



Computer Consultants Corporation

**Introduction
to
WordPerfect 5.1**

(202) 785-8000

"Bridging the gap between computers and people"

TI57771343

Introduction to WordPerfect 5.1

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Computer Consultants Corp.

"...bridging the gap between computers and people"

COURSE OBJECTIVE

The objective of this course is to introduce you to the basic functions of WordPerfect (Version 5.1). At the end of the course, you will be able to create, edit, save and print a document. The major topics that you will become familiar with are the formatting, block and general file management functions. In addition, you will explore the use of the Thesaurus and spelling checker.

WordPerfect 5.1 is a screen-oriented word processor, which means that as you create and edit your document, it appears on your screen pretty much as it will when it is printed. To keep the screen view of your document as similar as possible to the printed versions, WordPerfect 5.1 does not display any of the special codes it uses to format the text or any menu selections until you issue the appropriate command. In essence, all codes entered into your document are hidden, and are only displayed when accessed by the appropriate command.

WordPerfect 5.1 is very easy to use. Your instructor will guide you through a series of exercises in using WordPerfect 5.1, it is encouraged that you develop a "cheat sheet" which you can refer to periodically to answer any review questions, or just to refer to when the need arises.

FAMILIARIZING YOURSELF WITH THE KEYBOARD

Just as on a regular typewriter, the character keys on a Personal Computer keyboard type both UPPER and LOWERCASE characters by using the SHIFT key. Letter characters will only type uppercase when CAPS LOCK is depressed. A big advantage of using a word processor is that as the cursor reaches the right margin, it is not necessary to press the Enter or Return key; the program will decide if the word can fit on the line. If there is not enough space for the word to fit, then the word is automatically placed on the line below. This feature is known as word wrap. Because of this feature, the Enter or Return key is pressed only at the end of a paragraph or when a blank line is desired. Should the Enter key be inadvertently pressed in the middle of a line, the line is split at the position of the cursor and two lines are created. This can be corrected by positioning the cursor at the beginning of the lower line and pressing the Backspace

key. This joins the two lines. To delete a blank line, the cursor is positioned on the left margin of the blank line and the Del (Delete) key is pressed.

SPECIAL KEYS

FUNCTION KEYS

The function keys F1 through F12 (or F1 through F10 on the old keyboards) are used to execute different functions either by themselves or in conjunction with a combination key. The function of these keys depends upon the software package being used.

COMBINATION KEYS

The Shift, Ctrl (Control) and Alt (Alternate) keys are called combination keys. These keys will not perform any function if used by themselves. A second key must be struck while one of these keys is held down.

PRTSC

PrtSc* (Print Screen) is used in combination with the SHIFT key to print the contents of the displayed screen.

INS

Insert is used to switch between INSERT and TYPEOVER mode in WordPerfect 5.1. The default setting is INSERT mode; i.e. when you

get into WordPerfect you are already in the insert mode. To insert text, no special key is pressed; just make sure the cursor is positioned to the immediate right of the insertion point.

DEL

Delete is used to delete the character at which the cursor is positioned.

BACKSPACE

The Backspace key is used to delete the character to the left of the cursor.

TAB

The Tab key is used to advance the cursor a predetermined distance to the next tab stop (the default is a half inch, but this can be easily changed).

ESC

The Escape key is used to "escape" or back out of a menu or command. The exact usage of this key however depends upon the software being used.

CAPS LOCK

The Caps Lock key allows the user to set the alphabet keys such that when they are pressed, the letters will appear in uppercase. Should the Caps Lock key be pressed again, the alphabet keys will revert back to their original settings.

NUM LOCK

This key is pressed to convert the cursor movement keys on the numeric pad to numbers. Should this key be pressed again, the keys on the numeric pad change back to

cursor movement keys. This key is particularly useful when typing numbers on "extended" keyboards, which have separate cursor keys

STARTING WORDPERFECT 5.1

Note: Many computer systems use a menu arrangement to begin programs. If so, please check with your computer support person for instructions as to how to use it. The example below is for systems without menus.

1. Turn the PC on.
2. Type the date & time if prompted.
3. Type "cd \wp51" and press Enter.
(Note: When WordPerfect 5.1 is installed on your PC, an option is given to create subdirectory to store your WordPerfect program files. This subdirectory is usually called WP51. When you type CD \WP51 and Enter, please watch your screen carefully- The DOS prompt should now read C:\WP51>. If you get a message, "INVALID DIRECTORY", please consult your computer support person for instructions as to how to get into your WordPerfect 5.1 directory.)
4. Type "wp" and press return.

You are now in the WordPerfect 5.1 program.

THE WORDPERFECT SCREEN

After the booting procedure you should obtain a screen that is blank except for one line at the bottom which appears as follows:

Doc 1 Pg 1 Ln 1" Pos 1"

This one line is called the **Status Line**. This line displays information about the positioning of the cursor within the currently displayed document. For example:

Doc 1	This indicates that the cursor is currently located in "Document 1". It is possible to work on two documents at any given time and this indicator will change to Doc 2 should your cursor be in "Document 2".
Pg 1	This indicates that your cursor is currently on "Page 1". This will correspondingly change on subsequent pages.
Ln 1"	This indicates that the cursor is currently located 1 inch from the top margin. (This is usually the default setting, though this can be easily changed). Subsequent lines are incremented by .16 of an inch.
Pos 1"	This indicates that the cursor is currently 1 inch from the left margin. (This again is usually the default; this too can be easily changed). As text is typed in, the distance from the left margin is incremented by .1".

Messages are also displayed on the left-hand side of this line in response to most of the commands you give WordPerfect; we will call it the Message Line, as illustrated below.

TYPEOVER

Doc 1 Pg 1 Ln 1" Pos 1"

USING HELP

The HELP feature in WordPerfect 5.1 gives you information about the location and function of each WordPerfect 5.1 feature. HELP can be accessed while working in a document or at a blank screen. The procedure for accessing HELP is as follows:

1. Press F3 (HELP Key).
2. Press the first letter of any function on which help is desired, or the function key (Shift, Alt & Ctrl combinations included) on which help is desired.
3. Press ENTER or Space Bar to exit HELP.

To Obtain an On-Screen Diagram of the Keyboard Template

You can obtain an on-screen diagram similar to the keyboard template supplied with the WordPerfect 5.1 program by pressing F3 twice.

Note: It can sometimes be a frustrating experience leaving the HELP screen. Remember that the space bar and the ENTER key are the only two keys that will

allow you to exit the HELP feature. You will be reminded of this by a message at the bottom of the help screen.

SAVING A DOCUMENT

In WordPerfect 5.1, as in other software programs, you need to save your work as often as possible. When you save the document for the first time, you will need to enter a new name for the document. To update a file (after initial save) you need to replace the old file with the new version. In WordPerfect 5.1, there are two methods of saving a document: 1) Save and Exit; 2) Save and Resume working.

SAVE AND EXIT (F7)

1. Press F7 (EXIT Key)
2. Type "Y" to "Save Document?"
3. You will see "Document to be Saved:" on the message line.
4. Type a name for the document.

Note: The name can be up to eight characters in length plus an optional three character extension of your choice. You can use alphabets or numbers in naming your document (NO SPACES). The name and extension is separated by a period (Example: FILENAME.TYP).

5. Type "Y" to "Exit WP" (To Exit WordPerfect 5.1), or Type "N" to "Exit WP" (To Continue Working in WordPerfect 5.1).

SAVE AND RESUME (F10)

1. Press F10 (SAVE key)
2. You will see "Document to be Saved:" on the message line
3. Type a name for the document.

The name can be up to eight characters in length plus an optional three character extension. You can use alphabets or numbers in naming your document (NO SPACES). The name and extension is separated by a period (FILENAME.TYP).

UPDATE SAVES (F10)

If your document has previously been saved, and you have since made modifications to it and would like to update the file, then follow the steps listed below:

1. Press F10 (SAVE key).
2. The name will be displayed. To save with the same name, simply press return. To change the name, type the new name and press return.

3. If you are updating the same filename, press "Y" to replace the old file with the new version.

PRACTICE EXERCISE

Type in the following short exercise. Note the word wrap feature mentioned earlier. Once the document has been typed in, practice moving around in the document using the cursor movement keys mentioned earlier. After the document has been completed, save the document on either the hard disk or a floppy disk (ask your instructor) and exit the document.

The following text is an excerpt from TIME Magazine (Jan 1, 1990)

When Franklin Roosevelt set out to rescue capitalism from the Depression, he had little use for rigidly defined objectives. Improvisation corrected by feedback, that was Roosevelt's way. "The country needs bold, persistent experimentation" he declared. "Take a method and try it; if it fails, admit it and try another. But above all try something."

As Mikhail Gorbachev seeks to save Soviet communism by transforming it, his political style resembles Roosevelt's. His skills had better be at least as formidable as F.D.R.'s because the challenge he faces is even more daunting. The Depression was one rough patch in American history; for the Soviet Union, history itself has been 72 years of bad road.

Whatever happens to Gorbachev and his risky experiment, he already qualifies as a political genius, if only because he radiates a sense of purpose, motion, decisiveness and hope - in short, "the vision thing."

LISTING FILES

WordPerfect 5.1 enables you to obtain a directory of the files (documents) on your default drive with the use of the List Files command. You may retrieve, delete or print any files listed in the directory in a direct manner by positioning the highlighted pointer on the file of interest and invoking the appropriate command.

1. After obtaining a clear screen press the F5 key (List Files)
2. Accept the directory by pressing ENTER
3. Move the cursor to the desired file.
4. You may now press the following keys:
 - (1) To Retrieve the file
 - (2) To Delete the file
 - (3) To Move/Rename the file
 - (4) To Print the file
 - (5) To change the Display to long or short form.
 - (6) To Look at the file without retrieving it.
 - (7) To Change to another Directory.

- (8) To Copy the file to another Directory or Drive.
- (9) To Word Search and mark files in the current directory that meet specific conditions.
- N To Name Search and highlight the file which closely matches the name typed.

RETRIEVE DOCUMENTS

There are two methods of retrieving a document: 1) through List Files (F5), or 2) the Retrieve Document key (SHIFT-F10).

LIST FILES KEY (F5)

1. Clear the screen.
2. Press F5 (List Files).
3. Press ENTER to get default directory.
4. Move cursor to the desired document.
5. Press "1" to Retrieve the document

The document should now be on the screen.

RETRIEVE KEY (SHIFT-F10)

You may retrieve any document by pressing the Retrieve key. This method however, requires that you remember the name of the file exactly and the directory in which it is stored.

1. Clear the screen
2. Press the SHIFT-F10 (Retrieve Key)
3. Type in the name of the document and press ENTER.

Note: Until you have mastered the advanced features of WP, clear your screen and position the cursor at the top left-hand corner of the screen before retrieving a document.

PRINTING A DOCUMENT

A document can be printed by two methods in WordPerfect 5.1: 1) While the document is displayed on the screen, or 2) From the List Files Directory. The following instructions will illustrate how to print from either of the two positions:

PRINTING WHILE DOCUMENT IS DISPLAYED ON SCREEN

1. Press (SHIFT-F7), WordPerfect 5.1 will display a PRINT/OPTIONS menu.
2. You have the following choices to choose from:
 1. FULL DOCUMENT: This option is used to print the full document.
 2. PAGE: This option is used to print the page where the cursor is resting.
 3. DOCUMENT ON DISK: This option lets you print a file or selected pages of a file on disk.
 4. CONTROL PRINTER: This option provides you with options which help you manage your print jobs (e.g., Cancel Job(s), Rush Job, Display Jobs, Go Printer, Stop Printer).
 5. TYPE THROUGH: This option allows you to use your printer like a typewriter.

6. **VIEW DOCUMENT:** This option lets you view the format of a document before it is printed.
7. **INITIALIZE PRINTER:** This option clears any soft fonts in the printer's memory.
3. **Select Options (1) Full Document or (2) Page to print document from the screen.**

TO PRINT A DOCUMENT FROM THE LIST FILES DIRECTORY

1. Press F5 (LIST FILES), select the desired directory and press ENTER.
2. Select the document to be Printed by using directional arrows.
3. Press #4 from the menu listed at the bottom of your screen. Select ALL pages by pressing ENTER or select specific pages by using the following format:

x,x,x	To print specified pages.
x-x	To print from page x to page x.
-x	To print from page 1 to page x.
x-	To print from page x to the last page.

4. Depending on what has been selected in step 3, the entire document or specified pages will be printed.

Note: If only a portion of text is to be printed out, then this portion can first be high-lighted (using the Block key described later) and then the print command can be executed.

PREVIEW A DOCUMENT

It is possible to preview a document before printing. This feature is particularly useful to get a visual idea of how much of the page is "filled". It is also useful to check for page numbers, left and right margins and other formatting features described later.

TO PREVIEW A DOCUMENT (SHIFT-F7)

1. Press Shift-F7 (Print).
2. Choose #6 (View a document).

Initially a full page will appear on the preview screen. The text in this screen may be too small to read. To magnify the text press #1 (100% magnification) or #2 (200% magnification). It is now possible to scroll through the document using the cursor movement keys. It is however not possible to make any corrections while in this screen.

Note: To exit from Preview, press F7 (exit key). This will put you back in the document.

CLEAR SCREEN

Clear Screen is used to clear the document from the screen and allow you to either create a new document or retrieve and edit an existing document.

EXIT/CLEAR SCREEN (F7)

1. MAKE SURE THE DOCUMENT IS SAVED!!
2. Press F7 (Exit Key).
3. Type "N" to "Save Document?" (Since the document is already saved).
4. Type "N" to "Exit WP" (Exit WordPerfect 5.1).

You should now have a clear screen to work on something else.

CENTERING AND FLUSH RIGHT

CENTERING AS YOU TYPE (SHIFT-F6)

1. Press SHIFT-F6
2. Type text to be centered
3. Press the ENTER key

FLUSH RIGHT AS YOU TYPE (ALT-F6)

1. Press ALT-F6
2. Type text to be flushed right
3. Press the ENTER key

CENTERING AFTER TYPING (SHIFT-F6)

1. Go to first character of line to center
2. Press SHIFT-F6
3. Down arrow (to adjust the line)

FLUSH RIGHT AFTER TYPING (ALT-F6)

1. Go to first character of line to flush right
2. Press ALT-F6
3. Down arrow (to adjust the line)

PRACTICE EXERCISE

Type in the following short exercise that incorporates both, the center and the flush right key. Save the document after it has been typed.

Lone Pine National Park

September 25, 1989

Julie Edwards
1234 N. Quail Road
Birdseye, Utah 84667

Dear Ms. 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 May 10-16, 1990. The cabin includes three bedrooms, a full kitchen, large parlor and a jacuzzi.

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

Warmest Regards,

Ranger David Harris
Park Reservations

See enclosure

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ENHANCED TEXT FEATURES

Underlining and Bold-facing are two attributes used often to enhance text. The function keys used to bold and underline are both toggle keys; i.e. you use the same key to turn the feature on and to turn it off. If a monochrome monitor is used, underlined text will appear with a line underneath it and bold-faced text will appear brighter. In the case of a color monitor, the color of the text that is underlined or bold-faced (or both) will change to preset colors. Once printed however, underlined text will show up as text with a line underneath it and bold-faced text will appear darker than regular text.

TO UNDERLINE TEXT AS YOU TYPE (F8)

1. Press F8 (UNDERLINE key).
2. Type text.
3. Press F8 (UNDERLINE key) to toggle off underlining.

TO BOLD TEXT AS YOU TYPE (F6)

1. Press F6 (BOLD key).
2. Type text.
3. Press F6 (BOLD key) to toggle of bolding.

PRACTICE EXERCISE

Type in the following ten lines of text and save it.

This line is underlined.

This is the second line.

This line is bold-faced.

This is the fourth line.

This line is centered.

This is the sixth line.

This line is right aligned.

This is the eighth line.

This line is centered, bold-faced and underlined.

This is the tenth line.

=====
=====

Type in the following exercise following the directions that accompany the text. This exercise is designed to familiarize you with underlining, bold-facing, centering and right-aligning in addition to some basic editing features:

Environmental factors > **=CENTER AND UNDERLINE**

Many, if not most, food production projects will need to be examined for their interaction with the environment. A determination should be made that the initial environment examination was in fact complete and fully relevant.

Food production related issue >= **CENTER AND UNDERLINE, DELETE "RELATED", ADD "S" TO "ISSUE"**

Issue areas: economic feasibility, social soundness, technical consideration, institutional issues and, in some cases, other (e.g. environmental) concerns. <As can be seen by examining the GRDs, there is a horizontal linkage across the sequence of column elements for each of the five issue areas.> = **UNDERLINE SENTENCE IN BRACKETS < >.**

BLOCK FUNCTIONS

Block is used to identify portions of your text that other features may act upon. You invoke the block by positioning the cursor at one end of the block and pressing the Block key. A flashing "Block ON" indicates that you are in the process of defining a block. Move the cursor to the opposite end of the block and invoke a feature (some examples listed below). The feature acts upon the highlighted text.

Some features you may use with a Block are:

Delete	Bold	Protect Block
Underline	Upper/Lower case	Print Block
Copy	Move	Save Block

TO BLOCK OFF TEXT (ALT-F4)

1. Move the cursor to the beginning of the text to be blocked off.
2. Press ALT-F4 (BLOCK ON).
3. Use appropriate cursor keys to highlight desired text.

Note: If you are using an IBM enhanced keyboard it may be possible to use F12 to activate Block.

DELETE BLOCK (ALT-F4, DEL)

1. Highlight block to be deleted.
2. Press the DEL key.
3. Confirm with Y or N.

UNDERLINE BLOCK (ALT-F4, F8)

1. Highlight the block to be underline.
2. Press F8 (UNDERLINE).

BOLDFACE BLOCK (ALT-F4, F6)

1. Highlight block to boldface.
2. Press F6 (BOLD).

MOVE BLOCK (ALT-F4, CTRL-F4, #1, #1, ENTER)

1. Highlight block to move.
2. Press CTRL-F4.

3. Choose #1 on Menu (Block).
4. Choose #1 on Menu (Move).
5. Position cursor to the new location for the block and press the ENTER key.

COPY BLOCK (ALT-F4, CTRL-F4, #1, #2, ENTER)

1. Highlight block to copy.
2. Press CTRL-F4.
3. Choose #1 on Menu to (Block).
4. Choose #2 on Menu (Copy).
5. Position cursor to the new location for the block and press the ENTER key.

SWITCH UPPERCASE/LOWERCASE BLOCK (ALT-F4, SHIFT-F3, #1 or #2)

The Switch Uppercase/Lowercase Block feature is used to change the casing of alphabetic characters (A-Z) from uppercase to lowercase, lowercase to uppercase.

1. Highlight block to switch.
2. Press SHIFT-F3 (SWITCH).
3. Choose #1 (for UPPERCASE) or #2 (for lowercase).

BLOCK PROTECT (ALT-F4, SHIFT-F8, "Y")

The Block Protect feature is used to protect a group of lines from being separated onto two separate pages.

1. Highlight block to protect.
2. Press SHIFT-F8.
3. Type "Y" to turn on block protect.

BLOCK SAVE (ALT-F4, F10)

Block Save is used to save a portion of a document as a separate document.

1. Highlight block to save.
2. Press F10.
3. Type a name for the document and press return.

BLOCK PRINT (ALT-F4, SHIFT-F7, "Y")

Block Print is used to print less than one page of a document or more than one page but less than the entire document.

1. Highlight block to print.
2. Press Shift-F7.
3. Type "Y" to print the block. Make sure the printer is turned on and is on-line.

PRACTICE EXERCISE

Type in the following exercise.

Lone Pine National Park

January 1, 1990

Joseph R. Hunter
2345 S. Bend Drive
Wichita, AZ 53179

Dear Mr. Hunter:

This letter is in reference to Citation number 88725 issued on October 20, 1989 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 March 1, 1990, you will be subject to legal action.

Sincerely,

Ranger Jacob Q. Winters
Park Director

Once the document has been typed in, perform the following functions using the Block key.

1. Center, boldface and underline the first line of the document.
2. Right align the date.
3. Bold-face the word Citation and the number that follows it.
4. Underline the date a response is due.

INDENTATION

It is sometimes necessary for a portion of text to have a wider left margin and/or right margin than the rest of the document. With the use of the Indent [->] key (which we will call single indent) and the Indent [-> <-] which we will call double indent, it is possible to have temporary margins wider than the rest of the document. This feature can be inserted before text is typed in, or after. Pressing the single indent key once will cause the cursor to jump to the first tab setting (usually a half inch). The indent key may be pressed as many times as necessary to create the appropriate indentation.

TO SINGLE INDENT (F4)

1. Position cursor at the left margin from which indentation is to start.
2. Press F4 (Single Indent).
3. Type text.
4. Press ENTER to get back to the original left margin.

TO DOUBLE INDENT TEXT (SHIFT-F4)

1. Position cursor at the left margin from which indentation is to start.
2. Press Shift-F4 (Double Indent).

3. Type text.
4. Press ENTER to restore original left and right margins.

Note: In step 2 of the above methods, you can press F4 or Shift-F4 more than one time depending on how "deep" an indentation is required.

PRACTICE EXERCISE

Type in the following document using the indent keys.

Lone Pine National Park

CHRISTMAS TREE HARVEST - 1991

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.

If you are interested in harvesting trees in 1991, fill out the request form below and send it to:

Lisa Bartlow
Park Director
Lone Pine National Park
Freemont, CA 99081

Note: The numbering of the above paragraphs is intentional. Use the move key to place paragraph number 1 above paragraph number 2.

FORMATTING TEXT

The Format Function (SHIFT-F8) is divided into four menus: Line Format, Page Format, Document Format and Other Format. The Line Format Menu contains the setting of margins, tabs and line spacing. Listed below are the steps in setting above the options:

SETTING MARGINS (SHIFT-F8, #1, #7)

1. Go to the left margin of the line where the new margins are to take effect.
2. Press Shift-F8 (FORMAT).
3. Choose #1 (LINE FORMAT).
4. Choose #7 (MARGINS).
5. Type number of inches wanted for the left margin and press ENTER.
6. Type number of inches wanted for the right margin and press ENTER.

The new margins will take effect from current cursor location to the end of the document or the next margin setting.

SETTING LINE SPACING (SHIFT-F8, #1, #6)

1. Go to the left margin of line where new line spacing is to take effect.
2. Press Shift-F8 (FORMAT).
3. Choose #1 (LINE FORMAT).
4. Choose #6 (LINE SPACING).
5. Type in desired spacing and press ENTER.

The new line spacing will take effect from current cursor location to the end of the document or the next line spacing setting.

PRACTICE EXERCISE

Type in the following exercise:

Computer Consultants Corporation
1735 I Street NW.
Suite 601
Washington, DC 20006

Mr. Sad Sack, Service Manager
Pain Industries, Inc.
9876 XYZ Street
Bigtown, ZZ 11111

January 2, 1990

Dear Mr. Sack:

As per our telephone conversation this morning, we at CCC ordered 5 sacks of microcomputers. On receiving and opening the sacks we found however, much to our dismay, that the sacks were packed with potatoes (the red variety). We expected the sacks to be filled with MBI AT computers Mr. Sack, not potatoes.

We are in dire need of these computers so please rush the following via
SUP

5 sacks of MBI AT computers
Interface Units
Laser Jet Printer
PS 220 Cables

As soon as we receive the sacks of microcomputers, the sacks of potatoes
will be returned to you.

Thanking you.

Sincerely,

R. Hawthorn
Computer Consultants Corporation.

REVEAL CODES

When dealing with attributes such as bold-face, underline, center, etc. there are three possible scenarios. These attributes can be applied to text before it is typed in, after the text has been typed in or removed from existing text. To delete unwanted attributes the reveal codes screen is used.

This screen is also invaluable for troubleshooting purposes, as each feature used in WordPerfect is assigned a code and this code(s) can be checked in reveal codes screen.

Some codes come in pairs, indicating the beginning and the end of that feature. If this is the case, then it is necessary to remove only one of the codes as the other will automatically be deleted by WordPerfect. To delete a code, position the rectangular highlight on the code with arrow(s) and press the delete key.

REVEAL CODES (ALT-F3)

1. Press Alt-F3 (Reveal Codes).
2. Perform desired operation.
3. Press Alt-F3 to restore the original screen.

Note: If the keyboard you are using is an IBM enhanced keyboard, it may be possible to use the function key F11 to reveal codes.

SPELLING CHECK

The Spell command compares each word in your document against a 115,000 word dictionary before indicating which words may be misspelled.

SPELL CHECK (CTRL-F2)

1. Press Ctrl-F2 (Spell).
2. Choose one of the following options:
 - (1) Check Word
 - (2) Check Page
 - (3) Check Entire Document
 - (4) Enter New Supplemental Dictionary
 - (5) Look Up
 - (6) Count
3. A word **Not Found!** is displayed when a word from your document is not contained in the dictionary. Usually a list of correctly spelled words similar to the flagged word is displayed at the center of the screen. You can choose the letter corresponding to the correct one and Wordperfect proceeds to the next mis-spelled one!

You will have the following choices:

- | | |
|---------------|---|
| (1) Skip Once | Spell-checking continues; the Speller stops at the next occurrence of the word. |
| (2) Skip | Spell-checking continues; the word is ignored for the rest of the document. |

- (3) Add Word The word is saved in the **supplemental dictionary** and spell-checking continues. The next time spell-check is run this word will be part of the dictionary. Be careful not to add incorrectly spelled words to your dictionary.

- (4) Edit To type in the correct word (when the appropriate word doesn't appear as an option).

Moving the cursor to the right temporarily frees the screen from spell-check mode. You can correct the spelling, then press the (Enter) key to continue spell-checking.

- (5) Look Up You can look up a word by typing a pattern that matches the word. Single letters are represented by question marks (?); an asterisk (*) represents zero or more letters in succession.

USING THE THESAURUS

WordPerfect 5.1 comes with a Thesaurus which can be used to find synonyms for words in your document.

TO LOAD THE THESAURUS (ALT-F1)

To look up a word:

1. Move cursor on the word for which a synonym is desired.
2. Press Alt-F1 (Thesaurus key)

If any synonyms can be found, a list is displayed on the screen. A menu appears at the bottom of the screen with the following choices:

- 1 - Replace Word - if the desired synonym has a letter besides it, simply choose replace word and pick the letter of the desired choice. If the desired synonym does not have a letter besides it, use arrow keys to move to the column with the desired choice.
- 2 - View Document - this is used to scroll through the document without leaving the thesaurus feature. Use F7 (Exit key) to get back to thesaurus menu.
- 3 - Look Up Word - this choice is used to look up a synonym for any word. Simply choose (3) and type the word and press return.

- 4 - Clear Column - this choice is used to clear all the synonyms displayed on the screen.

If no synonyms can be found, you will see the message "word:". WordPerfect 5.1 is waiting for you to type a word for which a synonym will be searched for. Press F1 to get back to menu and F1 once more to return to the document.

PAGE BREAKS

WordPerfect will automatically split the document into pages. When the document is 9.83 inches in length, a single dashed line will appear. This line signifies the end of a page and the beginning of a new page.

If it is required, it is possible to insert a page break. When a page break is manually inserted (as opposed to WordPerfect automatically inserting it) it is called a "Hard Page Break." This shows up on the screen as a double dashed line.

TO INSERT A PAGE BREAK (CTRL-ENTER)

1. Position cursor where a new page is to begin.
2. Press Ctrl-Enter.

Note: To delete an unnecessary page break, position your cursor just below the double dashed line and press your backspace key.

NUMBERING PAGES

WordPerfect will not automatically number pages (unless this code is contained in the Setup menu). To number the pages consecutively, the Format key (Shift-F8) is used. The page numbers can be set to appear at the corners of the page or in the top center or bottom center.

PAGE NUMBERING (SHIFT-F8, #2, #6)

1. Position your cursor at the top of the page from which point page numbering is to start (this is usually the top of the document).
2. Press Shift-F8 (Format).
3. Choose #2 (Page).
4. Choose #6 (Page Numbering).
5. Choose #4 (Page Number Position)
6. Type in desired number code (for example: 2 for top center, 6 for bottom center, 7 for bottom right).
7. Press ENTER till you see the document.

The page numbers will show up when the document is printed or previewed before printing.

Note: It is possible to suppress the page number for any given page.

ACCESSING THE WORDPERFECT 5.1 MENU

WordPerfect has traditionally been a "command-driven" program, as opposed to a "menu-driven" program. This means that to perform a function in WordPerfect, you press appropriate keys, rather than make selections from a menu.

While the key functions in WordPerfect 5.1 still work pretty much as always, a menu system may also be used in combination with keys or a mouse.

To access the WordPerfect 5.1 menu from the keyboard, hold down the Alt key, then press the = (equals) key. A menu will appear with the following options:

File Edit Search Layout Mark Tools Fonts Graphics Help

To use the menu from the keyboard:

- 1) Move the cursor (highlighted area) across the menu until you reach the desired option.
- 2) Press the Enter key.
- 3) Move the cursor down (a "drop-down" menu will appear) to the desired option. (If the option has a right arrow symbol [▸] move the cursor to the right [there will be a secondary menu there], and down to the desired sub-option)
- 4) Press Enter.

To use the menu with a mouse:

- 1) Press the right mouse button once or twice (till the menu appears.
- 2) Move the mouse cursor (square cursor) to the desired option on the menu.
- 3) Press the left mouse button.
- 4) If sub-options appear, repeat steps 2 and 3.

To exit the menu:

From the keyboard: Press the Escape key till the menu disappears.

Using the mouse: Three Button mouse: Press the middle button.

- Two button mouse:
- 1) Move mouse cursor off the menu.
 - 2) Press right button.

OTHER MOUSE FUNCTIONS

The middle mouse button (on a 3 button mouse functions as the CANCEL (F1) key.

You may BLOCK text (equivalent to Alt-F4 or F12 on extended keyboard) by:

- 1) Moving the mouse to the beginning of the desired text.

- 2) Holding down the left button and;
- 3) "Dragging" the highlight to the end of the desired text by keeping the left mouse button held down and moving the mouse.

NOTE: For the mouse functions to work, the mouse and its supporting software must be installed properly on your computer. If the mouse doesn't function, check with your computer support person.

EXITING WORDPERFECT 5.1

This is used to leave WordPerfect 5.1. You must always leave WordPerfect 5.1 before turning the PC off.

1. **MAKE SURE THE DOCUMENT IS SAVED!!**
2. Press F7 (Exit Key).
3. Type "N" to "Save Document?" (Since the document is already saved).
4. Type "Y" to "Exit WP" (Exit WordPerfect 5.1).

You should get a DOS prompt (A, B, or C). You may turn the system off or use some other software program.

APPENDIX

COMMON COMPUTER TERMINOLOGY

Alphanumeric:	Pertaining to the characters (letters, numerals, punctuation marks and signs) used by a computer.
ASCII:	The acronym for American Standard Code for Information Interchange, a widely used system for encoding letters, numerals, punctuation marks and signs as binary numbers.
Binary number system:	A number system that uses two as its base and expresses numbers as strings of zeros and ones.
Bit:	The smallest unit of information in a computer, equivalent to a single zero or one. The word "bit" is a contraction of the words "binary digit".
Byte:	A sequence of bits, usually eight, treated as a unit for computation or storage.

Central Processing Unit:	The part of a computer that interprets and executes instructions. It is composed of an arithmetic logic unit, a control unit and a small amount of memory.
Computer:	A programmable machine that accepts, processes and displays data.
Disk Drive:	The mechanism that rotates a storage disk and reads or records data.
Disk:	A round magnetized plate, usually made of plastic or metal, organized into concentric tracks and pie-shaped sectors for storing data.
Floppy Disk:	A small, flexible disk used to store information or instructions.
Hardware:	The physical apparatus of a computer system (e.g. monitor (screen), central processing unit, keyboard, Printer).
Kilobyte:	1,024 bytes (1,024 being one K, or two to the 10th power); often used as a measure of memory capacity.
Memory:	The storage facilities of a computer; the term is applied only to internal storage as opposed to external storage, such as disks or tapes.

Operating System:	A complex program used to control, assist or supervise all other programs that run on a computer system; known as DOS (Disk Operating System) to most microcomputer users.
Parallel:	Pertaining to data or instructions processed several bits at a time, rather than one bit at a time.
Port:	Connectors for attaching peripherals to a computer's main board (input and output ports).
Program:	A sequence of detailed instructions for performing some operation or solving some problem by computer.
RAM:	(Random Access Memory). A form of temporary internal storage whose contents can be retrieved and altered by the user; also called read-and-write memory.
ROM:	(Read Only Memory). Permanent internal memory containing data or operating instructions that can be read but not altered by the user.
Serial:	Pertaining to data or instructions that are processed in sequence, one bit at a time, rather than in parallel (several bits at a time).

Software: The instructions, or programs, that enable a computer to do useful work; contrasted with hardware, or the actual computer apparatus (examples of software include WordPerfect 5.1, Lotus 1-2-3, dBase III Plus)