a macro that stops at every occurrence of a phrase and marks it for indexing. When the phrase is no longer found, you are returned to the beginning of the report.

### Retrieve the Big Game Report

This document is on your Learning diskette, or in the Learn directory on your hard disk. Before retrieving the document, clear your screen with the Exit key.



Retrieve REPORT84.LRN

### Create the BEGIN macro

If you have not already done so, create the BEGIN macro described in lesson 3.

### Create the PERMIT macro

In this step you create a repeating conditional macro by chaining the PERMIT macro to the BEGIN macro and to itself.



Begin defining the PERMIT macro

ENTER

**permit** for the macro name



Start the BEGIN macro

ENTER

**begin** for the macro name



Display the "▶Srch:" message

TYPE

**Big Game Permits**



Begin the search



Display the "Index Heading:" message

ENTER

**Big Game Permits** for the heading



Erase the displayed subheading and insert the Index code



Start the PERMIT macro



**permit** for the macro name



End defining the PERMIT macro



Delete the Index code

### Start the PERMIT macro

You are now ready to start using the PERMIT macro. The macro marks every occurrence of “Big Game Permits” for an Index. When the phrase is no longer found, WordPerfect starts the BEGIN macro and returns you to the beginning of the report.



Move to the beginning of the report



Start the PERMIT macro



**permit** for the macro name

# ■ Sort

---

The WordPerfect Sort feature lets you sort and select lines, paragraphs, or secondary merge records from within WordPerfect. The sorter is found on the Merge/Sort key.

The document to sort can be on your screen or in a file on disk. The sorted document can either replace the document on screen or be sent to a file on disk.

Two simple line sorts introduce you to the most common uses. Beyond this are lessons which teach the use of the sorter in detail. We encourage you to take the time to go through each lesson and answer the questions at the end of the section.

**You should always save your document before sorting.**

## Features

- Sort lines, paragraphs or merge records
- Sort all or part of a file
- No program limit on line, paragraph, or record size
- Up to 9 key words
- Ascending or descending sorts
- Numeric sorts
- Reverse key numbering for irregular fields
- Select and sort lines, paragraphs, or merge records
- Select only
- View records while defining key words
- Execute sorts with macros
- Sort Scandinavian characters

## An easy line sort

Sorting lines by the first word in each line is easy! Lines must be single-spaced.

Start WordPerfect and insert the Learning diskette into drive B if you have two disk drives. Change directories to the Learn directory if you have a hard disk.



Retrieve PASSAGE.1

A passenger list appears on your screen.



Begin the Sort feature



Sort the file on your screen



Replace the file on your screen with the sorted document

The Sort menu appears on your screen. The menu heading should be "Sort by Line." If not, type 7 for Type, then 2 for Line.



Begin the sort

When the Sort menu disappears from your screen, the sort is complete.

## A block sort

You can sort a portion of text by defining a block and then performing the sort. In the following lesson, you sort just the passenger list and not the page heading. Clear your screen before starting this exercise.



Retrieve PASSAGE.2

A passenger list appears on the screen.

## CURSOR

To the first passenger's name



Turn Block on



Highlight the block of text to sort



Display the Sort menu



Begin the sort

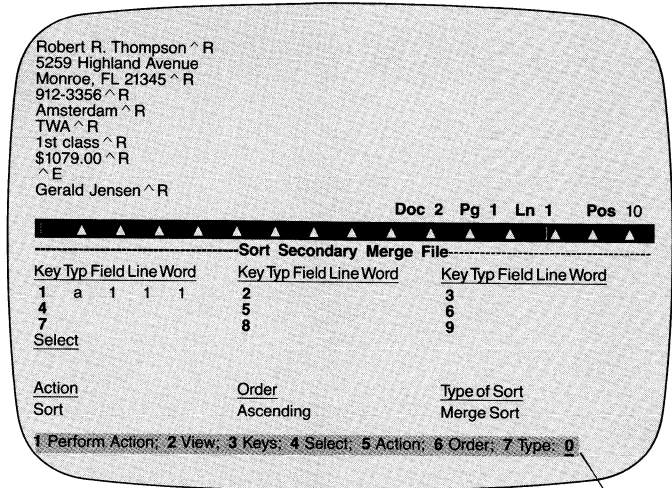
When the Sort menu disappears from your screen, the sort is complete.

Sort remembers the last sort menu and displays it when you do the next sort. You can use macros to automatically change the sort menu or to sort files that are edited often.



## Things to know

Following the Sort menu below are some words and ideas with which you should be familiar.



Sort menu

**Perform Action** Begin sorting

**View** Scroll through the document

**Keys** Define keys as alphanumeric or numeric and indicate their exact location by field, line and word

**Select** Create a select statement with logic symbols

**Action** Select and Sort, or Select Only (selection is only performed if a select statement exists)

**Order** Ascending or Descending sorts

**Sort Type** Line, Paragraph, or Merge sorts

## **Key Words**

are used by computers to sort and select records. For example, the key words used to sort your telephone directory are the last and first names. Key words are prioritized so that you can sort on more than one word.

## **Keys**

identify and prioritize words by which lines, paragraphs, and merge records are sorted and selected.

Key1 has first priority, key2 has second priority, etc. If key1 is the same for more than one record, then key2 (if it exists) may be used to break the tie, etc.

**Alphanumeric** words are made up of letters or numbers. The numbers must be of equal length, such as zip codes, telephone numbers, and social security numbers.

**Numeric** numbers are of unequal length or contain dollar signs, commas, and periods. For example: \$25.00, 7, 250, 26,000.

Every key is designated as alphanumeric "a" or numeric "n." Alphanumeric "a" is the default.

WordPerfect needs to know the exact location of each key word. For this reason, a file must be divided into units that WordPerfect recognizes: records, fields, lines, and words.

## **Records**

are the units to be sorted in a file. Lines end with Hard or Soft Returns and are treated as records in a line sort. Paragraphs end with two or more Hard Returns and are treated as records in a paragraph sort. Secondary merge records are divided by a Merge E.

**Fields**

make up records. Corresponding fields from each record in a file contain the same category of information. For example, if field one of the first record contains a zip code, then field one of every record in that file should contain a zip code.

You can have as many fields as you like within a record. Each field is numbered consecutively: 1, 2, 3, etc. Fields are divided by Tabs or Indents in lines and paragraphs, and by ^Rs in secondary merge files.

**Lines**

end with Hard or Soft Returns in paragraphs and secondary merge files. Lines are usually counted from top to bottom but can be counted from bottom to top by using negative numbers when sorting a secondary Merge file.

**Words**

are divided by spaces. Words are commonly counted from left to right but can be counted from right to left by using negative numbers.

## Lesson 1 — Sort by first and last name

---

In this lesson you do a line sort by last and first names. Since field 1 has an irregular number of words, you must count from right to left to identify the exact location of the surname.

Fields in a line sort are divided by tabs and indents. Words in a field are separated by spaces.


Henry J. Cahoon	Belgium	786-5632	TWA	1st C
Robert R. Thompson	Holland	912-3356	United	coach
Gerald Jensen	Orlando	382-4391	Western	1st C
Patricia Pace	Redding	821-2119	United	coach
Tom Fielding	Phoenix	798-5233	TWA	coach
Steven M. Gentry	Columbus	734-8970	Republic	coach
Doug Gerrard	New York	553-8571	KLM	1st c
Ted Clegg	Vegas	244-1730	Delta	coach
Sherry Anderson	Boston	322-3161	Eastern	coach
Don Bassett	England	225-7338	TWA	1st C
Carl J. Fields	Sweden	255-1076	TWA	coach
Mary C. Hyde	Maine	225-1555	Frontier	coach
Ronald Jacobs	New York	373-2248	TWA	1st C
Patty Little	Portland	244-2676	Western	1st C
Cathy White	LA	433-6713	Western	coach
Fred Collins	Calif	553-4981	Republic	coach
Daniel Jacobs	LA	322-7502	Western	coach
Scott J. Larsen	Calif	244-3566	Western	coach
Ted H. Fryor	New York	255-2954	TWA	coach
Conrad Silvers	D.C.	734-9132	TWA	coach
Helen Curtis	LA	373-2604	Western	1st C
Ken Anderson	New York	433-1831	TWA	coach

Clear your screen and, set up keys 1 and 2 to sort the passengers alphabetically by first and last name.


  Retrieve **PASSAGE.4**

 ,  Begin the Sort feature

 Sort the file on the screen


 Sort to the screen


The Sort menu appears on the bottom of your screen. Make sure “Sort by Line” is the heading. If not, type 7 for Type then 2 for Line.

 Define keys 1 and 2

Use the Arrow keys to move within a key. Press the Enter key to move to the next key.

**ENTER** a 1 -1 for key1 and a 1 1 for key2

 Exit to the Sort menu

 Start the sort

## Lesson 2 — Multiple level sorting

---


You can divide people and things into groups and then sort within those groups. For example, in this lesson you divide the passenger list by airlines, then under each airline by class, then by last name, and finally, by first name — all in the same sort.

You also learn how to sort a file from the disk.

Clear your screen and define four keys that let you sort `PASSAGE.1` by airline, class, last and first name.


 ,  Begin the Sort feature

 **passage.1** for the Input file

 Sort to the screen

The file is retrieved to the screen. When the sort menu appears, make sure “Sort by Line” is the heading.

 Define keys 1-4

 Delete previous key definitions

You cannot delete the default setting for key1.

Use the Right and Left Arrow keys to move.

ENTER a 4 1 for key1, a 5 1 for key2, a 1 1 for key3, and a 1 2 for key4

Cahoon, Henry J.	Belgium	786-5632	TWA	1st C
Thompson, Robert R.	Holland	912-3356	United	coach
Jensen, Gerald	Orlando	382-4391	Western	1st C
Pace, Patricia	Redding	821-2119	United	coach
Fielding, Tom	Phoenix	798-5233	TWA	coach
Gentry, Steven M.	Columbus	734-8970	Republic	coach
Gerrard, Doug	New York	553-8571	KLM	1st C
Clegg, Ted	Vegas	244-1730	Delta	coach
Anderson, Sherry	Boston	322-3161	Eastern	coach
Bassett, Don	England	225-7338	TWA	1st C

Doc 2 Pg 1 Ln 1 Pos 10

Sort by Line

Key	Typ	Field	Word	Key	Typ	Field	Word	Key	Typ	Field	Word
1	a	4	1	2	a	5	1	3	a	1	1
4	a	1	2	5				6			
7				8				9			

Select

Action	Order	Type of Sort
Sort	Ascending	Line Sort

Type: a = Alphanumeric; n = Numeric; Press EXIT when done

**F7** Exit to the Sort menu

You are now ready to start sorting the PASSAGE.1 file.

**1** Start the sort

Clegg, Ted	Vegas	244-1730	Delta	coach
Anderson, Sherry	Boston	322-3161	Eastern	coach
Hyde, Mary C.	Maine	225-1555	Frontier	coach
Gerrard, Doug	New York	553-8571	KLM	1st C
Collins, Fred	Calif	553-4981	Republic	coach
Gentry, Steven M.	Columbus	734-8970	Republic	coach
Bassett, Don	England	225-7338	TWA	1st C
Cahoon, Henry J.	Belgium	786-5632	TWA	1st C
Jacobs, Ronald	New York	373-2248	TWA	1st C
Fielding, Tom	Phoenix	798-5233	TWA	coach
Fields, Carl J.	Sweden	255-1076	TWA	coach
Pryor, Ted H.	New York	255-2954	TWA	coach
Silvers, Conrad	D.C.	734-9132	TWA	coach
Pace, Patricia	Redding	821-2119	United	coach
Thompson, Robert R.	Holland	912-3356	United	coach
Curtis, Helen	LA	373-2604	Western	1st C
Jensen, Gerald	Orlando	382-4391	Western	1st C
Little, Patty	Portland	244-2676	Western	1st C
Jacobs, Daniel	LA	322-7502	Western	coach
Larsen, Scott J.	Calif	244-3566	Western	coach
White, Cathy	LA	433-6713	Western	coach

Doc 1 Pg 1 Ln 1 Pos 10

## Lesson 3 — Paragraph sort

---

Each paragraph must end with two or more Hard Returns or a page break. The paragraph can be one line or several lines, up to a page in length.

A paragraph sort can be used to sort tables of authorities, class catalogs, and merge files without the ^ Rs and ^ Es.

**Stella Solaris** 9-day Easter cruise to the Greek islands, Egypt, Israel and Turkey. Opportunity to see great spectacles of the Aegean, while traveling in splendid luxury.

**Stella Maris** 7-day cruise around the coast of Italy. Full of delightful ports that cannot be reached by larger vessels.

**Royal Princess** 14-day cruise from Los Angeles to San Juan. Filled with many happy memories: music is sweeter, stars are brighter, and the nights more romantic than ever before.

**Island Princess** 7-day cruise from Los Angeles to Acapulco. You'll always remember this glittering pearl of the Mexican Riviera.

**Caravan** 7-day Aegean cruise. Includes all sightseeing shore excursions operated at the classic quality level.

**Continental** 10-day tour of England, Belgium, Holland, Germany, and France. Experience this delightful corner of Europe, London and the Kentish countryside.

**Grand** 15 days in Europe's scenic wonderland. Imperial London, Holland canals, Belgium, tiny Luxembourg and the allure of Germany's Rhineland and Black Forest.


**Trade Wind** Experience Waikiki and three neighboring islands. Use your personal preference to choose your destination, mode of transportation and type of accommodation.






Clear your screen and sort the records in the TRIPS.1 file alphabetically by the first word in the title of each record.

  Retrieve TRIPS.1


 ,  Begin the Sort feature

 Sort the file on screen


 Sort to the screen

,  Select the Paragraph sort

 Define key1

 Use this key to erase all previous key definitions

After deleting all the key definitions, “a 1 1 1” appears for key1. This is the default setting for key1 and is the definition you need for the sort.

 Exit to the Sort menu

 Start the sort

If you have used the Paragraph Numbering feature and want to sort records alphabetically by the first word, paragraph numbers are automatically renumbered.

## Lesson 4 — Merge sort

---

This lesson demonstrates a numeric sort in a secondary merge file.

```
Robert R. Thompson R
5259 Highland Avenue
Monroe, FL 21345 R
912-3356 R
Amsterdam R
TWA R
1st class R
$1079.00 R
E
Gerald Jensen R
77 E. Winding Rd.
Thomasville, IL 54313 R
392-4391 R
Orlando, FL R
Western R
1st class R
$249.00 R
E
Patricia Pace R
1825 Laguna Dr.
Monroe, FL 21345 R
821-2119 R
Redding, CA R
United R
coach R
$615.00 R
E
Tom Fielding R
43 S. Orem Blvd.
Salt Lake City, UT 84058 R
798-5233 R
Phoenix R
Western R
coach R
$99.00 R
E
Steven M. Jensen R
190 W. 1100 E.
Peoria, IL 50122 R
734-8970 R
Columbus, OH R
Western R
coach R
$89.00 R
E
Daniel Jacobs R
380 N. Gates
Haleys, MO 55672 R
322-5702 R
New Orleans, LA R
Delta R
coach R
$159.00 R
E
```

Clear your screen and sort the records in the **PASSAGE.3** file by **airfare**. The records are retrieved from disk, sorted, and saved on disk.

**Ctrl F9**, **2** Begin the Sort feature

**ENTER passage.3** for the Input file

**ENTER flight.1** for the Output file

The Sort menu appears at the bottom of your screen.

**7**, **1** Select Merge sort

**3** Define key1

Use the Delete key to delete any previously defined keys. Use the Left and Right Arrow keys to move.

**ENTER n 7 1 1** for key1

**F7** Exit to the Sort menu

**1** Start the sort

When the sort is finished, the sorted records are saved in the **FLIGHT.1** file on disk. The Sort menu disappears and your screen is clear.

**Shift F10** Retrieve **FLIGHT.1** to view the sorted file

## Selecting

You can select specific records from a file. For example, you can request a list of those people flying with TWA who live in California.

When you want to select as well as sort, type **4** for Select and the following menu appears:

Cahoon, Henry J.	Belgium	786-5632	TWA	1st C
Thompson, Robert R.	Holland	912-3356	United	coach
Jensen, Gerald	Orlando	382-4391	Western	1st C
Pace, Patricia	Redding	821-2119	United	coach
Fielding, Tom	Phoenix	798-5233	TWA	coach
Gentry, Steven M.	Columbus	734-8970	Republic	coach
Gerrard, Doug	New York	553-8571	KLM	1st C
Clegg, Ted	Vegas	244-1730	Delta	coach
Anderson, Sherry	Boston	322-3161	Eastern	coach
Bassett, Don	England	225-7338	TWA	1st C

Doc 2 Pg 1 Ln 1 Pos 10

-----Sort by Line-----

Key	Typ	Field	Word	Key	Typ	Field	Word	Key	Typ	Field	Word
1	a	1	1	2				3			
4				5				6			
7				8				9			

Select

-

Action	Order	Type of Sort
Sort	Ascending	Line Sort

+ (OR), \*(AND), =, <>, >, <, >=, <=; Press EXIT when done

- + (OR) is used to connect two **key** definitions when the conditions of either one **or** the other must be met
- \* (AND) is used to connect two **key** definitions when the conditions of **both** must be met
- = equal to
- <> not equal to
- > greater than
- < less than
- >= greater than or equal to
- <= less than or equal to

When you create your select statement, spaces are required between keys, but not between words and symbols. For example,

```
key1=male * (key2=Jones + key2=Davis)
```

Selection is done from left to right unless parentheses are used to change the order. If parentheses were not used in the above example, records for all males named Jones and everyone named Davis would be selected, not just males named Jones or Davis.

You can also do a “global select” to request all records containing key words by typing a “g” after key. When doing a global select, you do not have to define a key.

```
keyg=Hawaii
```

If you want to select records without sorting them,

**TYPE 5** for Action

The menu appears:

```
1 Select and Sort; 2 Select Only
```

**TYPE 2** to Select Only

This option can only be chosen after a select statement has been entered.

## Lesson 5 — Select and sort a list of TWA passengers


---

Before starting the lesson, clear your screen with the Exit key.


The keystrokes below lead you through selecting TWA passengers and then sorting them alphabetically by last name.

 ,  Begin the Sort feature

ENTER **passage.1** for Input file


 Sort to screen

If "Sort by Line" is not the Sort menu heading, press 7 for Type and 2 for Line Sort.

 Define keys 1 and 2

Keys must be defined before typing the select statement. Use the Delete key to erase previously defined keys.

ENTER **a 1 1** for key1 and **a 4 1** for key2

 Exit to the Sort menu

 Enter a Select statement

Use the Delete EOL key to erase any existing select statement.

ENTER **key2=twa** to define the select statement and return to the Sort menu

 Start the sort

## Lesson 6 — Select and sort all TWA and United passengers


---


Before starting the lesson, clear your screen with the Exit key.

The keystrokes below lead you through selecting all TWA and United passengers and then sorting them alphabetically by last name.

 ,  Begin the Sort feature


**ENTER** **passage.1** for the Input file

 Sort to the screen

 Define keys 1 and 2

Use the Delete key to erase previously defined keys.


**ENTER** **a 1 1** for key1 and **a 4 1** for key2

 Exit to the Sort menu

 Enter a Select statement

Use the Delete EOL key to erase any existing select statement.

**ENTER** **key2=twa + key2=united** to define the select statement and return to the Sort menu

 Start the sort

## Lesson 7 — Select passengers from a secondary merge file


---

Before starting the lesson, clear your screen with the Exit key.

The keystrokes below lead you through setting up a select statement that selects and sorts all TWA and United passengers who paid between \$200 and \$700 airfare.

 ,  Begin the Sort feature

ENTER **passage.3** for the Input file


 Sort to the screen

If "Merge Sort" is not the Type of Sort, type 7 for Type and 1 for Merge Sort.

 Define keys 1-3

Use the Delete key to erase previously defined keys.

ENTER **a 1 1 -1** for key1, **a 5 1 1** for key2, and **n 7 1 1** for key3

 Exit to the Sort menu

 Enter a Select statement

Use the Delete EOL key to erase any existing select statement.



**ENTER** **(key2=tw a + key2=united) \* key3>\$200.00 \* key3<\$700.00** to define the select statement

```

Robert R. Thompson ^ R
5259 Highland Avenue
Monroe, FL 21345 ^ R
912-3356 ^ R
Amsterdam ^ R
TWA ^ R
1st class ^ R
$1079.00 ^ R
^ E
Gerald Jensen ^ R
Doc 2 Pg 1 Ln 1 Pos 10
Sort Secondary Merge File
Key Typ Field Line Word   Key Typ Field Line Word   Key Typ Field Line Word
1 a 1 1 -1                 2 a 5 1 1                 3 n 7 1 1
4                             5                             6
7                             8                             9
Select
(key2=tw a + key2=united) * key3>$200.00 * key3<$700.00
Action                      Order                      Type of Sort
Select and Sort             Ascending                  Merge Sort
1 Perform Action; 2 View; 3 Keys; 4 Select; 5 Action; 6 Order; 7 Type: 0

```

**1** Start the sort

## Questions and Answers

---

The following exercises help you become familiar with *records*, *lines*, *fields*, *words*, and the various sorting functions for line, paragraph, and secondary merge sorts. Answers to the questions are found at the end of each exercise.

### Line sort

Use the illustration below for the questions that follow.

A.	John Q. Doe	999 Ninth Street	This Town, KY 45005
	Alan Brown	1600 Penn Ave.	Kanab, Ut 84507
	Derrick Shadel	5th Ave.	Lake Wobegon, MN
B.	McCormack, Henry	2424 N. 5th Ave.	Los Angeles, CA 97545
	Jamie Lukas	1469 N. 300 W.	Los Diablos, CA 95670
C.	John Jex	Business Machines Inc.	Exper, CA 90016
	Megan LaRue	Uptown Video and Book	Ranch, CA 19234

## Questions

1. How many fields are in examples A, B, and C?
2. The zip code is found in which field of examples A, B, and C?
3. What is the word number of the zip code in examples A, B, and C?
4. What are the field and word numbers of the surname in examples A, B, and C?
5. Define two keys you would need in order to sort by surname, then by first name if your records were like those in example B, in example C.
6. For example B, which key below sorts by state?  
key1 a 3 3  
key1 a 3 -2
7. For example B, define a statement that selects all records of those living in California if key1 defines the state.

## Answers

1. A: 3 fields  
B: 3 fields  
C: 4 fields
2. A: field 3  
B: field 3  
C: field 4
3. A: word -1  
B: word -1  
C: word 1 or -1
4. A: field 1, word -1  
B: field 1, word 1  
C: field 1, word -1
5. B: key1 a 1 1; key2 a 1 2  
C: key1 a 1 -1; key2 a 1 1
6. key1 a 3 -2
7. key1=CA

## Paragraph sort

Use the illustration below for the questions that follow.

A. One Island Experience. 10-day holiday at Waikiki Beach includes round-trip air transportation, 9 night hotel accommodations, and fresh flowers daily.			
Two Island Experience. 8-day holiday on Hawaii and Maui includes round-trip air transportation, 7 night hotel accommodations, and fresh laundry daily.			
B. Dr. Thomas Shults 347 Cape Horn Drive Sawtooth, ID 84567 (745) 277-9875 Hawaii United 1st Class			
Dr. Kent Wing 23 Park Avenue New York, NY 84567 (201) 233-9875 Hawaii United Standby			
C.	No Admittance	3x9	White on brown \$4.45
	Open for Business	10x18	Blue on white \$10.50

### Questions

1. Are all three examples considered paragraphs? Why or why not?
2. How many fields are in each line of examples A, B, and C?
3. How many lines are in each record?
4. How many words are in the last field of the last line of examples A, B, and C?
5. How many words are in the first field of the first line of examples A, B, and C?
6. Define key1 to sort field 4 by price in example C.
7. How would you define the key to sort all records by state if your records were like example B?
8. Using example A, define a statement that would select all paragraphs containing the word "Waikiki."

## Answers

1. Yes. All three examples end with 2 Hard Returns [HRt].
2. A: each line has 1 field  
B: each line has 1 field  
C: the one line has 4 fields
3. A: 3 lines  
B: 7 lines  
C: 1 line
4. A: 3 words  
B: 2 words, 1 word  
C: 1 word
5. A: 9 words, 10 words  
B: 3 words  
C: 2 words, 3 words
6. (key1) n 1 4 1
7. (key1) a 3 1 -2
8. keyg=Waikiki

## Secondary merge sort

Use the illustration below for the questions that follow.

```
A.  John Q. Doe`R
    999 Ninth Street
    Small Town, KY 45005`R
    E

B.  McCormaick, John Henry`R
    2424 North 5th Avenue
    San Francisco, CA`R
    97945`R
    E

C.  2/81`R
    Mr. John Smith
    Business Machines Inc.
    2219 S. Main St.
    Santa Clara, CA 90000`R
    Business Machines Inc.`R
    $474.30`R
    E
```

### Questions

1. How many fields are in examples A, B, and C?
2. The name is found in which field of examples A, B, and C?
3. How many lines are in field 2 of examples A, B, and C?
4. The state is found in which line numbers of which fields in examples A, B, and C?
5. What is the word number of the zip code in examples A, B, and C?
6. What are the field, line, and word numbers of the surname in examples A, B, and C?
7. Define a key that will sort all records by the dollar amount as in field 4 of example C.

## Answers

1. A: 2 fields  
B: 3 fields  
C: 4 fields
2. A: field 1  
B: field 1  
C: field 2
3. A: 2 lines  
B: 2 lines  
C: 4 lines
4. A: line 2 or -1, (field 2)  
B: line 2 or -1, (field 2)  
C: line 4 or -1, (field 2)
5. A: -1  
B: 1  
C: -1
6. A: field 1, line 1, word -1  
B: field 1, line 1, word 1  
C: field 2, line 1, word -1
7. (key1) n 4 1 1

## Select statements

Using example C, define a select statement for each of the following questions.

## Questions

1. Request the records of all clients who reside in California and who ordered product between the months of January and June in 1981. Sort this list by last name.
2. Sort all records by business name whose invoices are equal to \$300.00 or more.
3. Select all records that contain the word "business" but not the word "school."

## Answers

1. key1 a 2 1 -1 key2 a 2 -1 -2 key3 n 1 1 1

Select Statement:

**key2=ca \* (key3>=1/81 \* key3<=6/81)**

2. key1 a 3 1 1 key2 n 4 1 1

Select Statement:

**key2>=\$300.00**

3. key1 a 1 1 1 is the default and does not need to be defined.

Select Statement:

**keyg=business \* keyg<>school**







# Merge

---

## ■ The Simple Merge and Beyond

---

A simple merge is used to combine a list of names and addresses with a form letter to produce a “personalized” letter for each person on the list. Lesson 9 in the Learning section introduces the simple merge in step-by-step fashion. Lesson 10 uses the merge to create a memo. We strongly recommend that you complete these two lessons before continuing.

The merge can be used to automate many office procedures including memos, forms, labels, reports, contracts, and other time-consuming tasks. There is more than enough flexibility built into the WordPerfect merge to bend to the most creative will. “Combining Macros and Merges” and “Flights of Fancy” in this section cater to the adventurous—those who have learned the basics and want to reach out and explore.

Repeat as many lessons as you like, as many times as you like, and remember that some lessons require additional digestion time.

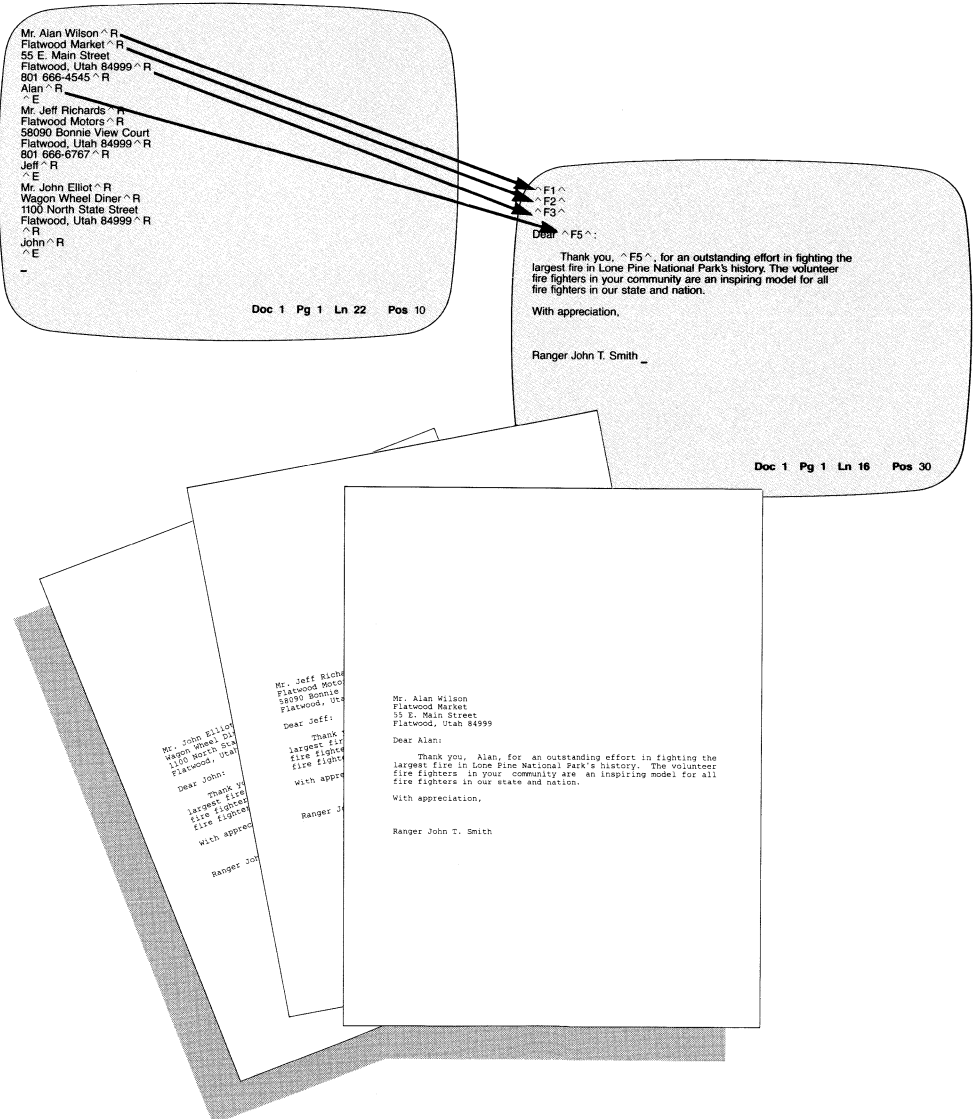
### Primary Files

Every merge requires a *primary file*. This file directs the merge, calling for a name here, an address there, a date some place else, and even a selected paragraph included in the middle. Text may come from *secondary merge files*, the *keyboard* or *text files*.

A primary file contains text and merge commands. The text and format can be whatever you want, while merge commands must be chosen and inserted with care. WordPerfect gives you 14 different merge commands to automate your most demanding applications. A glossary of the merge commands is included at the end of this section.

## Secondary Files

Sometimes called an "address file," the secondary merge file may contain many *records*. The number of records in a secondary file is limited only by disk space, and each record can contain as much information as you like. Records are separated by Merge E's (^ E followed by a Hard Return). Secondary file records can be sorted (see Sort in the Special Features section).



The information in each record is divided into *fields*. One field may contain a name, another a company name, and another the address. It is these fields that are merged into a primary file. During a merge, only those fields that have been requested are merged into the primary file. Fields are numbered from top to bottom within each record and are separated by Merge R's (^R followed by a Hard Return).

While there is no limit to the number of fields allowed in a record, each field must contain the same category of information or remain empty. If field 3 of one record contains a phone number, then field 3 of every other record in that file must contain a phone number—or nothing at all.

Never separate fields or records with an extra Hard Return or insert spaces between the last word in a field and a Merge E or Merge R.

You do not have to keep the same number of lines or words within each field. For example, you might have two address lines in field 3 of one record, and five address lines in field 3 of another record.

Since secondary files can grow to include many thousands of records, we recommend that you consider the categories and methods for breaking that information down into fields. For example, if the city, state and zipcode are in the same field, it is impossible to sort by state (some states are 2 words, cities are 2 or 3 words) or to merge anything but the whole field (city, state and zipcode) into a primary file. Both of these problems are remedied by breaking the information down into smaller categories, i.e., the city in one field, the state and zipcode in another.

If you are merging with a large secondary file, the merge will stop if you run out of editing space. Some solutions to this problem are

- break the secondary file into two or more smaller files
- merge to the printer (see this section)
- install a hard disk

## Merge—Field Names

The notebook in WordPerfect Library is a list manager that stores information in a secondary merge file. Each field in a notebook merge file can be named (e.g., Name, Address, Work, Phone). A merge file created in the notebook can be used in a WordPerfect merge using field numbers or field names.

For example, if the second field has been named "Address" in the notebook, you can either insert **^F2^** or **^FAddress^** into the primary file in WordPerfect to indicate the second field. To insert a field name into the primary file, press the Merge Codes key (Alt-F9), type **f**, then enter the field name instead of a number. The field name can be typed in uppercase or lowercase letters.

## Merge—Blank Lines

When merging a primary and secondary file to create a document such as an address list, you can eliminate blank lines by typing a question mark after the field number (**^F2?^**) or field name (**^FAddress?^**).

For example, you may have the record divided into six fields, but some records may not contain any information in the third field:

Malorie Jewett^R  
576 North Elm^R  
^R  
Orem^R  
Utah^R  
84058^R  
^E

If your primary file does not contain a question mark after the third field number, a blank line is inserted during the merge:

### Primary File

^F1^  
^F2^  
^F3^  
^F4^, ^F5^ ^F6^

### Merged Record

Malorie Jewett  
576 North Elm  
  
Orem, Utah 84058

However, if you include a question mark after the third field number, the blank line is automatically eliminated:

### **Primary File**

^F1 ^  
^F2 ^  
^F3? ^  
^F4 ^, ^F5 ^ ^F6 ^

### **Merged Record**

Malorie Jewett  
576 North Elm  
Orem, Utah 84058

The question mark tells WordPerfect to see if the field is blank. If so, the line, including the end of line character, is deleted.

## **The Keyboard**

A primary or secondary file can merge with the keyboard. The merge pauses at a preselected place, letting you type whatever you please. Lesson 10 in the Learning section is a good example of merging with the keyboard.

## **User Files**

A primary file can merge with other files. These files are usually short paragraphs and can be chosen and inserted on-the-fly into preselected places in the primary file. This idea is discussed in "Document Assembly."



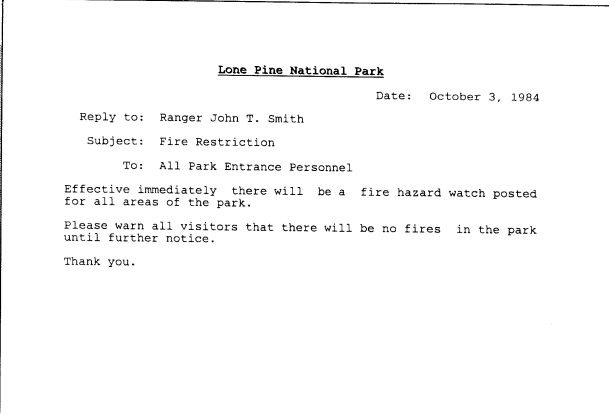
## ■ Combining Macros and Merges

---

You can start a merge with a macro so that you don't have to repeatedly enter the names of primary and secondary files—just the name of the macro.

You can also automatically start a macro when the merge ends which in turn starts a merge which in turn starts a macro, ad infinitum.

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



Lone Pine National Park

Date: October 3, 1984

Reply to: Ranger John T. Smith

Subject: Fire Restriction

To: All Park Entrance Personnel

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

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

Thank you.

## Create and save the memo

The memo for this step is a primary file created in lesson 10 of the Learning section. We assume you have completed lesson 10 and saved the primary file as MEMO on the "Learn" diskette/directory.

Remember that macros are saved as files on the default drive just like any other file. The macro, primary, secondary, and other needed files must be in the default drive or directory for the following example to work.

If you have two diskette drives, start WordPerfect with the Learning diskette in drive B. Change directories to C:\LEARN if you have a hard disk.

## Define a "start" macro

This macro starts the merge. The number of keystrokes needed to start the memo-merge is thereby reduced.



Begin defining the macro

ENTER

**memo**



Start the merge

ENTER

**memo** for the primary file



There is no secondary file

Merging begins.



End the merge

## Define a "print & save" macro

This macro automatically sends the finished memo to the printer, then asks you to enter a filename to save it for future reference.



Define the macro

ENTER



**end**






Print a document



Save the memo

  End the macro definition

 Cancel the "Document to be Saved:" message




, ,  Clear your screen

The memo could also be appended to a MEMO file for future reference instead of having each memo in a separate file.




### Start macro from primary file

There are specific merge commands that tell a primary file to start a macro after the merge is finished. In this step the primary file MEMO is told to start the END macro after the memo is completed.

  Retrieve MEMO

 ,  Insert a ^G into the memo

**TYPE** **end** (this is the name of the macro just created)



 ,  Insert a ^G into the memo


You should see ^Gend ^G at the top of the memo. No matter where you place a macro in a primary file, it will not start until the merge has ended.

### Save the memo

The primary file MEMO is saved with the new merge commands.

,  Save the memo

,  Replace the original memo on disk with the edited memo on your screen

 Clear the screen

When you are ready, press the Macro key and enter **memo** to start the macro. After typing an entry, press the Merge R key to continue. As soon as you complete the memo it is sent to the printer, after which you are asked to type a filename for the memo. Enter a filename, then clear the screen.

## ■ Mailing Labels and Envelopes

---

Names and addresses from a secondary file can be used to print mailing labels or envelopes. With the names and addresses already on file, all you need to do is create a primary file containing the proper format information, then merge the two.

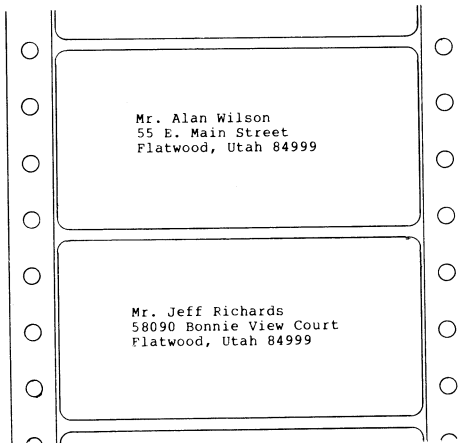
Since there are numerous label sizes being printed on a variety of printers, we cannot outline the format for every situation. With a little planning, however, you can figure the file formats yourself.

Below, we provide standard formats for printing single-width labels, multiple-width labels, and envelopes. In many instances, you can follow these guidelines and successfully print your labels or envelopes.

The secondary address file, ADDRESS.SF, created in Lesson 9 of the Learning section provides the names and addresses for these samples. We will only include a three-line address in each label.




### Single-width labels


The example and settings below show the format for 2" x 4" labels:



## Create a primary file

The first part of the file consists of page and line format codes to accommodate the size of your labels.

 ,  Display the Page Format menu and center the page top to bottom

,  Select the Page Length option, then "Other"




**ENTER** **12** for the form length

**ENTER** **12** for the number of text lines

 Select the Top Margin option on the Page Format menu

**ENTER** **0** for no top margin


 Exit the Page Format menu




 ,  Select the Margins option on the Line Format menu


**ENTER** **5** for the left margin and **35** for the right margin

The second part of the file contains the Merge codes which mark the placement of each name and address line from the secondary file.

Any font changes you wish to make should be inserted ahead of the Merge codes.

  Display the Merge Codes menu

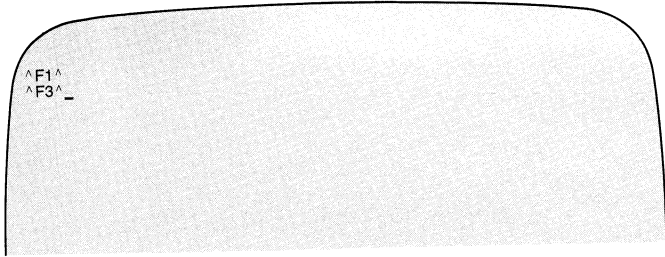
, ,  Insert **^ F1 ^** into the file to retrieve information from field one (the name field) when merging

 Wrap to the next line

  Display the Merge Codes menu



Insert ^F3^ to retrieve information from field three (the address field) when merging



Save the document as SWLABELS.PF



Clear the screen

### Create the "Single-width labels" file



Start the merge

ENTER

**swlabels.pf** for the primary file

ENTER

**address.sf** for the secondary file



Save the file on disk as SWLABELS



Clear the screen

You now have a single-width labels file set up to print a three-line address on continuous labels. This format will work with most dot-matrix and daisy-wheel printers.

### Multiple-width labels

The example and settings below show the format for an 8 1/2" x 11" sheet of triple-width labels.

55 E. Main Street Flatwood, Utah 84999	Flatwood, Utah 84999	1100 North State Street Flatwood, Utah 84999
Mr. Alan Wilson Flatwood Market 55 E. Main Street Flatwood, Utah 84999	Mr. Jeff Richards Flatwood Motors 58090 Bonnie View Court Flatwood, Utah 84999	Mr. John Elliot Wagon Wheel Diner 1100 North State Street Flatwood, Utah 84999
Mr. Alan Wilson Flatwood Market 55 E. Main Street Flatwood, Utah 84999	Mr. Jeff Richards Flatwood Motors 58090 Bonnie View Court Flatwood, Utah 84999	Mr. John Elliot Wagon Wheel Diner 1100 North State Street Flatwood, Utah 84999
Mr. Alan Wilson	Mr. Jeff Richards	Mr. John Elliot

## Create a primary file

The first part of the file consists of page and line format codes to accommodate the size of your labels.

**Alt F8**, **4**, **3** Select the Page Length option, then "Other"

**ENTER 66** for the form length

**ENTER 60** for the number of text lines

**5** Select the Top Margin option on the Page Format menu

**ENTER 4** for a two line top margin

This is the smallest top margin you can enter to avoid the "unprintable zone" on laser printers.

**←** Exit the Page Format menu

**Shift F8**, **3** Select the Margins option on the Line Format menu

**ENTER 3** for the left margin and **85** for the right margin

The second part of the file contains the column definition necessary to format the names and addresses for the three columns of labels.

Any font changes you wish to make should be inserted ahead of the column definition.

**Alt F7**, **4** Define text columns

**Y** Select evenly spaced columns

**ENTER 3** for three spaces between the columns

**1** or **2** For Newspaper-Style or Parallel Columns

**ENTER 3** to specify three columns

**F7** Accept the column margins displayed and return to the Math/Columns menu

### 3 Begin the Columns feature

The third part of the file contains the Merge codes which mark the placement of each name and address line from the secondary file.

If you are using a laser printer, every merge record must contain the same number of fields and *exactly* the same number of lines. If you are using a dot-matrix or daisy-wheel printer, records may vary in size.

Use the Merge Codes key (Alt-F9) to enter the following field names.

TYPE    **^ F1 ^**  
          **^ F3 ^**

#### Move to the top of the second column

TYPE    **^ N ^ F1 ^**  
          **^ F3 ^**

The ^N will tell WordPerfect to select the next record in the secondary file.

#### Move to the top of the third column

TYPE    **^ N ^ F1 ^**  
          **^ F3 ^**

### , 3 End the Columns feature

#### Press three times to add the necessary space between vertical labels

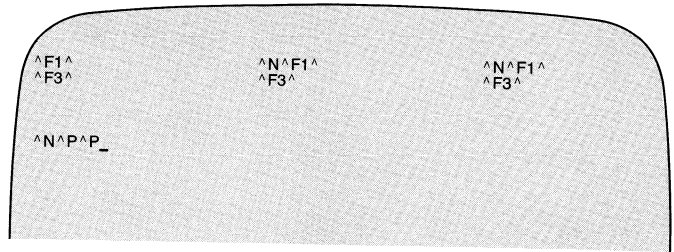
You may need to vary the number of Hard Returns if your address occupies more or less than three lines, as used in this example.





## TYPE ^N^P^P


The ^N will have WordPerfect select the next record in the same secondary file, since no filename appears between the two ^P's.

See the Glossary of Merge Codes at the end of the Merge section for an explanation of each of these Merge codes.



Make sure there are no codes after the last Merge P code.

,  Save the file as MWLABELS.PF



 Clear the screen


### Create the “Multiple-width labels” file

, ,  Start the merge

ENTER **mwlables.pf** for the primary file

ENTER **address.sf** for the secondary file

,  Save the file on disk as MWLABELS

 Clear the screen

You now have a multiple-width labels file set up to print a three-line address on a sheet of multiple-width labels. This format will work with most dot-matrix, daisy-wheel, and laser printers (as long as the merge records are exactly the same size).

## Envelopes

The example and settings below show the format for hand-feeding a legal-sized envelope (9" x 4").



### Create a primary file

Shift F8 , 3

Select the Margins option on the Line Format menu

ENTER

**40** for the left margin and **80** for the right margin

Alt F8 , 5

Select the Top Margin option on the Page Format menu

ENTER

**0** for no top margin

↩

Exit the Page Format menu


The second part of the file contains the Merge codes which mark the placement of each name and address line from the secondary file.

Any font changes you wish to make should be inserted ahead of the Merge codes.

Remember to use the Merge Codes key to enter the field names.

TYPE ^F1 ^  
^F3 ^

 ,  Save the document as ENVELOPE.PF



 Clear the screen


### Create the "Envelope" file

  ,  Start the merge

ENTER **envelope.pf** for the primary file

ENTER **address.sf** for the secondary file

 ,  Save the file on disk as ENVELOPE

 Clear the screen

You now have an envelope file set up to print a three-line address on hand-fed envelopes.

When you are ready to print the addresses, roll the first envelope to the line where you want to begin printing. Some printers have envelope feeders that use the same format as labels.

Most laser printers will require more extensive format codes to instruct them to use a landscape font and to advance an appropriate number of lines before printing.

## ■ Merge to the Printer

---

When a large number of letters must be merged and printed, and you either don't have time to sit and watch or there is not enough memory and disk space for the resulting file of merged documents, you should merge to the printer. Many large companies do large merges and printings (1 to 25 thousand) at night, using high-speed printers.

You should know that a "simple merge" as described in lesson 9 of the Learning section is so named because WordPerfect does many things automatically. The requested fields of the first record are merged with the primary file, a page break is inserted, and the process is repeated with the next record, producing a separate document for each record in the secondary file.

This "simple" cycle is canceled whenever certain merge commands are entered into the primary file and complete control is turned over to the primary file. This section uses 3 such merge commands:

- ^ N** Tells WordPerfect to get the next record from the secondary file
- ^ T** Tells WordPerfect to send all text merged to that point to the printer
- ^ Pfilename^ P** Tells WordPerfect to start over using the primary file named between ^ P's (if no filename is entered, the merge uses the last primary file)

Both the primary file LETTER.PF and the secondary file ADDRESS.SF created in lesson 9 of the Learning section are used for this lesson.

### Change the primary file

Merge commands which send each letter to the printer as soon as it is merged, are placed in the primary file. The file LETTER.PF used in this step is created in lesson 9 of the Learning section.



Retrieve LETTER.PF

**CURSOR** To the end of the document



Add space between the text and commands



Insert a ^T in the primary file

The ^T sends all text merged to that point to the printer.



Insert a ^N in the primary file

The ^N tells the merge to go to the next record in the secondary file.



Insert a ^P in the primary file

The ^P tells the merge to start over again.



Insert another ^P to complete the pair

The pair of ^P's tells the merge which primary file to use next. Because a primary file is not named between the two ^P's, WordPerfect uses the same primary file again.

The ^N^P^P combination tells WordPerfect not to insert an extra page break since the printer will automatically advance to the next page when it finishes each letter.



Save the file as MERGE1



Clear the screen

## Start the merge

The secondary file ADDRESS.SF used in this merge is created in lesson 9 of the Learning section.



Start the merge

**ENTER** **merge1** for the primary file

**ENTER** **address.sf** for the secondary file

Your screen is cleared and merging to the printer begins.

Hand-fed forms cannot be used while merging to the printer.

## ■ Reports and Lists

---

A secondary file can be used for more than just a simple merge. Lists and reports can be generated by customizing the merge. In this lesson you create a name and phone list using the secondary file ADDRESS.SF created in lesson 9 of the Learning section.



The merge commands ^N and ^P are used in this exercise.


### Create the primary file

Type and save the following primary file as PHONE.LST.

TYPE ^F1 ^ [TAB] ^ F4 ^  
^N ^P ^P

Be sure to press the Enter key before typing the second line (^N^P^P). The ^N^P^P combination tells WordPerfect not to insert an extra page break since the printer will automatically advance to the next page when it finishes each letter.

 ,  Save the file as PHONE.LST

 Clear the screen

**Start the merge** You are ready to create a phone list with the Merge feature.

  ,  Start the merge


ENTER **phone.lst** for the primary file



ENTER **address.sf** for the secondary file

**Adjust the format of the list** After creating a list you can adjust the format and add titles to finish editing the document. In this step you set a tab for the phone numbers.

**CURSOR** To the beginning of the document

  ,  Display the Tab menu

 ,  Cursor to position 0

  Erase all the tab stops

**ENTER** **40** to insert a tab stop

 Exit the Tab menu

## ■ Document Assembly—The Contract

---



Several paragraphs (each in a separate file) are used to “assemble” a contract. You select the paragraphs as you go.

The merge commands `^P filename^P`, `^U`, `^O text^O`, and `^C` are used in this exercise. The `^U` updates the screen so that you can see the added text as the merge progresses. `^P^C^P` lets you enter a file to be retrieved at that point. That the `^P^C^P` sits between two `^O`'s simply allows you to display a reminder of what your options are at that moment.



You can also build a document by retrieving several files from your disk into a document on your screen and then saving them as one document.

**Create seven files** The steps below guide you through creating seven files. The name of each file is a single character such as “3” or “T.” After saving a file with the Exit key, *clear your screen* before starting the next file.



TYPE **Two bedrooms with one and one-half bathrooms**  
[TAB]B.[TAB] ^U^OEnter k for kitchen or t for kitchenette: ^P^C^P^O

,  Save the file as 2

TYPE **Three bedrooms with one and three-quarters bathrooms**  
[TAB]B.[TAB] ^U^OEnter k for kitchen or t for kitchenette: ^P^C^P^O

,  Save the file as 3

TYPE **Four bedrooms with two full bathrooms**  
[TAB]B.[TAB] ^U^OEnter k for kitchen or t for kitchenette: ^P^C^P^O

,  Save the file as 4

TYPE **Kitchen including appliances**  
[TAB]C.[TAB]^U^OEnter s for pool or j for jacuzzi: ^P^C^P^O


,  Save the file as K



**TYPE** Kitchenette with no appliances  
[TAB]C.[TAB] ^U^OEnter s for pool or j for jacuzzi: ^P^C^P^O

,  Save the file as T

**TYPE** Swimming Pool

,  Save the file as S



**TYPE** Marble Jacuzzi

,  Save the file as J

### Create the primary file

Type and save the following primary file as MERGE2.



**TYPE** I.[TAB]Property Description  
[TAB]A.[TAB] ^U^OEnter the number of bedrooms (2-4): ^P^C^P^O

,  Save the file as MERGE2

A page break followed by ^Pmerge2^P will loop the merge over and over again until the Merge E key is pressed.

### Start the merge

You are now ready to start assembling the document.

, ,  Start the merge

**ENTER** merge2

 Begin merging

Choose from the letters or numbers displayed at the bottom left of your screen and press the Merge R key to continue.

## ■ Forms Fill-in

---

WordPerfect can help you fill in pre-printed forms. Information from the keyboard, primary files, and secondary files can be used to fill in the form. This Merge feature is for those who have to fill in the same forms over and over again. The Type-thru feature or a typewriter should be used to fill-in all other forms.

The idea is to insert a ^C at a position on the screen that corresponds to the correct position on the form and to do this every place you want to enter text. The ^C stops the merge and lets you enter text from the keyboard.

### Lone Pine National Property

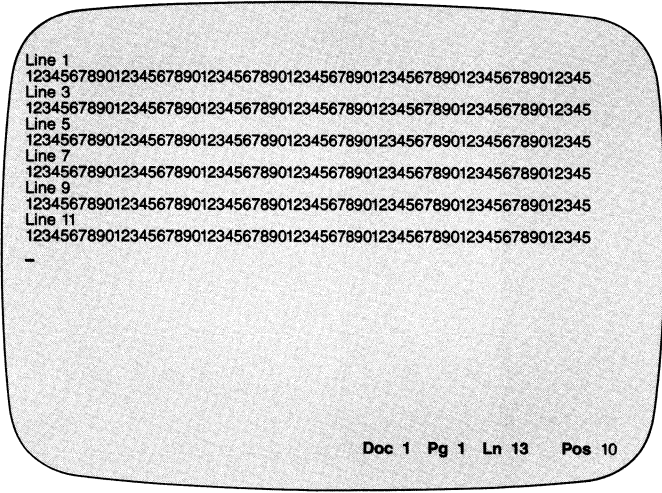
Date November 6, 1984

Name	Type of Cabin	Reservation Date
Terry L. Brown 2354 Squaw Peak Dr. Flatwood, Utah 84999	Executive	December 20 - 27, 1984
	Number of Persons <u>10</u>	Reservation Fee <u>\$1000.00</u>
	Payment <u>\$250.00</u>	Confirmed <u>Yes</u>

**Measure the fill-in area** Measure the maximum area on the pre-printed form that will require fill-in. For example, an invoice whose total dimensions are 9" in width by 8" in length may have a maximum fill-in area of 8" in width by 7" in length.

**Set the format** Clear your screen and reset your margins. If the maximum fill-in width were 8" then you would need 80 spaces (using 10 pitch) between your margins. Reset lines-per-inch if necessary (the default is 6). Reset the page length if necessary (the default allows for 54 lines of text).

**Create a grid** Create a grid similar to the one shown below.



Continue until you have filled the maximum fill-in area. Remember that you can copy and retrieve the first line of the grid using the Move key.

**Print the grid**

Print the grid onto your form noting Line and Position numbers that intersect fill-in points on your pre-printed form.

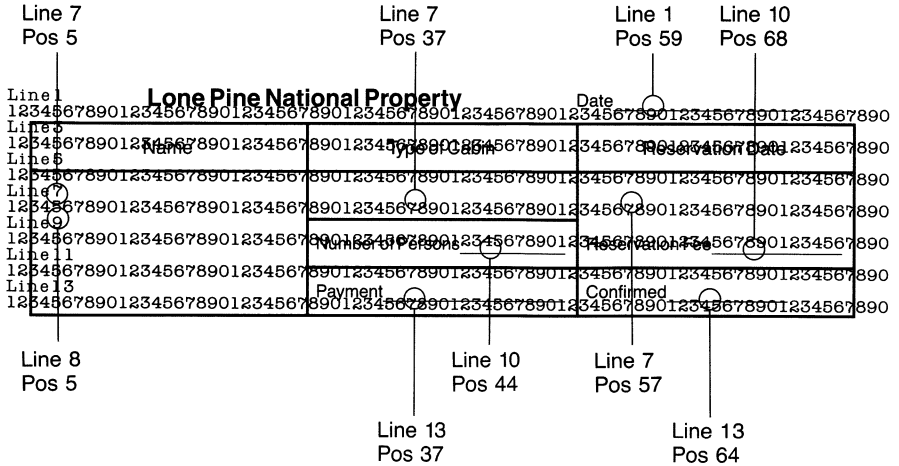
Note the position of the form as you place it in the printer.

Line 1	Lone Pine National Property			Date
1234567890123456789012345678901234567890123456789012345678901234567890				
Line 3	Name	Type of Cabin	Reservation Date	
Line 5				
Line 7				
Line 9	Number of Persons	Reservation Fee		
Line 11				
Line 13	Payment	Confirmed		
1234567890123456789012345678901234567890123456789012345678901234567890				

## Set the tabs

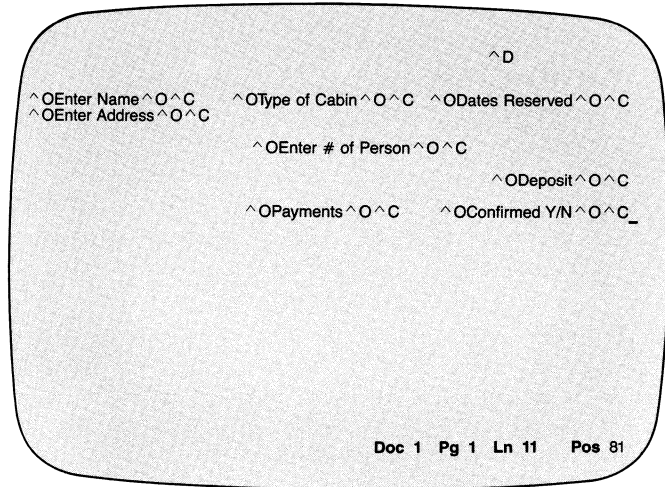
Set left-justified tab stops at every position you want to place a Merge code. You should set tab stops on every line there is an entry.

If you are merging variable amounts of information into the form, you should use Advance Line. This will bring the information in on the specified line.



## Insert the Merge commands

You may create prompts for each entry. If you need to put two prompts so close together that you do not have room on the same line, you may do an Advance Up, Enter, Advance Up and Tab to the position of the second prompt. The prompts will appear on separate lines on the screen but will print on the same line (if your printer can perform Advance Up).



The screenshot shows a terminal window with the following text:

```
^D
^OEnter Name^O^C      ^OType of Cabin^O^C  ^ODates Reserved^O^C
^OEnter Address^O^C
      ^OEnter # of Person^O^C
                                ^ODeposit^O^C
      ^OPayments^O^C      ^OConfirmed Y/N^O^C_
```

At the bottom right of the terminal window, the status bar reads: **Doc 1 Pg 1 Ln 11 Pos 81**

## Save the primary file

Save the primary file. Do a merge, load your pre-printed form into the printer, then print on the form.

## ■ Math and Merge

---

Word processing can be used to quickly create math reports using information found in your secondary merge files. Reports on everything from grade point averages to project-man-hours to equipment depreciation can be extracted from a secondary file, calculated, and then printed, all in a fraction of the time it would take you to create the same report manually.

You should have worked through the first lesson in the Math section before continuing.

### Edit the ADDRESS.SF file

Add a numeric field to each record in this secondary merge file. The ADDRESS.SF file is created in lesson 9 of the Learning section.






Retrieve ADDRESS.SF

```
Flatwood Market^R
55 E. Main Street
Flatwood, Utah 84999^R
801 666-4545^R
Alan^R
25,000^R
^E
Mr. Jeff Richards^R
Flatwood Motors^R
58090 Bonnie View Court
Flatwood, Utah 84999^R
801 666-6767^R
Jeff^R
18,000^R
^E
Mr. John Elliot^R
Wagon Wheel Diner^R
1100 North State Street
Flatwood, Utah 84999^R
^R
John^R
12,500^R
^E
```

Doc 1 Pg 1 Ln 25 Pos 10



ENTER A numeric field to each record as shown in the above illustration



,  The file as ADDRESS1.SF

 Clear the screen

**Set the tabs** Set the tabs for two columns in the math document.


, ,  Display the Tabs menu

,  Cursor to position 0




,  Delete all existing tabs



ENTER 40

ENTER 60

 Exit the Tabs menu


**Define the math columns** Because column A is already defined as a numeric column, you only need to change the definition of column B.

, ,  Display the Math Definition menu

,  Define column B as a calculation column

ENTER 1.1\*A

This formula calculates a 10% increase of the value in column A.  
This could also be written  $A+(.1*A)$ .

 Exit the Math Definition menu



 Turn Math on


**Create the primary file** Type and save the following primary file as SALARY.PF.

ENTER ^ F1 ^ [TAB] ^ F6 ^ [TAB][Enter]  
^ N ^ P ^ P



Press the Tab and Enter keys where requested above. The ^N^P^P may be typed on some machines by holding down the Ctrl key and typing “npp” instead of going through the Merge Codes menu.

 ,  Save the file as SALARY.PF



 Clear the screen

**Start the merge** You are ready to merge into the math document and calculate the formulas.

  ,  Start the merge

ENTER **salary.pf**

ENTER **address1.sf**

  ,  Calculate the column

## ■ Flights of Fancy

---

The lessons below are for those who feel comfortable with most of the features in the Special Features and Merge sections. Recursive (looping) properties of merging and macros are introduced. Remember that the real task at hand is to transform what you have learned into creative applications. If you think of an application, try it—it will probably work.

Flights of Fancy includes three examples: the first is another way to do document assembly, the second is a boilerplate, and the third shows how to create a menu of macros.

All files not created in this section are found on the Learning diskette or in the Learn directory on your hard disk.

### Document Assembly

This lesson introduces another method of assembling documents. Fields containing sentences or paragraphs are selectively merged to produce a tailored document.

**Type and save the following secondary file as FISHING.SF**

Notice how each of the fields below are formatted (i.e. Field 1 — the ^R is indented on the second line, Field 2 — has a ^Fn^ in the last line, etc.)

**TYPE Fishing at Lone Pine National Park during  
^R**

**March 1 - August 31**

**Fish in season:**

**^F8^ ^R**

**September 1 - February 28**

**Fish in season:**

**^F9^ R**

**Lone Pine Reservoir is stocked with**

**^F7^ ^R**

**Hard Rock River is stocked with**

**^F6^ ^R**

**Rainbow trout**

**German Brown trout**

**Bass**

**Salmon**

**^ R**  
**Perch**  
**Lake trout**  
**Catfish**  
**Sunfish**  
**Freshwater shark**

**^ R**  
**Rainbow trout**  
**German Brown trout**  
**Perch**  
**Lake trout**  
**Catfish**

**^ R**  
**Bass**  
**Salmon**  
**Sunfish**  
**Freshwater shark**

**^ R**  
**^ E**

### **Type and save the primary file as DOC.PF**

To type the ^F merge code, hold down the Ctrl key and type **f**.

**TYPE** **^U^F^C^P^P**

### **Start the merge**

 ,  Start the merge

**ENTER** **doc.pf** for the primary file

**ENTER** **fishing.sf** for the secondary file

The ^F^C lets you choose a field. Enter the number of the field. Press the Merge E key when you want to stop.

## Use the merge to create the following documents

Try creating the following documents by starting the merge and entering the field numbers below.

### Document 1

Enter 1  
Enter 2  
Enter 4  
Press the Merge E key

### Document 2

Enter 1  
Enter 2  
Enter 1  
Enter 3  
Enter 4  
Enter 5  
Press the Merge E Key

Try your own combination!

## Boilerplates

WordPerfect can help you build a contract using previously created files. You must complete the Document Assembly lesson above before continuing, as this exercise uses existing files from that lesson.

Lone Pine Recreational Property

Owner/Buyer Kelly C. Scott

Kelly C. Scott hereby deposits with Lone Pine Recreational Property as EARNEST MONEY, the amount of \$15,000 which shall be deposited in accordance with applicable State Law.

Type of Cabin: Luxury      OFFER TO PURCHASE

I. Property Description

- A. Four bedrooms with two full bathrooms
- B. Kitchen including appliances
- C. Swimming pool

II. Purchase Price and Financing

The Total Price is \$75,000.00

\_\_\_\_\_  
Kelly C. Scott

## Create a file

Create and save this file so that it is on disk when you create the "form" macro.

### TYPE customer file



Save the text as CUSTOMER



Clear the screen

## Create a primary file

Duplicate the file you see on the screen below. Save this file as MERGE4. This primary file is the basic "contract." Clear the screen when you are finished.

**Lone Pine Recreational Property**

Owner/Buyer ^F1^

^F1^ hereby deposits with Lone Pine Recreational Property as EARNEST MONEY, the amount of \$^F4^ which shall be deposited in accordance with applicable State Law.

Type of Cabin: ^F2^

OFFER TO PURCHASE

I. Property Description

A. ^U^OEnter the number of bedrooms (2-4): ^P^C^P^O

II. Purchase Price and Financing

The Total Price is \$ ^F3^

\_\_\_\_\_

^F1^

Doc 1 Pg 1 Ln 23 Pos 44

## Create another primary file

Duplicate the file you see on the screen below. Save this file as MERGE3. This primary file is used to create a secondary file with one record to be merged with the “contract.” Clear the screen when you are finished.



```
^OType Applicant's Full Name^O^C^V^R^V
^OType the Style of Cabin^O^C^V^R^V
^OType the Total Purchase Price^O^C^V^R^V
^OType the Amount of Earnest Money Deposited^O^C^V^R^V
^V^E^V
^Gform^G_

Doc 1 Pg 1 Ln 6 Pos 18
```



## Create a macro




This macro is started after the secondary record is created. The secondary file with the single record is saved and then merged with the “contract” primary file.



TYPE **This is a test**


  Begin defining a macro



**ENTER form**


  Turn Block on




 ,  ,  Go to the beginning of the document

 ,  Save the text on screen as CUSTOMER

 Confirm the replacement



  Turn Block off

 ,  ,  Clear the screen

  ,  Start the merge

**ENTER merge4**

**ENTER customer**


  End the merge

 ,  ,  Clear the screen

**Start the merge**

  ,  Start the merge

**ENTER merge3**

 There is no secondary file yet

Enter the information requested by the prompts then press the Merge R key.

You could have the macro append all contracts to a central file or print them or both.

## Menu

Here a menu is created that lets you choose from a number of existing macros. After you finish this lesson, try to create your own menu and accompanying macros.

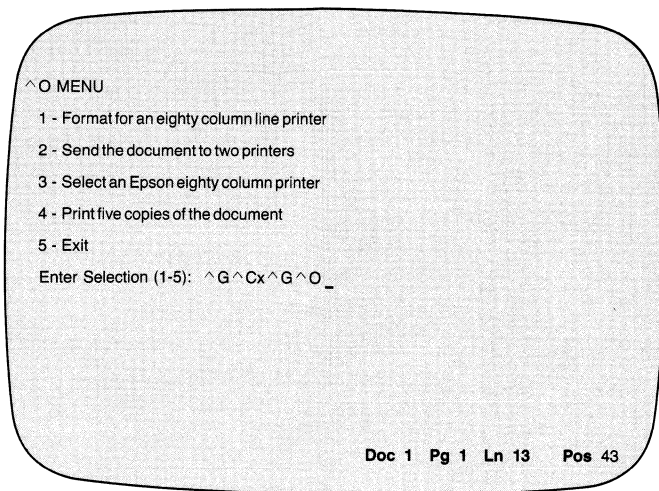
### MENU

- 1 - Format for an eighty column line printer
  - 2 - Send the document to two printers
  - 3 - Select an Epson eighty column printer
  - 4 - Print five copies of the document
  - 5 - Exit
- Enter Selection (1-5)?



## Create a primary file


Duplicate the information from the screen below on your screen and save it as MENU.PF. Clear the screen when you are finished.



## Start the merge

 ,  Start the merge

ENTER **menu.pf**

 There is no secondary file

Enter the numbers requested by the prompts.

# ■ Glossary of Merge Codes

---

- ^C** Temporarily stops the merge allowing for text to be entered from the keyboard. Press the Merge R key to continue.
- If a ^C is found in the primary or secondary file, the merge will pause so that you may type in text. When you press Merge R the merging will continue.
- ^D** Inserts the current date (if the current date was entered in booting up the computer).
- ^E** Marks the end of a record in a secondary file. Press the Merge E key to stop a merge.
- ^Fn** Merges the text from field n (where n = 1, 2, 3, etc.) into the document being created.
- ^G** **^G***macro name***^G** starts the named macro at the end of the merge.
- ^N** Looks for the next record in the secondary file. If it does not find the next record it ends the merge.
- ^O** **^O***message***^O** displays the message on the status line and is generally used with ^C.
- ^P** **^P***filename***^P** inserts the named file. If no filename is specified, the current primary file is used.
- ^Q** Stops the merge. It may be placed in a primary or secondary file.
- ^R** Marks the end of a field in a secondary file.
- ^S** **^S***filename***^S** will change to the named secondary file.
- ^T** Sends all text that has been merged to the point of ^T to the printer.
- ^U** Updates (rewrites) the screen.
- ^V** Lets you transfer merge codes into the document being created.

Below are some examples of merge commands that are used correctly.

**^OEnter applicant's name^O^C**

The message "Enter applicant's name" appears on the status line, and the merge pauses so that you may enter the name of the applicant. The name will be placed in the text in the position of the first ^O.

**^OEnter new primary file — ^P^C^P^O**

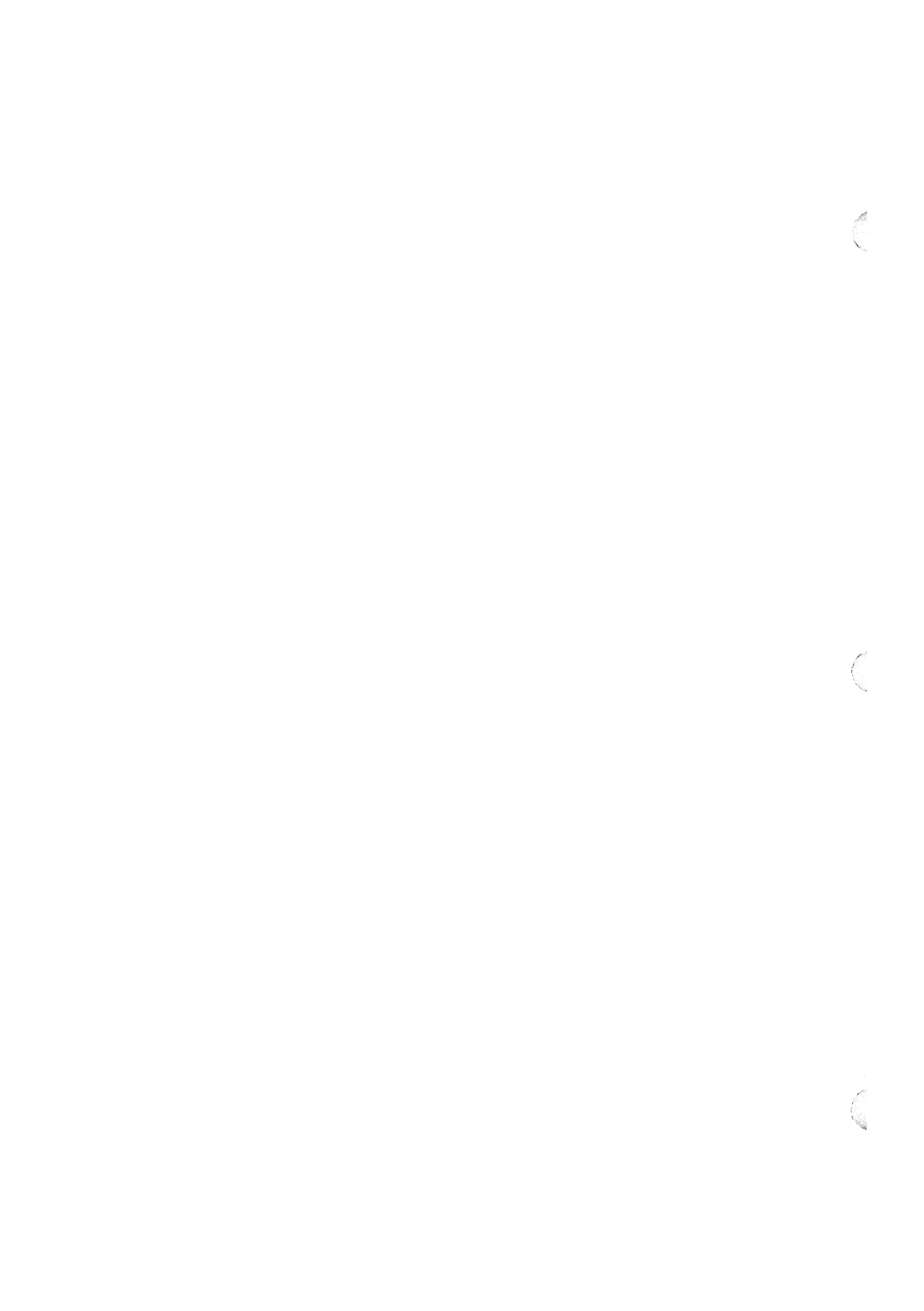
The message "Enter new primary file — " appears on the status line, and the merge pauses so that you may enter the name of a primary file. The primary file text will begin at the position of the first ^P.

**^OEnter address list name — ^Slist^C^S^O**

The message "Enter address list name — " appears on the status line, and the merge pauses so that you may enter the name of a secondary file. In this case the secondary file name must begin with the letters "list." This is allowed so that you can have secondary files named list1, list2, list3, etc. and will only need to type one number to change to the correct list.

**^OWhat do you want to do now? — ^G^Cgo^G^O**

The message "What do you want to do now? — " appears on the status line, and the merge pauses so that you may specify a macro. In this example the name of the macro must end with the letters "go."



# Math

---

# ■ Subtotals/Totals/Grand Totals

The Math feature lets you perform several kinds of math calculations in a document. Numbers and text can be typed into columns which correspond to the tab stops defined using the Tab feature. You can use the Math feature in all or part of the document.

The Math feature is initially set for calculating subtotals, totals, and grand totals *down* the tab columns. The instructions below are a guide to creating a Math document which uses these calculations. Much of the information also applies to creating formulas that are calculated *across* columns (see Math Formulas in this section for details).

## Set the tabs

The columns in the math document are located at the tab stops. Column A is at the first tab stop, column B is at the second tab stop, etc. The first step in preparing your math document is to set the tab stops—one for each column in the document. You can adjust the space between the columns by resetting the tab stops.

If the numbers in one column overlap into the next column, the calculations will not be correct. Reset the tabs to make more room.

The left margin is not counted as a column but can be used for labeling the math document (see the lesson that follows).

## Define the columns

Once you have set the tab stops for the columns, you are ready to define the columns. You can select from four types of column definitions. Each type is used for a different purpose.

Item	Revenues	Year to Date	Sales Tax	Order
Indian Rugs				
Small	500.00		25.00!	Yes
Medium	475.00		23.75!	Yes
Large	350.00		17.50!	No
<b>Total</b>	1,325.00+			
Local Crafts				
Paintings	2,250.00		112.50!	Yes
Quilts	700.00		35.00!	No
<b>Total</b>	2,950.00+			
Imports				
Toys	1,500.00		75.00!	Yes
Hats	850.00		42.50!	No
<b>Total</b>	2,350.00+			
<b>Quarter Total</b>		6,625.00=	331.25+	
1st Quarter		T3,275.00	T168.74	
<b>Year to Date</b>		9,900.00*	500.00=	

When you want to do subtotals, totals, and grand totals, select a *Numeric* column.

When you want to include descriptions, labels, etc., select a *Text* column.

*Total* columns are a special type of numeric column. They are used to display totals from the column to the left, and are especially useful to accountants.

See the pages on Math Formulas in this section for information on using Calculation columns.

When you are ready to define the columns:



Display the Math Definition menu

A screen appears with a columns table and information about the available options. There are 24 columns available (A-X). The initial setting for each column is Numeric. Calculated numbers are displayed with 2 digits after the decimal point and in parentheses if the number is negative.

You can move to each setting in the table with the Arrow keys and type in a new setting. When you finish defining the columns,



Exit the Math Definition menu and return to the Math/Columns menu

## Turn Math on

Once you have set the tabs and defined the columns, you are ready to turn the Math feature on. If you have just finished defining the columns, you are returned to the Math/Columns menu.



Turn Math on

This puts a [Math On] code in your document. Whenever your cursor moves past the code, the message “Math” appears at the bottom of your screen. The “Math” message must be on your screen before creating, editing, or calculating a math document.

## Entering numbers and operators

Numbers can be entered in any column, but are not calculated when entered in a text column. They can be positive or negative. If you want to indicate a negative number, use a

-3.45 negative sign

or

(3.45) parentheses

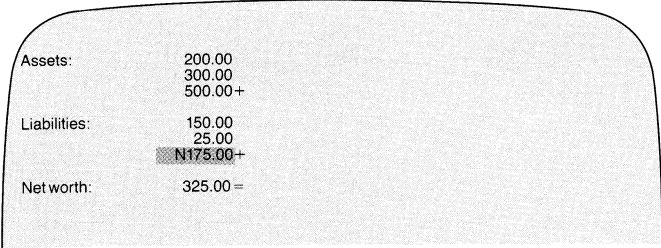
or

N3.45 "N" operator

The numbers you enter in a numeric column are totaled by using operators. An operator is a symbol that tells WordPerfect how you want the numbers calculated. The calculated answer is called a result.

When defining a column, you can indicate how you want WordPerfect to display negative results.

The "N" operator acts like the "-" and "(" operators except that it is not deleted when performing calculations and is not printed. The N operator should be typed to the left of the number.



Assets:	200.00
	300.00
	500.00+
Liabilities:	150.00
	25.00
	N175.00+
Net worth:	325.00 =

When calculating liabilities,  $150.00 + 25.00 = 175.00$ , a positive result. But when calculating net worth, the "N" forces 175.00 to be negative, so total liabilities are subtracted from total assets.



When you type a “+” operator, the numbers directly above the operator are added. The result is a *subtotal*.

Lone Pine Crafts				
Quarter Revenues				
Item	Revenues	Year to Date	Sales Tax	Order
Indian Rugs				
Small	500.00		25.00!	Yes
Medium	475.00		23.75!	Yes
Large	350.00		17.50!	No
<b>Total</b>	<b>1,325.00+</b>			
Local Crafts				
Paintings	2,250.00		112.50!	Yes
Quilts	700.00		35.00!	No
<b>Total</b>	<b>2,950.00+</b>			
Imports				
Toys	1,500.00		75.00!	Yes
Hats	850.00		42.50!	No
<b>Total</b>	<b>2,350.00+</b>			
<b>Quarter Total</b>		6,625.00=	<b>331.25+</b>	
1st Quarter		T3,275.00	t168.74	

When you type an “=” operator, the subtotals above the operator are added. This result is a *total*.

Quarter Revenues				
Item	Revenues	Year to Date	Sales Tax	Order
Indian Rugs				
Small	500.00		25.00!	Yes
Medium	475.00		23.75!	Yes
Large	350.00		17.50!	No
<b>Total</b>	<b>1,325.00+</b>			
Local Crafts				
Paintings	2,250.00		112.50!	Yes
Quilts	700.00		35.00!	No
<b>Total</b>	<b>2,950.00+</b>			
Imports				
Toys	1,500.00		75.00!	Yes
Hats	850.00		42.50!	No
<b>Total</b>	<b>2,350.00+</b>			
<b>Quarter Total</b>		<b>6,625.00=</b>	<b>331.25+</b>	
1st Quarter		T3,275.00	t168.74	
<b>Year to Date</b>		9,900.00*	<b>500.00=</b>	

When you type an “\*” operator, the totals above the operator are added. This is called a *grand total*.

Quarter Revenues				
Item	Revenues	Year to Date	Sales Tax	Order
Indian Rugs				
Small	500.00		25.00!	Yes
Medium	475.00		23.75!	Yes
Large	350.00		17.50!	No
<b>Total</b>	1,325.00+			
Local Crafts				
Paintings	2,250.00		112.50!	Yes
Quilts	700.00		35.00!	No
<b>Total</b>	2,950.00+			
Imports				
Toys	1,500.00		75.00!	Yes
Hats	850.00		42.50!	No
<b>Total</b>	2,350.00+			
<b>Quarter Total</b>		6,625.00=	331.25+	
1st Quarter		t3,275.00	t168.74	
<b>Year to Date</b>		9,900.00*	500.00=	

Two additional operators let you insert extra subtotals and totals into a column. Type a “t” in front of a subtotal and a “T” in front of a total.

Quarter Revenues				
Item	Revenues	Year to Date	Sales Tax	Order
Indian Rugs				
Small	500.00		25.00!	Yes
Medium	475.00		23.75!	Yes
Large	350.00		17.50!	No
<b>Total</b>	1,325.00+			
Local Crafts				
Paintings	2,250.00		112.50!	Yes
Quilts	700.00		35.00!	No
<b>Total</b>	2,950.00+			
Imports				
Toys	1,500.00		75.00!	Yes
Hats	850.00		42.50!	No
<b>Total</b>	2,350.00+			
<b>Quarter Total</b>		6,625.00=	331.25+	
1st Quarter		t3,275.00	t168.74	
<b>Year to Date</b>		9,900.00*	500.00=	

For the operators to work correctly, they should be entered in the following order:

- + – subtotal
- t – extra subtotal
- = – total
- T – extra total
- \* – grand total

Operators and results both appear on the screen, but the operators are not printed.

## Calculate

When you have finished creating the math document, you are ready to calculate and see the results.



Calculate the math document

If your numbers overlap into another column, calculations will not be accurate. Reset your tabs to allow more space.

You can choose how you want WordPerfect to display negative results by typing a ( for parentheses or a - for the minus sign in the Math Definition menu.

You can also choose how many digits (up to 4) you want WordPerfect to display to the right of the alignment character by entering a number from 0 to 4 in the Math Definition menu.

## Turn Math off

After WordPerfect finishes calculating, you can end the math document by turning the Math feature off.



Turn Math off

This puts a [Math Off] code in your document. The [Math On] and [Math Off] codes define the limits of the math document. Whenever your cursor moves past the [Math Off] code, the “Math” message disappears from your screen.

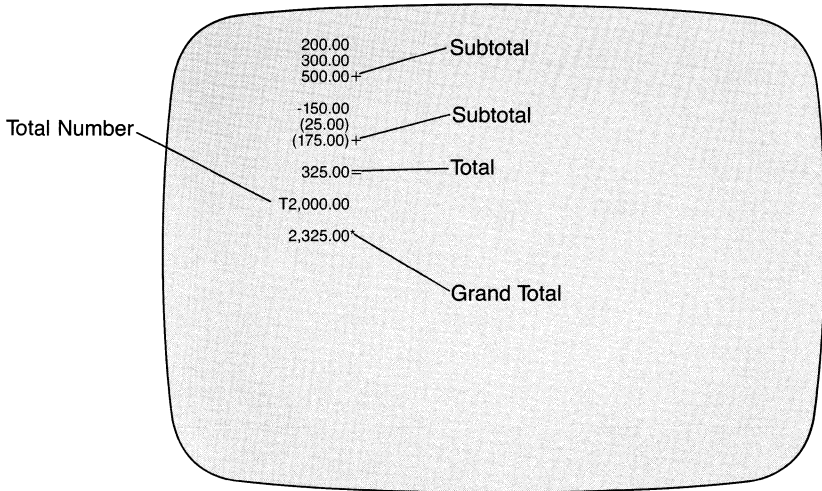
Anytime you want to calculate or edit your math document, the “Math” message must be on your screen.

If you have set formats (tabs, margins, etc.) for the math document, remember to reset them after turning Math off.

## Lesson

---

In this lesson you create a simple math document that uses operators in a Numeric column for totaling numbers.



### Set a tab

In this step you set a tab for a single Numeric column.

**F7**, **N**, **←** Clear your screen

**Shift** **F8**, **1** Display the Tab menu

**Home**, **←** Cursor to position 0

**Ctrl** **End** Erase all the tab stops

**ENTER** **20** for a tab stop

**F7** Exit the Tab menu

## Turn Math on

In this step you begin the math document by turning the Math feature on. Because each column is already set for Numeric, you do not need to create a definition.



Turn Math on

The “Math” message appears at the bottom of the screen.

## Add 200 and 300

In this step you enter two numbers into the math document, then calculate a subtotal with the “+” operator.



Move to the Numeric column and begin aligning

The “Align Char =” message appears at the bottom of the screen.

TYPE **200.00**



Wrap to the next line



Move to the Numeric column and begin aligning

TYPE **300.00**



Wrap to the next line



Move to the Numeric column and begin aligning

TYPE **+ to create a subtotal**



Press 2 times to add extra spacing



Calculate the subtotal

A result of “500.00” should appear next to the “+” operator.

## Add two negative numbers

In this step you create another subtotal by adding two negative numbers. Notice that you can use a minus sign or parentheses to indicate a negative number.



Move to the Numeric column

TYPE **-150.00**



Wrap to the next line of the Numeric column

## TYPE (25.00)



Wrap to the next line of the Numeric column

TYPE + to create a subtotal



Press 2 times to add extra spacing



Calculate the subtotal

A result of “(175.00)” should appear next to the “+” operator. You can also define negative results to appear with a minus sign instead of parentheses.

**Calculate a total** In this step you use the “=” operator to calculate a total from the two subtotals in the Numeric column.



Move to the Numeric column

TYPE = to create a total



Add extra spacing



Calculate the total

A result of “325.00” should appear next to the “=” operator.

**Calculate a grand total** In this step you insert an extra total, then use the “\*” operator to calculate a grand total for the math document.



Move to the Numeric column

TYPE **T2,000.00** to insert an extra total



Press 2 times to add extra spacing



Move to the Numeric column

TYPE \* to create a grand total



Press 2 times to add extra spacing



Calculate the grand total

WordPerfect calculates the two totals. A result of “2,325.00” should appear next to the “\*” operator.

## Print the document

For the final step, turn Math off, then print the math document.



Turn Math off

The "Math" message disappears from the screen.



Notice the [Math Off] code in the Reveal Codes screen

The cursor is to the right of the [Math Off] code. At this point you are outside of the math document.



Move inside the math document

The "Math" message appears again because the cursor is back inside the math document. Notice that any math operators are bolded in Reveal Codes.



Move back outside the math document and return to your normal screen



Print the document

The operators (+, =, T, \*) are not printed because WordPerfect identifies them as codes that are not sent to the printer.

## ■ Math Formulas

---

When you want to do more than just total numbers, you can define up to four Calculation columns in your math document and create one formula per column. WordPerfect calculates formulas across the columns.

As you move into a Calculation column, an “!” appears. This is an operator inserted by WordPerfect indicating that the formula for the column will be calculated for the current line. Delete the “!” operator if you do not want WordPerfect to calculate the formula for that line.

For complete details on creating a math document, read through the instructions under “Subtotals, Totals, and Grand Totals” at the beginning of the section.

### Defining a Calculation column

Calculation columns in a math document are designed to calculate a Math formula. You enter the formula while defining the column. When you are in the Math Definition menu, use the Arrow keys to move to the Type number under the column you want defined for a formula, then

**TYPE** 0 to define the column

A 0 is entered, and the cursor moves to the Calculation Formulas list. The column letter is automatically displayed.

**ENTER** The formula you want calculated for the column

Up to four formulas can be entered (one per column). Instructions for creating a formula follow.

Whenever you want to edit a formula while in the Math Definition menu, move the cursor to the Type number under the correct column and type “0.”



## Creating a formula

There are four operators you can use to create a formula:

- + Add
- Subtract
- \* Multiply
- / Divide

You can enter numbers or columns into a formula. Indicate a column by typing the column letter.

Formula	Result
$2*3.5-1$	6.00
$2*3-A$	6.00 - <i>the number in column A</i>

In the second example, only the number in the same line as the formula is used from column A for the calculation.

When you want to indicate a negative number in a formula, use a minus sign.

Formula	Result
$-2*3.5-1$	(8.00)
$-2*3-A$	(6.00) - <i>the number in column A</i>

**Special formulas** There are four special formulas you can use while defining a calculation column:

- + add numbers in the numeric columns
- +/ average numbers in the numeric columns
- = add numbers in the total columns
- =/ average numbers in the total columns

These formulas cannot be combined or used with other operators and values.

## Calculation order

When there are two or more operators, they are calculated from left to right.

Formula	Result
---------	--------

$2*3-1/2$	5.5
-----------	-----

$2-3*1/2$	.50
-----------	-----

If you want to change the order of calculation, use parentheses.

Formula	Result
---------	--------

$2*(3-1)/2$	2.00
-------------	------

The operator(s) in parentheses are calculated first.

You cannot nest parentheses, e.g.,  $2*((A-1)/2)+B$ .

# Lesson

In this lesson you update a financial statement for the Lone Pine Crafts Store.

Lone Pine Crafts				
Quarter Revenues				
Item	Revenues	Year to Date	Sales Tax	Order
Indian Rugs				
Small	500.00		30.00!	Yes
Medium	475.00		28.50!	Yes
Large	1000.00		60.00!	No
<b>Total</b>	<b>1,975.00+</b>			
Local Crafts				
Paintings	2,250.00		135.00!	Yes
Quilts	700.00		42.00!	No
Wood Carvings	625.00		37.50!	
<b>Total</b>	<b>3,575.00+</b>			
Imports				
Toys	1,500.00		90.00!	Yes
Hats	850.00		51.00!	No
<b>Total</b>	<b>2,350.00+</b>		<b>474.00+</b>	
<b>Quarter Total</b>		<b>7,900.00=</b>		

## Retrieve the financial statement

This document is on your Learning diskette, or in the Learn directory on your hard disk. Clear your screen before retrieving the document.



Retrieve CRAFTS.LRN

## Change a revenue amount

In this step you change the amount of revenue from Indian Rugs, then calculate the financial statement.

**CURSOR** To Line 10 Position 32



Delete the characters 350

**TYPE** **1,000** for the new amount of revenue from Indian Rugs



Calculate the financial statement

There are several totals that change, including the sales tax figures.

## Add a new item

In this step you add Wood Carvings to the financial statement, enter the new figures, then calculate.

**CURSOR** To Line 16 Position 10



Add a new line



Move to the new line



Press 3 times to indent

**TYPE** **Wood Carvings**



Move to the Revenues column

**TYPE** **625.00**



Press 3 times to move to the Order column

The “!” operator automatically appears in the Calculation column.



Calculate the financial statement

## Create a new definition

The sales tax changes from 5 to 6 per cent. You need to update the sales tax figures on the financial statement. You can do this by simply creating a new definition that includes an updated sales tax formula.



Display the “◀Srch:” message



Insert a [Math Def] code into the search



Begin the search



Display the Math Definition menu





Press 2 times to move to the Type number under column C

**TYPE** **0** for a Calculation column

**ENTER** **a\*.06** to replace the old sales tax formula


While you are in the definition, you also want to change the number of digits displayed in the Revenues column for the subtotals.



 Press 3 times to move to column A


 Press 2 times to move to the # of Digits category




**TYPE** **0** for the number of digits

,  Exit the Math Definition menu and return to the math document

 Move the cursor next to the original Math definition

,  Delete the original Math definition

 Press 2 times to move into the financial statement



, ,  Calculate the financial statement

There are no decimal points for the totals in the first column, and the sales tax has been recalculated to reflect the new tax rate.

## Enter the 2nd quarter figures


The final step in updating the financial statement is to include the figures for the 2nd quarter, then calculate.

**CURSOR** To Line 26 Position 10

,  Add an empty line then move to the line

 Press 3 times to indent the line

**TYPE** **2nd Quarter**

 Press 2 times to move to the Year to Date column

**TYPE T6,950.00** for the 2nd Quarter total



Move to the Sales Tax column and delete the formula operator (!)

**TYPE t347.50** for the 2nd Quarter sales tax subtotal



Calculate the edited financial statement

### **Print and save the statement**

Now that you have edited the financial statement, you are ready to save and print it. Notice that the Math operators that appear on your screen are not sent to the printer by WordPerfect.



Print the financial statement



Save the statement as CRAFTS.1



Clear the screen

# Glossary/Index

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# ■ Glossary

---

## **Alphanumeric**

composed of letters and numerals. WordPerfect sorts words alphanumerically or numerically.

## **ASCII**

**American Standard Code for Information Interchange** is one of the standard formats for representing characters so that files can be shared between programs. A DOS Text File is in ASCII format.

## **Backspace**

a key on your keyboard which deletes the character to the left of the cursor.

## **Backup**

to copy files for safe keeping.

## **Baud**

the rate of speed (referred to as baud rate) at which information is sent between two computer devices. It is used, for example, when sending files to serial printers or across modems.

## **Bit**

a **binary digit**, the smallest storage unit for data in a computer.

## **Boot**

to start your computer. The **Disk Operating System (DOS)** is loaded into your computer's memory and executed.

## **Buffer**

a temporary data storage area used by computers and some printers.

## **Byte**

the amount of space needed to store a single character (number, letter or code). A byte generally represents eight binary digits (bits). For example, if a character requires one byte of storage space, that one byte is translated to eight bits when processed in the computer. 1024 bytes equals one **kilobyte** or (**Kb**).

## **Carriage Return**

the return of the printhead (or wheel) to the beginning of the next line. In word processing your cursor returns from the end of one line to the beginning of the next. This can be accomplished manually by pressing the Enter (Return) key, or automatically by allowing WordPerfect to *wrap* the line (see Word Wrap).



**Codes**

commands that make your computer act and your printer dance.

**Continuous Forms**

perforated computer paper that is fed automatically into a printer.

**Cursor**

a marker that points like a finger to your position on the screen. The Arrow keys move the cursor through the text without making changes.

**Default Directory**

the directory used by the computer to list, save, and retrieve files unless another directory is specified.

**Default Drive**

the drive used by the computer to list, save, and retrieve files unless another drive is specified.

**Defaults**

the startup settings of WordPerfect. The initial format, printer, etc., may be changed, but will be reset to the default each time the program is started.

**DIR**

the DOS command which lets you see a list of filenames from a disk or directory.

**Directories**

used to organize files on disks (particularly hard disks) much the same as files are organized in file drawers.

**Disk Drive**

a device that records and *plays back* information much the same as a tape deck records and plays back music.

**Disk Hierarchy**

the disk contains one or more directories; directories contain files; files contain pages or records; records contain fields; fields contain lines; lines contain words, and words contain characters.

**Diskette (floppy disk)**

the flat, removable object that slips into a disk drive. The computer records and retrieves information from the diskette.

**Document**

a file created using WordPerfect.

**DOS**

**Disk Operating System.** An operating system is software that directs the flow of information between the computer and disk drives. DOS must be running before you can start WordPerfect.

**DOS Prompt (>)**

the "greater than" symbol that lets you know your computer is ready for a DOS command.

**Editing**

the cycle of proofing, correcting, and improving a previous draft of a document.

**Enter key**

the key that is pressed to send a command or short line of text to the computer (also called the Return key).

**Error Messages**

messages which appear on the screen telling you of a problem.

**Filename**

the name you select for saving and retrieving WordPerfect documents. Filenames can have up to eight characters (numbers or letters) plus a 3 character extension. The extension must follow a period, e.g., memo.921, dentist.zl, etc.

**Font**

a print style. Dot matrix printers may have a number of built-in fonts. Some letter-quality printers have print wheels or fonts that can be changed.

**Form Feed**

the action performed when the platen rolls one sheet of paper through the printer.

**Format**

a collective term for margins, spacing, pitch, page length, and in general, the visual appearance of the printed page.

**FORMAT a disk**

a DOS command which prepares a disk to index and store files.

**Formatting**

the process of designing the format of a document.

**Hand Fed**

the process of hand feeding single pieces of paper into the printer, one page at a time.

**Hard Disk (Fixed Disk)**

a rigid (as opposed to *floppy*) disk, specially coated to store information. Generally, more information can be stored on a hard disk, and at a much faster rate, than on a floppy diskette.

**Hardware**

anything you can touch, i.e., your computer and printer.

**Hyphenation**

dividing words to keep lines about the same length. This improves the appearance of the printed page.

**Initial Settings**

see Defaults.

**Input**

communication *to* your computer, i.e., anything typed on the keyboard, retrieved from a disk, or received over a modem.

**Kb (Kilobyte)**

1024 bytes of information or storage space.

**Line Feed**

the action performed when the platen rolls a sheet of paper forward through the printer. A *reverse line feed* is when the platen rolls a sheet of paper backward through the printer.

**Lines per Inch**

the number of lines per vertical inch on a printed page. You can change from 6 lpi (default) to 8 lpi.

**Macro**

a special file that remembers a series of keystrokes to be used later.

**Memory (RAM)**

the *working space* or temporary storage for the program you are using and the document on your screen. Memory is erased when the power is turned off.

**Menu**

a list of options on your screen that allows you to select a particular function or command.

**Merge (mail-merge)**

inserts fields, files, and keyboard input into specific places in a form to automate and personalize letters, mailing labels, mass mailings, order forms, contracts, etc.

**Monitor (CRT)**

the screen on which you see characters and codes entered from the keyboard.

## **Output**

communication *from* your computer, i.e., that which is printed, sent to disk, shown on your screen, etc.

## **Overflow Files**

temporary files that use disk space to contain part of the document on your screen when it won't fit in memory.

## **Page Break**

the separator between the end of one page and the beginning of another. In WordPerfect, a page break is designated on screen by a broken line the width of the screen. The page break indicates the number of lines that will be printed on the page (text lines), not the length of the paper (form length).

## **Parallel Printer**

a type of printer that is plugged into a parallel port behind your computer.

## **Perforation**

the rows of holes along the sides of continuous forms which allow the paper to be used with a tractor feeder.

## **Pitch**

number of characters per inch. Pica and Elite are 10 and 12 pitch.

## **Platen**

the roller on a printer that moves paper forward or backward to perform line feeds, reverse line feeds, and form feeds.

## **Port**

a connection device between a computer and another component like a printer or modem. For example, a printer cable is plugged into a port on the computer so information can be sent to the printer. Ports are either serial or parallel.

## **Proportional Spacing**

varies the spacing between printed characters in relation to character widths.

## **RAM**

**Random Access Memory** is the area in computer memory that can be used to store information temporarily. Information is stored in RAM only while the computer is on. If the computer is turned off, or power is interrupted in any way, all information stored in RAM is lost.

## **RAM Drive (Virtual or Dynamic Drive)**

uses memory (RAM) as if it were a disk drive.

**Right Justification**

adjusts character spacing in a line to create an even right margin (like newspaper print).

**ROM**

**Read Only Memory** is the area of computer memory that is used to permanently store the information vital to computer operation. You cannot write to ROM memory. It is permanent and will not be lost when the computer is turned off.

**Scrolling**

moving through a document that is longer and/or wider than your screen.

**Serial Printer**

a type of printer that is plugged into a serial port behind your computer.

**Sheet Feeder**

a device that feeds cut paper (paper without perforation) into your printer.

**Software**

instructions that make computer hardware perform specific jobs.

**String**

a sequence of characters. For example, a special printer command that requires several characters is a string. You enter a string of characters and/or codes when using the Search feature.

**Tractor Feed**

a device that feeds continuous paper to a printer by means of tractor wheels turning through the perforation.

**User Files**

files created and saved using a program such as WordPerfect.

**Word Wrap**

a word processing feature that eliminates the need to press the Enter (Return) key until you come to the end of a paragraph, short line, or command.

**Write Protect**

means that information can be *retrieved from* but not *saved to* a diskette. You can write protect a diskette by covering the notch on the side.

## ■ Feature Summary

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See the Quick Reference Card for the location of each feature.

### **Advance**

moves printed text up or down one-half line, or advances the printer to a specified line.

### **Alignment Character**

changes the character used for the Tab Align feature.

### **Append Block**

appends a block of text to an existing file.

### **Auto Hyphenation**

automatically hyphenates words using a set of hyphenation rules within WordPerfect.

### **Auto Rewrite**

automatically reformats the screen after editing changes.

### **Backspace**

deletes text and codes to the left of the cursor.

### **Binding Width**

changes the width of the margins for binding or copying.

### **Block**

defines a section of text for editing.

### **Block Protect**

protects a block of text from a soft page break.

### **Bold**

highlights text on your screen and at the printer.

### **Cancel**

lets you back out of a menu or prompt. Also stops a macro or spell-checking.

### **Cancel Hyphenation**

wraps the word to be hyphenated to the next line.

### **Cancel Print Job(s)**

cancels print jobs that are waiting to be printed.

### **Case Conversion**

changes a block of text to upper or lower case letters.

**Center**

centers text between margins or around a cursor position.

**Center Page Top to Bottom**

centers text between the top and bottom of the page at the printer.

**Change Directory**

resets the default directory.

**Change Print Options**

temporarily changes Printer Number, Number of Copies, and Binding Width for a single print job.

**Colors**

changes the colors displayed on a Color or Black and White graphics screen.

**Column, Cut/Copy**

moves columns created with Tab or Tab Align.

**Columns, Text**

provides up to 24 columns, on-screen and at the printer—Newspaper-Style or Parallel.

**Concordance**

contains words or phrases to be included in an index.

**Conditional End of Page**

protects a specified number of lines from being broken by a page break.

**Copy**

saves a sentence, paragraph, page, column, or block of text temporarily, to be retrieved later.

**Copy (List Files)**

copies files without exiting WordPerfect.

**Create Directory**

creates a new directory.

**Cut**

temporarily saves a sentence, paragraph, page, column, or block of text, then deletes it from your screen.

**Date**

inserts the current system date and/or time into your text when typing or during a merge.

**Delete**

deletes the character or code at the cursor.

**Delete (List Files)**

deletes files from the disk.

**Delete Directory**

allows you to delete an existing directory.

**Delete to End of Line**

deletes text from the cursor to the end of the line.

**Delete to End of Page**

deletes text from the cursor to the end of the page.

**Delete to Left Word Boundary**

deletes from the cursor to the left word boundary.

**Delete to Right Word Boundary**

deletes from the cursor to the right word boundary.

**Delete Word**

deletes the word at the cursor.

**Display All Print Jobs**

displays a complete list of print jobs.

**Display Printers and Fonts**

displays the selected printers and font definitions.

**Document Comments**

will be seen on the screen but not printed and can be inserted at any point in a document.

**Document Summary**

can include creation date, author, typist, and up to 880 characters of comments for each document.

**DOS Text File**

retrieves and saves DOS text files.

**End**

moves the cursor to the end of the line.

**Endnote**

creates, edits, renumbers, and formats endnotes for your document.

**Enter (Return)**

ends paragraphs, short lines of text, and commands.

**Escape**

repeats a cursor movement, a deletion, or a macro a specified number of times.



**Exit**

saves a document before clearing the screen or exiting WordPerfect.

**Flush Right**

aligns text flush against the right margin.

**Font**

changes the print style.

**Footnote**

creates, edits, renumbers, and formats footnotes.

**Full Text**

prints the whole document on the screen.

**Generate**

creates a table of contents, lists, or an index from the text marked in your document with the Mark Text feature.

**“Go” (Resume Printing)**

restarts the printer after it has been stopped by a Stop Printer command.

**Go To**

moves the cursor, forward or backward, to an indicated character, page or beginning of block definition.

**Go to DOS**

takes you to DOS while WordPerfect is still running.

**Hard Page**

begins a new page.

**Hard Return**

ends paragraphs and short lines of text.

**Hard Space**

treats multiple words, formulas, etc. as a single word.

**Headers or Footers**

automatically print text at the top or bottom of specified pages.

**Help**

gives information about the location and function of each WordPerfect feature.

**Home**

moves the cursor to the edges of your text or screen when used with the Arrow keys.

**Hyphen**

inserts a hyphen into your text that is used by WordPerfect to break a phrase or word at the end of a line.

**Hyphenation On/Off**

turns hyphenation on or off for the document on your screen.

**H-Zone**

increases or decreases hyphenation requests for the current document.

**▸Indent**

sets a temporary left margin that ends with a Hard Return.

**▸Indent◀**

sets temporary left and right margins that end with a Hard Return.

**Index**

marks text for a two-level index.

**Insert Printer Command**

inserts a printer command in your document that is sent directly to the printer.

**Justification On/Off**

adjusts the text to print an even (on) or ragged (off) right margin.

**Line Draw**

draws boxes and other illustrations on the screen with any DOS character.

**Line Format**

changes tabs, margins, spacing, hyphenation and the alignment character.

**Line Numbering**

prints the number of each line on a page for reference purposes.

**Lines per Inch**

changes the number of printed lines per vertical inch.

**List Files**

lists the files in the default directory. Several options help you to manage the files.

**Lists**

marks text for up to five lists of illustrations, maps, tables, etc.

**Locked Documents**

locks documents with a password.

**Look**

scrolls through the contents of a WordPerfect file without retrieving it.

**Macro**

starts a predefined macro.

**Macro Def**

records keystrokes (text and commands) and saves them in a macro file for later use.

**◀Margin Release**

moves the current line one tab stop to the left.

**Margins**

changes the left and right margins.

**Mark Text**

creates outlines, numbered paragraphs, lists, an index, and table of contents. Also redlines and strikes out text.

**Math**

calculates subtotals, totals, grand totals, and four-function math formulas.

**Merge**

combines information from several sources to create finished documents.

**Merge Codes**

instructs the merge to do specific tasks.

**Merge E**

ends a record or stops a merge.

**Merge R**

ends a field in a record or continues a merge.

**Minus Sign**

keeps text together when the Hyphenation feature is on. Useful for creating equations.

**Move**

moves text within a document or between documents.

**Name Search**

searches for a filename on the List Files screen which matches the letters you enter.

**New Number (Footnote)**

renumbers footnotes from the cursor position forward through the document.

**New Page Number**

renumbers the pages of a document from the current page forward.

**Number of Copies**

specifies the number of copies to be printed.

**Outline**

automatically numbers an outline.

**Overstrike**

prints two characters in the same position.

**Page (Print)**

prints the page on which the cursor is located.

**Page Down**

moves the cursor to the beginning of the next page.

**Page Format**

changes the size and structure of the printed page and controls page numbering.

**Page Length**

specifies the length of your form and the number of text lines printed on each page.

**Page Number Column Positions**

redefines left, right, and center page number positions.

**Page Number Position**

specifies where page numbers will be printed.

**Page Up**

moves the cursor to the beginning of the previous page.

**Paragraph Number**

automatically numbers and rennumbers paragraphs.

**Pitch**

specifies the number of characters printed per inch.

**Preview**

allows you to review any page or an entire document to see how it will look when printed.

**Print**

accesses the printing features of WordPerfect.

**Print (List Files)**

prints a file from disk while in the List Files screen.

**Print a Document**

prints a document or specified pages from disk.

**Print Block**

prints the defined block on your screen.

**Print Format**

controls the appearance of the printed document.

**Printer Control**

selects printers and print options, and gives the status of printing.

**Printer Number**

specifies which printer will print your document.

**Proportional Spacing**

prints documents on printers that support proportional spacing.

**Rectangle, Cut/Copy**

moves a rectangular block of text.

**Redline**

marks text being considered for addition to your document.

**Remove**

deletes strikethrough text and removes redline marks from the document.

**Rename (List Files)**

renames files from the List Files screen.

**Replace**

replaces a string of characters and/or codes with another string of characters and/or codes, with or without confirmation.

**Replace, Extended**

replaces a string of characters and/or codes within footnotes, endnotes, headers, and footers with another string of characters and/or codes, with or without confirmation.

**Retrieve**

retrieve a file from the disk to your screen.

**Retrieve (List Files)**

retrieves a file from disk through the List Files screen.

**Retrieve Column**

retrieves a Tab Column saved with the Move feature.

**Retrieve Rectangle**

retrieves a rectangular block of text saved with the Move feature.

**Reveal Codes**

displays the WordPerfect codes in your text.

**Rewrite**

updates text on your screen after changes have been made.

**Rush Print Job**

changes the priority of a document in the print job list.

**Save**

saves a document or block of text without clearing it from your screen.

**Screen**

updates text, changes colors, creates line drawings, maps DOS characters to the Ctrl/Alt keys, and splits the screen with the Tab Ruler.

**Screen Down**

moves the cursor to the bottom of your screen.

**Screen Up**

moves the cursor to the top of your screen.

**Search**

finds a string of text and/or codes.

**Search, Extended**

finds a string of text and/or codes within headers, footers, footnotes, and endnotes.

**Select Print Options**

changes the Printer Number, Number of Copies, and Binding Width for all print jobs until you exit WordPerfect.

**Select Printers**

choose up to six printer definitions.

**Sheet Feeder Bin Number**

feeds paper from the specified sheet feeder bin.

**Shell**

gives you access to other programs from a new copy of DOS or from within the optional Shell package.

**Soft Hyphen**

indicates where a word should be hyphenated if WordPerfect needs to hyphenate it.

**Sort**

sorts and/or selects lines, paragraphs, or secondary merge files.

**Sorting Sequence**

switches to a sorting sequence for Scandinavian languages.

**Spacing**

changes the spacing between lines of text.

**Spell**

checks the spelling and counts the words in a page, document or block of text.

**Split Screen**

divides the screen with a Tab Ruler so two documents can be edited simultaneously on the screen.

**Stop Printing**

stops the printer during a print operation.

**Strikeout**

marks text being considered for removal from your document.

**Super/Subscript**

inserts superscripts or subscripts in your text.

**Suppress Page Format**

suppresses page format settings for the current page.

**Switch**

sets up two WordPerfect screens to let you edit two documents at the same time.

**Tab**

moves the cursor to the next tab stop.

**Tab Align**

aligns text along a specified character.

**Tab Ruler**

separates split screen windows and shows the position of tabs and margin settings.

**Table of Authorities**

marks text in a legal brief for generating a Table of Authorities.

**Table of Contents**

marks text for a Table of Contents.

**Tabs**

changes the tab stops between positions 0 and 250.

**Text in (List Files)**

retrieves a DOS text file from the List Files screen.

**Text In/Out**

converts files to or from DOS text format, and locks or unlocks documents.

**Text Lines**

sets the number of lines you want printed on the page. Sets the position of Soft Page breaks on the screen.

**Thesaurus**

provides you lists of words with similar meanings

**Time**

includes the time with the date when selecting "Date Format."

**Top Margin**

changes the size of the top margin.

**Typeover**

types over existing text.

**Type-thru**

sends the characters you type to the printer on a by-character or by-line basis.

**Undelete**

restores deleted characters (from up to three deletions) to the screen.

**Underline**

underlines text.

**Underline Style**

sets the style of underlining to single or double, continuous or non-continuous.

**Widow/Orphan**

instructs WordPerfect whether or not to protect against widows and orphans.

**Window**

splits the screen by creating a window with its own status line.

**Word Count**

counts the number of words in a document.

**Word Left**

moves the cursor to the left one word at a time.

**Word Right**

moves the cursor to the right one word at a time.

**Word Search**

selects all the files from the List Files screen which contain one or more specified words.



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