

Macmillan Modern Office

Easily into
WordPerfect 5[®]



Joanna Gosling

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WordPerfect 5**

Joanna Gosling

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 BIOGRAPHY

Joanna Gosling graduated in 1982 with an Honours degree in French from Hull University. After a series of posts in London, during which time she wrote her first book *French Tarts* published by Octopus, she embarked on a full-time career as a word processing trainer and writer. In the last two years she has written a number of books on word processing including *Mastering Word Processing, 2nd edition* for Macmillan Education Ltd in conjunction with her father, Peter Gosling, who has been a Macmillan author for over ten years. Now married to a geo-physicist, Joanna lives in Dubai where she is continuing her writing career which includes, apart from the current *Macmillan Modern Office* series, regular articles for locally produced magazines.



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WHAT THIS BOOK AIMS TO DO

As soon as you are faced with a new word processing program it can take a bit of adjustment and concentration to find your way around it. The trouble is you never have any time to go on a training course or sit down and read the manual. The *Macmillan Modern Office* series has been designed to take the headache out of learning. There is great value in learning something the right way from the beginning. Everyone knows that unless you have a driving instructor you will develop bad habits and often make life difficult for yourself. What's more you will probably fail your driving test!

If you put a few minutes aside each day and aim to complete just one lesson in this book you will minimise mistakes and produce work with efficiency and speed.

Each lesson concentrates on one simple exercise. Usually you will study one main feature and practise it fully. Each lesson begins with a short list of the features that will be covered or revised and ends with a brief summary of what you have learned. Experienced users will find the summary invaluable.

The first time that you study a command, such as underlining text, for example, a step-by-step guide will be used. As you gain proficiency, the amount of detail will be reduced.

By the time you reach the end of this Basic Course you will have achieved total competence in all the most important features of WordPerfect 5. You will know how to key-in and alter text, save and retrieve documents, move and copy portions of text, make and remove page breaks, and enhance your work using underline, bold and pitch changes. WordPerfect offers the facility to view your documents, page by page, to see exactly how they should look at print time. However, you may need a graphics card in your computer to be able to do this.

Each time that you are asked to press something or key-in some text, the instructions will appear in the column marked *Action*. The effect of this action will then be displayed in the column marked *Result*.

Typing is minimal. However, you cannot expect to get away without typing anything at all. It has been proved that you will usually only remember a feature if you do it yourself. Practice really does make perfect.

This book will help you to teach yourself WordPerfect 5. You can go at your own speed and repeat any lessons that trouble you. It is worth noting that Lessons One and Two are far more detailed than later lessons. This is because someone completely new to the concept of word processing needs a lot of help and tuition in the early stages. If you are using this book to cross-train yourself, be patient with Lesson One; later exercises will be completed more quickly.

Use this book as a training course. The author has been a word processing trainer for a number of years and uses examples of proven worth. If you

can find the time to study the whole book in one day then it will have been a day well spent.

BEFORE YOU START

WordPerfect 5 is the latest version (at the time of going to press) of The WordPerfect Corporation's word processing program. It is a modified and expanded version of WordPerfect 4.2. With so much flexibility and power behind it, WordPerfect 5 can be used as an efficient desktop publishing system.

WordPerfect 5 has become so sophisticated that the average user needs to know less than half of the features and commands. Those considered most important by the author have been included in this course.

There are numerous alternative methods for carrying out commands in WordPerfect. If you have already been using the program, do not worry if some of your current methods have been ignored. With so many alternatives, the new user would only be confused if all were studied in so short a course.

WordPerfect 5 is supplied on 12 floppy disks:

<i>WordPerfect 1</i>	<i>Use this for booting up</i>
<i>WordPerfect 2</i>	<i>Use this for word processing</i>
<i>Speller</i>	<i>Use this for checking your spelling</i>
<i>Thesaurus</i>	<i>Use this for finding alternative words</i>
<i>Printer 1</i>	<i>Select your printer from one of these disks</i>
<i>Printer 2</i>	
<i>Printer 3</i>	
<i>Printer 4</i>	
<i>PTR Program</i>	<i>Use this to configure your printer program</i>
<i>Fonts/Graphics</i>	<i>Use this if you have a graphics card and laser printer for desktop publishing</i>
<i>Conversion</i>	<i>Use this to convert documents in other programs for use with WordPerfect 5</i>
<i>Learning</i>	<i>This is the on-screen tutorial; use it in conjunction with the Workbook provided with the program to receive a quick overview of WordPerfect's capabilities</i>

During this course you will only need the first FOUR disks on the list.

This course does not cover the set-up procedure in detail, as this is detailed in the manual supplied with your program. Neither does it cover the selection and configuration of your printer, for the same reason.

If you have a machine with a hard disk, the programs on these disks can all be copied into the same directory (with the exception of the Learning disk which should have its own directory). If, however, your machine has twin floppy disk drives, you will often see a message indicating that the required program is not found. At this point you would key-in the location of the program (that is, A: or B:) and check that the appropriate disk is in the specified drive. This is perfectly straightforward and will not be covered in the course.

It is assumed that you are already familiar with the principles of booting up to start the system. Your computer is booted up the moment you see an **A>** or **C>** at the top of an empty screen. Some users may have a specially created menu with WordPerfect 5 displayed in the list instead.

It is also assumed that you have keyboard skills and are able to type.

The most important keys in WordPerfect 5 are:

Exit (F7) This tends to be your YES key, use it to save changes and save your documents.

Cancel (F1) Use this to cancel a command. It may also be used to restore deleted text.

F1-F10 Use the function keys (marked F) to perform all WordPerfect 5 commands. They may be pressed on their own or in conjunction with the **Shift**, **Ctrl** or **Alt** keys. These keys are all situated on the left-hand side, or along the top, of the keyboard.



LESSON ONE

CREATING AND PRINTING A SIMPLE LETTER

In this lesson you will learn how to:

- * load WordPerfect 5 - dual floppy machine
- * load WordPerfect 5 - hard disk machine
- * understand the workscreen and status line
- * understand the keyboard
- * understand the WordPerfect 5 template
- * move the cursor
- * insert text
- * delete text
- * restore text
- * key-in text
- * reveal codes
- * get help
- * print your document
- * create a directory for your documents
- * save your document in the new directory
- * clear the workscreen
- * quit WordPerfect 5

The lesson ends with notes on directories

LOADING WORDPERFECT 5

It is understood that you have already installed WordPerfect 5 for use on your computer, following the instructions in the manufacturer's manual. You will also have selected and configured your printer.

DUAL FLOPPY SYSTEMS

The **A>** is displayed on your screen. DOS is running and WordPerfect 1 is in drive A.

<i>Action</i>	<i>Result</i>
1a. Place a blank, formatted disk in drive B (this is where you will store your documents).	
1b. Key-in b: and press Enter	This changes the logged disk drive to B .
1c. Key-in a:wp and press Enter	This loads the WordPerfect program from the disk in drive A .
1d. Exchange the WordPerfect 1 disk in drive A for the WordPerfect 2 disk.	The WordPerfect logo is displayed followed shortly afterwards by the blank workscreen. You are ready to start.

HARD DISK SYSTEMS

The **C>** or a tailormade menu is displayed on your screen.

<i>Action</i>	<i>Result</i>
1. Either: select WordPerfect 5 from your tailormade menu Or: key-in cd\wp50 , press Enter , key-in wp and press Enter	The WordPerfect logo is displayed followed shortly afterwards by the blank workscreen. You are ready to start.

UNDERSTANDING THE WORKSCREEN AND STATUS LINE

As soon as WordPerfect is loaded and ready for use the blank workscreen is displayed. This is where you key-in text for a new document or call in a previously created document. You do not need to name a document until you are happy with it and choose to save it. You can print a document before it is saved. For unimportant documents there is no need to save them at all.

The only information displayed on your screen is the **status line**. It is located in the lower right-hand corner of the screen. The status line tells you about the current position of the cursor in your document. The cursor is the little flashing block that is now in the top left-hand corner of the screen. Text keyed-in always comes to the left of the cursor.

Doc 1

As WordPerfect allows you to work on two documents simultaneously (not covered in this course) the first piece of information tells you this is **Doc 1**.

Pg 1

Next the current page number is displayed. In this case **Pg 1**.

Ln 1."

Next the current line number is displayed. WordPerfect takes the space at the top of the paper, known as the top margin, into account and so it is likely that the line number will be 1.0" (1 inch). Printers will not print right at the top of a sheet of paper. A top margin of 1 inch is common, but may be changed by you as required.

Pos 1."

Finally the current column number is displayed. Again, text is never printed right to the edges of the paper, so left and right margins are used. Your current left margin will probably have been set to 1". This may be changed by you as required. Notice how the **Pos** number is not in

the same colour as **Pos**. When you are underlining or emboldening text, this number will echo the text at the cursor. So, if you are underlining text, the position number will also be underlined. If you are using a colour monitor, underline will be represented by a colour.

UNDERSTANDING THE KEYBOARD

Use the QWERTY keyboard just as you would a typewriter. The carriage return key will probably be marked with the word **Enter** and a left-facing arrow. Use **Enter** to break the current line and start a new one. In word processing you do not need to press return at the end of each line, instead text will automatically wrap round to the next line as each line fills up.

The backspace key (above **Enter**) is used to delete the character to the left of the cursor.

On the right-hand side of the keyboard you will have either one or three sets of keys. These are a number keypad, like on a calculator, and the cursor movement keys. Some keyboards use just one set of keys for both functions and the key marked **Num Lock** is pressed to switch from function to function.

Ten or twelve **Function** keys run along the top or the left-hand side of the keyboard. They are used to carry out WordPerfect commands. Keys 1-10 are used and give access to 40 different commands. To achieve these 40 commands, an **F** key may be pressed alone or with **Shift**, **Ctrl** or **Alt**. There are two **Shift** keys, one on either side of the keyboard. The **Alt** key is usually on the left of the keyboard alongside the spacebar. The **Ctrl** key (pronounced "control") lies alongside the letter **A**. WordPerfect 5 is supplied with a template that fits beside the **Function** keys. Use it. Without this you will need to memorise all 40 commands which is not advisable. The template is there to help you. Notice how it is colour coded to show you when to press **Alt**, **Ctrl** or **Shift**. Whenever you need to press two keys together, such as **Shift F7**, hold down the **Shift** key and tap the function key once. You can hold down **Shift**, **Ctrl** or **Alt** for as long as you like without affecting anything, but make sure you only press the function key once.

The **Tab** key is marked with two arrows, pointing in opposite directions, and is located beside the letter **Q**.

Your **Caps Lock** key will allow you to key-in text in capital letters without the use of the **Shift** key. Note that when caps lock is in operation the word **Pos** in the status line becomes **POS**. Also, when caps lock is on and the shift key used, subsequent text will be lower case. The caps lock key does not affect the numbers above the QWERTY keys. To switch caps lock on and off press **Caps Lock**.

MOVING THE CURSOR

The cursor is displayed on your screen as a small flashing block or line. Text keyed-in comes directly to the left of this. In order to make alterations the cursor must be moved to the relevant location. To move through the document, the cursor must be moved.

Here is a list of cursor movement commands.

PRESS THESE KEYS ALONE

→	(right arrow)	Next character
←	(left arrow)	Last character
↑	(up arrow)	Up line
↓	(down arrow)	Down line
PgUp		Top of last page
PgDn		Top of next page

PRESS THESE KEYS AT THE SAME TIME

Ctrl →	Next word
Ctrl ←	Last word

PRESS THESE KEYS ONE AFTER THE OTHER

Home ↑	Up screen or - (Num pad)
Home ↓	Down screen or + (Num pad)
Home → or End	End of line

Home ←	Start of line
Home Home ←	Start of line (before codes)
Home Home ↑	Start of document
Home Home ↓	End of document
Home Home Home ↑	Start of document (before codes)

INSERTING TEXT

As you type, text will automatically be keyed-in to the left of the cursor. When you start WordPerfect the default (automatic initial setting) is set for all text to **insert**. This means that if you had keyed-in the word **tent**, placed the cursor on the first **t** and keyed-in **in**, you would produce **intent**.

To change from **Insert** mode to **Typeover** mode you must press the **Ins** key. This key is called a **toggle**, because, like a light switch, the same button is pressed to turn it both on and off. When **Typeover** mode is current the word **Typeover** is displayed in the bottom left-hand corner of the screen. This time if you had keyed-in the word **tent**, placed the cursor on the first **t** and keyed-in **in**, you would produce **innt**.

DELETING TEXT

There are a number of ways of deleting text:

Del: Deletes character AT the cursor; keep pressing to continue deleting to the right.

Backspace: Deletes character to the LEFT of the cursor; keep pressing to continue deleting to the left.

Ctrl Backspace: Deletes the current word, regardless of the cursor position within the word.

Ctrl End: Deletes text in the current line from the cursor position to the right-hand side.

Ctrl PgDn: Deletes all text from the cursor position to the very end of the current page.

Block delete: By pressing **Alt F4** and moving the cursor to highlight the text from the cursor position you can then press **Del** followed by **Y** to delete the entire highlighted block.

RESTORING TEXT

If you delete something by accident, WordPerfect retains the previous three deletions in memory just in case you need to restore them.

To restore a deletion, press **F1** followed by **1** if the displayed text is correct. If not, then press **2** until it is displayed and then **1** to restore it. If the required text is not displayed for restoration then it will be lost forever. This is studied in more detail later in the course.

KEYING-IN TEXT

Now that you have some information to refer to, you are ready to start keying-in the text for the letter illustrated in Figure 1.1. Insert and delete will be covered in more detail as the course progresses, but try and correct any mistakes you make as you go, if possible.

Figure 1.1

JBLET1

3rd September 1988

Mrs J Bramhill
Glebe House
Greatsford
Lincolnshire
PE5 1RR

Dear Mrs Bramhill

Thank you for supplying us with written confirmation of your reservation.

We have pleasure in confirming that a double room with ensuite bathroom will be reserved in your name for the nights of 18th and 19th December 1988. The room will be at your disposal from 12 noon and we ask that you vacate the room by 11.30 am on the day of departure.

The cost of the room is £49.50, which includes full English or continental breakfast and VAT.

We look forward to seeing you in December.

Yours sincerely

Miss F Sharman
Reservations Manager

<i>Action</i>	<i>Result</i>
2. Key-in 3rd September 1988	
3. Press Enter twice.	This takes the cursor first to the start of the next line and then creates a blank line.
4. Key-in Mrs J Bramhill	
5. Press Enter	This takes the cursor to the start of the next line.
6. Key-in Glebe House	
7. Press Enter	This takes the cursor to the start of the next line.
8. Key-in Greatsford	
9. Press Enter	This takes the cursor to the start of the next line.
10. Key-in Lincolnshire	
11. Press Enter	This takes the cursor to the start of the next line.

<i>Action</i>	<i>Result</i>
12. Key-in PE5 1RR	
13. Press Enter twice.	This takes the cursor to the start of the next line and then creates a blank line.
14. Key-in Dear Mrs Bramhill	
15. Press Enter twice.	This takes the cursor to the start of the next line and then creates a blank line.
16. Key-in: Thank you for supplying us with written confirmation of your reservation.	
17. Press Enter twice.	This takes the cursor to the start of the next line and then creates a blank line.
18. Key-in: We have pleasure in confirming that a double room with ensuite bathroom will be reserved in your name for the nights of 18th and 19th December 1988. The room will be at your disposal from 12 noon and we ask that you vacate the room by 11.30 am on the day of departure.	
19. Press Enter twice.	This takes the cursor to the start of the next line and then creates a blank line.
20. Key-in: The cost of the room is £49.50, which includes full English or continental breakfast and VAT.	
21. Press Enter twice.	This takes the cursor to the start of the next line and then creates a blank line.
22. Key-in: We look forward to seeing you in December.	
23. Press Enter twice.	This takes the cursor to the start of the next line and then creates a blank line.
24. Key-in Yours sincerely	
25. Press Enter five times.	This takes the cursor down five lines.
26. Key-in Miss F Sharman	
27. Press Enter	This takes the cursor to the start of the next line.
28. Key-in Reservations Manager	
29. Press Enter	This takes the cursor to the start of the next line. The letter is complete.

REVEALING THE CODES

One of the most important and useful features of WordPerfect is that you can reveal the codes that are embedded in the text as you type. Every time you press Enter, for example, the **[HRT]**

symbol is created. Every time word wrap causes a soft return (created by WordPerfect) the [Srt] code is embedded. You will come to recognise many of these codes by the end of the course. They are crucial to the understanding of the program and, once you have come to terms with them, you will be able to operate WordPerfect with efficiency and speed.

<i>Action</i>	<i>Result</i>
30. Press Alt F3 (hold down Alt and tap F3 once)	The screen is split in two. The upper section shows the document you have just keyed-in. The lower section displays the hidden codes that have been created by WordPerfect as you worked.
31. Hold down the ↑ key and watch the cursor travel through the two screen simultaneously. Notice the codes that are displayed in the Reveal Codes screen.	
32. Press Alt F3	The reveal codes screen disappears.

PRACTISING MOVING THE CURSOR

<i>Action</i>	<i>Result</i>
33. Press Home Home ↑ (one key at a time)	The cursor moves to the start of the document.
34. Press Home Home ↓ (one key at a time)	The cursor moves to the end of the document.
35. Press Home ↑ (one key at a time)	The cursor moves up to the top of the screen.
36. Press Home ↑ again.	The cursor moves up to the top of the previous screen.
37. Press Home ↓	The cursor moves to the end of the screen.
38. Press Home ↓ again.	The cursor moves to the end of the next screen.
39. Press ← three times.	The cursor moves three characters to the left.
40. Press → five times.	The cursor moves five characters to the right.
41. Press Ctrl ← (hold down Ctrl and tap ← once)	The cursor moves to the start of the word.
42. Press Ctrl ← again.	The cursor moves to the start of the previous word.
43. Press Ctrl →	The cursor moves to the start of the next word.
44. Press Ctrl → again.	The cursor moves to the start of the next word.
45. Press ↑ five times.	The cursor moves up five lines.
46. Press ↓ five times.	The cursor moves down five lines.
47. Press End	The cursor moves to the right hand side of the current line.

<i>Action</i>	<i>Result</i>
48. Press Home ← (one key at a time)	The cursor moves to the left hand side of the current line.
49. Keep practising the commands shown earlier in this lesson in 'Moving the Cursor' until you are happy with them.	

GETTING HELP

You can get help at any time during WordPerfect as long as you know either the name of the command with which you need help or its key combination.

<i>Action</i>	<i>Result</i>
50. Press F3	This displays the help screen, see Figure 1.2.

Figure 1.2

Help Screen

Help

Press any letter to get an alphabetical list of features.

The list will include the features that start with that letter, along with the name of the key where the feature is found. You can then press that key to get a description of how the feature works.

Press any function key to get information about the use of the key.

Some keys may let you choose from a menu to get more information about various options. Press **HELP** again to display the template.

Press **Enter** or **Spacebar** to exit Help.

<i>Action</i>	<i>Result</i>
51. Press F3 again.	This displays the template for WordPerfect commands, see Figure 1.3. If you do not have a template for your keyboard, press Shift with PrtSc to print this page.

Figure 1.3
The Template

WordPerfect 5.0 Template (IBM Layout)

Shell SETUP <u>Thesaurus</u> Cancel	Spell ←SEARCH <u>Replace</u> Search
Screen SWITCH <u>Reveal Codes</u> Help	Move → INDENT ← <u>Block</u> → Indent
Text In/Out DATE/OUTLINE <u>Mark Text</u> List Files	Tab Align CENTER <u>Flush Right</u> Bold
Footnote PRINT <u>Math/Columns</u> Exit	Font FORMAT <u>Style</u> Underline
Merge/Sort MERGE CODES <u>Graphics</u> Merge R	Macro Def RETRIEVE <u>Macro</u> Save

Action

52. Press Spacebar
53. Press F3
54. Press d

Result

This exits **Help** and returns you to the workscreen.

This displays the Help screen, see Figure 1.2.

This displays help on the commands that begin with the letter **d**, see Figure 1.4. The command to press for each command is displayed. If you press a specified key combination now you will receive help on that command. As there are many commands beginning with this letter, you are invited to press 1 to view more commands.

Figure 1.4

Pressing d from the Help Screen

Key	Feature	Key Name
Shift-F5	Date/Time - Insert or Define	Date/Outline
Ctrl-F8	Double Underline Text	Font,2
Shift-F8	Decimal/Align Character	Format,4
Shift-F8	Decimal Tabs, Define	Format,1
F5	Default Directory	List Files
Ctrl-F10	Define Macros	Macro Define
Shift-F5	Define Paragraph/Outline Num	Date/Outline,6
Shift-F7	Define Printer	Print, S
Alt-F5	Define ToC, Lists,ToA,Index	Mark Text,5
F5	Delete File	List files
Backspace	Delete Left	Backspace
Del	Delete Right	Del
Ctrl-End	Delete to End of Line	EOL
Ctrl-PgDn	Delete to End of Page	EOP
Home Bk/Del	Delete to Word Boundary	Home Bksp/Del
Ctrl-F4	Delete Text	Move
Ctrl-Backsp	Delete Word	Delete Word
Ctrl-V	Diacriticals	Compose
Ctrl-F2	Dictionary	Spell
Ctrl-V	Digraphs	Compose

Action

Result

- | | |
|---|---|
| <p>55. Key-in 1</p> <p>56. Press Spacebar</p> | <p>This displays further commands beginning with d.</p> <p>This exits Help and displays the workscreen.</p> |
|---|---|
- You are going to read the help written on **Reveal Codes**.
- | | |
|--|--|
| <p>57. Press F3</p> <p>58. Press r</p> <p>59. As you are reminded that the reveal codes command is Alt F3, press Alt F3 now.</p> | <p>This displays the Help screen, see Figure 1.2.</p> <p>This shows a list of all commands beginning with r.</p> <p>This displays help on Reveal Codes, see Figure 1.5.</p> |
|--|--|

Figure 1.5

Help on Reveal Codes

Reveal Codes

Divides the screen and shows normal text on top and text with hidden codes on the bottom. While in Reveal Codes you can edit or use any of WordPerfect's features. Your editing is aided by being able to see the codes which affect formatting, etc.

Codes are bolded so they can be distinguished from text. Some codes show more information when the cursor is positioned directly on the code.

To exit the Reveal Codes screen, press **Reveal Codes**.

*Action**Result*

60. Press Spacebar

This exits Help and displays the workscreen.

PRINTING YOUR DOCUMENT

When you are happy with your document and have corrected all the mistakes using the instructions given earlier, you can print it.

*Action**Result*

61. Press **Shift F7** (hold down Shift and tap F7).

This displays the **Print** screen, see Figure 1.6.

Figure 1.6

Print Screen

Print

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

Options

- S - Select Printer
- B - Binding
- N - Number of Copies
- G - Graphics Quality
- T - Text Quality

Epson LQ-1050
0
1
Medium
High

Selection: 0

Explanation of the Print screen:

Full Document

Press 1 to print all the document that is on the workscreen.

Page

Press 2 to print the page of text that currently contains the cursor.

Document on Disk

Press 3 to print a document other than the one currently on the workscreen.

Control Printer

Press 4 if you want to cancel a print job or find out what may be wrong with your printer. This screen will be discussed in detail in Lesson Ten. If you would like to look at it press 4, see Figure 1.7.

Type Through

Press **5** to use WordPerfect 5 like a typewriter; this is especially useful for address labels. This will be studied in Lesson Two.

View Document

Press **6** to see how your document will look on the printed page. The margins will be shown along with any special characters.

Initialise Printer

Press **7** to clear any soft fonts from the printer's memory so that the new fonts/cartridges selected can be downloaded.

Select Printer

Press **S** if the name of the printer displayed is not correct. Follow the instructions in the manufacturer's manual for the printer selection procedure.

Binding

Press **B** to change the current binding width (margin allowed before the start of the text and BEFORE the start of the margin set in WordPerfect 5). Overtyping the current default (setting) with the one required, such as .5 for half an inch, .25 for a quarter of an inch, 1.5 for an inch and a half, and so on.

Number of Copies

Press **N** and key-in the number of copies of the document to be printed.

Graphics Quality

Press **G** and key-in 1, 2, 3 or 4 according to the type of print quality you require (do not print, draft, medium or high).

Text Quality

Press **T** and key-in 1, 2, 3 or 4 according to the type of print quality you require (do not print, draft, medium or high).

<i>Action</i>	<i>Result</i>
62. Check that the printer selected is correct and amend this if necessary with the help of your instruction manual.	
63. Press 1	This selects Full Document and will print everything you have just keyed-in.
64. If the document does not print, press Shift F7 and select Printer Control (4) from the list.	This displays the Printer Control menu, see Figure 1.7.

Figure 1.7

Control Printer Screen

Print: Control Printer

Current Job

Job Number:
Status:
Message:
Paper:
Location:
Action:

Page Number:
Current Copy:

Job List

Job	Document	Destination	Print Options
-----	----------	-------------	---------------

Additional Jobs Not Shown: 0

1 Cancel Job(s); 2 Rush Job; 3 Display Jobs; 4 Go (start printer); 5 Stop:

Action

Result

65. Perform whatever task the screen asks you to do in order to print the document.

The document is printed.

NAMING AND SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN — FLOPPY DISK USERS

You name a document as you save it. A document name must not exceed 8 characters (letters and numbers) and should indicate the subject. For example, a letter to Ken Bowles could be called **KBLET1**, while an invoice to Johnson Plastic could be called **JPINV1**. By ending each document name with a number you are able to use the same name again and again, just changing the number should you keep up regular correspondence with that company.

Action

Result

66. Press **F7**

This displays the **Save Document? (Y/N)** Yes prompt.

67. Press **Y**

This displays the **Document to be Saved:** prompt.

68. As this letter is to Mrs J Bramhill you are going to call it **JBLET1**, so key-in **JBLET1** now and press **Enter**

This saves the current document and displays the **Exit WP? (Y/N)** No Cancel to return to document prompt.

69. Press **N**

This removes **JBLET1** from the screen and displays a blank workscreen ready for your next document if required.

QUITTING WORDPERFECT 5

<i>Action</i>	<i>Result</i>
70. Press F7	This displays the Save Document? (Y/N) Yes prompt.
71. Press N	No is displayed and the Exit WP? (Y/N) No prompt is displayed.
72. Press Y	Yes is displayed you now leave WordPerfect to return to your starting position.

CREATING A DIRECTORY FOR YOUR DOCUMENTS — HARD DISK USERS ONLY

If you are using a hard disk machine your program documents should not be located in the same directory as your text documents. A directory is rather like a drawer in a large filing cabinet. Without drawers all the information in the filing cabinet would be filed at random, which is inefficient and makes specific documents hard to trace. Your WordPerfect program will already be in a directory called **WP50**. You will put your text documents in a subdirectory inside **WP50** (think of subdirectories as the folders within the filing drawer). You are going to call this subdirectory **\WP50\TEXT**.

If you would like to use a directory:

<i>Action</i>	<i>Result</i>
73. Press F5	This displays the C:\WP50*.* prompt, which tells you that the current logged directory is on drive C and called \WP50 .
74. Press =	This tells WordPerfect that you want to change the current default directory and displays the New Directory prompt.
75. Press End	This takes the cursor to the end of the directory name.
76. Key-in \text	
77. Press Enter	This calls the subdirectory \WP50\TEXT . As this subdirectory does not exist yet, the Create \WP50\TEXT Y/N No message is displayed.
78. Press Y	Yes is displayed and the cursor returns to the workscreen. \WP50\TEXT is created. Now you can use it.
79. Press F5	This displays the C:\WP50*.* prompt, which tells you that the current logged directory is on drive C and called \WP50 .
80. Press =	This tells WordPerfect that you want to change the current default directory, and displays the New Directory prompt.
81. Press End	This takes the cursor to the end of the directory name.

<i>Action</i>	<i>Result</i>
82. Key-in \text and press Enter	\WP50\TEXT is now the current default directory. You will be able to use this directory for all the documents used on this course.
83. Press F1 (Cancel)	The current directory message is removed from the screen.

NAMING AND SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN – HARD DISK USERS ONLY

<i>Action</i>	<i>Result</i>
84. Follow steps 66 to 72, above.	JBLET1 is named and saved, the workscreen cleared and you are back at the starting position.

SUMMARY

In this lesson you have learned:

- (a) That when you start WordPerfect the blank workscreen is displayed.
- (b) That the status line tells you of the current cursor position. It also indicates whether bold, underline or caps lock is in operation.
- (c) That you use the Function keys on the keyboard to carry out WordPerfect commands. Use them alone or in conjunction with **Shift**, **Ctrl** or **Alt**.
- (d) That you move the cursor by means of the cursor movement keys on the right of your keyboard. They may be used alone or in conjunction with other keys.
- (e) That you press the key marked **Ins** to "toggle" between **Insert** and **Typeover** modes.
- (f) That you press **backspace** to delete the character to the left of the cursor.
- (g) That you press **Del** to delete the character to the right of the cursor.
- (h) That you press **Ctrl Backspace** to delete the current word.
- (i) That you press **Ctrl End** to delete from the cursor to the end of the line.
- (j) That you press **Ctrl PgDn** to delete from the cursor to the end of the page.
- (k) That you press **F1** to restore text.
- (l) That you press **Alt F3** to reveal the hidden codes that appear automatically as you issue WordPerfect commands. Press **Alt F3** again to hide the codes once more.
- (m) That you press **F3** to get help, followed by the initial letter of the command for which you require help or a key combination.
- (n) That you press **Shift F7** followed by 1 to print the current document.

- (o) That you press **F7** to save your document. Press **N** at the **Exit WP? (Y/N)** prompt to clear the workscreen. Press **Y** to exit WordPerfect.
- (p) That you press **F5** followed by **=** to change the current directory. If you name a non-existent directory you can create it at this point.

LESSON TWO

RETRIEVING AND EDITING THE SIMPLE LETTER

In this lesson you will learn how to:

- * start WordPerfect 5 - dual floppy systems
- * start WordPerfect 5 - hard disk systems
- * change the directory - hard disk systems
- * list the files and retrieve JBLET1
- * alter words
- * key-in a new paragraph
- * print your document
- * change the margins
- * print your document
- * change the margins again
- * print your document
- * reveal the codes to see margin changes
- * use Type Through to produce an address label
- * save your document
- * clear the workscreen

The lesson ends with notes on EXIT (F7)

LOADING WORDPERFECT 5

It is understood that you have already installed WordPerfect 5 for use on your computer, following the instructions in the manufacturer's manual. You will also have selected and configured your printer.

DUAL FLOPPY SYSTEMS

The **A>** is displayed on your screen. DOS is running and WordPerfect 1 is in drive A.

<i>Action</i>	<i>Result</i>
1a. Place a blank, formatted disk in drive B (this is where you will store your documents).	
2a. Key-in b: and press Enter	This changes the logged disk drive to B.
3a. Key-in a:wp and press Enter	This loads the WordPerfect program from the disk in drive A.
4a. Exchange the WordPerfect 1 disk in drive A for the WordPerfect 2 disk.	The WordPerfect logo is displayed followed shortly afterwards by the blank workscreen. You are ready to start.
5a. Skip to step 7.	

HARD DISK SYSTEMS

The **C>** or a tailormade menu is displayed on your screen.

<i>Action</i>	<i>Result</i>
1b. Either: select WordPerfect 5 from your tailormade menu Or: key-in wp and press Enter	The WordPerfect logo is displayed followed shortly afterwards by the blank workscreen. You are ready to start.

CHANGING THE DIRECTORY — HARD DISK SYSTEMS

<i>Action</i>	<i>Result</i>
2b. Press F5	This displays the C:\WP50*.* prompt, which tells you that the current logged directory is on drive C and called \WP50 .
3b. Press =	This tells WordPerfect that you want to change the current default directory and displays the New Directory prompt.
4b. Press End	This takes the cursor to the end of the directory name.
5b. Key-in \text and press Enter	\WP50\TEXT is now the current default directory until you quit WordPerfect 5.
6b. Press F1 (Cancel).	This returns the cursor to the workscreen.

RETRIEVING JBLET1 FROM LIST FILES

There are two ways of retrieving a document into the blank workscreen:

- i) Press **Shift F10**, name the document and press **Enter**.

- ii) Press **F5**, specify the drive location of the document if different from the one displayed, press **Enter** and pick the document from the list. Use the cursor to highlight the required document and press **1** (Retrieve).

You are going to use method ii.

<i>Action</i>	<i>Result</i>
7. Press F5	This displays the name of the current directory. (Floppy disk users - B:*/Hard disk users C:\WP50\TEXT*.*)
8. Press Enter	This displays a list of the documents in the specified location. JBLET1 is in the list.
9. Press the arrow keys until JBLET1 is highlighted by what is called the block cursor .	
10. Press 1 (Retrieve)	JBLET1 is displayed in the workscreen.

ALTERING WORDS

You are going to use the methods described in Lesson One to insert and delete text in the document. Your finished document should look like that in Figure 2.1.

First you are going to change **Lincolnshire** to **Lincs**.

Figure 2.1

Altered JBLET1

3rd September 1988

Mrs J Bramhill
Glebe House
Greatsford
Lincs
PE5 1RR

Dear Mrs Bramhill

Thank you for supplying us with written confirmation of
your reservation.

We have pleasure in confirming that a double room with
ensuite bathroom will be reserved in your name for the
nights of 18th and 19th December 1988. The room will be
at your disposal from 12 noon and we ask that you vacate
the room by 11.30 am on the day of departure.

Dinner is served from 7.30 to 8.30 pm and reservations
should be made by 3 pm on the day it is required.

The cost of the room is £59.50, which includes full
English breakfast and VAT.

We look forward to seeing you in December.

Yours sincerely

Miss Fiona Sharman
Reservations Manager

<i>Action</i>	<i>Result</i>
11. Place the cursor on the o in Lincolnshire	
12. Press Del 8 times.	Linc
13. As the cursor rests on the correct position for the s required, you may insert it now. Remember that text inserts to the left of the cursor.	
14. Check that Typeover is NOT displayed at the base of the screen; if it is press Ins now.	
15. Key-in s	Lincs

Now you are going to change **£49.50** to **£59.50**.

<i>Action</i>	<i>Result</i>
16. Using the arrow keys, place the cursor on the 4 of £49.50	
17. Press Del	£9.50
18. As Insert is still ON you can insert the extra character to the left of the cursor.	
19. Key-in 5	£59.50

Now you are going to delete **or continental** from the same paragraph.

<i>Action</i>	<i>Result</i>
20. Place the cursor on the o of or	
21. Press Del three times.	continental or and the space following it is deleted and the cursor is on the c of continental .
22. Press Ctrl Backspace (hold down Ctrl and tap Backspace once).	continental is deleted.

Now you are going to change **Miss F Sharman** to **Miss Fiona Sharman**.

<i>Action</i>	<i>Result</i>
23. Place the cursor in the space following the F	
24. As Insert should still be On, you can insert the additional text. Key-in iona and press Spacebar for the extra space.	Miss Fiona Sharman

Now you are going to insert an extra paragraph between the current second and third paragraphs.

*Action**Result*

25. Place the cursor on the **T** of **The cost** at the start of the third paragraph.

26. As Insert should still be ON, key-in:

Dinner is served from 7.30 to 8.30 pm and reservations should be made by 3 pm on the day it is required.

27. Press **Enter** twice.

The extra text is keyed-in. By pressing **Enter**, blank lines are inserted.

PRINTING YOUR DOCUMENT

Your document should now look like that in Figure 2.1.

*Action**Result*

28. Press **Shift F7**

This displays the **Print Screen**, see Figure 1.6.

29. Press **1** (Full document)

JBLET1 is printed.

CHANGING THE MARGINS

It is important to remember that a piece of A4 paper is 8.5 inches wide. WordPerfect 5 calculates its margins in inches and fractions of inches. So, if you choose to have a left margin of 1" and a right margin of 1" your text will be 6.5" wide. Remember that the binding width (set on the Print screen) will affect the position of the left margin, as this will be added to the left margin size. So, if the binding width is .5" and the left margin 1", the text will start printing 1.5" in from the edge of the paper.

You are going to give your document a left margin of 1" and a right margin of .5".

*Action**Result*

30. Press **Home Home ↑**

This takes the cursor to the top of the document, to the start of the text.

31. Press **Shift F8**

This displays the **Format screen**, see Figure 2.2.

Figure 2.2

Format Screen

Format

1 - Line	Hyphenation Justification Line Height Line Numbering	Line Spacing Margins Left/Right Tab Set Widow/Orphan Protection
2 - Page	Center Page (top to bottom) Force Odd/Even Page Headers and Footers Margins Top/Bottom	New Page Number Page Numbering Paper Size/Type Suppress
3 - Document	Display Pitch Initial Codes/Font	Redline Method Summary
4 - Other	Advance Conditional End of Page Decimal Characters Language	Overstrike Printer Functions Underline Spaces/Tabs

Selection: 0

Action

Result

32. Press 1

This selects the **Line** options and displays the **Format: Line** screen, see Figure 2.3.

Figure 2.3

Format:Line Screen

Format:Line

1 - Hyphenation	Off
2 - Hyphenation Zone - Left Right	10% 4%
3 - Justification	No
4 - Line Height	Auto
5 - Line Numbering	No
6 - Line Spacing	1
7 - Margins - Left Right	1" 1.9"
8 - Tab Set	0". 0.5", 1"...
9 - Widow/Orphan Protection	Yes

Selection: 0

<i>Action</i>	<i>Result</i>
33. Press 7	This selects the Margins option and places the cursor on the current default (setting) for the left margin.
34. If the setting is already 1", leave it; if not, then key-in 1	
35. Press Enter	1" is displayed and the cursor moves down to the right margin default.
36. Key-in .5 and press Enter	0.5" is displayed and the cursor returns to the Selection: line.
37. Press F7 (Exit)	The changes are saved and the cursor returns to the workscreen. The margins are altered and the text adjusts to fit between them.

PRINTING YOUR DOCUMENT

<i>Action</i>	<i>Result</i>
38. Press Shift F7	This displays the Print Screen , see Figure 1.6.
39. Press 1 (Full document).	JBLET1 is printed.

PRACTISING CHANGING THE MARGINS

Now you are going to change the margins again, this time so that the left margin is 2" and the right margin 1.5".

<i>Action</i>	<i>Result</i>
40. Press Home Home ↑	This takes the cursor to the top of the document, to the start of the text.
41. Press Shift F8	This displays the Format screen, see Figure 2.2.
42. Press 1	This selects the Line options and displays the Format: Line screen, see Figure 2.3.
43. Press 7	This selects the Margins option and places the cursor on the current default (setting) for the left margin.
44. Key-in 2	
45. Press Enter	2" is displayed and the cursor moves down to the right margin default.
46. Key-in 1.5 and press Enter	1.5" is displayed and the cursor returns to the Selection: line.
47. Press F7 (Exit)	The changes are saved and the cursor returns to the workscreen. The margins are altered and the text adjusts to fit between them.

PRINTING YOUR DOCUMENT

<i>Action</i>	<i>Result</i>
48. Press Shift F7	This displays the Print Screen , see Figure 1.6.
49. Press 1 (Full document)	JBLET1 is printed.

REVEALING THE CODES

Each time that you changed the margins, a code was embedded in the text. Now you are going to look at them.

<i>Action</i>	<i>Result</i>
50. Press Alt F3	The screen splits in two and the lower section displays the text with codes, see Figure 2.4.

Figure 2.4

Reveal Codes Showing Margin Set

3rd September 1988

Mrs J Bramhill
Glebe House
Greatsford
Lincs
PE5 1RR

Dear Mrs Bramhill

Thank you for supplying us with written

Doc 1 Pg 1 Ln 1" Pos 2"

```
[L/R Mar:1",0.5"][L/R Mar:2",1.5"]3rd September 1988[HRt]
[HRt]
Mrs J Bramhill[HRt]
Glebe House[HRt]
Greatsford[HRt]
Lincs[HRt]
PE5 1RR[HRt]
[HRt]
Dear Mrs Bramhill[HRt]
[HRt]
```

Press Reveal codes to restore screen

Notice how the first margin setting is shown before the second. So, the first time that you pressed **Home Home** ↑ the cursor went to the start of the text. The code **[L/R Mar:1", 0.5"]** was embedded right at the start of the text.

When you pressed **Home Home** ↑ the second time the cursor still went to the start of the text, but NOT before the earlier margin set code. So, the second time you set the margins that code **[L/R Mar:2", 1.5"]** also came directly before the text and therefore took precedence over the earlier command.

NOTE: Use **Home Home Home ↑** to take the cursor right to the start of the document, beyond the codes. It is of vital importance that the cursor is in the correct position before a command, such as a margin change, is made. Any subsequent commands take precedence over earlier ones. It is perhaps safer to delete the unwanted margin set codes to ensure that they cannot operate.

<i>Action</i>	<i>Result</i>
51. With Reveal Codes still operating press ← until the cursor is over the [L/R Mar:1",0.5"] code.	The cursor enlarges to the size of the code.
52. Press Del	The code is deleted.
53. Press Alt F3	Codes are no longer revealed.
54. Now press Home Home ↑ and change the margins to 1" each.	The margins are 1" each.

USING TYPE THROUGH FOR ADDRESS LABELS

Now that your letter is complete you could send the version in Figure 2.1 to Mrs Bramhill. First you need to create an address label. It is easiest to do this using **Type through** mode. You do not need to clear the workscreen first.

<i>Action</i>	<i>Result</i>
55. Remove the sheet feed from your printer if you have one. Place a sheet of labels in the printer, with the print head on right at the top of the first label.	
56. Press Shift F7	This displays the Print screen, see Figure 1.6.
57. Press 5	This selects Type through and displays the Type Through by: 1 Line; 2 Character: message.
58. Press 1	This selects Line and displays the screen shown in Figure 2.5.

Figure 2.5

Type Through Screen

Line Type Through printing

Function Key	Action
Move	Retrieve the previous line for editing
Format	Do a printer command
Enter	Print the line
Exit/Cancel	Exit without printing

<i>Action</i>	<i>Result</i>
59. Key-in Mrs J Bramhill and press Enter	Mrs J Bramhill is printed on the label.
60. Key-in Glebe House and press Enter	Glebe House is printed.
61. Key-in Greatsford and press Enter	Greatsford is printed.
62. Key-in Lincs and press Enter	Lincs is printed.
63. Key-in PE5 1RR and press Enter	PE5 1RR is printed. The label is complete.
64. Press F1 (Cancel) twice.	The workscreen is displayed.

NOTE: If your address printed too far to the left or right of the label, then try steps 55 to 64 once more, this time with the labels moved over to the right or left as appropriate.

NAMING AND SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
65. Press F7	This displays the Save Document? (Y/N) Yes prompt.
66. Press Y	This displays the Document to be Saved: prompt.
67. As this document has been named previously, its name (preceded by the directory/drive) is displayed.	B:JBLET1 or C:\WP50\TEXT\JBLET1
68. Press Enter	This accepts JBLET1 as the name of the document to be saved and as the name already exists the Replace? (Y/N) is displayed.
69. Press Y	Yes is displayed and JBLET1 is saved, the latest version now replacing the previous one. The Exit WP? (Y/N) No message is displayed.
70. Press N	This removes JBLET1 from the screen and displays a blank workscreen ready for your next document if required.

QUITTING WORDPERFECT 5

<i>Action</i>	<i>Result</i>
71. Press F7	This displays the Save Document? (Y/N) Yes prompt.
72. Press N	No is displayed and the Exit WP? (Y/N) No prompt is displayed.

Action

Result

73. Press Y

Yes is displayed you now leave WordPerfect to return to your starting position.

NOTES ON SAVE AND EXIT

There are a number of ways of saving your documents in WordPerfect:

SAVE, NAME AND EXIT WORDPERFECT

Press **F7**, which displays the **Save Document?** message. Press **Y** and key-in a name for your document followed by **Enter**. This displays the **Exit WP?** message. Press **Y** to exit WordPerfect.

SAVE A PREVIOUSLY NAMED DOCUMENT AND EXIT WORDPERFECT

Press **F7**, which displays the **Save Document?** message. Press **Y** followed by **Enter** to accept the existing name. This displays the **Replace?** message so press **Y**. This displays the **Exit WP?** message. Press **Y** to exit WordPerfect.

SAVE, NAME AND CLEAR THE WORKSCREEN

Press **F7**, which displays the **Save Document?** message. Press **Y** and key-in a name for your document followed by **Enter**. This displays the **Exit WP?** message. Press **N** to clear the workscreen.

SAVE A PREVIOUSLY NAMED DOCUMENT AND CLEAR THE WORKSCREEN

Press **F7**, which displays the **Save Document?** message. Press **Y** followed by **Enter** to accept the existing name. This displays the **Replace?** message so press **Y**. This displays the **Exit WP?** message. Press **N** to clear the workscreen.

SAVE, NAME AND RETURN TO A DOCUMENT - METHOD 1

Press **F7**, which displays the **Save Document?** message. Press **Y** and key-in a name for your document followed by **Enter**. This displays the **Exit WP?** message. Press **Cancel** to return to the document.

SAVE, NAME AND RETURN TO A DOCUMENT - METHOD 2

Press **F10** which displays the **Save Document?** message. Press **Y** and key-in a name for your document followed by **Enter** to return to the document.

LEAVE WORDPERFECT WITHOUT SAVING TEXT ON THE WORKSCREEN

Press **F7**, which displays the **Save Document?** message. Press **N**. This displays the **Exit WP?** message. Press **Y** to exit WordPerfect. NOTE: Any earlier version of the text on the screen will not be affected.

LEAVE WORDPERFECT FROM A BLANK WORKSCREEN

Press **F7**, which displays the **Save Document?** message. Press **N**. This displays the **Exit WP?** message. Press **Y** to exit WordPerfect.

SUMMARY

In this lesson you have learned:

- (a) To press **F5** followed by **Enter** to list the files in the current directory/drive. Move the arrow keys until the block cursor highlights the file you want to retrieve and press **1**.
- (b) To check where the cursor is in the document before you change any parameters, for example, margins.
- (c) That the margins are changed in the **Line Format** screen (**Shift F8 1**).

- (d) That margins are set in inches. Remember to take the binding width into account when setting the left margin.
- (e) That the cursor changes size according to the codes or text in the reveal codes screen. A code may be deleted with the usual delete keys.
- (f) To use **Type Through** to produce labels for envelopes. The **Type Through** command is **Shift F7 5**.
- (g) That there are numerous ways of saving your document and leaving WordPerfect. **F10** saves the document and leaves it on the screen. **F7** offers the option to leave WordPerfect or clear the workscreen once the document is saved.

LESSON THREE

CREATING AND PRINTING AN INVOICE

In this lesson you will learn how to:

- * clear tabs
- * set left-aligned tabs
- * set a centre tab
- * set decimal tabs
- * use tabs
- * alter numbers
- * save and replace your document
- * underline existing text

In this lesson you will revise:

- * setting margins
- * revealing the codes

SETTING MARGINS

You are going to create the invoice illustrated in Figure 3.1.

<i>Action</i>	<i>Result</i>
1. Load WordPerfect in the usual way. Change the default drive if necessary (hard disk users).	The blank workscreen is displayed.
2. Press Shift F8 (Format).	This displays the Format screen, see Figure 2.2.
3. Press 1	This selects Line and displays the Format: Line screen, see Figure 2.3.
4. Press 7	This selects Margins .
5. Key-in 1 if this is not already the default left margin and press Enter	The left margin is set to 1 inch.
6. Key-in 2 if this is not already the default right margin and press Enter	The right margin is set to 2 inches.

Figure 3.1

PLAYINV1

7th October 1988

Invoice No: 123456

Accounts Department
Playware Ltd
Unit 7
Industrial Estate
Wildon
Corby
NN8 5TY

INVOICE

To: Supplying Computer Aided Design software and equipment for Wildon office	£8,000.00
All in consultancy fee, as agreed	£1,000.00
Delivery	£88.00
Maintenance contract for 3 years	£2,500.00
 SUBTOTAL	 £11,588.00
VAT @ 15%	£1,738.20
TOTAL	£13,326.20

VAT Registered No: 111 2222 33

Action

Result

7. Press F7 (Exit)

The cursor returns to the workscreen, the margins are changed.

CLEARING TABS

Action

Result

8. Press Shift F8 (Format)

This displays the **Format** screen, see Figure 2.2.

9. Press 1

This selects **Line** and displays the **Format: Line** screen, see Figure 2.3.

10. Press 8

This selects **Tab Set** and displays the current tabs along the base of the screen. Each **L** represents a left-aligned tab stop. Each **.** represents a column. The columns are marked out in inches and every fifth column with the **^** symbol. The cursor is at the left-hand side of the row, see Figure 3.2.

Possible Initial Tab Settings

Delete EOL (clear tabs): Enter Number (set tab); Del (clear tab):
Left; Center; Right; Decimal; .= Dot Leader

SETTING LEFT-ALIGNED TABS

SETTING CENTRE TABS

35

<i>Action</i>	<i>Result</i>
13. Key-in 3.7 and press Enter	This sets a left-aligned tab in column 3.7".
14. Key-in C	This changes the L for a C, and a centre tab is set.

You could set as many centre tabs as you liked in a document in this way. A centre tab need not be in the centre of the document, you can centre text from any point you wish.

SETTING DECIMAL TABS

A decimal tab is used to line text up either on the right or at the decimal point. In other words, if you preceded text with this tab it would look like this:

```
Monday
Tuesday
Wednesday
  199
 2000
   13.45
  100.50
```

You are going to use a decimal tab in a column just in from the left margin, in column 6.0.

<i>Action</i>	<i>Result</i>
15. Key-in 6 and press Enter	This sets a left-aligned tab in column 6.0".
16. Key-in D	This changes the L for a D, and a decimal tab is set. Your tabs line should look like that in Figure 3.3.

Figure 3.3

Correct Tab Settings for PLAYINV1

```
.....L.....C.....D.....
|    ^    |    ^    |    ^    |    ^    |    ^    |    ^
1"      2"      3"      4"      5"      6"      7"
```

Delete EOL (clear tabs): Enter Number (set tab); Del (clear tab):
Left; Center; Right; Decimal; .= Dot Leader

You could set as many decimal tabs as you liked in a document in this way. Your tabs are now set.

<i>Action</i>	<i>Result</i>
17. As you have now set all necessary tabs, press F7 (Exit) twice.	The cursor returns to the workscreen.

KEYING-IN TEXT USING TABS

<i>Action</i>	<i>Result</i>
18. Key-in 7th October 1988 and press Enter twice.	7th October 1988

<i>Action</i>	<i>Result</i>
19. Key-in Invoice No: 123456 and press Enter twice.	Invoice No: 123456
20. Key-in: Accounts Department Playware Ltd Unit 7 Industrial Estate Wildon Corby NN8 5TY Press Enter twice.	The address is keyed-in.
21. Press Tab (marked with left- and right-facing arrows, to the left of Q) twice.	The cursor goes to the centre tab at the centre of the screen.
22. Press Caps Lock	Pos becomes POS at bottom right-hand corner.
23. Key-in INVOICE and press Enter twice.	INVOICE is centred.
24. Press Caps Lock	Pos becomes POS at bottom right-hand corner.
25. Key-in To:	To:
26. Press Tab	The cursor moves to the left-aligned tab position.
27. Key-in: Supplying Computer Aided Design software Press Enter	The cursor moves to the start of the next line.
28. Press Tab	The cursor moves to the left-aligned tab position.
29. Key-in: and equipment for Wildon office Press Tab	The cursor moves to the decimal tab position.
30. Key-in £8,000.00	£8,000.00 The decimal point is in column 6.
31. Press Enter twice.	The cursor moves down two lines.
32. Press Tab	The cursor moves to the left-aligned tab position.
33. Key-in: All in consultancy fee, as agreed	
34. Press Tab	The cursor moves to the decimal tab position.

<i>Action</i>	<i>Result</i>
35. Key-in £1,000.00	£1,000.00 The decimal point is in column 6.
36. Press Enter twice.	The cursor moves down two lines.
37. Press Tab	The cursor moves to the left-aligned tab position.
38. Key-in: Delivery	
39. Press Tab twice	The cursor moves to the decimal tab position.
40. Key-in £88.00	£88.00 The decimal point is in column 6.
41. Press Enter twice.	The cursor moves down two lines.
42. Continue in this way until you have completed the TOTAL line and pressed Enter twice, see Figure 3.1. NOTE: you need to press Tab twice after Delivery and also TOTAL to account for the centre tab.	Now you are ready to key-in and centre the VAT number line.
43. Press Tab twice.	The cursor goes to the centre tab at the centre of the screen.
44. Key-in: VAT Registered No: 111 2222 33 Press Enter twice.	The VAT number is centred. The invoice is complete.

PRINTING YOUR DOCUMENT

Your document should now look like that in Figure 3.1.

<i>Action</i>	<i>Result</i>
45. Press Shift F7	This displays the Print Screen , see Figure 1.6.
46. Press 1 (Full document)	The invoice is printed.

NAMING AND SAVING YOUR DOCUMENT AND LEAVING IT ON WORKSCREEN

<i>Action</i>	<i>Result</i>
47. Press F7	This displays the Save Document? (Y/N) Yes prompt.
48. Press Y	This displays the Document to be Saved: prompt.
49. Key-in PLAYINV1 and press Enter	This saves the document and displays either: B:PLAYINV1 or C:\WP50\TEXT\PLAYINV1 The Exit WP? (Y/N) No message is displayed.
50. Press F1 (Cancel)	This saves PLAYINV1 and leaves it on the workscreen. Alternatively you could have pressed F10 instead of F7, which would have bypassed the need to press F1 (Cancel).

MAKING ALTERATIONS TO THE NUMBERS

Now you are going to make a few changes to the document. Your completed document should look like that in Figure 3.4.

Imagine that the consultancy fee is reduced by 50%. As a result the VAT subtotal and total must also be changed.

Figure 3.4

Altered PLAYINV1

7th October 1988

Invoice No: 123456

Accounts Department
Playware Ltd
Unit 7
Industrial Estate
Wildon
Corby
NN8 5TY

INVOICE

To:	Supplying Computer Aided Design software and equipment for Wildon office	£8,000.00
	All in consultancy fee, as agreed	£500.00
	Delivery	£88.00
	Maintenance contract for 3 years	£2,500.00
	SUBTOTAL	£11,088.00
	VAT @ 15%	£1,663.20
	TOTAL	£12,751.20

VAT Registered No: 111 2222 33

<i>Action</i>	<i>Result</i>
51. Place the cursor on the 1 of £1,000.00	
52. Press Del three times.	£00.00
53. Check that Typeover is NOT displayed at the base of the screen. If it is, press Ins now.	Insert is ON.
54. Key-in 5	£500.00
55. Place the cursor on the 5 of £11,588.00 and press Del	£11,88.00
56. As Insert is still on, key-in 0	£11,088.00
57. Place the cursor on the 7 of £1,738.20 and press Del three times.	£1,.20
58. As Insert is still on, key-in 663	£1,663.20
59. Place the cursor on the first 3 of £13,326.20 and press Del five times.	£1.20
60. As Insert is still on key-in 2,751	£12,751.20

The invoice looks like that in Figure 3.4.

PRINTING YOUR DOCUMENT

Your document should now look like that in Figure 3.4.

<i>Action</i>	<i>Result</i>
61. Press Shift F7	This displays the Print Screen , see Figure 1.6.
62. Press 1 (Full document)	The invoice is printed.

SAVING THE NEW VERSION OF YOUR DOCUMENT SO THAT IT REPLACES THE EARLIER ONE

<i>Action</i>	<i>Result</i>
63. Press F7	This displays the Save Document? (Y/N) Yes prompt.
64. Press Y	This displays either: Document to be Saved:B:PLAYINV1 or: Document to be:Saved:C:\WP50\TEXT\PLAYINV1.

<i>Action</i>	<i>Result</i>
65. Press Enter	This displays the Replace (Y/N)? N message.
66. Press Y	Yes is displayed and the latest version replaces the earlier one. The Exit WP? (Y/N) No message is displayed.
67. Press F1 (Cancel)	This saves the new version of PLAYINV1 and leaves it on the workscreen.

UNDERLINING EXISTING TEXT

Now you are going to underline parts of the invoice so that it takes on a more professional look. Although there is a method for underlining text as you type it, the method for underlining existing text is slightly more complicated.

Your completed document will look like that in Figure 3.5.

<i>Action</i>	<i>Result</i>
68. Place the cursor on the I of INVOICE	
69. Press Alt F4 (Block)	This displays the Block On message at the base of the screen; as you move the cursor, all text covered will become highlighted.
70. Press → until the final E of INVOICE is highlighted.	
71. Press F8 (Underline).	<u>INVOICE</u>
72. Place the cursor on the £ sign of £2,500.00 and press Alt F4 (Block).	This displays the Block On message at the base of the screen.

Figure 3.5

Altered **PLAYINV1**

7th October 1988

Invoice No: 123456

Accounts Department
Playware Ltd
Unit 7
Industrial Estate
Wildon
Corby
NN8 5TY

INVOICE

To: Supplying Computer Aided Design software and equipment for Wildon office	£8,000.00
All in consultancy fee, as agreed	£500.00
Delivery	£88.00
Maintenance contract for 3 years	<u>£2,500.00</u>
SUBTOTAL	<u>£11,088.00</u>
VAT @ 15%	<u>£1,663.20</u>
TOTAL	<u>£12,751.20</u>

VAT Registered No: 111 2222 33

<i>Action</i>	<i>Result</i>
73. Press → until the final 0 of £2,500.00 is highlighted.	
74. Press F8 (Underline)	<u>£2,500.00</u>
75. Place the cursor on the £ of £11,088.00 and press Alt F4 (Block)	This displays the Block On message at the base of the screen.
76. Press → until the final 0 of £11,088.00 is highlighted.	
77. Press F8 (Underline)	<u>£11,088.00</u>
78. Continue in this way until your screen looks like that in Figure 3.5.	Your screen looks like that in Figure 3.5.

REVEALING THE CODES

Every time you underlined text an underline code was embedded on either side. The [UND] code comes before it and the [und] code after. You are going to reveal the codes now to take a look at this.

<i>Action</i>	<i>Result</i>
79. Press Alt F3 (Reveal Codes)	The screen splits in half and the lower section shows the text with codes.
80. Keep pressing ↑, watching the codes for Tabs.	

[Tab]
This is displayed in front of the Left-aligned tab.

[Tab][Cntr]
These are displayed in front of the Centre tab, because **Tab** was pressed but not used at the start of the line.

[Align]
This is displayed in front of the Decimal tab.

[UND] [und]
These are displayed before and after underlined text.

<i>Action</i>	<i>Result</i>
81. Press Alt F3 (Reveal Codes)	Codes are hidden once more.

PRINTING YOUR DOCUMENT

Your document should now look like that in Figure 3.5.

<i>Action</i>	<i>Result</i>
82. Press Shift F7	This displays the Print Screen , see Figure 1.6.
83. Press 1 (Full document)	The invoice is printed.

SAVING THE NEW VERSION OF YOUR DOCUMENT SO THAT IT REPLACES THE EARLIER ONE AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
84. Press F7	This displays the Save Document? (Y/N) Yes prompt.
85. Press Y	This displays either: Document to be Saved:B:PLAYINV1 or: Document to be Saved:C:\WP50\TEXT\PLAYINV1
86. Press Enter	This displays the Replace (Y/N)? N message.
87. Press Y	Yes is displayed and the latest version replaces the earlier one. The Exit WP? (Y/N) No message is displayed.
88. Press N	This clears the workscreen.

SUMMARY

In this lesson you have learned:

- (a) To select **Tab Set** from the **Format:Line** screen (**Shift F8 1**) to clear and set tabs.
- (b) To clear all tabs, position the cursor at the left-hand end of the tab screen and press **Ctrl End**.
- (c) To set a left-aligned tab, key-in the column number for the tab and press **Enter**.
- (d) To set a centre tab, key-in the column number for the tab, press **Enter** and key-in **C**.
- (e) To set a decimal tab, key-in the column number for the tab, press **Enter** and key-in **D**.
- (f) To use a tab, press the **Tab** key.
- (g) To underline existing text, first use the block command (**Alt F4**), highlight the text to be underlined and press **F8**.

LESSON FOUR

CREATING AND PRINTING A TABLE OF FIGURES

In this lesson you will learn how to:

- * use the centre command
- * underline text as you type it
- * centre text on a page top to bottom

In this lesson you will revise how to:

- * set the margins
- * clear tabs
- * set left-aligned tabs
- * set decimal tabs
- * use tabs

SETTING MARGINS

You are going to create the short table illustrated in Figure 4.1.

Figure 4.1

MARORD1

<u>ORDERS FOR MARCH</u>				
<u>COMPANY</u>	<u>ITEM</u>	<u>AMOUNT</u>	<u>NO</u>	<u>DISCOUNT</u>
Wigget & Tring	Plunket	£51.00	110	10%
Smith & Fair	Plunket	£51.00	50	5%
Little Orchards	Racky	£21.50	200	10%
Digby Dumpers	Wurble	£1.08	2000	5%
Digby Dumpers	Plunket	£51.00	250	10%
Penny Posters	Greeb	£14.98	1	0%
Jim and Ned Windows	Greeb	£14.98	100	5%
Karloff Babycare	Brabble	£2.66	3000	15%

<i>Action</i>	<i>Result</i>
1. Load WordPerfect in the usual way. Change the default drive if necessary (hard disk users).	The blank workscreen is displayed.
2. Press Shift F8 (Format)	This displays the Format screen, see Figure 2.2.
3. Press 1	This selects Line and displays the Format: Line screen, see Figure 2.3.
4. Press 7	This selects Margins .
5. Key-in .5 , if this is not already the default for the left margin, and press Enter	The left margin is set to .5 of an inch.
6. Key-in .8	The right margin is set to .8 of an inch.
7. Press Enter	The cursor returns to the Selection message.

CLEARING TABS

<i>Action</i>	<i>Result</i>
8. Press 8	This selects Tab Set and displays the current tabs along the base of the screen. The cursor is at the left-hand side of the row, see Figure 3.2.
9. Press Ctrl End (hold down Ctrl and press End)	This is the Delete EOL (end of line) command and clears all current tabs.

SETTING LEFT-ALIGNED TABS

A left-aligned tab is used to line text up on the left. You need a left-aligned tab for the ITEM column. It should be in column 3.4".

<i>Action</i>	<i>Result</i>
10. Key-in 3.4 and press Enter	A left-aligned tab is set in column 3.4". It is marked with an L.

SETTING DECIMAL TABS

A decimal tab is used to line text up either on the right or at the decimal point. You need decimal tabs for the AMOUNT, NO and DISCOUNT columns. The decimal tabs should be in columns 5", 6" and 7".

<i>Action</i>	<i>Result</i>
11. Key-in 5 and press Enter	This sets a left-aligned tab in column 5".
12. Key-in D	This changes the L for a D, and a decimal tab is set.

<i>Action</i>	<i>Result</i>
13. Key-in 6 and press Enter	This sets a left-aligned tab in column 6".
14. Key-in D	This changes the L for a D, and a decimal tab is set.
15. Key-in 7 and press Enter	This sets a left-aligned tab in column 7".
16. Key-in D	This changes the L for a D, and a decimal tab is set. Your tabs line should now look like that in Figure 4.2.

Figure 4.2

Correct Tab Settings for MARORD1

```

.....L.....D.....D.....D.....
^      |      ^      |      ^      |      ^      |      ^      |
1"     2"     3"     4"     5"     6"     7"

```

Delete EOL (clear tabs): Enter Number (set tab); Del (clear tab):
Left; Center; Right; Decimal; .= Dot Leader

<i>Action</i>	<i>Result</i>
17. As you have now set all necessary tabs, press F7 (Exit) twice.	The cursor returns to the workscreen.

USING THE CENTRE COMMAND

Use this command to centre text at the middle of the screen without having to set a centre tab.

<i>Action</i>	<i>Result</i>
18. Press Shift F6 (Center)	The cursor moves to the centre of the screen.

UNDERLINING TEXT AS YOU TYPE IT

Use this command before and after text to be underlined. This command only works on text that is being keyed-in at the same time, and not retrospectively.

<i>Action</i>	<i>Result</i>
19. Press F8 (Underline)	The column number becomes underlined. Underline is ON.
20. Press Caps Lock	POS
21. Key-in ORDERS FOR MARCH	<u>ORDERS FOR MARCH</u>
22. Press F8 (Underline)	Underline is removed from the column number. Underline is OFF.
23. Press Enter twice.	The cursor moves down two lines.
24. Press Caps Lock	Pos

KEYING-IN TEXT USING TABS

You are not going to key-in the column headings yet. You will find it easier to add them later, once the columns are complete.

<i>Action</i>	<i>Result</i>
25. Key-in Wigget & Tring and press Tab	The first entry is keyed-in and the cursor moves to the next tab.
26. Key-in Plunket and press Tab	The second entry is keyed-in and the cursor moves to the next tab.
27. Key-in £51.00 and press Tab	The third entry is keyed-in and the cursor moves to the next tab.
28. Key-in 110 and press Tab	The fourth entry is keyed-in and the cursor moves to the next tab.
29. Key-in 10% and press Enter	The first line is completed and the cursor moves to the start of the next line.
30. Continue in this way until you have completed the entries for the table and the cursor rests in the line below Karloff Babycare	You are ready to key-in the column headings.
31. Place the cursor on the W of Wigget & Tring	You are going to insert the column headings above this point.
32. Press Enter twice.	Two blank lines are inserted above the cursor.
33. Press ↑ twice.	The cursor moves to the start of the line that will contain the headings.
34. Press F8 (Underline)	Underline is ON.
35. Press Caps Lock	POS
36. Key-in COMPANY	<u>COMPANY</u>
37. Press Tab	The cursor moves to the first tab stop.
38. Key-in ITEM	<u>ITEM</u>
39. Press F8 (Underline)	This turns underline OFF, because you do not want to underline the following spaces.
40. Press Spacebar until the cursor is in column 4.7"; this is the correct place for AMOUNT . You cannot use a tab, for this heading because, being a decimal tab the text would line up to the left.	
41. Press F8 (underline) and key-in AMOUNT	<u>AMOUNT</u>
42. Press F8 (Underline)	This turns underline OFF, because you do not want to underline following spaces.

<i>Action</i>	<i>Result</i>
43. Press Spacebar until the cursor is in column 5.7".	
44. Press F8 (Underline) and key-in NO and press F8 (Underline) again.	<u>NO</u>
45. Press Spacebar until the cursor is in column 6.3.	
46. Press F8 (Underline) and key-in DISCOUNT	<u>DISCOUNT</u>
47. Press F8 (Underline)	Underline is OFF.
48. Press Caps Lock	Pos
	The table is complete, your screen should look like that in Figure 4.1.

CENTRING TEXT TOP TO BOTTOM

As the table is so short it would look nicer if it were printed out in the centre of the paper. You are going to issue the **Centre Page Top to Bottom** command. It must be given at the top of the document.

<i>Action</i>	<i>Result</i>
49. Press Home Home ↑	The cursor goes to the start of the text.
50. Press Shift F8 (Format)	This displays the Format screen, see Figure 2.2.
51. Press 2	This selects Page and displays the Format:Page screen, see Figure 4.3.

Figure 4.3

Format:Page Menu

Format: Page

1 - Center Page (top to bottom)	No
2 - Force Odd/Even Page	
3 - Headers	
4 - Footers	
5 - Margins - Top	0.8"
Bottom	0.8"
6 - New Page Number (example: 3 or iii)	1
7 - Page Numbering	No page numbering
8 - Paper Size	8.5" x 11"
Type	Standard
9 - Suppress (this page only)	

Selection: 0

<i>Action</i>	<i>Result</i>
52. Press 1	This moves the cursor to the Center Page (top to bottom) response and the No becomes Yes
53. Press F7 (Exit)	The cursor returns to the workscreen.

PRINTING YOUR DOCUMENT

<i>Action</i>	<i>Result</i>
54. Press Shift F7 (Print)	This displays the Print screen, see Figure 1.6.
55. Press 1	This selects Full Document and the document is printed.

NAMING AND SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
56. Press F7	This displays the Save Document? (Y/N) Yes prompt.
57. Press Y	This displays the Document to be Saved: prompt.
58. Key-in MARORD1 and press Enter	This saves the document and displays either: B:MARORD1 or: C:\WP50\TEXT\MARORD1
	The Exit WP? (Y/N) No message is displayed.
59. Press N	This saves MARORD1 and clears the workscreen.

SUMMARY

In this lesson you have learned:

- (a) To press **Shift F6** and key-in text to be centred to centre a line of text without setting a centre tab.
- (b) To press **F8** before and after text to be underlined as you key it in.
- (c) To select **Center Page (top to bottom)** from the **Format: Page** menu (**Shift F8 2**).

LESSON FIVE

USING INDENT, LINE SPACING AND JUSTIFICATION

In this lesson you will learn how to:

- * save, print and retrieve
- * check justification is OFF
- * indent text to the first tab
- * indent text to the second tab
- * remove one level of indent
- * retrieve your document from List Files
- * close text up
- * print document from List Files
- * double-space your document
- * justify your document
- * retrieve your document without using List Files

In this lesson you will revise how to:

- * clear tabs
- * set tabs
- * set margins

NOTES ON SAVING, PRINTING AND RETRIEVING

You will have noticed that there are numerous ways of saving your documents. You can use F7 or F10, clear the workscreen, quit WordPerfect or return to the document once it is saved.

When it comes to retrieving and printing your work you have various options available. If you remember the name of the document to retrieve, you can press Shift F10, name it and press Enter to bring it onto the workscreen at the cursor position. Alternatively you can press F5, list the files in the current directory/drive and pick the required document from the list.

Similarly you can print the current document while it is displayed on the screen or you can pick it from List Files. In this way you can print one document while working on another. If you remember the name of a document you want to print, other than the one on your screen, you can send it to print from the Shift F7 menu.

These methods will all be practised during this lesson. You are going to create the text shown in Figure 5.1.

SETTING THE MARGINS

<i>Action</i>	<i>Result</i>
1. Load WordPerfect in the usual way. Change the default drive if necessary (hard disk users).	The blank workscreen is displayed.
2. Press Shift F8 (Format)	This displays the Format screen, see Figure 2.2.
3. Press 1	This selects Line and displays the Format: Line screen, see Figure 2.3.
4. Press 7	This selects Margins .
5. Key-in 1 if this is not already the default and press Enter	The left margin is set to 1".
6. Key-in 1 and press Enter	The right margin is set to 1".
7. Press Enter	The cursor returns to the Selection message.

CLEARING TABS

<i>Action</i>	<i>Result</i>
8. Press 8	This selects Tab Set and displays the current tabs along the base of the screen. The cursor is at the left-hand side of the row.
9. Press Ctrl End	This is the Delete EOL (end of line) command and clears all current tabs.

Figure 5.1

THINGS1

THINGS TO DO

- 1 Organise accommodation, lease details, advertise for staff, buy equipment.
 - 1.1 Accommodation must lie within 3 mile radius of the town centre and must offer parking for at least 3 cars.
 - 1.2 The lease must be no more than six monthly renewable and must include a get-out clause.
 - 1.3 Start with Job Centres for two weeks. Go on to local papers and finally to national press. Try to find at least one trainee. Interviews will be no later than 30th April.
 - 1.4 Equipment should be obtained at discount. Compatibles are acceptable. Try to use one dealer to maximise discount. Check delivery is swift and will be sent by courier.
- 2 Organise publicity, market research and coverage in local and national press.
 - 2.1 Contract a local PR company to organise all press releases and exhibitions. Offer monthly contract at discount.
 - 2.2 Spend £1000 on market research in the area. Try to avoid mailshots and go for telesales and advertising if possible. Try to find a PR company that can provide this service too.

SETTING LEFT-ALIGNED TABS

This document has two left-aligned tabs, half an inch apart. They will be in columns 1.5" and 2".

<i>Action</i>	<i>Result</i>
10. Key-in 1.5 and press Enter	A left-aligned tab is set in column 1.5, it is marked with an L.
11. Key-in 2 and press Enter	A left-aligned tab is set in column 2.0, it is marked with an L.

CHECKING JUSTIFICATION IS OFF

Your document is to have a ragged right-hand margin, as opposed to a justified (right-aligned) right-hand margin, see Figure 5.1. Justified text has straight left and right margins, and extra spaces are added between words so that this can be produced.

<i>Action</i>	<i>Result</i>
12. Press Shift F8	This displays the Format screen, see Figure 2.2.

<i>Action</i>	<i>Result</i>
13. Press 1	This selects Line and displays the Format: Line screen, see Figure 2.3.
14. Take a look at the current response (default) for Justification . It will either say Yes or No . If it says Yes , press 3 followed by N	The cursor moves to beside Justification and the Yes becomes No .
15. Press F7 (Exit) twice.	The cursor returns to the workscreen. Justification is off.

UNDERLINING TEXT AS YOU TYPE IT

<i>Action</i>	<i>Result</i>
16. Press F8 (Underline)	Underline is ON.
17. Press Caps Lock	POS
18. Key-in THINGS TO DO	<u>THINGS TO DO</u>
19. Press F8 (Underline)	Underline is OFF.
20. Press Enter twice.	Now you are ready to indent the rest of the document.

KEYING-IN TEXT USING INDENT

<i>Action</i>	<i>Result</i>
21. Key-in 1	
22. Press F4 (Indent)	The cursor moves over to the first tab stop.
23. Key-in: Organise accommodation, lease details, advertise for staff, buy equipment.	
24. Press Enter twice.	The first paragraph is indented to the first tab.
25. Press F4 (Indent)	The cursor moves over to the first tab stop.
26. Key-in 1.1	
27. Press F4 (Indent)	The cursor moves over to the second tab stop.
28. Key-in: Accommodation must lie within 3 mile radius of the town centre and must offer parking for at least 3 cars.	
29. Press Enter twice.	Paragraph 1.1. is indented to the second tab.
30. Press F4 (Indent)	The cursor moves over to the first tab stop.

<i>Action</i>	<i>Result</i>
31. Key-in 1.2	
32. Press F4 (Indent)	The cursor moves over to the second tab stop.
33. Key-in: The lease must be no more than six monthly renewable and must include a get-out clause.	
34. Press Enter twice.	Paragraph 1.2. is indented to the second tab.
35. Press F4 (Indent) and continue in this way until your screen looks like Figure 5.1.	Your screen looks like that in Figure 5.1.

PRINTING YOUR DOCUMENT

<i>Action</i>	<i>Result</i>
36. When you are happy with your document press Shift F7 (Print).	This displays the Print screen, see Figure 1.6.
37. Press 1	This selects Full document and your document is printed.

SAVING YOUR DOCUMENT AND LEAVING IT ON THE WORKSCREEN

<i>Action</i>	<i>Result</i>
38. Press F7 (Exit)	This displays the Save Document? (Y/N) Yes prompt.
39. Press Y	This displays the Document to be Saved: prompt.
40. Key-in THINGS1 and press Enter	This displays the Saving: message followed by either: B:THINGS1 or C:\WP50\TEXT\THINGS1 The Exit WP? (Y/N) No message is displayed.
41. Press F1 (Cancel)	This leaves THINGS1 on the screen.

REVEALING THE CODES

<i>Action</i>	<i>Result</i>
42. Press Alt F3 (Reveal codes) and move the cursor through the document looking at the codes.	[> Indent] is displayed each time you pressed F4 .

REMOVING ONE LEVEL OF INDENT WITH THE CODES REVEALED

You are going to delete the subsection numbers and one indent command to create the version of THINGS1 shown in Figure 5.2.

<i>Action</i>	<i>Result</i>
43. With the codes still displayed, place the cursor on the [-> Indent] code before 1.1. Notice how the cursor is the same size as the code.	
44. Press Del	The Indent code is deleted and text moves back towards the left margin so the second level of indent is removed.
45. Press Del three times.	1.1 is deleted.
46. Notice how the text alters in the reveal codes screen at the same time as the normal workscreen in the upper half of the screen.	
47. Place the cursor on the [-> Indent] code before 1.2.	
48. Press Del	The Indent code is deleted and text moves back towards the left margin so the second level of indent is removed.
49. Press Del three times.	1.2 is deleted.
50. Place the cursor on the [-> Indent] code before 1.3.	

Figure 5.2

Altered MARORD1 - One indent removed

THINGS TO DO

- 1 Organise accommodation, lease details, advertise for staff, buy equipment.

Accommodation must lie within 3 mile radius of the town centre and must offer parking for at least 3 cars.

The lease must be no more than six monthly renewable and must include a get-out clause.

Start with Job Centres for two weeks. Go on to local papers and finally to national press. Try to find at least one trainee. Interviews will be no later than 30th April.

Equipment should be obtained at discount. Compatibles are acceptable. Try to use one dealer to maximise discount. Check delivery is swift and will be sent by courier.
- 2 Organise publicity, market research and coverage in local and national press.

Contract a local PR company to organise all press releases and exhibitions. Offer monthly contract at discount.

Spend £1000 on market research in the area. Try to avoid mailshots and go for telesales and advertising if possible. Try to find a PR company that can provide this service too.

<i>Action</i>	<i>Result</i>
51. Press Del	The Indent code is deleted and text moves back towards the left margin so the second level of indent is removed.
52. Press Del three times.	1.3 is deleted.
53. Continue in this way until your document looks like that in Figure 5.2.	Your screen looks like that in Figure 5.3.
54. Press Alt F3	The codes are hidden and the workscreen returns to normal.

PRINTING YOUR DOCUMENT

<i>Action</i>	<i>Result</i>
55. When you are happy with your document press Shift F7 (Print)	This displays the Print screen, see Figure 1.6.
56. Press 1	This selects Full document and your document is printed.

SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
57. Press F7	This displays the Save Document? (Y/N) Yes prompt.
58. Press Y	This displays the Document to be Saved: message followed by either: B:THINGS1 or C:\WP50\TEXT\THINGS1 prompt.
59. Press Enter	This displays the Replace (Y/N)? message
60. Press Y	Yes Once the document is saved the Exit WP? (Y/N) No message is displayed.
61. Press N	This clears the workscreen.

RETRIEVING YOUR DOCUMENT FROM LIST FILES

Now you are going to pick **THINGS1** from the **List Files** screen; this will bring it into the workscreen.

<i>Action</i>	<i>Result</i>
62. Press F5 (List Files)	The current directory is displayed, which should be the location of THINGS1 .
63. Press Enter	The current directory is displayed, with the documents in an alphabetical list.
64. Press the arrow keys to move the block cursor until THINGS1 is highlighted.	THINGS1 is highlighted.
65. Press 1 (Retrieve)	THINGS1 is brought onto the workscreen.

CLOSING TEXT UP WITH THE CODES REVEALED

Now you are going to delete some more codes to produce the version of **THINGS1** illustrated in Figure 5.3.

<i>Action</i>	<i>Result</i>
66. With the cursor at the top of the text, press Alt F3 (Reveal Codes)	The screen splits in half and codes are revealed.
67. Place the cursor on the [Hrt] code that follows 3 cars .	[Hrt] is highlighted.
68. Press Del three times.	[Hrt] [Hrt] and [->Indent] are deleted. Text closes up but you need two spaces to separate the two sentences.
69. With the cursor on the T of The lease , press Spacebar twice.	Two spaces are inserted and the sentences are separated.
70. Place the cursor on the [Hrt] code that follows clause	[Hrt] is highlighted.
71. Press Del three times.	[Hrt] [Hrt] and [->Indent] are deleted. Text closes up but you need two spaces to separate the two sentences.

Figure 5.3

Altered MARORD1 - Text closed up

THINGS TO DO

- 1 Organise accommodation, lease details, advertise for staff, buy equipment.

Accommodation must lie within 3 mile radius of the town centre and must offer parking for at least 3 cars. The lease must be no more than six monthly renewable and must include a get-out clause. Start with Job Centres for two weeks. Go on to local papers and finally to national press. Try to find at least one trainee. Interviews will be no later than 30th April. Equipment should be obtained at discount. Compatibles are acceptable. Try to use one dealer to maximise discount. Check delivery is swift and will be sent by courier.

- 2 Organise publicity, market research and coverage in local and national press.

Contract a local PR company to organise all press releases and exhibitions. Offer monthly contract at discount. Spend £1000 on market research in the area. Try to avoid mailshots and go for telesales and advertising if possible. Try to find a PR company that can provide this service too.

<i>Action</i>	<i>Result</i>
72. With the cursor on the S of Start with , press Spacebar twice.	Two spaces are inserted and the sentences are separated.
73. Place the cursor on the [HRT] code that follows April .	[HRT] is highlighted.
74. Press Del three times.	[HRT] [HRT] and [->Indent] are deleted. Text closes up but you need two spaces to separate the two sentences.
75. With the cursor on the E of Equipment , press Spacebar twice.	Two spaces are inserted and the sentences are separated.
76. Continue in this way until your document looks like that in Figure 5.3.	Your document looks like that in Figure 5.3.
77. Press Alt F3 (Reveal Codes)	Codes are hidden once more.

SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
78. Press F7	This displays the Save Document? (Y/N) Yes prompt.

<i>Action</i>	<i>Result</i>
79. Press Y	This displays the Document to be Saved: message followed by either: B:THINGS1 or C:\WP50\TEXT\THINGS1 prompt.
80. Press Enter	This displays the Replace (Y/N)? message
81. Press Y	Yes Once the document is saved the Exit WP? (Y/N) No message is displayed.
82. Press N	This clears the workscreen.

PRINTING YOUR DOCUMENT FROM LIST FILES

Sometimes you will want to print a document when it is not displayed on the workscreen. You can use the following method whether there is a document on your workscreen or not.

<i>Action</i>	<i>Result</i>
83. Press F5 (List Files)	The current directory is displayed, which should be the location of THINGS1 .
84. Press Enter	The current directory is displayed, with the documents in an alphabetical list.
85. Press the arrow keys to move the block cursor until THINGS1 is highlighted.	THINGS1 is highlighted.
86. Press 4 (Print)	Page(s):(All) is displayed.
87. Press Enter	The document is printed. As there is only one page it is appropriate to accept All . If you wanted to print a single page, you would key-in that page number; to print several pages, separate the numbers with commas; to print a series of pages key-in, 1-4, for example.

RETRIEVING YOUR DOCUMENT WITHOUT USING LIST FILES

Use this method if you can remember the name of your current document. If it is in a different directory or drive you need to precede the filename with the appropriate drive and directory specification, such as **B:** or **C:\WP50\TEXT**.

<i>Action</i>	<i>Result</i>
88. If the List Files directory is still displayed, press Spacebar or F7 (Exit)	The blank workscreen is displayed.
89. Press Shift F10 (Retrieve)	This displays the Document to be Retrieved: message.

<i>Action</i>	<i>Result</i>
90. Key-in: THINGS1 and press Enter	THINGS1 is brought into the workscreen.

DOUBLE-SPACING YOUR DOCUMENT

Now you are going to double-space the text so that it looks like that in Figure 5.4.

<i>Action</i>	<i>Result</i>
91. With the cursor at the top of the document, press Shift F8 (Format)	This displays the Format screen, see Figure 2.2.
92. Press 1 (Line)	This displays the Format:Line screen, see Figure 2.3.
93. Press 6 (Line Spacing)	The cursor moves to the Line Spacing response.
94. Key-in 2	This changes the spacing to double.
95. Press F7 (Exit) twice.	Changes are saved, the cursor returns to the workscreen and the document is now double spaced.

SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
96. Press F7	This displays the Save Document? (Y/N) Yes prompt.
97. Press Y	This displays the Document to be Saved: message followed by either: B:THINGS1 or C:\WP50\TEXT\THINGS1 prompt.
98. Press Enter	This displays the Replace (Y/N)? message
99. Press Y	Yes Once the document is saved the Exit WP? (Y/N) No message is displayed.
100. Press N	This clears the workscreen.

PRINTING YOUR DOCUMENT FROM LIST FILES

<i>Action</i>	<i>Result</i>
101. Press F5 (List Files)	The current directory is displayed, which should be the location of THINGS1 .

Figure 5.4

Altered MARORD1 - Double spaced

THINGS TO DO

- 1 Organise accommodation, lease details, advertise for staff, buy equipment.

Accommodation must lie within 3 mile radius of the town centre and must offer parking for at least 3 cars. The lease must be no more than six monthly renewable and must include a get-out clause. Start with Job Centres for two weeks. Go on to local papers and finally to national press. Try to find at least one trainee. Interviews will be no later than 30th April. Equipment should be obtained at discount. Compatibles are acceptable. Try to use one dealer to maximise discount. Check delivery is swift and will be sent by courier.

- 2 Organise publicity, market research and coverage in local and national press.

Contract a local PR company to organise all press releases and exhibitions. Offer monthly contract at discount. Spend £1000 on market research in the area. Try to avoid mailshots and go for telesales and advertising if possible. Try to find a PR company that can provide this service too.

<i>Action</i>		<i>Result</i>
102.	Press Enter	The current directory is displayed, with the documents in an alphabetical list.
103.	Press the arrow keys to move the block cursor until THINGS1 is highlighted.	THINGS1 is highlighted.
104.	Press 4 (Print)	Page(s):(All) is displayed.
105.	Press Enter	The document is printed.

RETRIEVING YOUR DOCUMENT WITHOUT USING LIST FILES

<i>Action</i>	<i>Result</i>
106. If the List Files directory is still displayed, press Spacebar	The blank workscreen is displayed.
107. Press Shift F10 (Retrieve)	This displays the Document to be Retrieved: message.
108. Key-in: THINGS1 and press Enter	THINGS1 is brought into the workscreen.

JUSTIFYING YOUR DOCUMENT

You are going to justify your document so that it looks like that in Figure 5.5.

<i>Action</i>	<i>Result</i>
109. With the cursor at the top of the document, press Shift F8 (Format)	This displays the Format screen, see Figure 2.2.
110. Press 1 (Line)	This displays the Format:Line screen, see Figure 2.3.
111. Press 3 (Justification)	The cursor moves to the Justification response.
112. Key-in Y	Yes is displayed and the cursor returns to the Selection message.
113. Press F7 (Exit)	Changes are saved, the cursor returns to the workscreen and the document will now print out justified.

Figure 5.5

Altered MARORD1 - Justified and double spaced

THINGS TO DO

- 1 Organise accommodation, lease details, advertise for staff, buy equipment.

Accommodation must lie within 3 mile radius of the town centre and must offer parking for at least 3 cars. The lease must be no more than six monthly renewable and must include a get-out clause. Start with Job Centres for two weeks. Go on to local papers and finally to national press. Try to find at least one trainee. Interviews will be no later than 30th April. Equipment should be obtained at discount. Compatibles are acceptable. Try to use one dealer to maximise discount. Check delivery is swift and will be sent by courier.

- 2 Organise publicity, market research and coverage in local and national press.

Contract a local PR company to organise all press releases and exhibitions. Offer monthly contract at discount. Spend £1000 on market research in the area. Try to avoid mailshots and go for telesales and advertising if possible. Try to find a PR company that can provide this service too.

PRINTING YOUR DOCUMENT

<i>Action</i>	<i>Result</i>
114. When you are happy with your document, press Shift F7 (Print)	This displays the Print screen, see Figure 1.6.
115. Press 1	This selects Full document and your document is printed.

SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
116. Press F7	This displays the Save Document? (Y/N) Yes prompt.
117. Press Y	This displays the Document to be Saved: message followed by either: B:THINGS1 or C:\WP50\TEXT\THINGS1 prompt.
118. Press Enter	This displays the Replace (Y/N)? message
119. Press Y	Yes Once the document is saved the Exit WP? (Y/N) No message is displayed.
120. Press N	This clears the workscreen.

SUMMARY

In this lesson you have learned:

- (a) That justification is changed on the Format: Line screen (**Shift F8 1**). Justified text will have a smooth right- and left-hand margin. Its opposite, ragged right, will have a smooth left-hand margin and a ragged right margin.
- (b) That you press **F4** to indent text to the next tab on the format line. To indent to the second tab, press **F4** twice and so on.
- (c) That to remove and indent, you delete the **[-->Indent]** code.
- (d) That you can delete and insert text with reveal codes displayed. As the cursor moves to a code the highlight stretches to cover the code.
- (e) That to close text up, you need to delete the relevant codes, for example, **[HRt]** codes.
- (f) That you can retrieve a document from **List Files** into the current workscreen by pressing **F5** followed by **Enter** and picking the relevant document from the list and pressing **1** to retrieve it.
- (g) That you can print a document from the List Files screen by pressing **F5** followed by **Enter** and picking the relevant document from the list and pressing **4** to print it.
- (h) That you press **Shift F10** to retrieve a document into the workscreen without pressing **F5** first. Use this if you can remember its name. Don't forget to precede the document name with any drive or directory names if the document is not in the default directory/drive.
- (i) That you always change line spacing at a point BEFORE you want double spacing to start.
- (j) That line spacing is changed from the Format:Line (**Shift F8 1**) screen.

- (k) That you always switch justification on or off at a point BEFORE you want it to start.
- (l) That justification is changed from the Format:Line (**Shift F8 1**) screen.

LESSON SIX

ENHANCING YOUR TEXT

In this lesson you will learn how to:

- * set the date
- * align text at the right margin
- * embolden text as you type it
- * reveal the codes to remove bold
- * embolden existing text using block
- * underline text as you type it
- * reveal the codes to remove underline
- * underline existing text using block
- * embolden and underline text as you type it
- * reveal the codes to remove underline and bold
- * embolden and underline existing text using block
- * use highlighting
- * capitalise lower-case text
- * remove capitals from upper-case text
- * overstrike text for accents
- * use subscript
- * use superscript
- * change the size of characters
- * choose a base font
- * change the appearance of characters
- * view your document
- * print your document
- * save your document and clear the workscreen

Figure 6.1

EFFECTS1

September 12, 1988

Monday, 12 September 1988

Tuesday, April 18 1989

Page 1

This is very important

ACCOUNTS 31ST JANUARY

Re: Letter 23rd April 1988

HAPPY BIRTHDAY

yours sincerely

pâté

My room is 3m²

Carbon dioxide is CO₂

¹/₂

I am so happy

I am ECSTATIC

The mouse was very tiny indeed

This is 10 pitch

This is 12 pitch

This is 17 pitch

This is 5 pitch

Back to 10 pitch

This is bold

This is underline

This is double underline

This is italic

This is outline

This is shadow

THIS IS SMALL CAPS

~~This is redline~~

~~This-is-strikeout~~

You are going to produce all the examples shown in Figure 6.1. Unless you have a high-quality dot matrix or laser printer, you may find that some of the examples do not work for your printer.

SETTING THE DATE

Use this command to produce the current date in your document. Whenever the document is printed, the current date will be used and not the date at the time the document was created.

Action

1. Load WordPerfect 5 in the usual way, changing directory/drive if necessary.
2. Press **Shift F5** (Date/Outline)

Result

The blank workscreen is displayed.

The **Date/Outline** menu runs along the base of the screen, see Figure 6.2.

Figure 6.2

Date/Outline Menu

1 Date Text; 2 Date Code; 3 Date Format; 4 Outline; 5 Para Num; 6 Define

Action

3. Press **2**

Result

This selects **Date Code** and the current date is displayed in the text at the cursor position. This date code remains with the document and the current date will always be printed with the document at a later date.

If you do not like this format it can be changed, for example, you could add the day of the week as a word, or even the time of day.

Action

4. Press **Enter** twice.
5. Press **Shift F5** (Date/Outline).
6. Press **3**
7. Key-in **6, 3 1 4**

Result

The cursor moves down a couple of lines. The **Date/Outline** screen is displayed, see Figure 6.2.

This selects **Date Format** and displays the screen shown in Figure 6.3.

You have now selected that the day of the week is followed by a comma and then the day of the month, the month in words and then the year.

Figure 6.3

Date Format Screen

Date Format

Character	Meaning
1	Day of the Month
2	Month (number)
3	Month (word)
4	Year (all four digits)
5	Year (last two digits)
6	Day of the Week (word)
7	Hour (24-hour clock)
8	Hour (12-hour clock)
9	Minute
0	am / pm
%	Used before a number, will: Pad numbers less than 10 with a leading zero Output only 3 letters for the month or day of the week

Examples

3 1, 4 = December 25, 1984
%6 %3 1, 4 = Tue Dec 25, 1984
8:90 = 10:55am

Date format: 3 1, 4

Action

Result

- | | |
|------------------------|---|
| 8. Press F7 (Exit) | The Date/Outline screen is displayed once more. |
| 9. Press 1 | This selects Date Text and produces the current date. As you selected Date Text , this date will remain the same when saved with the document and will not alter next time it is printed. |
| 10. Press Enter twice. | The cursor moves down a couple of lines. |

ALIGNING TEXT AT THE RIGHT MARGIN

Use this command to produce a date at the right margin. In this way you can bypass setting a tab. Similarly you could use this command to produce a page number.

Action

Result

- | | |
|-----------------------------------|--|
| 11. Press Alt F6 (Flush Right) | The cursor moves over to the right margin. |
| 12. Press Shift F5 (Date/Outline) | This displays the Date/Outline screen, see Figure 6.2. |
| 13. Press 2 | This selects Date Code and produces the current date according to the current format parameters over at the right margin. |
| 14. Press Enter twice. | The cursor moves down a couple of lines. |
| 15. Press Alt F6 (Flush Right) | The cursor moves over to the right margin. |
| 16. Key-in Page 1 | Page 1 |
| 17. Press Enter twice. | The cursor moves down a couple of lines. |

EMBOLDENING TEXT AS YOU TYPE IT

Emboldened text will print out twice as dark as normal text. Use it for emphasis, especially in headings.

A bold code must appear before and after text to be emboldened.

<i>Action</i>	<i>Result</i>
18. Key-in This is and press Spacebar	This is
19. Press F6 (Bold)	Bold is ON, the pos number is also in bold.
20. Key-in very	This is very
21. Press Spacebar	
22. Press F6 (Bold)	Bold is OFF, the pos number is normal.
23. Key-in important	This is very important

REVEALING THE CODES AND REMOVING BOLD

By deleting either one of the pair of bold symbols you automatically remove the second symbol and bold is removed.

<i>Action</i>	<i>Result</i>
24. Press Alt F3 (Reveal Codes)	Codes are revealed.
25. Position the cursor over either of the [BOLD] or [bold] symbols.	The highlight stretches to cover one of these symbols.
26. Press Del	The symbol is deleted.
27. Press Alt F3 (Reveal Codes)	This is very important
	Codes are hidden, bold is removed

NOTE: If you try to delete bold without revealing the codes first, the **Delete [BOLD]? Y/N** No message is displayed to warn you. If you do still want to delete the code, press **Y**.

EMBOLDENING EXISTING TEXT

If you want to embolden existing text, you cannot use **F6 (Bold)** on either side of the text as before. Instead you must highlight the required text using the **Alt F4 (Block)** command and then press **F6 (Bold)**.

It is worth noting that you can highlight text for blocking purposes forwards or backwards through the text.

<i>Action</i>	<i>Result</i>
28. Place the cursor on the v of very	
29. Press Alt F4 (Block On)	Block On flashes at the base of the screen.

<i>Action</i>	<i>Result</i>
30. Press → until the cursor is on the y of very	very is highlighted
31. Press F6 (Bold)	This is very important
32. Press End	The cursor moves to the end of the line.
33. Press Enter twice.	The cursor moves down a couple of lines.

UNDERLINING TEXT AS YOU TYPE IT

Use underline for emphasis, especially in headings.

An underline code must appear before and after text to be underlined.

<i>Action</i>	<i>Result</i>
34. Press F8 (Underline)	Underline is ON, the pos number is either underlined or changes colour (colour monitor).
35. Key-in:	
ACCOUNTS 31ST JANUARY	<u>ACCOUNTS 31ST JANUARY</u>
36. Press F8 (Underline)	Underline is OFF, the pos number is normal.

REVEALING THE CODES AND REMOVING UNDERLINE

By deleting either one of the pair of underline symbols, you automatically remove the second symbol and underline is removed.

<i>Action</i>	<i>Result</i>
37. Press Alt F3 (Reveal Codes)	Codes are revealed.
38. Position the cursor over either of the [UND] or [und] symbols.	The highlight stretches to cover one of these symbols.
39. Press Del	The symbol is deleted.
40. Press Alt F3 (Reveal Codes)	ACCOUNTS 31ST JANUARY Codes are hidden, underline is removed

NOTE: If you try to delete underline without revealing the codes first, the Delete [UND]? Y/N No message is displayed to warn you. If you do still want to delete the code, press Y.

UNDERLINING EXISTING TEXT

If you want to underline existing text, you cannot use F8 (Underline) on either side of the text as before. Instead you must highlight the required text using the Alt F4 (Block) command and then press F8 (Underline).

Remember that you can highlight text for blocking purposes forwards or backwards through the text.

<i>Action</i>	<i>Result</i>
41. Place the cursor on the Y of JANUARY	
42. Press Alt F4 (Block On)	Block On flashes at the base of the screen.
43. Press ← until the cursor is on the A of ACCOUNTS	ACCOUNTS 31ST JANUARY is highlighted.
44. Press F8 (Underline)	<u>ACCOUNTS 31ST JANUARY</u>
45. Press End	The cursor moves to the end of the line.
46. Press Enter twice.	The cursor moves down a couple of lines.

UNDERLINING AND EMBOLDENING TEXT AS YOU TYPE IT

If you want to use both commands, it does not matter in which order you give them.

<i>Action</i>	<i>Result</i>
47. Press F6 (Bold)	Bold is ON, the pos number is in bold.
48. Press F8 (Underline)	Underline is ON, the pos number indicates underline.
49. Key-in: Re: Letter 23rd April 1988	<u>Re: Letter 23rd April 1988</u>
50. Press F6 (Bold)	Bold is OFF, the bold is removed from the pos number.
51. Press F8 (Underline)	Underline is OFF, the underline indication is removed from the pos number.

REVEALING THE CODES AND REMOVING BOLD AND UNDERLINE FROM TEXT

By deleting either one of the pair of bold and underline symbols, you automatically remove the second symbol and underline and bold are removed.

<i>Action</i>	<i>Result</i>
52. Press Alt F3 (Reveal Codes)	Codes are revealed.
53. Position the cursor over either of the [UND] or [und] symbols.	The highlight stretches to cover one of these symbols.
54. Press Del	The symbol is deleted.

Action

Result

- | | |
|--|---|
| 55. Position the cursor over either of the [BOLD] or [bold] symbols. | The highlight stretches to cover one of these symbols. |
| 56. Press Del | The symbol is deleted. |
| 57. Press Alt F3 (Reveal Codes) | Re: Letter 23rd April 1988
Codes are hidden, underline is removed |

UNDERLINING AND EMBOLDENING EXISTING TEXT

There are numerous methods for highlighting text quickly. You can use any of the normal cursor movement commands and may also specify a character for the highlight to go to. A couple of these are now illustrated.

Action

Result

- | | |
|--------------------------------------|--|
| 58. Place the cursor on the R of Re: | |
| 59. Press Alt F4 (Block) | Block On flashes at the base of the screen. |
| 60. Press End | The entire line from the cursor to the right-hand side is highlighted. |
| 61. Press F8 (Underline) | <u>Re: Letter 23rd April 1988</u> |
| 62. Press Alt F4 (Block) | Block On flashes at the base of the screen. |
| 63. Press Home Home ← | The entire line from the cursor to the left-hand side is highlighted. |
| 64. Press F6 (Bold) | <u>Re: Letter 23rd April 1988</u> |
| 65. Press End | The cursor moves to the right side of the line. |
| 66. Press Enter twice. | The cursor moves down a couple of lines. |

NOTES ON HIGHLIGHTING

As mentioned briefly above, there are many different highlighting methods. As you saw, the highlight may be moved forwards or backwards through the text.

By cursor movement

All of the cursor movement commands listed in Lesson One may be used to move the cursor to a specific location. For example, **Home Home ↑** will take the cursor to the top of the document, while **+** (on the numeric keypad) will take it up one screen load.

By specific character/code

These commands may only work forwards through the text from the cursor position.

Spacebar

Press this to hop the cursor and highlight from word to word (literally from space to space).

Full stop

Press this to hop the cursor and highlight to the end of the sentence (literally from . to .).

Enter

Press this to hop the cursor from paragraph to paragraph (literally from [HRt] to [HRt]).

Character

Press **a**, for example, to move to the first **a**, press it again to move to the second **a**, and so on. You can press any character on the QWERTY keyboard and the cursor and highlight will move directly to that point.

CAPITALISING LOWER-CASE TEXT

<i>Action</i>	<i>Result</i>
67. Key-in: happy birthday	
68. With the cursor in the space after day , press Alt F4 (Block)	Block On flashes at the base of the screen.
69. Press Home ←	The cursor moves to the left side of the line and highlights the text.
70. Press Shift F3 (Switch)	The 1 Uppercase; 2 Lowercase message is displayed.
71. Press 1	HAPPY BIRTHDAY Uppercase is selected.
72. Press End	The cursor moves to the right side of the line.
73. Press Enter twice.	The cursor moves down a couple of lines.

DECAPITALISING UPPER-CASE TEXT

<i>Action</i>	<i>Result</i>
74. Press Caps Lock and key-in: YOURS SINCERELY	YOURS SINCERELY
75. Press Caps Lock to turn capitals off followed by Alt F4 (Block)	Block On flashes at the base of the screen.
76. Press Home ←	The cursor moves to the left side of the line and highlights the text.
77. Press Shift F3 (Switch)	The 1 Uppercase; 2 Lowercase message is displayed.
78. Press 2	yours sincerely Lowercase is selected.
79. Press End	The cursor moves to the right side of the line.
80. Press Enter twice.	The cursor moves down a couple of lines.

OVERSTRIKING TEXT FOR ACCENTS

In order to produce French accents on words, or to produce the ↑ symbol, for example, you need to be able to print two characters one on top of the other.

<i>Action</i>	<i>Result</i>
81. Key-in p	p
82. Press Shift F8 (Format)	This displays the Format screen.
83. Press 4	This selects the Format: Other screen, see Figure 6.4.

Figure 6.4

Format: Other Menu

1 - Advance	
2 - Conditional End of Page	
3 - Decimal/Align Character Thousands' Separator	. ,
4 - Language	EN
5 - Overstrike	
6 - Printer Functions	
7 - Underline - Spaces Tabs	Yes No

Selection: 0

<i>Action</i>	<i>Result</i>
84. Press 5	This selects Overstrike and displays the 1 Create 2 Edit message.
85. Press 1	This displays [Overstrk]; the cursor is waiting for you to key-in the characters to be printed on top of each other.
86. Key-in a^ (press Shift 6 for ^)	
87. Press Enter then F7	p^ The first of the two overstruck characters is not displayed.
88. Key-in t	p^t
89. Press Shift F8 (Format)	This displays the Format screen.
90. Press 4	This selects the Format: Other screen, see Figure 6.4.

<i>Action</i>	<i>Result</i>
91. Press 5	This selects Overstrike and displays the 1 Create 2 Edit message.
92. Press 1	This displays [Overstrk] ; the cursor is waiting for you to key-in the characters to be printed on top of each other.
93. Key-in e'	
94. Press Enter then F7	p^t' The first of the two overstruck characters is not displayed.
95. Press Alt F3 (Reveal codes)	p[Overstrk a^]t[Overstrk e'] The codes are revealed.
96. Press Alt F3 (Reveal codes)	The codes are hidden.
97. Press Enter twice.	The cursor moves down a couple of lines.

USING SUPERScript

Superscripted text prints half a line above normal text; use it for formulae or fractions. Superscripted text must always be turned back to **normal** afterwards.

<i>Action</i>	<i>Result</i>
98. Key-in My room is 3m	 My room is 3 ^m
99. Press Ctrl F8 (Font)	This displays the Font Menu along the base of the screen, see Figure 6.5.

Figure 6.5

Font Menu

1 Size; 2 Appearance; 3 Normal; 4 Base Font; 5 Print Color:0

<i>Action</i>	<i>Result</i>
100. Press 1	This selects Size and displays the Size Menu , see Figure 6.6.

Figure 6.6

Size Menu

1 Suprsct; 2 Subscpt; 3 Fine; 4 Small; 5 Large; 6 Vry Large; 7 Ext Large:0

<i>Action</i>	<i>Result</i>
101. Press 1	This selects Superscript
102. Key-in 2	My room is 3m²
Now you have to turn the style back to normal	
103. Press Ctrl F8 (Font)	This displays the Font Menu along the base of the screen, see Figure 6.5.
104. Press 3	This selects Normal At print time the 2 will be superscripted.

USING SUBSCRIPT

Subscripted text prints half a line below normal text; use it for formulae or fractions. Subscripted text must always be turned back to normal.

<i>Action</i>	<i>Result</i>
105. Key-in Carbon Dioxide is CO	Carbon dioxide is CO
106. Press Ctrl F8 (Font)	This displays the Font Menu along the base of the screen, see Figure 6.5.
107. Press 1	This selects Size and displays the Size Menu , see Figure 6.6.
108. Press 2	This selects Subscript
109. Key-in 2	Carbon Dioxide is CO₂
Now you have to turn the style back to Normal .	
110. Press Ctrl F8 (Font)	This displays the Font Menu along the base of the screen, see Figure 6.5.
111. Press 3 and press Enter twice to move the cursor down two lines.	This selects Normal At print time the 2 will be subscripted.

USING SUBSCRIPT AND SUPERScript TO PRODUCE A FRACTION

To produce $\frac{1}{2}$ you need to superscript the 1 and subscript the 2.

<i>Action</i>	<i>Result</i>
112. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
113. Press 1	This selects Size and displays the Size Menu , see Figure 6.6.
114. Press 1	This selects Superscript

<i>Action</i>	<i>Result</i>
115. Key-in 1	1
116. Press Ctrl F8 (Font)	This displays the Font Menu , see Figure 6.5.
117. Press 3	This selects Normal
118. Key-in /	1/
119. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
120. Press 1	This selects Size and displays the Size Menu , see Figure 6.6.
121. Press 2	This selects Subscript
122. Key-in 2	1/2
123. Press Ctrl F8 (Font)	This displays the Font Menu , see Figure 6.5.
124. Press 3	This selects Normal At print time the fraction will be produced.
125. Press Alt F3 (Reveal Codes)	[SUPRSCPT]1[suprscpt]/[SUBSCPT]2[subscpt] Codes are revealed.
126. Press Enter twice.	The cursor moves down a couple of lines.

CHANGING THE SIZE OF CHARACTERS

Again, when a size command is used, the style must be turned back to **Normal** afterwards.

<i>Action</i>	<i>Result</i>
127. Key-in I am so	I am so
128. Press Spacebar	
129. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
130. Press 1	This selects Size and displays the Size Menu at the base of the screen, see Figure 6.6.
131. Press 6	This selects Very Large
132. Key-in happy	I am so happy
133. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see figure 6.5.
134. Press 3	This selects Normal ; at print time happy will be very large.
135. Press Enter twice.	The cursor moves down a couple of lines.
136. Key-in I am	I am
137. Press Spacebar	

<i>Action</i>	<i>Result</i>
138. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
139. Press 1	This selects Size and displays the Size Menu at the base of the screen, see Figure 6.6.
140. Press 7	This selects Extra Large
141. Key-in ecstatic	I am ecstatic
142. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
143. Press 3	This selects Normal ; at print time ecstatic will be extra large.
144. Press Enter twice.	The cursor moves down a couple of lines.
145. Key-in: The mouse was very	The mouse was very
146. Press Spacebar	
147. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
148. Press 1	This selects Size and displays the Size Menu at the base of the screen, see Figure 6.6.
149. Press 4	This selects Small
150. Key-in tiny indeed	The mouse was very tiny indeed
151. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
152. Press 3	This selects Normal ; at print time tiny indeed will be small.
153. Press Enter twice.	The cursor moves down a couple of lines.

CHOOSING A BASE FONT

Font is the term used to describe the design and pitch of your characters. If you have a dot matrix or laser printer you might be able to produce Times Roman, Gothic or San Serif style characters. You might also be able to produce different numbers of characters per inch (pitch). It is common to use 10 pitch (10 characters per inch) but some companies prefer to use 12 pitch (12 characters per inch). If you were doing a wide table you may need to use 17 pitch, for example, to allow the table to print on one sheet of paper, and so on. The larger pitches, say 5 or 6.5 pitch, could be used for titles.

When you select a printer for use with your WordPerfect 5 program, the available fonts are selected automatically. It is impossible to determine the capabilities of your printer, so the following instructions may not always be successful.

<i>Action</i>	<i>Result</i>
154. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.

<i>Action</i>	<i>Result</i>
155. Press 4	This selects Base Font and displays a list of available fonts; the current one is marked with a *. My screen looks like that in Figure 6.7.

Figure 6.7

Possible Base Fonts

Base Font

```

Roman (10 CPI)
Roman (12 CPI)
Roman (15 CPI)
Roman (17 CPI)
Roman (20 CPI)
Roman (5 CPI)
Roman (6 CPI)
Roman (7.5 CPI)
Roman 12pt (PS)
Roman Condensed 12pt (PS)
Roman Dbl-wide 12pt (PS)
Roman Italic 12pt (PS)
Roman Subscript (10 CPI)
Roman Subscript (12 CPI)
San Serif (10 CPI)
San Serif (12 CPI)
San Serif (17 CPI)
San Serif (20 CPI)
San Serif (5 CPI)
San Serif (6 CPI)
San Serif 12pt (PS)

```

<i>Action</i>	<i>Result</i>
156. Press ↑ or ↓ until an option using (10 CPI) is highlighted, and press 1	10 pitch is current and marked with a *.
157. Key-in This is 10 pitch	This is 10 pitch
158. Press Enter	The cursor moves down one line.
159. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
160. Press 4	This selects Base Font and displays a list of available fonts; a 10 pitch font is marked with a *.
161. Press ↑ or ↓ until an option using (12 CPI) is highlighted, and press 1	12 pitch is current and marked with a *.
162. Key-in This is 12 pitch	This is 12 pitch
163. Press Enter	The cursor moves down one line.

<i>Action</i>	<i>Result</i>
164. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
165. Press 4	This selects Base Font and displays a list of available fonts; a 12 pitch font is marked with a *.
166. Press ↑ or ↓ until an option using (17 CPI) is highlighted, and press 1	17 pitch is current and marked with a *.
167. Key-in This is 17 pitch	This is 17 pitch
168. Press Enter	The cursor moves down one line.
169. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
170. Press 4	This selects Base Font and displays a list of available fonts; a 17 pitch font is marked with a *.
171. Press ↑ or ↓ until an option using (5 CPI) is highlighted, and press 1	5 pitch is current and marked with a *.
172. Key-in This is 5 pitch	This is 5 pitch
173. Press Enter	The cursor moves down one line.
174. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
175. Press 4	This selects Base Font and displays a list of available fonts, 5 pitch is marked with a *.
176. Press ↑ or ↓ until an option using (10 CPI) is highlighted and press 1	10 pitch is current and marked with a *.
177. Key-in Back to 10 pitch	Back to 10 pitch
178. Press Enter twice.	The cursor moves down a couple of lines.

CHANGING THE APPEARANCE OF CHARACTERS

In addition to the vast number of effects already studied in this lesson WordPerfect 5 allows you to produce still more, using the Appearance option on the Font menu. The text must be turned back to **Normal** after each effect.

Use the redline and strikeout options for marking text for revision. In this way your attention will be brought to the text. Redline marks each line with a vertical line, while strikeout puts a dash through each character.

A number of these effects may not work with your printer. Many of the effects will not be shown on the screen either. However, they will print out if your printer has the capability. They may also be **viewed**, see later.

<i>Action</i>	<i>Result</i>
179. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.

Action

Result

180. Press 2

This selects **Appearance** and displays the **Appearance Menu** at the base of the screen, see Figure 6.8.

Figure 6.8

Appearance Menu

1 Bold 2 Undrln 3 Dbl Und 4 Italc 5 Outln 6 Shadw 7 Sm Cap 8 Redln 9 Stkout:0

Action

Result

181. Press 1

This selects **Bold**

182. Key-in **This is bold**

This is bold

183. Press Ctrl F8 (Font)

This displays the **Font Menu** at the base of the screen, see Figure 6.5.

184. Press 3

This selects **Normal**. Bold is now removed.

185. Press Enter

The cursor moves down one line.

186. Press Ctrl F8 (Font)

This displays the **Font Menu** at the base of the screen, see Figure 6.5.

187. Press 2

This selects **Appearance** and displays the **Appearance Menu** at the base of the screen, see Figure 6.8.

188. Press 2

This selects **Underline**

189. Key-in **This is underline**

This is underline

190. Press Ctrl F8 (Font)

This displays the **Font Menu** at the base of the screen, see Figure 6.5.

191. Press 3

This selects **Normal**. Underline is now removed.

192. Press Enter

The cursor moves down one line.

193. Press Ctrl F8 (Font)

This displays the **Font Menu** at the base of the screen, see Figure 6.5.

194. Press 2

This selects **Appearance** and displays the **Appearance Menu** at the base of the screen, see Figure 6.8.

195. Press 3

This selects **Double Underline**

196. Key-in
This is double underline

This is double underline

It should print correctly at print time

197. Press Ctrl F8 (Font)

This displays the **Font Menu** at the base of the screen, see Figure 6.5.

198. Press 3

This selects **Normal**. Double underline is now removed.

<i>Action</i>	<i>Result</i>
199. Press Enter	The cursor moves down one line.
200. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
201. Press 2	This selects Appearance and displays the Appearance Menu at the base of the screen, see Figure 6.8.
202. Press 4	This selects Italic
203. Key-in This is italic	This is italic It should print correctly at print time
204. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
205. Press 3	This selects Normal . Italic is now removed.
206. Press Enter	The cursor moves down one line.
207. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
208. Press 2	This selects Appearance and displays the Appearance Menu at the base of the screen, see Figure 6.8.
209. Press 5	This selects Outline
210. Key-in This is outline	This is outline It should print correctly at print time.
211. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
212. Press 3	This selects Normal . Outline is now removed.
213. Press Enter	The cursor moves down one line.
214. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
215. Press 2	This selects Appearance and displays the Appearance Menu at the base of the screen, see Figure 6.8.
216. Press 6	This selects Shadow
217. Key-in This is shadow	This is shadow It should print correctly at print time.
218. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
219. Press 3	This selects Normal . Double underline is now removed.
220. Press Enter	The cursor moves down one line.

<i>Action</i>	<i>Result</i>
221. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
222. Press 2	This selects Appearance and displays the Appearance Menu at the base of the screen, see Figure 6.8.
223. Press 7	This selects Small Capitals
224. Key-in THIS IS SMALL CAPS	THIS IS SMALL CAPS It should print correctly at print time.
225. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
226. Press 3	This selects Normal . Small caps is now removed.
227. Press Enter	The cursor moves down one line.
228. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
229. Press 2	This selects Appearance and displays the Appearance Menu at the base of the screen, see Figure 6.8.
230. Press 8	This selects Redline
231. Key-in This is redline	This is redline It should print correctly at print time.
232. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
233. Press 3	This selects Normal . Redline is now removed.
234. Press Enter	The cursor moves down one line.
235. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
236. Press 2	This selects Appearance and displays the Appearance Menu at the base of the screen, see Figure 6.8.
237. Press 9	This selects Strikeout
238. Key-in This is strikeout	This is strikeout It should print correctly at print time.
239. Press Ctrl F8 (Font)	This displays the Font Menu at the base of the screen, see Figure 6.5.
240. Press 3	This selects Normal . Strikeout is now removed.
241. Press Enter	The cursor moves down one line.

REVEALING THE CODES

Now you are going to reveal the codes and move the cursor through your document to the beginning, in order to familiarise yourself with the codes used for these enhancements.

<i>Action</i>	<i>Result</i>
242. Press Alt F3 (Reveal codes)	Codes are revealed.
243. Press ↑ moving the cursor backwards through the document noticing the codes.	The cursor is at the start of the document.
244. Press Alt F3 (Reveal codes)	Codes are hidden.

VIEWING YOUR DOCUMENT

WordPerfect 5 has a facility whereby you can see how your text should look when it is printed, on the screen. Some monitors will not be capable of using this facility.

<i>Action</i>	<i>Result</i>
245. Press Shift F7 (Print)	This displays the Print screen, see Figure 1.6.
246. Press 6	This selects View Document . After a few seconds your document, complete with fonts and effects, will be displayed.
247. Press F7 (Exit) to return to the workscreen.	The workscreen is displayed.

PRINTING YOUR DOCUMENT

Now you can see whether your printer is capable of producing all these effects.

<i>Action</i>	<i>Result</i>
248. Press Shift F7 (Print)	This displays the Print screen, see Figure 1.6.
249. Press 1	This selects Full Document and the document is printed.

NAMING AND SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
250. Press F7 (Exit)	This displays the Save Document? (Y/N) Yes prompt.
251. Press Y	This displays the Document to be Saved: prompt.

<i>Action</i>	<i>Result</i>
252. Key-in EFFECTS1 and press Enter	This displays the Saving: message followed by either: B:EFFECTS1 or C:\WP50\TEXT\EFFECTS1 The Exit WP? (Y/N) No message is displayed.
253. Press N	The blank workscreen is displayed.

NOTE: Each of the effects are cancelled by pressing the command a second time, or by selecting **Normal** from the font menu. Alternatively, you could press the → key. This hops the cursor past the second code in the pair and cancels the command. It could be useful practice to repeat this lesson from step 18 onward substituting → for the second command, particularly if you have **Reveal Codes** (Alt F3) on at the time.

SUMMARY

In this lesson you have learned:

- (a) That you press **Shift F5** to set the date automatically on your screen.
- (b) That you press **Alt F6** to align text at the right margin.
- (c) To embolden text as you type it by pressing **F6** on either side of the text. The second **F6** can be replaced by →.
- (d) To embolden existing text by pressing **Alt F4**, highlight the text to be emboldened and press **F6**.
- (e) That to remove bold, reveal the codes and delete one of the pair of bold codes.
- (f) That to underline text as you type it, press **F8** on either side of the text. The second **F8** can be replaced by →.
- (g) That to underline existing text, press **Alt F4**, highlight the text to be underlined and press **F8**.
- (h) That to remove underline, reveal the codes and delete one of the pair of underline codes.
- (i) That to capitalise lower-case text, press **Alt F4**, highlight the text and press **Shift F3** followed by 1.
- (j) That to decapitalise upper-case text, press **Alt F4**, highlight the text and press **Shift F3** followed by 2.
- (k) That you use overstrike to print two characters on top of each other. To access overstrike, press **Shift F8 4 5**.
- (l) That you use superscript to print specific characters up half a line. To access superscript, press **Ctrl F8 1 1**. Always change the font back to normal afterwards (**Ctrl F8 3**), or press →.
- (m) That you use subscript to print specific characters down half a line. To access subscript, press **Ctrl F8 1 2**. Always change the font back to normal afterwards (**Ctrl F8 3**), or press →.

- (n) That you can change the size of characters to small, fine, large, very large or extra large from the **Ctrl F8 1** menu. Always change the font back to normal afterwards (**Ctrl F8 3**), or press →.
- (o) That you can change the base font to any style or pitch available by pressing **Ctrl F8 4** and selecting a font from the list.
- (p) That you can change the appearance of characters to bold, underline, double underline, italic, outline, shadow, small capitals, redline or strikeout by pressing **Ctrl F8 2** and selecting a style from the list. Always change the appearance back to normal afterwards (**Ctrl F8 3**), or press →.
- (q) That you can view how your document should look when printed by selecting **View Document** from the **Print Menu (Shift F7 6)**. Press **F7 (Exit)** to return to the workscreen.

LESSON SEVEN

MOVING TEXT

In this lesson you will learn how to:

- * move paragraphs
- * move text using block
- * cancel a move

KEYING-IN TEXT

You are going to key-in the text shown in Figure 7.1. All the lines of this nursery rhyme are in the wrong order; you are going to use the **Move Paragraph** command to reshuffle them.

Figure 7.1

MOVE1

```
5   And this little piggy went ee ee ee all the way home.
2   This little piggy stayed at home
3   This little piggy had roast beef
4   This little piggy had none
1   This little piggy went to market
```

Action

1. Load WordPerfect 5 in the usual way, changing directory/drive if necessary.
2. Key-in the text exactly as it is shown in Figure 7.1. Press **Enter** after each line.

Result

The blank workscreen is displayed.

Your screen looks like that in Figure 7.1.

MOVING

i) WordPerfect allows you to move three specific types of text:

A **Sentence** is taken to mean all the text between two full stops, exclamation marks or other sentence-terminating punctuation marks.

A **Paragraph** is taken to mean all the text between two [HrT] codes (carriage returns, achieved by pressing Enter to start a new paragraph). Of course, this will also move the single lines in the example you have just keyed-in.

A **Page** is taken to mean all the text between two [HPg] or [SPg] codes (hard or soft page ends) Pages are studied in Lesson Ten.

- ii) WordPerfect allows you to move other text that does not fall into one of the above categories using the **Alt F4 (Block)** command and then highlighting text to be moved.

You are going to use method i) for the first exercise in this lesson and then method ii) for the second exercise.

MOVING PARAGRAPHS

Action

Result

3. Place the cursor on the 1 at the start of the last line of the text.
4. Press **Ctrl F4 (Move)** This displays the **Move Menu** along the base of the screen, see Figure 7.2.

Figure 7.2

Move Menu

Move: 1 Sentence; 2 Paragraph; 3 Page; 4 Retrieve:0

Action

Result

5. Press **2** This selects **Paragraph**, highlights the current line and displays the second **Move Menu**, see Figure 7.3.

Figure 7.3

Second Move Menu

1 Move; 2 Copy; 3 Delete; 4 Append:0

Action

Result

6. Press **1** This selects **Move**, the highlighted line is removed and the **Move cursor**; press **Enter** to retrieve message is displayed.
7. You want line 1 to go to the top of the text, before the 5. Press the - on the numeric keypad. The cursor goes to the top of the screen, to the 5.
8. Press **Enter** Line 1 is moved to above line 5.

Now you want to move line 2 up to beneath line 1.

9. Place the cursor at any point in the line numbered 2 and press **Ctrl F4 (Move)** This displays the **Move Menu** along the base of the screen, see Figure 7.2.

<i>Action</i>	<i>Result</i>
10. Press 2	This selects Paragraph , highlights the current line and displays the second Move Menu , see Figure 7.3.
11. Press 1	This selects Move , the highlighted line is removed and the Move cursor ; press Enter to retrieve message is displayed.
12. You want line 2 to go beneath line 1, so place the cursor in the first column of the first line beneath line number 1. (To check you are at the very start of this line, press Home Home Home ←)	The cursor is at the start of the line below line number 1.
13. Press Enter	Line 2 is beneath line 1.
Now you want to move line 3 up to beneath line 2.	
14. Place the cursor at any point in the line numbered 3 and press Ctrl F4 (Move)	This displays the Move Menu along the base of the screen, see Figure 7.2.
15. Press 2	This selects Paragraph , highlights the current line and displays the second Move Menu , see Figure 7.3.
16. Press 1	This selects Move , the highlighted line is removed and the Move cursor ; press Enter to retrieve message is displayed.
17. You want line 3 to go beneath line 2, so place the cursor in the first column of the first line beneath line number 2. (To check you are at the very start of this line, press Home Home Home ←)	The cursor is at the start of the line below line number 2.
18. Press Enter	Line 3 is beneath line 2.
Now you want to move line 4 up to beneath line 3.	
19. Place the cursor at any point in the line numbered 4 and press Ctrl F4 (Move)	This displays the Move Menu along the base of the screen, see Figure 7.2.
20. Press 2	This selects Paragraph , highlights the current line and displays the second Move Menu , see Figure 7.3.
21. Press 1	This selects Move , the highlighted line is removed and the Move cursor ; press Enter to retrieve message is displayed.

<i>Action</i>	<i>Result</i>
22. You want line 4 to go beneath line 3, so place the cursor in the first column of the first line beneath line number 3. (To check you are at the very start of this line, press Home Home Home ←)	The cursor is at the start of the line below line number 3.
23. Press Enter	Line 4 is beneath line 3.
24. Place the cursor in each blank line that splits up the text and press Del	Del deletes the [HRT] code and removes the blank line. Your text looks like that in Figure 7.4.

Figure 7.4

MOVE1 in the correct order

```

1   This little piggy went to market
2   This little piggy stayed at home
3   This little piggy had roast beef
4   This little piggy had none
5   And this little piggy went ee ee ee all the way home.
```

NAMING AND SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
25. When your document looks like that in Figure 7.4, press F7 (Exit)	This displays the Save Document (Y/N)? Yes message.
26. Press Y	This displays the Document to be Saved: prompt.
27. Key-in PIGGY1 and press Enter	This displays the Saving: message followed by either: B:PIGGY1 or C:\WP50\TEXT\PIGGY1 The Exit WP? (Y/N) No message is displayed.
28. Press N	The blank workscreen is displayed.

MOVING TEXT USING BLOCK

Now you are going to move larger chunks of text that do not fall into the page, sentence or paragraph category. In order to do this you need to use the block command first to highlight and specify the text to move.

In Lesson Six you learned how to move the highlight by specifying the next character to highlight until. Here you are using **Enter** to highlight from [HRT] code to [HRT] code. However, you could also use the cursor movement keys to the same effect.

<i>Action</i>	<i>Result</i>
29. Key-in the text exactly as it is shown in Figure 7.5. Make sure you press Enter twice after the last entry.	Your document looks like that in Figure 7.5.
You are going to move the diary entries into chronological order from Monday to Friday.	
30. Place the cursor on the M of MONDAY	
31. Press Alt F4 (Block)	Block On flashes at the base of the screen.
32. Press Enter 5 times.	The text is highlighted down to the line that separates MONDAY from FRIDAY .
33. Press Ctrl F4 (Move)	This displays the Block Move Menu , see Figure 7.6.

Figure 7.5

MOVE2

DIARY DATES

THURSDAY

Executive meeting - board room 1 - 9.00 am - 1.00 pm
Lunch with Keith - Managers' canteen
Second interview with replacement PA - Jean Wilkinson 2.30 pm

TUESDAY

Breakfast meeting 8.00 am Crest Motel with Ken Cox and Jim
Lindsey Visit Grater factory 11.00 am - 3.00 pm
Meeting 4.00 pm in my office

MONDAY

Dentist 9.00 am
Lunch with Jefferson Palmer 12.30 pm in the Blue Monkey
Meeting 3.30 pm board room 4

FRIDAY

9.00 am flight to Geneva
Check in hotel 2.00 pm
Dinner with other delegates in Hilton 7.30 pm

WEDNESDAY

Check delivery date for RM345
Book hotel in Geneva for 3rd and 4th - with bathroom
Confirm air tickets.
Prepare report for Geneva - all day - do not disturb

Figure 7.6

Block Move Menu

Move: 1 Block; 2 Tabular column; 3 Rectangle:0

<i>Action</i>	<i>Result</i>
34. Press 1	This selects Block and displays the second Move Menu , see Figure 7.3.
35. Press 1	This selects Move , hides the block and displays the Move cursor: press Enter to retrieve message .
36. You want MONDAY to come before THURSDAY , so place the cursor on the T of THURSDAY and press Enter	MONDAY is moved.
Now you want to move TUESDAY up to beneath MONDAY .	
37. Place the cursor on the T of TUESDAY	
38. Press Alt F4 (Block)	Block On flashes at the base of the screen.
39. Press Enter 5 times.	The text is highlighted down to the line that separates THURSDAY from MONDAY .
40. Press Ctrl F4 (Move)	This displays the Block Move Menu , see Figure 7.6.
41. Press 1	This selects Block and displays the second Move Menu , see Figure 7.3.
42. Press 1	This selects Move , hides the block and displays the Move cursor: press Enter to retrieve message .
43. You want TUESDAY to come before THURSDAY , so place the cursor on the T of THURSDAY and press Enter	TUESDAY is moved.
Now you want to move WEDNESDAY up to beneath TUESDAY .	
44. Place the cursor on the W of WEDNESDAY	
45. Press Alt F4 (Block)	Block On flashes at the base of the screen.
46. Press Enter 6 times.	The text is highlighted down to the line beneath the entry.
47. Press Ctrl F4 (Move)	This displays the Block Move Menu , see Figure 7.6.
48. Press 1	This selects Block and displays the second Move Menu , see Figure 7.3.
49. Press 1	This selects Move , hides the block and displays the Move cursor: press Enter to retrieve message .
50. You want WEDNESDAY to come before THURSDAY , so place the cursor on the T of THURSDAY and press Enter	WEDNESDAY is moved, the exercise is complete. Your document looks like that in Figure 7.7.

CANCELLING A MOVE

If at any time before you have pressed **Enter**, in response to the **Move** cursor; press **Enter** command, you wish to cancel the move operation, press **F1** (Cancel).

PRINTING YOUR DOCUMENT

<i>Action</i>	<i>Result</i>
51. Press Shift F7 (Print), followed by 1	The document is printed.

NAMING AND SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN

As this document will be used again in Lesson Ten it is important that you save this.

<i>Action</i>	<i>Result</i>
52. When your document looks like that in Figure 7.7, press F7 (Exit)	This displays the Save Document (Y/N)? Yes message.
53. Press Y	This displays the Document to be Saved: prompt.

Figure 7.7

MOVE2

DIARY DATES

MONDAY

Dentist 9.00 am

Lunch with Jefferson Palmer 12.30 pm in the Blue Monkey

Meeting 3.30 pm board room 4

TUESDAY

Breakfast meeting 8.00 am Crest Motel with Ken Cox and Jim

Lindsey Visit Grater factory 11.00 am - 3.00 pm

Meeting 4.00 pm in my office

WEDNESDAY

Check delivery date for RM345

Book hotel in Geneva for 3rd and 4th - with bathroom

Confirm air tickets.

Prepare report for Geneva - all day - do not disturb

THURSDAY

Executive meeting - board room 1 - 9.00 am - 1.00 pm

Lunch with Keith - Managers' canteen

Second interview with replacement PA - Jean Wilkinson 2.30 pm

FRIDAY

9.00 am flight to Geneva

Check in hotel 2.00 pm

Dinner with other delegates in Hilton 7.30 pm

<i>Action</i>	<i>Result</i>
54. Key-in PAGES1 and press Enter	This displays the Saving: message followed by either: B:PAGES1 or C:\WP50\TEXT\PAGES1 The Exit WP? (Y/N) No message is displayed.
55. Press N	The blank workscreen is displayed.

SUMMARY

In this lesson you have learned:

- (a) That you can move sentences, paragraphs or pages using the **Ctrl F4** command.
- (b) That you can move any size portion of text by blocking it first, using the **Alt F4** followed by **Ctrl F4**.
- (c) That moved text reappears directly before the cursor position once **Enter** is pressed.
- (d) That it is important to include the correct amount of [HRT]s in the block to be moved.
- (e) To cancel a move by pressing **F1 (Cancel)** at any time.

LESSON EIGHT

COPYING, DELETING AND RESTORING TEXT

In this lesson you will learn how to:

- * copy blocks of text
- * delete blocks of text
- * restore deleted blocks of text
- * cut and paste text
- * quit your document without saving it

KEYING-IN TEXT

You are going to key-in the text shown in Figure 8.1. You are then going to use **copy** to copy the text once, then twice, and so on.

Figure 8.1

COPY1

```
Name .....  
Address .....  
      .....  
      .....  
Telephone .....
```

Again there are two methods of copying text - with or without block (**Alt F4**). In order to copy the entire text you will be able to use the **copy page** command initially until the text crosses onto a second page, then the **Alt F4** method must be used.

Action

1. Load WordPerfect 5 in the usual way, changing directory/drive if necessary.
2. Key-in the text exactly as it is shown in Figure 8.1. Press **Enter** after each line.

Result

The blank workscreen is displayed.

Your screen looks like that in Figure 8.1.

COPYING PAGES

You are going to make a copy of the entire text so that you end up with two copies in total.

Action

Result

3. Regardless of the cursor position
press **Ctrl F4** (Move)

This displays the **Move Menu**, see Figure 8.2.

Figure 8.2

Move Menu

Move: 1 Sentence; 2 Paragraph; 3 Page; 4 Retrieve:0

Action

Result

4. Press 3

This selects **Page**, highlights the entire text and displays the second **Move Menu**, see Figure 8.3.

Figure 8.3

Second Move Menu

1 Move; 2 Copy; 3 Delete; 4 Append:0

Action

Result

5. Press 2

This selects **Copy** and displays the **Move cursor: Press Enter to retrieve** message.

6. As the cursor is already at the
end of the text, press **Enter**

Two copies of the text are produced.

Now you are going to copy the entire text once more to make four copies of the original text in total.

7. Regardless of the cursor position
press **Ctrl F4** (Move)

This displays the **Move Menu**, see Figure 8.2.

8. Press 3

This selects **Page**, highlights the entire text and displays the second **Move Menu**, see Figure 8.3.

9. Press 2

This selects **Copy** and displays the **Move cursor: Press Enter to retrieve** message.

10. As the cursor is already at the
end of the text, press **Enter**

Four copies of the text are produced.

Now you are going to copy the entire text once more to make eight copies of the original text in total.

<i>Action</i>	<i>Result</i>
11. Regardless of the cursor position press Ctrl F4 (Move)	This displays the Move Menu , see Figure 8.2.
12. Press 3	This selects Page , highlights the entire text and displays the second Move Menu , see Figure 8.3.
13. Press 2	This selects Copy and displays the Move cursor: Press Enter to retrieve message .
14. As the cursor is already at the end of the text, press Enter	Eight copies of the text are produced.

COPYING TEXT USING BLOCK

Now you are going to copy the final two address sets so that you have ten copies in total. As the two sets do not fall into the categories of sentence, paragraph or page, you need to use the block command (**Alt F4**) to specify the text to copy.

<i>Action</i>	<i>Result</i>
15. Place the cursor on the N of Name in the penultimate address set.	
16. Press Alt F4 (Block)	Block On flashes at the base of the screen.
17. Press Home Home ↓	This takes the cursor to the end of the document and highlights the last two address sets.
18. Press Ctrl F4 (Move)	This displays the Move Menu , see Figure 8.2.
19. Press 1	This selects Block and displays the second Move Menu , see Figure 8.3.
20. Press 2	This selects Copy and displays the Move cursor; press Enter to retrieve message .
21. As the cursor is already at the end of the text, press Enter	Ten copies of the address set are produced.

DELETING BLOCKS OF TEXT

Use this method to highlight and delete blocks of text. You can delete as much or as little text as you wish in this way.

You are going to delete the final address set, leaving nine remaining.

<i>Action</i>	<i>Result</i>
22. As the cursor is now at the end of the document, you can highlight the block to delete backwards. Press Alt F4 (Block)	Block On flashes at the base of the screen.

<i>Action</i>	<i>Result</i>
23. Press ↑ until the N of Name is highlighted in that final address set.	
24. Press Del	This displays the Delete Block (Y/N)? message.
25. Press Y	The highlighted text is deleted.

NOTE: You may also delete text using the **Ctrl F4** and pressing **1** to select **Block** from the **Move Menu** (Figure 7.2) and then pressing **3** to select **Delete** from the second **Move Menu** (Figure 7.3). However, the method detailed above is quicker to use.

RESTORING TEXT

WordPerfect retains the last three sets of characters you deleted in memory, just in case you wish to restore that text.

You are going to restore the tenth address set so that there are ten once more.

<i>Action</i>	<i>Result</i>
26. Press F1 (Cancel)	This displays the block you deleted on the screen (provided you have not deleted anything else since then), and the Undelete: 1 Restore; 2 Previous Deletion message.
27. Press 1	The tenth address set is restored.

NOTE: If the text you wish to restore is not displayed, you would press **2** until it is so. Remember: only the last three deletions are retained.

CUTTING AND PASTING TEXT

You can use a delete command in conjunction with the **Restore (F1)** command in order to bring a piece of text back on screen repeatedly.

Imagine that you want the final address set to have five **Address** lines, each beginning with the word **Address**, see Figure 8.4. You could use **cut and paste** to achieve this quickly and simply.

Figure 8.4

COPY1 with 5 Address lines

```
Name .....
Address .....
Address .....
Address .....
Address .....
Address .....
Telephone .....
```

First you are going to delete the two lines that come beneath **Address**.

<i>Action</i>	<i>Result</i>
28. Place the cursor at the start of the line beneath Address in the last address set.	
29. Press Ctrl End	This is the Delete EOL (end of line) command, and text from the cursor to the end of the line is deleted.
30. Press Del	This deletes the hidden [HRt] code and closes text up.
31. Press Ctrl End	Text from the cursor to the end of the line is deleted.
32. Press Del	This deletes the hidden [HRt] code and closes text up.

Now you are ready to delete the **Address** line in order to restore it five times.

33. Place the cursor on the A of Address	
34. Press Ctrl End	Text from the cursor to the end of the line is deleted.
35. Press F1 (Cancel)	This displays the last block of text you deleted, in this case the address line, together with the Undelete; 1 Restore; 2 Previous Deletion message.
36. Press 1	The address line is restored. The cursor is at the end of the line.
37. Press Enter	The cursor moves down a line.
38. Press F1 (Cancel)	This displays the address line, as the last block deleted, together with the Undelete; 1 Restore; 2 Previous Deletion message.
39. Press 1	The address line is restored. The cursor is at the end of the line.
40. Press Enter	The cursor moves down a line.
41. Press F1 (Cancel)	This displays the address line, as the last block deleted, together with the Undelete; 1 Restore; 2 Previous Deletion message.
42. Press 1	The address line is restored. The cursor is at the end of the line.
43. Press Enter	The cursor moves down a line.
44. Press F1 (Cancel)	This displays the address line, as the last block deleted, together with the Undelete; 1 Restore; 2 Previous Deletion message.
45. Press 1	The address line is restored. The cursor is at the end of the line.

<i>Action</i>	<i>Result</i>
46. Press Enter	The cursor moves down a line.
47. Press F1 (Cancel)	This displays the address line, as the last block deleted, together with the Undelete; 1 Restore; 2 Previous Deletion message.
48. Now restore the line once more on your own.	The tenth address looks like that in Figure 8.4.

QUITTING YOUR DOCUMENT WITHOUT SAVING IT

You are not going to name or save this document, but you are going to clear the workscreen.

<i>Action</i>	<i>Result</i>
49. Press F7 (Exit)	This displays the Save Document? message.
50. Press N	No is displayed and then the Exit WP (Y/N)? message.
51. Press N	The document is not saved and the workscreen is cleared.

SUMMARY

In this lesson you have learned:

- (a) That you can copy sentences, paragraphs or pages using the **Ctrl F4** command.
- (b) That you can move any size portion of text by blocking it first, using the **Alt F4** command followed by **Ctrl F4**.
- (c) That copied text reappears directly before the cursor position once **Enter** is pressed.
- (d) That you can delete blocks of text by blocking the text and either pressing **Del** or **Ctrl F4 1 3**.
- (e) That deleted text may be restored using the **F1** (Cancel) command, which has the extra function of restoring up to the last 3 sets of deleted text.
- (f) That the term given to deleting a piece of text and then restoring it repeatedly is *cut and paste*.
- (g) That to cancel a move, press **F1** (Cancel) at any time.

LESSON NINE

SEARCHING FOR AND REPLACING TEXT

In this lesson you will learn how to:

- * search for text forwards
- * search again
- * search for text backwards
- * replace text throughout the document using **w/confirm**
- * replace throughout the document without using **w/confirm**
- * search for codes

KEYING-IN TEXT

You are going to key-in the text shown in Figure 9.1. You are then going to search for occurrences of the names **Hibcote** and **Bradling**, so it is important that you always key these words in accurately.

Figure 9.1

SEARCH1

AGREEMENT: CHEESE AND PICKLE SANDWICHES V. SMOKING

An agreement has been reached between Messrs Hibcote and Bradling of Greats Chambers, Northplane, Hants. Mr Hibcote has agreed to stop smoking in the office if Mr Bradling stops eating cheese and pickle sandwiches at his desk. Both parties find these habits unacceptable.

Mr Hibcote has agreed to stop smoking in the office himself but will only refrain when Mr Bradling is the only other occupant. If, for example a client is a smoker, then Mr Hibcote will join him with a small cigar.

Mr Bradling has agreed to bring cheese and tomato sandwiches to the office on four days a week and will reserve the pickle for Fridays. On Fridays Mr Hibcote will be allowed one cigarette, providing he does not smoke while Mr Bradling is eating. Messrs Hibcote and Bradling apologise for their childish behaviour but could no longer tolerate the situation and felt legal action was necessary.

Action

Result

- | | |
|--|--|
| 1. Load WordPerfect 5 in the usual way, changing directory/drive if necessary. | The blank workscreen is displayed. |
| 2. Key-in the text exactly as it is shown in Figure 9.1. | Your screen looks like that in Figure 9.1. |

SEARCHING FOR TEXT FORWARDS

The search command is very useful if you need to move the cursor directly to a specific part of the text. You just issue the search command and key-in a word or words close to the location you wish to find. Whatever you key-in as the search string will be searched for, so it is important that you make no mistakes. If you press **Enter** after your entry, search will try to locate the search string when it is followed by an [Hrt] code only, so be careful.

As you are going to search for text forwards, the cursor should be at the top of the document.

Action

Result

- | | |
|--|--|
| 3. Press Home Home ↑ | The cursor goes to the top of the document. |
| 4. Press F2 (Search) | → Srch: is displayed. |
| 5. Key-in Hibcote | → Srch: Hibcote |
| 6. If you make any mistakes, press backspace to delete the entry and key-it in again. | |
| 7. Press F2 | The cursor moves to the first occurrence of Hibcote |

SEARCHING AGAIN

Each time that you press **F2**, having already keyed-in a search string, the cursor will search for the same text again.

Action

Result

- | | |
|--|---|
| 8. Press F2 (Search) | → Srch: Hibcote is displayed. |
| 9. Press F2 (Search) | The cursor moves to the next occurrence of Hibcote |
| 10. Press F2 (Search) | → Srch: Hibcote is displayed. |
| 11. Press F2 (Search) | The cursor moves to the next occurrence of Hibcote |
| 12. Keep pressing F2 in this way until the *Not Found* message is displayed. | *Not Found* |

SEARCHING FOR TEXT BACKWARDS

As you are going to search for text backwards, the cursor should be at the very end of the document.

<i>Action</i>	<i>Result</i>
13. Press Home Home ↓	The cursor goes to the end of the document.
14. Press Shift F2 (←-Search)	←- Srch: Hibcote is displayed.
15. Key-in Bradling	←- Srch: Bradling As soon as the B is pressed (that is, the first letter of a different word) Hibcote disappears and the new word replaces it.
16. If you make any mistakes, press backspace to delete the entry and key-it in again.	
17. Press F2	The cursor moves to the previous occurrence of Bradling

SEARCHING AGAIN BACKWARDS

Each time that you press **Shift F2**, having already keyed-in a search string, the cursor will search for the same text again.

<i>Action</i>	<i>Result</i>
18. Press Shift F2 (←-Search)	←- Srch: Bradling is displayed.
19. Press F2 (Search)	The cursor moves to the previous occurrence of Bradling
20. Press Shift F2 (←-Search)	←- Srch: Bradling is displayed.
21. Press F2 (Search)	The cursor moves to the previous occurrence of Bradling
22. Keep pressing Shift F2 followed by F2 in this way until the *Not Found* message is displayed.	*Not Found*

REPLACING TEXT THROUGHOUT THE DOCUMENT USING W/CONFIRM

Use the replace command to exchange one piece of text with another throughout the document. For example, you could be sending a standard contract to a man called Mr Hunter and then want to send the same document to Mr Brown. By doing a replace, you can carry this out this automatically.

NOTE: If you were working for a tent company, for example, and wanted to replace the word **tent** for **wigwam** throughout your document, you would end up with words like **inwigwamional** or **conwigwam** instead of **intentional** and **content**! In order to avoid this, you would use the **w/confirm** option which allows you to pick and choose between the occurrences to change.

WordPerfect will automatically give a replacement word a capital letter should it replace a word that already had a capital letter.

Imagine that **Hibcote** is misspelt, in fact it is spelt **Hibcoat**; you are going to replace every occurrence of this word.

A replace can only occur forwards through the document, so it is important that you start with the cursor in the correct position.

<i>Action</i>	<i>Result</i>
23. Press Home Home ↑	The cursor moves to the start of the document.
24. Press Alt F2 (Replace)	w/Confirm? (Y/N) No
25. Press Y	Srch: → Bradling is displayed.
26. Key-in Hibcote and press F2	Replace with? is displayed.
27. Key-in Hibcoat and press F2	The cursor moves to the first occurrence of Hibcote and displays Confirm? (Y/N) No
28. Press Y	Hibcote becomes Hibcoat and the cursor moves to the next occurrence of Hibcote . Again the Confirm? (Y/N) No message is displayed.
29. Press Y	Hibcote becomes Hibcoat and the cursor moves to the next occurrence of Hibcote . Again the Confirm? (Y/N) No message is displayed.
30. Continue in this way until the cursor stops at the last occurrence.	The cursor stops at the last occurrence.

REPLACING TEXT THROUGHOUT THE DOCUMENT WITHOUT USING W/CONFIRM

If **w/Confirm** is not used, every occurrence of the specified text will be replaced without intervention from you.

You are going to replace **Bradling** with **Bradderton-Smith**.

<i>Action</i>	<i>Result</i>
31. Press Home Home ↑	The cursor moves to the start of the document.
32. Press Alt F2 (Replace)	w/Confirm? (Y/N) No
33. Press N	Srch: → Hibcote is displayed.
34. Key-in Bradling and press F2	Replace with? is displayed.
35. Key-in Bradderton-Smith and press F2	The cursor moves straight through the document replacing every occurrence automatically.

SEARCHING FOR CODES

You can also use the search or replace commands to look for codes. For example, you could search for a **[BOLD]** code and replace it with an **[UND]** code to exchange all bold-face for underline in your document. Similarly, you could search for all font changes and replace them with nothing (that is, press **F2** leaving a blank space after the **Replace What?** message) to delete all font changes.

You are going to exchange the underline for bold in the heading.

<i>Action</i>	<i>Result</i>
36. Press Home Home ↑	The cursor moves to the start of the document.
37. Press Alt F2 (Replace)	w/Confirm? (Y/N) No
38. Press N	Srch: -> Bradling is displayed.
39. Press F8 (Underline) and press F2 (Search)	Replace with? is displayed.
40. Press F6 (Bold) and press F2 (Search)	The heading is changed.

NAMING AND SAVING YOUR DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
41. Press F7 (Exit)	This displays the Save Document (Y/N)? Yes message.
42. Press Y	This displays the Document to be Saved: prompt.
43. Key-in SEARCH1 and press Enter	This displays the Saving: message followed by either: B:SEARCH1 or C:\WP50\TEXT\SEARCH1 The Exit WP? (Y/N) No message is displayed.
44. Press N	The blank workscreen is displayed.

SUMMARY

In this lesson you have learned:

- (a) To press **F2** to search for text forwards from the cursor position.
- (b) That once the text to search for is keyed-in, press **F2** to start the search. Don't press **Enter** or the system will look for the specified text followed by an **[HRT]** code.
- (c) To press **Shift F2** and proceed as normal to search for text backwards from the cursor position.

- (d) To press **Alt F2** to search for each occurrence of a piece of text and replace it with another.
- (e) To press **Y** in response to **w/Confirm?** if you want to choose which occurrences to change.
- (f) To press **N** in response to **w/Confirm?** if you want all occurrences to be changed automatically.
- (g) That you can also search or replace codes by pressing the required command key(s) at the **-->Srch:** prompt.
- (h) To ask to replace specified text/code with nothing in order to delete that text/code.

LESSON TEN

WORKING WITH PAGES

In this lesson you will learn how to:

- * use **Look in List Files**
- * retrieve **MOVE2**
- * set page breaks
- * go to a page
- * centre pages top to bottom
- * print the whole document
- * pause printing
- * cancel printing
- * initialise printer after print cancel
- * number pages
- * remove page breaks
- * set page length
- * save your document and clear the workscreen
- * print selected pages of a document not on your screen

USING LOOK FROM LIST FILES

The Look command allows you to look at a document without actually retrieving it. In this way you can check that the document is the one you require before retrieving it. It is also useful if you wanted to check an address or the contents of a document other than the one on your screen. The document is not displayed in WordPerfect format but is nevertheless easy to read.

For this exercise you are going to retrieve **MOVE2**, the exercise completed in Lesson Six.

Action

1. Display the blank workscreen in the usual way.

Result

The blank workscreen is displayed.

<i>Action</i>	<i>Result</i>
2. Press F5 (List Files)	This displays the name of the current directory/drive.
3. If the directory/drive name is not the location of your documents, press = and key-in the correct drive location followed by Enter	The correct directory/drive is displayed followed by *.*
4. Press Enter	This displays the List Files screen.
5. Press the cursor movement arrows until MOVE2 is highlighted.	MOVE2 is highlighted.
6. Press 6 (Look)	MOVE2 is displayed on the screen together with the Press EXIT when done message.
7. Press ↓ a few times and watch how the cursor moves through the document.	
8. Press F7 (Exit)	The <i>looked at</i> document disappears and List Files is redisplayed.
Now that you know that this is the correct document, you can retrieve it into the blank workscreen.	
9. As MOVE2 is still highlighted, press 1 (Retrieve)	MOVE2 is retrieved into the workscreen.

SETTING PAGE BREAKS

You are going to place each day of the week and its entry on a separate page, thus making a five page document.

<i>Action</i>	<i>Result</i>
10. Place the cursor on the T of TUESDAY and press Ctrl Enter	A page break is made directly before the cursor position. The status line tells you that you are on page 2.
11. Place the cursor on the W of WEDNESDAY and press Ctrl Enter	A page break is made directly before the cursor position. The status line tells you that you are on page 3.
12. Place the cursor on the T of THURSDAY and press Ctrl Enter	A page break is made directly before the cursor position. The status line tells you that you are on page 4.
13. Place the cursor on the F of FRIDAY and press Ctrl Enter	A page break is made directly before the cursor position. The status line tells you that you are on page 5.

GOING FROM PAGE TO PAGE

When you have a long document you need to be able to move the cursor directly from page to page.

There are two ways of going from page to page:

- i) Press **PgUp/PgDn** to go straight to the top of the previous/next page.
- ii) Press **Ctrl Home** followed by the required page number and **Enter** to go straight to a specified page.

<i>Action</i>	<i>Result</i>
14. As the cursor is on page 5 press PgUp	The cursor goes to the top of page 4.
15. Keep pressing PgUp and watch the cursor move from page to page.	The cursor moves from the top of one page to the top of the previous one.
16. As the cursor is on page 1 press PgDn	The cursor goes to the top of the next page.
17. Keep pressing PgDn and watch the cursor move from page to page.	The cursor moves from the top of one page to the top of the next.

Now you are going to use the **Go to page** command.

18. Press Ctrl Home	Go to
19. Key-in 3	
20. Press Enter	The cursor goes to the top of page 3.
21. Press Ctrl Home	Go to
22. Key-in 5	The cursor goes to the top of page 5.
23. Continue practising this command.	

CENTRING PAGES TOP TO BOTTOM

You are now going to print your five page document. As the text for each page is so short you are going to use the **Centre page top to bottom** command for each page.

<i>Action</i>	<i>Result</i>
24. Press Home Home ↑	The cursor goes to the top of the document.
In order to centre each page top to bottom, you must give the command at the start of each page.	
25. Press Shift F8 (Format)	This displays the Format Screen , see Figure 2.2.
26. Press 2	This selects Page and displays the Format:Page Menu , see Figure 4.3.
27. Press 1	This selects Centre Page (top to bottom) and changes the No to Yes . The cursor returns to beside the Selection message.
28. Press F7 (Exit)	The cursor returns to the workscreen.

<i>Action</i>	<i>Result</i>
29. Press PgDn	The cursor moves to the start of the next page.
30. Press Shift F8 (Format)	This displays the Format Screen , see Figure 2.2.
31. Press 2	This selects Page and displays the Format:Page Menu , see Figure 4.3.
32. Press 1	This selects Centre Page (top to bottom) and changes the No to Yes . The cursor returns to beside the Selection message.
33. Press F7 (Exit)	The cursor returns to the workscreen.
34. Press PgDn	The cursor moves to the start of the next page.
35. Press Shift F8 (Format)	This displays the Format Screen , see Figure 2.2.
36. Press 2	This selects Page and displays the Format:Page Menu , see Figure 4.3.
37. Press 1	This selects Centre Page (top to bottom) and changes the No to Yes . The cursor returns to beside the Selection message.
38. Press F7 (Exit)	The cursor returns to the workscreen.
39. Press PgDn	The cursor moves to the start of the next page.
40. Continue in this way until each page has the Centre Page (top to bottom) command at the top.	

Each page will be centred.

PRINTING THE WHOLE DOCUMENT

<i>Action</i>	<i>Result</i>
41. Press Shift F7 (Print)	This displays the Print Screen , see Figure 1.6.
42. Press 1	This selects Full Document . The five page document is printed. The text is centred in each page. If you find that the printer does not start, you will need to press Shift F7 4 to select Printer Control and look for any possible error messages. It is most likely that you will need to press g to start printing each page, once the paper is in position. If you have an automatic sheet feed attached to your printer this will not be necessary.

PAUSING PRINTING

Use this method to stop the printer for a few minutes, while you answer the telephone for example. It does not matter how long you leave the printer in this position.

*Action**Result*

- | | |
|---|--|
| 43. Press Shift F7 1 , as before. | The document starts to print. (You may need to press Shift F7 4 g) |
| 44. Press the button marked on line or select on your printer. | Printing is paused. |
| 45. To restart printing from the place where you left off, press the same button again. | Printing restarts. |

CANCELLING PRINTING

Use this method to stop printing the document that is currently printing or to remove a document, that has been sent to print, from the print queue.

When WordPerfect sends a document to print, a large chunk of the document is put into memory straight away, or into the printer's memory if it has one. In this way, if you cancel printing a document, it may take some time for the memory to clear and the printing to stop. If you have cancelled a document and you want to stop it straight away and clear the memory (buffer) as quickly as possible you may additionally need to turn the printer off for a few seconds.

*Action**Result*

- | | |
|--|---|
| 46. Press Shift F7 1 , as before. | The document starts to print. Press Shift F7 4 g if required. |
| 47. Press Shift F7 (Print) | This displays the Print Screen , see Figure 1.6. |
| 48. Press 4 | This selects Printer Control and displays the Printer Control Menu , see Figure 1.7. |
| 49. Press 1 | This selects Cancel Jobs |
| 50. Key-in the number of the job you want to cancel. As there should only be one job currently printing, that number is displayed for you, so press Enter to accept this. | The Press "C" to cancel job immediately message is displayed. |
| 51. Press c | A line of warning is displayed, telling you that you may need to initialise the printer after the printing is cancelled. This is because the printer may stop in the middle of a page and/or line, see Figure 10.1. |

Control Printer Screen with Warning

```
Job Number: 3                               Page Number: 1
Status: Trying to cancel job                 Current Copy: 1 of 5
Message: Completing line
Paper: Standard 8.5" x 11"
Location: Continuous feed
Action: Press "C" to cancel job immediately
```

Job	Document	Destination	Print Options
3	(Screen)		

WARNING: If you use this option, you will need to initialize your printer before you can continue printing. You will also need to make sure all forms are in their original positions. **Are you sure (Y/N) No**

<i>Action</i>	<i>Result</i>
52. Press y	Are you sure? Yes is displayed for a second. Printing will stop.
53. Press F7 (Exit) until the workscreen reappears.	Printing is stopped.

After you have cancelled printing, you may need to initialise the printer.

<i>Action</i>	<i>Result</i>
54. Press Shift F7 (Print)	This displays the Print Screen , see Figure 1.6.
55. Press 7	This selects Initialise Printer

WordPerfect allows you to set the position of your page numbers. It also lets you choose the number for the first page, so that all subsequent numbers are consecutive. Always set the page number parameters at the start of the first page to be affected.

You are going to produce numbers in the centre of the base of the page.

<i>Action</i>	<i>Result</i>
56. Press Home Home ↑	The cursor goes to the top of the document.
57. Press Shift F8 (Format)	This displays the Format Screen , see Figure 2.2.

*Action**Result*

58. Press 2 This selects **Page** and displays the **Format:Page Menu**, see Figure 4.3.
59. Press 7 This selects **Page Numbering** and displays the **Format: Page Numbering** screen, see Figure 10.2.

*Figure 10.2**Page Numbering Screen*

Format: Page Numbering

Every Page

1	2	3
5	6	7

Alternating Pages

4
Even
8

4
Odd
8

9 - No Page Numbers

Selection: 0

*Action**Result*

60. As you want to number pages in the middle at the base of each page, press 6 The position number indicated by the 6 in the screen will now be used.
61. Press F7 (Exit). The workscreen reappears.

VIEWING THE DOCUMENT

*Action**Result*

62. Press **Shift F7** (Print) This displays the **Print** screen, see Figure 1.6.
63. Press 6 This selects **View Document**. After a few seconds your document, complete with fonts and effects, will be displayed.
64. Press **F7** (Exit) to return to the workscreen. The workscreen is displayed.

PRINTING YOUR DOCUMENT

<i>Action</i>	<i>Result</i>
65. Press Shift F7 (Print)	This displays the Print screen, see Figure 1.6.
66. Press 1	This selects Full Document and the document is printed.

REMOVING PAGE BREAKS

Each time that you put a manual page break in the document (**Ctrl Enter**) a double row of hyphens is displayed across the screen. The **[HPg]** code is embedded in the text to represent these lines.

You are going to remove the **[HPg]** codes, thereby removing all page breaks and turning the document back to one page.

<i>Action</i>	<i>Result</i>
67. Press Home Home ↑	The cursor goes to the top of the document.
68. Press Alt F3 (Reveal Codes)	Codes are revealed.
69. Take the cursor to the first [HPg] code	[HPg] is highlighted.
70. Press Del	The page break is removed.
71. Take the cursor to the next [HPg] code	[HPg] is highlighted.
72. Press Del	The page break is removed.
73. Press Alt F3 (Reveal Codes)	Codes are hidden.
74. Press ↓ until the cursor is directly before the page break (double row of hyphens).	
75. Press Del	The page break is removed.
76. Press ↓ until the cursor is directly before the next page break and press Del	The page break is removed. You now just have one page of text.

So, you can remove page breaks with or without revealing the codes. However, it is easier to locate the **[HPg]** code with codes revealed.

SETTING THE PAGE LENGTH

WordPerfect will automatically produce a page break after about nine inches have been used up. An automatic page break looks like one row of hyphens and may not be deleted. The code is **[SPg]**. However, you can force the page break to advance if you decrease the top and bottom margins. Similarly you can make automatic page breaks retreat by increasing the top and bottom margins.

You are going to increase the top and bottom margins so that the automatic (system) page break comes before the end of your text.

<i>Action</i>	<i>Result</i>
77. Press Home Home ↑	The cursor goes to the top of the document.
78. Press Shift F8 (Format)	This displays the Format Screen , see Figure 2.2.
79. Press 2	This selects Page and displays the Format: Page Screen , see Figure 4.3.
80. Press 5	This selects Margins and the cursor moves to the current Top Margin setting.
81. Key-in 4 and press Enter	The top margin is set to 4 inches and the cursor moves to the Bottom Margin setting.
82. Key-in 4.5 and press Enter	The bottom margin is set to 4.5 inches and the cursor moves to beside Selection . Top and bottom margins are changed.
83. Press F7 (Exit)	The cursor returns to the workscreen.
84. Hold down ↓ and see where the automatic page break comes.	The page length is now shortened.

You can lengthen or shorten your pages at any time by increasing/decreasing the top and bottom margins at any point before you want the alteration to take place.

SETTING PAGE BREAKS

Before you can continue with this lesson, you need to delete the top and bottom margins code and re-enter the page breaks so that you have a five page document once more.

<i>Action</i>	<i>Result</i>
85. Press Home Home ↑	The cursor goes to the top of the document.
86. Press Alt F3 (Reveal Codes)	Codes are revealed.
87. Delete the [T/B Mar:4.0", 4.5"] code.	The page length is back to normal.
88. Place the cursor on the T of TUESDAY and press Ctrl Enter	A page break is made directly before the cursor position. The status line tells you that you are on page 2.
89. Place the cursor on the W of WEDNESDAY and press Ctrl Enter	A page break is made directly before the cursor position. The status line tells you that you are on page 3.
90. Continue in this way until you have a five page document.	You have a five page document.

SAVING THE DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
91. Press F7 (Exit)	This displays the Save Document? (Y/N) Yes prompt.
92. Press Y	This displays either: Document to be Saved:B:MOVE2 or: Document to be Saved:C:\WP50\ TEXT\MOVE2
93. Press Enter	This displays the Replace (Y/N)? N message.
94. Press Y	Yes is displayed and the latest version replaces the earlier one. The Exit WP? (Y/N) No message is displayed.
95. Press N	This clears the workscreen.

PRINTING SELECTED PAGES OF A DOCUMENT NOT ON YOUR SCREEN, USING LIST FILES

Sometimes you will want to print a document but will not want to display it on the screen. In this case you would pick that document from List Files.

<i>Action</i>	<i>Result</i>
96. Display the blank workscreen.	The blank workscreen is displayed.
97. Press F5 (List Files)	This displays the name of the current directory/drive.
98. If the directory/drive name is not the location of your documents, press = and key-in the correct drive location followed by Enter	The correct directory/drive is displayed followed by *,*
99. Press Enter	This displays the List Files screen.
100. Press the cursor movement arrows until MOVE2 is highlighted.	MOVE2 is highlighted.
101. Press 4	This selects Print and displays the Print (All) message.
102. Key-in 1,3-5 and press Enter	Pages 1 and 3 to 5 will be printed.

Simply separate the page numbers for the pages you want to print with commas and use the hyphen to indicate specific pages.

SUMMARY

In this lesson you have learned:

- (a) To use **Look** from **List Files** to check the contents of a document without actually retrieving it. Press **F7** (Exit) to return to **List Files**.
- (b) That you press **Ctrl Enter** to make a page break. A page break looks like two rows of hyphens across the screen.
- (c) That you press **Ctrl Home** followed by the number of the page to go to, for the **Go To Page** command.
- (d) That to centre text on the page, issue the centre page top to bottom command at the start of each page. This command is found on the **Format: Page** screen (**Shift F8 2**).
- (e) That to pause printing, press the on-line or select button on your printer. To restart printing, issue the same command a second time.
- (f) That to cancel printing altogether, press **Shift F7 4** to access the printer control screen and then **C** to cancel printing. You then need to specify which job you want to cancel. You may need to initialise the printer after a print cancel.
- (g) To initialise the printer, press **Shift F7 7**.
- (h) To number pages, press **Shift F8 2 7** and select the number position from the options given.
- (i) To remove page breaks you need to delete the **[HPg]** codes.
- (j) To set the page length you need to adjust the size of the top and bottom margins from the **Shift F8 2** menu.
- (k) An automatic page break (system page break) looks like just one row of hyphens and may not be deleted. The code is **[SPg]**.
- (l) To print selected pages of a document not on your screen, select that document from **List Files** and key-in the page number parameters.

LESSON ELEVEN

USING THE SPELLING CHECKER AND THESAURUS

In this lesson you will learn how to:

- * retrieve **SEARCH1**
- * spell-check words
- * spell-check documents
- * use dictionaries
- * use the thesaurus

RETRIEVING SEARCH1

You are going to retrieve **SEARCH1**, make a few additional spelling mistakes and then start using the spelling checker. If you did not cover Lesson Nine, then you need to key-in the text in Figure 9.1 instead of following steps 1 and 2.

Action

Result

1. Display the blank workscreen.
2. Press **Shift F10** (Retrieve), key-in **SEARCH1** and press **Enter**

The blank workscreen is displayed.

SEARCH1 is retrieved.

Before you start the spell check, you need to make a few extra mistakes in the text.

3. Make some extra spelling mistakes to the text. Please also change the spelling of **sandwiches** to **snadwiches**

The text contains spelling mistakes.

CHECKING THE SPELLING OF A WORD

Action

Result

4. Place the cursor at any point in **snadwiches**
5. Press **Ctrl F2** (Spell)

This displays the **Spell Check menu** along the base of the screen, see Figure 11.1.

Figure 11.1

Spell Check Menu

Check: 1 Word; 2 Page; 3 Document; 4 New Sup. Dictionary; 5 Look Up; 6 Count:0

Action	Result
6. Press 1	This selects word and displays a list of alternative spellings for snadwiches , see Figure 11.2

Figure 11.2

Alternatives for "snadwiches"

=====
A. sandwiches

Not Found: 1 Skip Once; 2 Skip; 3 Add Word; 4 Edit; 5 Look Up: 0

Action	Result
7. Press A as this is the letter corresponding to the correct spelling of the word.	snadwiches is changed for sandwiches

CHECKING THE SPELLING OF THE DOCUMENT

If you had a problem with using the spelling checker, it could be because you have not yet set up WordPerfect 5 correctly. The setup menu (**Shift F1**) allows you to set certain defaults. The location of programs is set with option 7 (location of files). For example, you need to tell WordPerfect where to find the Main Dictionary and also the Supplementary Dictionary. If you are using a hard disk, the location will probably be **C:\WP50**; if you are using a dual floppy system, it will probably be **A:**. If you are unaware of the set up facility, refer to your user manual.

Notes On Dictionaries

When WordPerfect checks your spelling, it looks first for the words in a common word list and then the main dictionary. It may also look in any one of your supplementary dictionaries. This is a separate list of words, included by you, so that these words will no longer be unrecognised by the spelling checker. The default supplement is called **WP{WP}EN.SUP** and it is common for this to be the only one in use. However, you can create additional supplements if required. For example, you could have one supplement for the legal department, another for medical terms, and so on. Always add a word to the supplement if it is used frequently, like the name of your company or boss for example.

Action	Result
8. Press Ctrl F2 (Spell)	This displays the Spell Check Menu , see Figure 11.1.

Action

Result

9. Press 3

This selects **Document** and the check commences. As soon as the first unrecognised word is encountered, the screen shown in Figure 11.2 is displayed together with a list of possible alternatives.

1 Skip Once

Select this if the word is correct so that the check continues. If this word is encountered a second time, the check will stop at it should it appear again in the document.

2 Skip

Select this if the word is correct, so that the check continues; but the check will not stop at this word should it appear again in the document.

3 Add Word

Select this if the word is correct and used frequently by you or your company. The word will no longer be unrecognised in future documents.

4 Edit

Select this if the word is incorrect and the correct spelling is not displayed in the list. Once edit is selected, the cursor moves into the text so that you can make alterations. As soon as the alterations are made, press **F7** (Exit). You may use **backspace**, **Del** or cursor keys during Edit.

5 Look Up

Select this if you are still unsure how to spell a word and the correct spelling is not listed. For example, if you couldn't spell the word **psychology** but knew it began with **ps** and ended in **ology** you could press **5** and key-in **ps*ology** as the word pattern. The words that fall within these parameters would then be found. Use the ***** to represent one or more letter, use **?** to represent just one letter. If you do not use ***** or **?** (wild cards), WordPerfect finds all the words that match the pattern phonetically.

6 Delete Second

This option is displayed if two words appear in the text next to each other. When I was writing this book, the check kept stopping every time it met **Home Home** and inviting me to delete the second occurrence.

7 Disable Double Word Checking

If you use a lot of double words, you can select this option to disable the facility.

8 Ignore Words Containing Numbers

Similarly, when producing this book, the check kept stopping at entries such as **F8** or **SEARCH1**. By ignoring words containing numbers, you can ignore all such words.

Action

Result

10. Continue checking the spelling for the rest of the document, pressing the initial letter of the correct spelling, if appropriate or picking an option from the menu at the base of the screen.

Your document is spell checked.

USING THE THESAURUS

Use the thesaurus to find synonyms for words in your document. You are going to find alternatives for **tolerate**, at the end of the text.

As for the speller program, it is important that WordPerfect knows where to find the thesaurus program **WP{WP}EN.THS**.

<i>Action</i>	<i>Result</i>
11. Place the cursor at any point in tolerate	
12. Press Alt F1 (Thesaurus)	The screen shown in Figure 11.3 is displayed, giving synonyms for tolerate at the top and antonyms (opposite) at the end.

Figure 11.3

Thesaurus

Tolerate (n)		
1 A abide		
B bear		
C endure		
D stomach		
E suffer		
2 F accept		
G allow		
H condone		
I countenance		
J permit		
tolerate (ant)		
3 K reject		
L outlaw		

1 Replace Word; 2 View Doc; 3 Look Up Word; 4 Clear Column: 0

<i>Action</i>	<i>Result</i>
13. Press 1	This selects Replace Word
14. Press a	This selects option A (abide) and replaces it in the text.

Headwords are either marked with a bullet (dot) or come at the top of each section, followed by (v), (n) or (a) to indicate which part of speech they belong to (verb, noun, adjective) and are words that can be looked up further.

Cursor Movement

Use the cursor keys to view additional options in the same or adjacent columns. When a column is current, the letters move to beside the options. You know when you are at the end of a column because you see the antonyms (ant)

Press a Letter

Press a letter beside a word that you would like to look up at the same time.

1 Replace Word

Select this to replace the word in the text with a word in the list.

2 View Document

Select this to return the cursor to the document so that you can choose another word to look up or see more of the context.

3 Look Up Word

Select this to key-in a different word to look up.

4 Clear Column

Select this to clear the current column so that more options can be shown. To delete the entries in the column to the left of the current one, press **backspace** after pressing **clear column**.

<i>Action</i>	<i>Result</i>
15. Continue experimenting with the thesaurus and then press F7 (Exit) to return to the workscreen.	The workscreen is redisplayed.

QUITTING THE DOCUMENT AND CLEARING THE WORKSCREEN

<i>Action</i>	<i>Result</i>
16. Press F7 (Exit)	This displays the Save Document? Y/N message.
17. Press N	This displays the Exit WP? Y/N message.
18. Press N	This clears the workscreen.

SUMMARY

In this lesson you have learned:

- (a) To press **Ctrl F2** to spell-check your document.
- (b) To make sure that you have specified the location of the main dictionary and supplement files in the set up menu (**Shift F1**).
- (c) To add words to the supplement if you use them frequently and they are not normally recognised by the spell check.
- (d) That you can use wild cards (***** and **?**) to look up the spelling of words that fit a particular pattern.
- (e) That you can use the thesaurus to find synonyms and antonyms for words in your document. Press **Alt F1** to access the thesaurus.

LESSON TWELVE

HOUSEKEEPING

In this lesson you will learn how to:

- * understand housekeeping
- * make backups
- * understand **List Files**
- * copy a document
- * move/rename a document
- * delete a document
- * search for a document
- * change directory/drive

It is impossible to predict the names of the documents you have created so far, especially if you have not studied all of the lessons in the course. As a result, this lesson is a general guide to housekeeping and how to use it.

WHAT IS HOUSEKEEPING?

Housekeeping is the common term used to refer to disk management, in other words, keeping your disks neat, tidy and free from unwanted documents. Briefly then, housekeeping is the deletion, copying, moving and renaming of documents.

MAKING BACKUPS

Maybe you have noticed that some documents have appeared in **List Files** with **.BK!** following their names. These are backups. If you make a backup of a document, WordPerfect 5 will keep the previous version of each re-edited document. This previous version is called a **backup**. If you accidentally delete part of the document or make a mess of it, you can then retrieve the backup and start again. However, if you do not make backups of your documents and make a grave mistake, the only safety net will be WordPerfect's automatic backup **WP{WP}BK.1**, which stores the current document every, say, 30 minutes. This document may then be retrieved and renamed.

Backup

When you set up WordPerfect, you can choose whether to create backups or not. It is always sensible to do so. Periodically it is a good idea to delete all your **.BK!** files to clear some space on your disk.

WP{WP}BK.1

Have you noticed that a ***Please Wait*** message is often displayed on your screen while you are working? This is WordPerfect's automatic backup facility, which dumps the work in

the current document to the above-named document after a specified number of minutes. This too is chosen during setup. Each time you start work on a new document, the WP{WP}BK.1 file is changed to contain the work in the new document. Every time you quit WordPerfect the normal way (by F7), this backup is deleted. If, however, your system "hangs", for example, and you cannot proceed for some reason, you may need just to switch off and start again; alternatively you could "reboot" (by pressing Ctrl, Alt and Del all together to restart the computer). In this case the **Are other versions of WordPerfect currently running?** message is displayed, because it wants to know whether to delete the WP{WP}BK.1 file or not. If you press Y, the file will be deleted. If you press N, it will be retained. While you are working, you may receive the **Old Backup File Exists: 1 Rename; 2 Delete**. Press 1 if you want to turn the existing backup into a document; press 2 if you do not need the contents of the existing backup. Usually you will press 2.

<i>Action</i>	<i>Result</i>
1. Press Shift F1 (Setup)	This displays the Setup Menu , see Figure 12.1.

Figure 12.1

Setup Menu

Setup

- | | |
|---------------------------------|--------|
| 1 - Backup | |
| 2 - Cursor Speed | 30 cps |
| 3 - Display | |
| 4 - Fast Save (unformatted) | No |
| 5 - Initial Settings | |
| 6 - Keyboard Layout | |
| 7 - Location of Auxiliary Files | |
| 8 - Units of Measure | |

Selection: 0

<i>Action</i>	<i>Result</i>
2. Press 1	This selects Backup and displays the Backup Screen , see Figure 12.2

Figure 12.2

Backup Menu

Setup: Backup

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

Backup Directory C:\WP50\TEXT

1 - Timed Document Backup Yes
Minutes Between Backups 15

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

2 - Original Document Backup No

Selection: 0

The current backup directory name is displayed. If you are using a hard disk system it should be C:\WP50\TEXT as this means that the WP{WP}BK.1 file will be created in the directory used for your documents. If you are using a dual floppy disk system then the setting should be B:, so that it saves the backup in the same place as your documents. We'll see how to change this setting shortly.

The **timed document backup** is displayed; in order to create the WP{WP}BK.1 file, the response should be **Yes**. The number of minutes between backups is displayed below.

Action	Result
3. Press 1	The cursor moves to beside the timed backup response.
4. Press y	Yes is displayed, if this is not already the default. The cursor moves to the minute setting.
5. Key-in 15 and press F7 (Exit)	The timed backup is set and the cursor returns to beside the Selection message.
6. Press 2	The cursor moves to the Original Document Backup response.
7. Key-in y if this is not already the default.	Yes is displayed and the cursor returns to beside the Selection message.
8. Press F7 (Exit)	The cursor returns to the workscreen.

Now you are going to set the location of your WP{WP}BK.1 file.

9. Press Shift F1 (Setup)	This displays the Setup Menu , see Figure 12.1.
10. Press 7	This selects Location of Auxiliary Files and displays the Location of Auxiliary Files Menu , see Figure 12.3.

Figure 12.3

Location of Auxiliary Files Menu

Setup: Location of Auxiliary Files

1 - Backup Directory	C:\WP50\TEXT
2 - Hyphenation Module(s)	
3 - Keyboard/Macro Files	C:\WP50
4 - Main Dictionary(s)	C:\WP50
5 - Printer Files	C:\WP50
6 - Style Library Filename	C:\WP50
7 - Supplementary Dictionary	C:\WP50
8 - Thesaurus	C:\WP50

Selection: 0

<i>Action</i>	<i>Result</i>
11. Press 1	This selects Backup Directory and the cursor moves for you to key-in the response.
12. Hard disk users Key-in C:\WP50\TEXT if this is not already the default, and press Enter	The location of the WP{WP}BK.1 file is set.
Dual floppy users Key-in B: if this is not already the default and press Enter	The location of the WP{WP}BK.1 file is set.
13. While you are on this screen, change any other locations if required.	
14. Press F7 (Exit) to return to the workscreen.	The workscreen is displayed.

USING LIST FILES

You can use **List Files** (F5) for a number of purposes. Documents may be retrieved, looked at or printed directly from this screen; they may also be copied, moved, renamed, deleted or searched for.

Documents are listed alphabetically in **List Files** together with the date and time they were created and the size of the document in bytes (characters). The **List Files Menu**, see Figure 12.4, runs along the base of the screen.

As it is impossible to predict the names of all your documents, the following instructions may be applied to any document.

Figure 12.4

List Files Menu

1 Retrieve; 2 Delete; 3 Move/Rename; 4 Print; 5 Text In;
6 Look; 7 Other Directory; 8 Copy; 9 Word Search; N Name Search; 6

COPYING A DOCUMENT

Use this command to make a copy of a named document. The copy can be placed on the same disk/directory or in a different one; you can even rename the document as you copy it. In this way you can have two identical documents but with different names.

If you are using a dual floppy system and want to copy a document from your document disk to another document disk you will have to replace the WordPerfect 5 system disk, currently in drive A, with one of the document disks.

If you copy a document to an existing document with the same name on the destination disk, the existing document is replaced by the new text.

<i>Action</i>	<i>Result</i>
15. Press F5 (List Files)	The current directory/drive is displayed.
16. Key-in the directory/drive location for the document you want to copy from, if different from the one displayed, and press Enter until List Files is displayed.	The List Files screen is displayed, see Figure 12.4.
17. Move the cursor until the document to copy is highlighted.	The document name is highlighted.
18. Press 8	This selects Copy and displays the Copy this file to: message.
19. Key-in the location for this document to be copied to, for example, A: or C:\WP50 , and press Enter	A copy of the highlighted document is placed at the specified location.

Hard disk users

Use this command to copy documents from the hard disk to a floppy disk. Key-in **a:** as the response to the **Copy this file to:** message.

Use this command to copy documents from a floppy disk to the text directory of the hard disk. Start off by displaying List Files for drive A and key-in **C:\WP50\TEXT** as the response to the **Copy this file to:** message. To display drive A, you could key-in **A:** and press **Enter** twice after pressing **F5** from the workscreen.

Dual floppy disk users

Use this command to copy documents from one floppy document disk in drive B to another disk in drive A. Display **List Files**, highlight the document to copy, press **8**, swap the current disk in drive A for the target disk and key-in **A:** as the response to the **Copy this file to:** message. The operation complete, you should swap the document disk in drive A for the WordPerfect system disk that was there in the first place.

MOVING/RENAMING A DOCUMENT

Use this command to move a document from one location to another.

This operation is used for archiving. For example, if you use a hard disk machine you should try to keep as few documents as possible on the disk. The fewer documents there are, the more efficiently you will be able to work. When you move a document, you will move it from one disk/directory to another. It is usual to use this command for moving documents from a hard to a floppy disk.

Sometimes you will want to rename a document. Maybe you misnamed it the first time and would like to alter it. Maybe you want to turn the **WP{WP}.BK.1** file into a permanent document by renaming it.

You use the same command for both these operations. You can even move and rename at the same time.

<i>Action</i>	<i>Result</i>
20. Press F5 (List Files)	The current directory/drive is displayed.
21. Key-in the directory/drive location for the document you want to move, if different from the one displayed, and press Enter until List Files is displayed.	The List Files screen is displayed, see Figure 12.4.
22. Move the cursor until the document to move is highlighted.	The document name is highlighted.
23. Press 3	This selects Move/Rename and displays the New name: message followed by the name and location of the highlighted document.
24. Key-in the location/new name for this document, such as A:HBLET1 or C:\WP50\TEXT\HBLET2 , exchange disks if necessary, and press Enter	The document is moved to the specified location, with the original name or renamed.

DELETING A DOCUMENT

Use this command to delete a document from disk. Once the document is deleted it cannot be recovered unless that document had been backed up.

<i>Action</i>	<i>Result</i>
25. Press F5 (List Files)	The current directory/drive is displayed.
26. Key-in the directory/drive location for the document you want to delete, if different from the one displayed, and press Enter	The List Files screen is displayed, see Figure 12.4.
27. Move the cursor until the document to delete is highlighted.	The document name is highlighted.
28. Press 2	This selects Delete and displays the Delete: message followed by the name of the highlighted document and (Y/N) No

*Action**Result*

29. Press **y** **Yes** is displayed and the document deleted.

SEARCHING FOR A DOCUMENT

In order to move the highlight straight to a specific document in List Files, you can use the **Name Search** option.

*Action**Result*

30. Display **List Files** in the usual way. **List Files** is displayed.
31. Press **n** This selects **Name Search**.
32. Key-in the first letter or so of the document name. The cursor moves straight to the first document name that begins with the specified characters.
33. Keep keying-in letters until the required document is highlighted.
34. Press **Enter** The named document is highlighted. You may now proceed make your selection from the **List Files Menu**.

If you have forgotten the name of a document you want to work with but can remember some of its contents you can use the **Word Search** option, which will list all the document in the current directory that contain the specified string of words.

*Action**Result*

35. Display **List Files** in the usual way. **List Files** is displayed.
36. Press **9** This selects **Word Search** and displays the **Word Search Menu**, see Figure 12.5.

Figure 12.5

Word Search Menu

Search: 1 Doc Summary; 2 First Page; 3 Entire Doc; 4 Conditions: 0

*Action**Result*

37. Press **3** This selects **Entire Document**, though you could select one of the other options and display the **Word Pattern:** message.
38. Key-in one or more words that are peculiar to the document you want to locate and press **F7 (Exit)** **Searching file** is displayed together with the number of files in the current directory/drive as they are checked. Those files which contain an exact match of the pattern described are then marked with an asterisk.
39. Proceed as normal.

CHANGING DIRECTORY/DRIVE

If you want to look at the list of files on another disk or in another directory, you will want to use the **Other Directory** option from **List Files**. You may then manipulate the files in the displayed list.

<i>Action</i>	<i>Result</i>
40. Display List Files in the usual way.	List Files is displayed.
41. Press 7	This selects Other Directory and displays the New Directory = message.
42. Key-in the name of the new directory or drive, such as a: or C:\WP50\SALES , and press Enter	This displays the directory/drive you specified with .* at the end, which means "all documents".
43. Press Enter	This accepts the displayed directory/drive and displays its list of files.
44. Proceed as normal.	

NOTE: The other way to change directory is to press **F5** (**List Files**) when the workscreen is displayed, and key-in the name of the directory/drive you want to change to. If you press **=** immediately after **F5**, the named directory/drive will become the default.

SUMMARY

In this lesson you have learned:

- (a) That housekeeping is the term used for disk management, in other words the organisation of your disks and the documents on them. Regular backups should be made of all important documents. Unnecessary documents should be deleted regularly.
- (b) That you should make sure you set up (**Shift F1**) your WordPerfect program to make backups of your documents and make an additional timed backup. This backup may then be retrieved and used if necessary.
- (c) That you should choose **List Files (F5)** to carry out all your housekeeping.
- (d) That you should always display the directory/drive that contains the document you want to work with and highlight the document name before making selections 1 to 4, 6 and 8.
- (e) That you should change any disks, if necessary, before finally executing a command.
- (f) That you can use **Name Search** to specify the initial letters of a document name and move straight to it in **List Files**.
- (g) That if you cannot remember the name of one of your documents, use the **Word Search** option.

WORDPERFECT 5 QUICK REFERENCE GUIDE

The four most important commands

- F1** 'No' key (Cancel). Use to get out of trouble and to restore deleted text
- F7** 'Yes' key (Exit). Use to save formatting changes and to save text and/or leave WordPerfect
- F3** 'Help' key (Help). Use to get help on any WordPerfect feature at any time. If you are using a computer that does not have a hard disk you will need to place the WordPerfect 1 disk into drive **B** in order to use help
- F5** List Files. Use at the start of each work session to 'log onto' the appropriate drive/directory. Use to list existing files and to carry out housekeeping

Cursor movement

Note: All keys pressed with **Ctrl** must be held down simultaneously.
All keys pressed with **Home** must be held down consecutively.

→	Character right
←	Character left
↑	Up line
↓	Down line
Ctrl →	Next word
Ctrl ←	Previous word
Home ↑	Up screen
Home ↓	Down screen
Home →	Right side of line
Home ←	Left side of line
Home Home ↑	Top of document
Home Home ↓	End of document
Home Home Home ↑	Top of document before codes
Home Home Home ←	Left side of line before codes
End	Right side of line
Pg Dn	Top of next page
Pg Up	Top of previous page
Ctrl Home	Go to page/character

Basic editing

Enter	Take text to start of new line
Ins	Insert on/off toggle (default in ON)
Del	Delete character(s) at cursor
Backspace	Delete character(s) to left of cursor
Ctrl Backspace	Delete current word
Ctrl End	Delete from cursor to right side of line
Ctrl Pg Dn	Delete from cursor to end of page
F1	Restore up to last three deletions
Tab	Go to tab, centre/decimal or right align
F4	Indent text to tab
Alt F3	Reveal codes
Alt F4	Hide codes

Save and retrieve

F7	Save text (exit WordPerfect/clear workscreen)
F10	Save text and leave document on the workscreen
Shift F10	Retrieve file
F5, Enter, 1	Retrieve highlighted file

Printing

Shift F7, 1	Print full document on the screen
Shift F7, 2	Print the current page
Shift F7, 6	View the document on the screen
F5, Enter, 4	Print a document on disk and specify which page numbers to print
Shift F7, S	Select a different printer
Shift F7, 4	Cancel printing or control the printer

Format change

Note: Every time you change the format, WordPerfect will embed a code in the text. Text from the code onwards will be affected by the change. To change the format for the entire document press **Home Home ^** before you start.

Try to remember to make every format change with the cursor at the top of the document.

Shift F8	Format Menu
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Line format changes

Shift F8 1, 7	Change left/right margins
Shift F8 1, 8	Set/clear tabs
Shift F8, 1, 6	Change line spacing
Shift F8, 1, 3, Y	Justification ON
Shift F8, 1, 3, N	Justification OFF

Page format changes

Shift F8, 2, 1	Centre Page top to bottom
Shift F8, 2, 5	Change top/bottom margins
Shift F8, 2, 6	Set page number
Shift F8, 2, 7	Select page number position
Shift F8, 2, 8	Change paper size

Text enhancements as you type

Shift F6	Centre following line of text
F8	Underline following text (press F8 again to cancel underline)
F6	Boldface following text (press F6 again to cancel boldface)
Shift F5, 1	Set today's date on the screen
Shift F8, 2	Set the current date on the screen
Shift F8, 3	Change the date format
Alt F6	Flush right following text at the right margin
Shift F8, 4, 5	Overstrike
Ctrl F8, 1, 1	Superscript (Ctrl F8, 3 to cancel)
Ctrl F8, 1, 2	Subscript (Ctrl F8, 3 to cancel)
Ctrl F8, 1, 4	Large text (Ctrl F8, 3 to cancel)
Ctrl F8, 1, 5	Very large text (Ctrl F8, 3 to cancel)
Ctrl F8, 1, 6	Extra large text (Ctrl F8, 3 to cancel)
Ctrl F8, 2, 3	Double underline text (Ctrl F8, 3 to cancel)
Ctrl F8, 2, 4	Italic text (Ctrl F8, 3 to cancel)
Ctrl F8 4	Change base font for subsequent text

Text enhancements for existing text

Note: You can apply all the above enhancements to existing text provided you block it first. Blocking is the term given to marking (highlighting) specific text by moving the cursor through it after pressing the **Block** command.

Alt F4	Block ON
Alt F4	Cancel block
Shift F3, 1	Capitalise blocked text
Shift F3, 2	Lower-case blocked text
F8	Underline blocked text
F6	Boldface blocked text
Shift F6	Centre blocked text
Alt F6	Flush right blocked text
Shift F8, 4, 5	Overstrike blocked text
Ctrl F8, 1, 1	Superscript blocked text
Ctrl F8, 1, 2	Subscript blocked text
Ctrl F8, 1, 4	Enlarge blocked text
Ctrl F8, 1, 5	Enlarge blocked text further
Ctrl F8, 1, 6	Make blocked text extra large
Ctrl F8, 2, 3	Double underline blocked text
Ctrl F8, 2, 4	Italic blocked text

Text manipulation

Note: If the text you want to manipulate does not fall into any of the following categories, then you must block it first (**Alt F4**) and then press **Ctrl F4**.

Ctrl F4, 1	Move/copy/delete current sentence
Ctrl F4, 2	Move/copy/delete current paragraph
Ctrl F4, 3	Move/copy/delete current page
F1	Restore deleted text
F2	Search forwards
Shift F2	Search backwards
Alt F2	Search and replace

Pages

Ctrl Enter	Make page break directly to the left of the cursor
Del/Backspace	Delete page break
Ctrl Home	Go to page
Pg Dn	Go to top of next page
Pg Up	Go to top of previous page
Shift F8, 2, 7	Set page number position

Spell check

Ctrl F2	Spell check. If you are using a computer that has no hard disk you will need to replace your document disk with the Speller disk directly prior to commencing the check
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Housekeeping

Note: All the Housekeeping commands are located in the **List Files Menu (F5)**.

F5, Enter, 2	Delete highlighted file
F5, Enter, 3	Move highlighted file
F5, Enter, 3	Rename highlighted file
F5, Enter, 4	Print highlighted file
F5, Enter, Enter	Look at highlighted file
F5, Enter, 7	Change to another directory/drive
F5, =	Change default directory/drive
F5, Enter, 8	Copy highlighted file
F5, Enter, 9	Search for all the files that contain the subsequently entered word(s) and mark them with an *
F5, Enter, N	Search for the first file in the list that starts with the subsequently entered character(s)

The codes you have met during this course

[Align]	Tab align
[Block]	Block on
[BOLD] [bold]	Bold
[C/A/Flrt]	End of tab align/flush right
[Center Pg]	Centre page top to bottom
[Cntr]	First of the pair of centre codes
[Date]	Current date to print at print time
[Dbl Und]	Double underline
[Ext Large]	Extra large print
[Flsh Rt]	Flush right
[HPg]	Hard page — set manually by you
[HRt]	Hard return — when Enter is pressed
[→ Indent]	Indent to tab
[Italic]	Italic print
[Just Off]	Justification off
[Just On]	Justification on
[Large]	Large print
[Ln Spacing]	Line spacing
[L/R Mar]	Left and right margins
[Outln]	Outline
[Ovrstk]	Overstrike
[Pg Num]	Page number
[Pg Num Pos]	Page number position
[Shadw]	Shadow printing
[SPg]	Soft page break — set by WordPerfect
[SRt]	Soft return — when wordwrap has started the next line
[StkOut]	Strikeout
[SubScrpT]	Subscript
[SuprScrpT]	Superscript
[Tab]	Tab key has been pressed
[Tab Set]	Tab settings
[T/B Mar]	Top and bottom margins
[UND] [und]	Underline

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