

TO Expand Margins : Shorten Abono-  
Page: MAR Sat 12, 90  
Fat Chrs : 12; 1  
TAB SAT 0, 5, 10, 12, 15, 17, 20, 3

1-800-  
752-774

Sum.  
We need  
WP for P.C. items  
mym  
dat

WP in File 1

work in 2

to SAVE to Disk

Website to Apple marketing  
1555 N. Technology Way  
Orem, Utah 84057

RM

WordPerfect

FOR THE APPLE IIe & IIc

## Acknowledgements

WordPerfect for the Apple IIe and IIc was translated and adapted from the IBM and Data General versions by James M. Hamilton, Dale T. Taylor, Daniel Burton, Mike Burton, David J. Hamilton, Harry L. Mahoney III, Kevin D. McCoy, and Jeffrey R. Wilson.

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# Introduction

## ■ Introduction

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### What is word processing?

To say that a word processor is a powerful typewriter is unfair. The keyboards are similar and yes, you are printing on paper—but beyond the similarities are some wonderful differences.

#### Freedom

The vicious type-proof-scream-crumple-retype cycle has been broken! Word processing allows the smooth flow of thoughts-to-screen where you can visually change your mind and your document before printing—a perfect document every time.

#### Security

Your files are stored on disks instead of on sheets of paper. When you retrieve a stored file, a copy—not the original—is brought to the screen. You are then free to edit the copy as much as you like, knowing the original file remains untouched on disk.

#### Personality

After a little time and practice, you will begin to see the BIG PICTURE of word processing—and then the fun begins. The work of word processing is left largely to WordPerfect so that you are free to create useful applications. For example

- From a single address list, print mailing labels and *personalized* invitations for upcoming concerts.
- Mix and match paragraphs from daily journals to *assemble* letters to family and friends.
- Write term papers from first draft to final copy in half the time it took with pencil, eraser, and typewriter. Even footnote placement is easy.

## **The Manual**

Your approach to using the manual has much to do with what you already know. If you are new to word processing, read the Getting Started section and spend some time with the lessons in the Learning section. If you are familiar with word processing, work through the Getting Started section, thumb through the lessons, and use the Reference section to learn about each feature.

### **Getting Started**

Is required reading for everyone. It leads you through the process of installing WordPerfect onto one drive, two drive, and hard drive systems, then helps you select your printers.

### **Learning**

Contains lessons to guide you step-by-step through many of WordPerfect's features.

### **Reference**

Explains every WordPerfect feature. Such concepts as editing, formatting, and printing are also included.

### **Speller**

Guides you through checking and correcting the spelling of words in your documents.

### **Special Features**

Discusses such features as statistical typing and macros.

### **Merge**

Is where office automation begins. Forms, address lists, paragraphs, and your keyboard come together to automate routine paperwork.

### **Appendices**

Contain additional information regarding the WordPerfect program, printer definitions, what is found on all diskettes, and other special situations.

### **Glossary/Index**

## Notes

# Getting Started

## ■ Before You Start

---

### Materials

Take a moment to check the list below for the materials you should have to set up WordPerfect properly. If you have questions, call your dealer or refer to the Reference and Appendices sections. If you need further assistance, call (801) 226-6800 between the hours of 9:00 AM and 5:00 PM, MST. To reach the bulletin board modem anytime, call (801) 226-1605.

For your convenience, the program information has been included on both a 3½" diskette and three 5¼" diskettes.

#### **/WP - /Util diskette**

Side A (**/WP**) of this diskette contains the WordPerfect program files (the files needed to run WordPerfect). The programs needed to copy files, define printers, and customize printers and fonts are located on Side B (**/Util**—see Appendix E).

#### **/Work - /Learn diskette**

Side A of this diskette (**/Work**) is used by WordPerfect whenever more memory is required to edit a document. Because files are frequently written to and deleted from this diskette, it should be available to the program whenever possible.

On a one disk drive system, you should leave the **/Work** diskette in the drive unless instructed otherwise by the computer. On a two disk drive system, **you should NEVER remove this disk. If the computer requests another diskette, always place the new one in drive 1.** Otherwise, ProDOS may destroy the diskette. (See Appendix B for more information.)



The sample documents to be used in the Learning section are located on Side B (**/Learn**).

#### **/Spell - /Util2 diskette**

Side A (**/Spell**) contains the actual dictionary program. The Speller Utility, used to maintain the Speller, is located on Side B (**/Util2**). This side also contains a program that lets you recover overflow files.



## Keyboard Template

The keyboard template, which goes above the top row of keys on your keyboard, labels most of the WordPerfect functions. You can perform these functions by pressing the  or  key, along with the key below the desired function on the template.

The keyboard template has a temporary adhesive on the back. Peel the covering and place the template above the top row of keys.



## Quick Reference

This card contains the location of all WordPerfect features and a summary of normal starting instructions which apply after WordPerfect has been installed (using this section). Keep it handy!

### **6 blank diskettes and labels** (not included)

Unless you have a hard disk, you will need these diskettes and labels to set up WordPerfect. Write the volume names (**/WP**, **/Util**, **/Work**, **/Learn**, **/Spell**, **/Util2**) on six blank labels and place them on the blank diskettes. It is a good idea to write the revision number and registration number on the **/WP** label. The labels should be placed on the top-front of the diskettes.

## **Disk Drives**

The Apple IIe may have one or two disk drives. The drive from which you boot your machine is called drive 1; the other drive is usually called drive 2. We assume that your disk drives are connected to slot 6 inside the computer.

The Apple IIc comes with one built-in drive called an internal drive. You can also purchase separate external drives. In this manual, the internal drive is called drive 1.

Hard disk drives can be installed on both the IIe and IIc. Hard disks greatly increase program speed, room to store files, and the maximum size of documents that can be edited and printed.

Single disk drive users are prompted to exchange diskettes many times during normal use. Follow the instructions on your screen.

## **Diskettes**

The original WordPerfect diskettes have files stored on both sides and are notched on both side-edges. When you insert a diskette into a drive, make sure the correct label is facing up and out. For example,

**INSERT** /Learn into drive 1

This means to turn the diskette so that the **/Learn** label is facing up and out, then slip the diskette into the specified drive and close the door.

Most blank diskettes you buy have only one side for storing files (Side A).



**Words to know** These words have special meanings and are used throughout the manual.

**MOVE** Move the cursor to the indicated place

**TYPE** Type the bolded characters

**ENTER** Type the bolded characters, then press the Return key

**BLOCK** Define a block of text

**INSERT** Insert the given diskette into the specified drive



**REPLACE** Remove the diskette from the indicated drive and replace it with the given diskette

**SELECT** Choose an option from the displayed menu and press the corresponding key

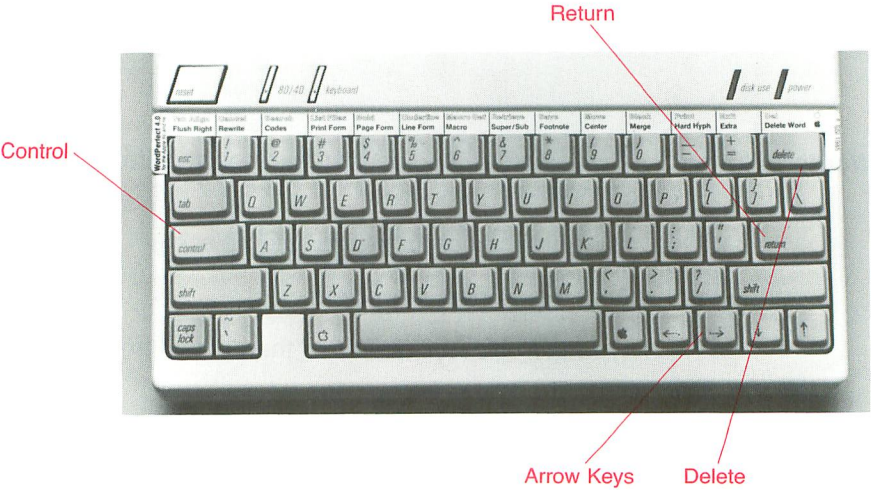
# Keyboard

## Function keys

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

Most function keys are pressed together with the , , or Control key. For example,

-  5 Hold down the  key, then press 5
-  4 Hold down the  key, then press 4
- Control  Hold down the Control key, then press E



**Arrow keys**

The arrow keys ←, →, ↓, ↑, by themselves, simply move the cursor through text and codes. Text and codes are not deleted or changed when using these keys.

**Delete key**

This key is used to erase mistakes to the left of your cursor.

**Return key**

This key is used to end a paragraph or short phrase, to send a command to the computer, or to create more space between paragraphs.

## ■ Copy the WordPerfect diskettes

As a favor to you, the WordPerfect diskettes are not copy protected. As a favor to us, we ask that you make only one copy to work with and save the originals as backups. Making copies for any other purpose is illegal.

This section includes separate instructions for computers with one disk drive, two disk drives, or a hard disk. If you are installing the program on a UniDisk 3.5, follow the same instructions as for a hard disk.

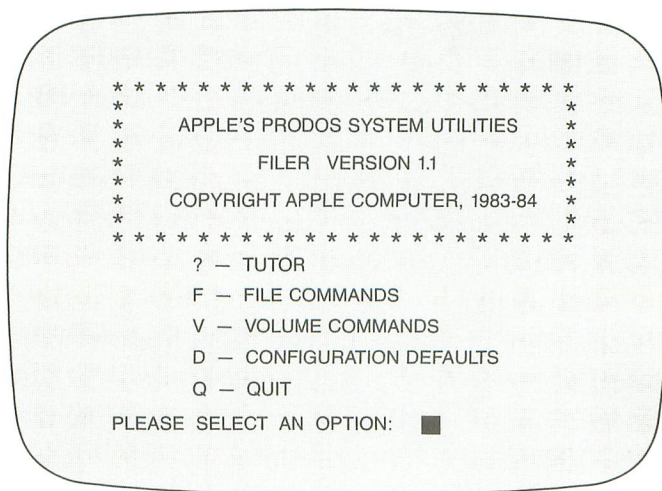
In the following steps, the diskettes that came in your package are referred to as *original* diskettes.

### One disk drive

To make working copies of your diskettes on a computer with one disk drive:

**INSERT** The original /Util diskette into the drive

Switch on your machine. After a few moments you should see this screen:



## TYPE **v** for Volume Commands

If you make a mistake, press the Esc key to return to the previous menu and start over from there.

```
*****
*                                     *
*                               VOLUME COMMANDS                               *
*                                     *
*****
```

- ? — TUTOR
- F — FORMAT A VOLUME
- C — COPY A VOLUME
- L — LIST VOLUMES
- R — RENAME A VOLUME
- D — DETECT BAD BLOCKS
- B — BLOCK ALLOCATION
- K — COMPARE VOLUMES

SELECT AN OPTION OR <ESC>: ☐

## TYPE **c** to Copy a Volume

```
*****
*                                     *
*                               COPY A VOLUME                               *
*                                     *
*****
```

--COPY--  
THE VOLUME IN SLOT: ( ☐ )  
DRIVE:

TO VOLUME IN SLOT:  
DRIVE:

NEW VOLUME NAME:

--PRESS <RET> TO ACCEPT: <ESC> TO EXIT--

## Copy /WP

**TYPE 6161** to copy the volume in slot 6, drive 1, to the volume in slot 6, drive 1

When you see "INSERT SOURCE DISK AND PRESS <RET>" at the bottom of your screen,

**REPLACE** The original /Util diskette in the drive with the original /WP diskette



**Press two times**

When you see "INSERT DESTINATION DISK AND PRESS <RET>" at the bottom of your screen,

**REPLACE** The original /WP diskette in the drive with the diskette *you* labeled /WP



**Press once**

If a "DESTROY" message appears, it means that there are files on the destination diskette. Make sure that the correct diskette is in the drive before typing **y**, as all files will be erased from the destination diskette before copying begins.

You will need to swap diskettes about 18 times to copy the /WP disk.

**Follow the instructions on your screen until you see "COPY COMPLETE."**

When you see "COPY COMPLETE," you have made a working copy of your /WP diskette.

"SOURCE" refers to the diskette you are copying and "DESTINATION" refers to the diskette to which you are copying. In other words, the original diskettes are the source and the diskettes you labeled are the destination.

**Repeat these steps to make working copies of the remaining original diskettes. First insert the original diskette, then replace it with the copy you labeled when you see "INSERT DESTINATION DISK AND PRESS <RET>" at the bottom of the screen.**

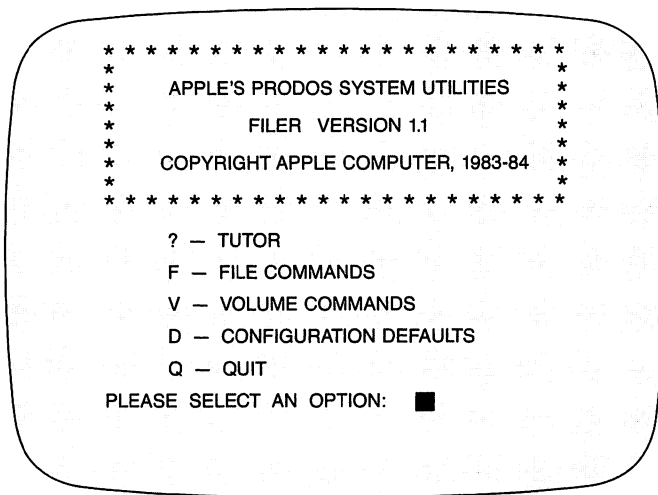
**Make sure you copy a total of six diskettes (/WP, /UTIL, /WORK, /LEARN, /SPELL, /UTIL2).**



**Two disk drives** To make working copies of the diskettes on a computer with two disk drives:

**INSERT** The original /Util diskette into drive 1

Switch on your machine. After a few moments you should see this screen:



## TYPE **v** for Volume Commands

If you make a mistake, press the Esc key to return to the previous menu and start again.

```
*****
*                                     *
*               VOLUME COMMANDS      *
*                                     *
*****

? — TUTOR
F — FORMAT A VOLUME
C — COPY A VOLUME
L — LIST VOLUMES
R — RENAME A VOLUME
D — DETECT BAD BLOCKS
B — BLOCK ALLOCATION
K — COMPARE VOLUMES

SELECT AN OPTION OR <ESC>: █
```

## TYPE **c** to Copy a Volume

```
*****
*                                     *
*               COPY A VOLUME        *
*                                     *
*****

--COPY--
THE VOLUME IN SLOT: (█)
DRIVE:

TO VOLUME IN SLOT:
DRIVE:

NEW VOLUME NAME:

--PRESS <RET> TO ACCEPT. <ESC> TO EXIT--
```

## Copy /WP



Press four times to copy the volume in slot 6, drive 1, to the volume in slot 6, drive 2

When you see "INSERT DISKS AND PRESS <RET>" at the bottom of your screen,

## REPLACE

The original /Util diskette in drive 1 with the original /WP diskette and insert the diskette *you* labeled /WP into drive 2



Press two times

If a "DESTROY" message appears, it means that there are files on the diskette in drive 2. Make sure that the correct diskette is in the drive before typing **y**, as all files will be erased before copying begins.

**Follow the instructions on your screen until you see "COPY COMPLETE."**

When you see "COPY COMPLETE," you have made a working copy of your /WP diskette.

Repeat these steps to make working copies of the remaining original diskettes. Insert the original into drive 1 and the diskette you labeled into drive 2.

**Make sure you copy a total of six diskettes (/WP, /UTIL, /WORK, /LEARN, /SPELL, /UTIL2).**

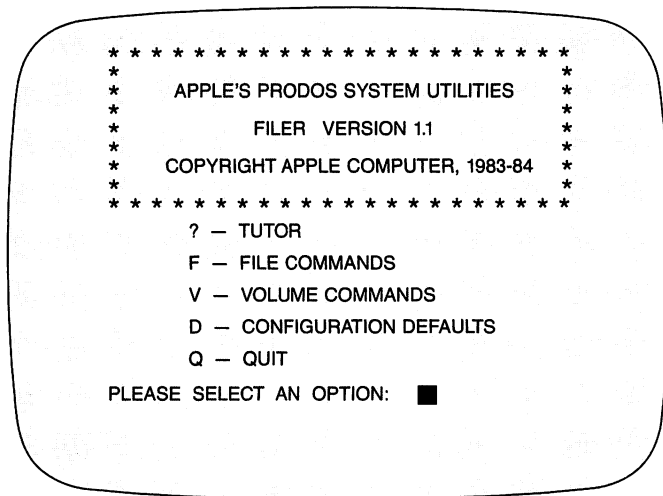
## Hard Disk or UniDisk 3.5

To copy your original diskettes onto your hard disk or  
UniDisk 3.5:

INSERT /Util into drive 1

Boot your machine from slot 6 (drive 1).

If your machine boots from the hard disk, press the Reset key while holding down the Control key. If you see a "], " enter **PR#6**. If you see an "\*", " enter **6^P** (hold down Control and strike p).



TYPE **f** for File Commands

```
*****
*                                     *
*                               FILE COMMANDS                               *
*                                     *
*****

? — TUTOR
L — LIST PRODOS DIRECTORY
C — COPY FILES
D — DELETE FILES
K — COMPARE FILES
A — ALTER WRITE-PROTECTION
R — RENAME FILES
M — MAKE DIRECTORY
P — SET PREFIX
SELECT AN OPTION OR <ESC>: █
```

### Make two directories

TYPE **m** to Make a Directory

```
*****
*                                     *
*                               MAKE DIRECTORY                               *
*                                     *
** PREFIX: /UTIL/ *****

--MAKE DIRECTORY--
  PATHNAME: ( █ )

--ENTER PATHNAME AND PRESS <RET>--
```

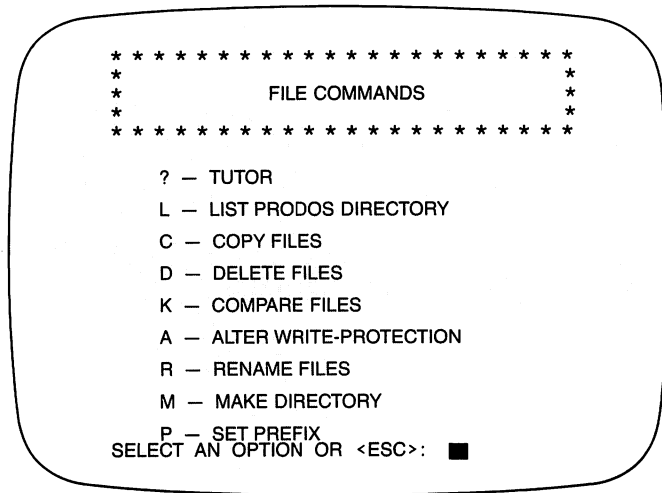
**ENTER** */hard disk prefix***WP**, for example, *"/Apple1/WP"* to create a subdirectory for the WordPerfect files

If you want the diskette to boot directly into WordPerfect on a UniDisk 3.5, the WordPerfect files on the */WP* diskette must be placed in the root directory with **WP.SYSTEM** as the first system file.

**ENTER** */hard disk prefix/any name*, for example, *"/Apple1/Tom"* to create a personal subdirectory for your data files



Return to File Commands



## Change to the /WP directory and copy the files

TYPE **p** to Set Prefix

```
*****
*                                     *
*                               SET PREFIX                               *
*                                     *
* ** PREFIX: /Prefix/ *****
*
--SET PREFIX--
NEWPREFIX: ( ■ Your Prefix/
)

--ENTER PATHNAME AND PRESS <RET>--
```

ENTER The complete pathname of the /WP directory, for example,  
"/Apple1/WP"



Return to File Commands

```
*****
*                                     *
*                               FILE COMMANDS                           *
*                                     *
*****
? - TUTOR
L - LIST PRODOS DIRECTORY
C - COPY FILES
D - DELETE FILES
K - COMPARE FILES
A - ALTER WRITE-PROTECTION
R - RENAME FILES
M - MAKE DIRECTORY
P - SET PREFIX
SELECT AN OPTION OR <ESC>: ■
```

## c to Copy Files

```
*****
*                                     *
*                               COPY FILES                               *
* * PREFIX: /Prefix/ ***** *
*
--COPY--
  PATHNAME: ( ■ )
              )
              TO PATHNAME:

--ENTER PATHNAME AND PRESS <RET>--
```

ENTER /WP/= for "Copy Pathname"

ENTER = for "To Pathname"

REPLACE The /Util diskette in drive 1 with the /WP diskette



Press once

Wait for the "COPY COMPLETE" message, then press Return to continue.

ENTER /Work/= for "Copy Pathname"

ENTER = for "To Pathname"

REPLACE The /WP diskette in drive 1 with the /Work diskette



Press once

Wait for the "COPY COMPLETE" message, then press Return to continue.



ENTER /Spell/= for "Copy Pathname"

ENTER = for "To Pathname"

REPLACE The /Work diskette in drive 1 with the /Spell diskette



Press once

Wait for the "COPY COMPLETE" message, then press Return to continue.

ENTER /Util2/= for "Copy Pathname"

ENTER = for "To Pathname"

REPLACE The /Spell diskette in drive 1 with the /Util2 diskette



Press once

Wait for the "COPY COMPLETE" message, then press Return to continue.

ENTER /Util/= for "Copy Pathname"

ENTER = for "To Pathname"

REPLACE The /Work diskette in drive 1 with the /Util diskette



Press once

When you see "DELETE EXISTING FILE? (Y/N),"

TYPE **y**



## Return to File Commands

```
*****
*                                     *
*                               FILE COMMANDS                               *
*                                     *
*****

? — TUTOR
L — LIST PRODOS DIRECTORY
C — COPY FILES
D — DELETE FILES
K — COMPARE FILES
A — ALTER WRITE-PROTECTION
R — RENAME FILES
M — MAKE DIRECTORY
P — SET PREFIX
SELECT AN OPTION OR <ESC>: █
```

## Change to your personal directory and copy the files

TYPE **p** to Set Prefix

```
*****
*                                     *
*                               SET PREFIX                               *
*                                     *
** PREFIX: /Prefix/ *****
--SET PREFIX--
NEWPREFIX: ( █ Your Prefix
)

--ENTER PATHNAME AND PRESS <RET> --
```

**ENTER** The complete pathname of your personal directory, for example, "/Apple1/Tom"



Return to File Commands

**TYPE** **c** to Copy Files

**ENTER** **/Learn/=** for "Copy Pathname"

**ENTER** **=** for "To Pathname"

**REPLACE** The /Util diskette in drive 1 with the /Learn diskette



Press once

Wait for the "COPY COMPLETE" message.

Turn off the computer.

## ■ Start WordPerfect

Once you have copied your diskettes, you are ready to start WordPerfect. Save your original WordPerfect diskettes in a safe place and use the working copies you've just made.

**One disk drive** To start WordPerfect on a computer with one disk drive:


INSERT /WP into drive 1

Switch on your machine and follow the instructions at the bottom of your screen.

Only remove the /Work diskette if instructed to do so by the computer, or when you have a specific need for another diskette.



When you first start WordPerfect, a macro named STARTMAC displays a screenful of information, then retrieves a document named READ.ME. Read through the information, then follow the steps below to have WordPerfect start with a clean screen rather than with STARTMAC after the first time.

 , ,  Remove READ.ME from the screen

 ,  Display the files in the /Work volume

MOVE To the STARTMAC file

 Display the Utilities menu

,  Delete the STARTMAC file

 Press 2 times to return to the blank screen

The READ.ME file is still on the /Work diskette. You can retrieve it as you would any other file.

When you see **Pg 1 Ln 1 Pos 10**, you are ready to set the date and select your printer(s).

To start WordPerfect on a computer with two disk drives:

INSERT /WP into drive 1 and /Work into drive 2

Switch on your machine and press Return when prompted.

**NEVER** remove /Work while WordPerfect is running. If the computer requests another disk, place it in drive 1.

When you first start WordPerfect, a macro named STARTMAC displays a screenful of information, then retrieves a document named READ.ME. Read through the information, then follow the steps below to have WordPerfect start with a clean screen rather than with STARTMAC after the first time.

 , ,  Remove READ.ME from the screen

 ,  Display the files in the /Work volume

**MOVE** To the STARTMAC file

 Display the Utilities menu

,  Delete the STARTMAC file

 Press 2 times to return to the blank screen

The READ.ME file is still on the /Work diskette. You can retrieve it as you would any other file.

When you see **Pg 1 Ln 1 Pos 10**, you are ready to set the date and select your printer.

## Hard Disk or UniDisk 3.5

To start WordPerfect on a computer with a hard disk or a UniDisk 3.5:

Boot your machine and change the prefix to the /WP directory.

For example, if you are in Basic, enter **prefix /Apple1/WP**.

Start WordPerfect.

When "]" appears, enter - **wp.system**.

When you first start WordPerfect, a macro named STARTMAC displays a screenful of information, then retrieves a document named READ.ME. Read through the information, then follow the steps below to have WordPerfect start with a clean screen rather than with STARTMAC after the first time.

 , ,  Remove READ.ME from the screen

 ,  Display the files in the /Work volume

*work printer, Help*

**MOVE** To the STARTMAC file

**2** Display the Utilities menu

**1**, **Y** Delete the STARTMAC file

**Return** Press 2 times to return to the blank screen

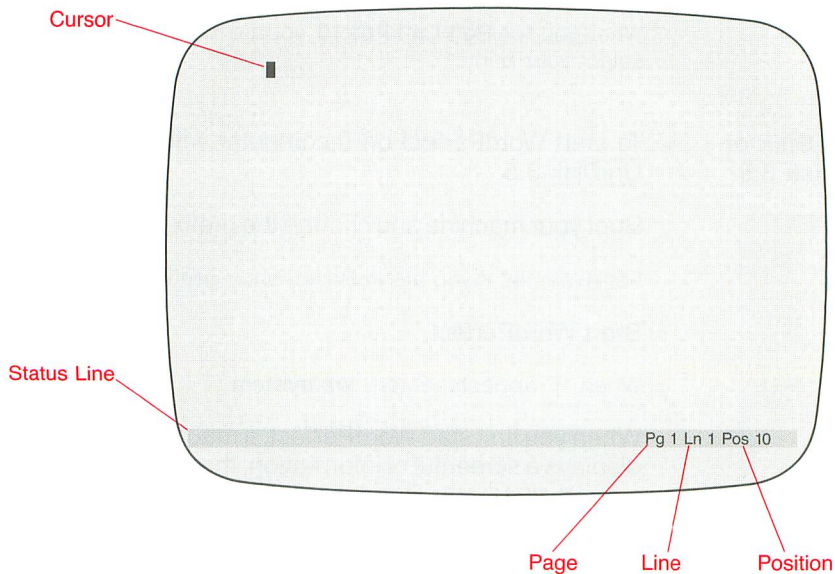
The READ.ME file is still on the /Work diskette. You can retrieve it as you would any other file.

When you see **Pg 1 Ln 1 Pos 10**, you are ready to set the date and select your printer(s).

## Clean Screen

Starting WordPerfect is like rolling a clean sheet of paper into a typewriter with margins and spacing already set.

See page 44 of the Reference section for a complete list of initial format settings.





## Cursor

The solid rectangle or *cursor* points like a finger to where you are on the page. The message at the bottom of the screen tells you the exact location of the cursor at all times.

## Status line

Along with the cursor position, this line also displays messages and warnings from WordPerfect.

## Notes about starting

If you see the message “Overflow files already exist!,” one of the following situations has occurred:



- There was a power or machine failure while WordPerfect was running.
- The computer was accidentally turned off while WordPerfect was running.

For details on handling this situation, see page 31 of the Reference section.

## ■ Set Date and Time

It's a good idea to set the date and time whenever you start WordPerfect so that the Insert Date feature works, and so that each document you save has a date and time attached to it.

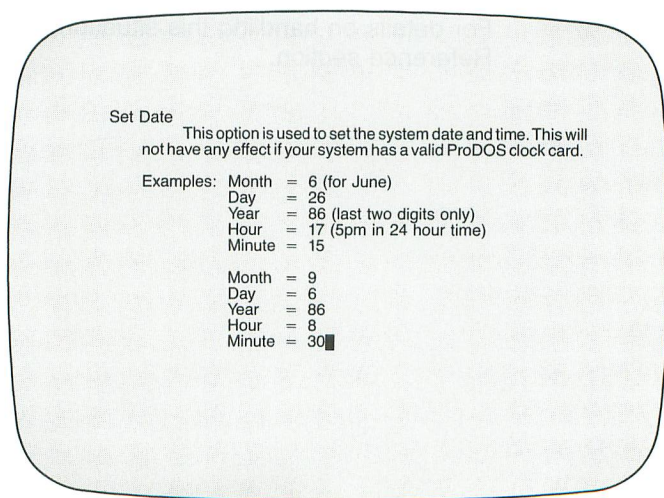
If you have a valid ProDOS clock card, the date and time are automatically set.

  Display the Extra menu

 2 Display the Date menu

 3 Set the date

You see the Set Date table on your screen.



The screenshot shows a rounded rectangular dialog box titled "Set Date". Inside, there is a paragraph of text explaining the function, followed by two sets of input fields for date and time. The first set is pre-filled with values: Month = 6 (for June), Day = 26, Year = 86 (last two digits only), Hour = 17 (5pm in 24 hour time), and Minute = 15. The second set is pre-filled with: Month = 9, Day = 6, Year = 86, Hour = 8, and Minute = 30. Each field has a small cursor icon next to it.

Set Date      This option is used to set the system date and time. This will not have any effect if your system has a valid ProDOS clock card.

Examples: Month = 6 (for June)  
Day = 26  
Year = 86 (last two digits only)  
Hour = 17 (5pm in 24 hour time)  
Minute = 15

Month = 9  
Day = 6  
Year = 86  
Hour = 8  
Minute = 30

**ENTER** A number for the month, day, year, hour, and minute

Remember to press the Return key when you see the word *enter* in the manual.



## ■ Select Printers

---

You are now going to introduce your printer and printer card to WordPerfect. This must be done each time you enter WordPerfect. (A macro can be created to do this task for you. This macro is described later in this section.)

WordPerfect lets you select up to 3 printers and 2 printer cards. You need to know the brand name of your printer and printer card (and sheet feeder, if you have one) before you begin.

If your printer is not listed on the Printer Selection Menu, please consult Appendix A. If you need further assistance, call WordPerfect Corporation at (801) 226-6800 between the hours of 9:00 AM and 5:00 PM, MST. You can reach our bulletin board modem at (801) 226-1605 anytime.

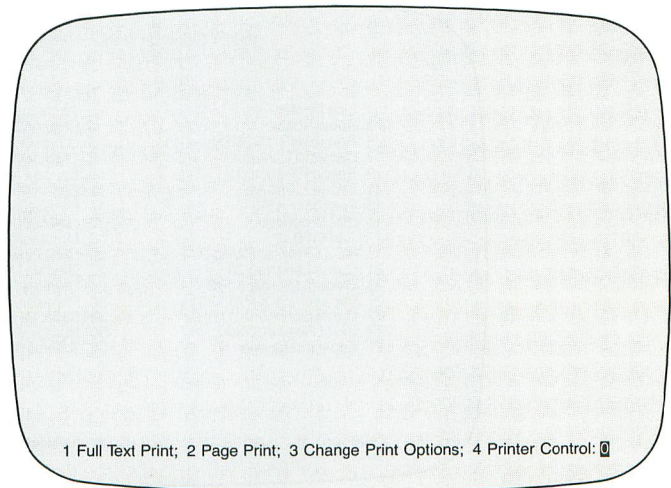
The bulletin board system runs at 300/1200/2400 baud with 8 data bits, no parity, and 1 stop bit.

To select your printers,



Display the Print menu

You should see this menu:



## TYPE 4 for Printer Control

Printer Control

1 — Select Print Options	C — Cancel Printing
2 — Display Printers and Fonts	G — "Go" (Resume Printing)
3 — Select Printers	P — Print a Document
	S — Stop Printing

Selection: **0**

Printer Information

Page Number: n/a                      Remaining Copies: n/a

Printer Status: The printer is idle

## TYPE 3 to Select Printers

Printer Selection Menu    (Printer 1)

1 Line Printer	2 Apple Imagewriter/DMP
3 Apple Scribe	4 Brother CE-58 (typewriter)
5 Brother HR-15/25/Dynax-15	6 C. Itoh Prowriter 8510
7 Comrex Comriter	8 Diablo 620/630
9 Epson FX-80/100	10 Epson FX-85/185
11 Epson LX-80/90	12 Epson MX-80/100
13 Facit 4511/4512	14 HP Laserjet-A
15 IBM Proprinter	16 Juki 6000
17 Juki 6100	18 Mannesmann Tally MT 180
19 NEC Pinwriter P2/P3-3	20 NEC Pinwriter P2/P3-2/7
21 Qume Letterpro 20	22 Okidata Microline 92/93
23 Okidata Microline 182	24 Olympia NP
25 Panasonic KX-P1090/91	26 Panasonic KX-P1092/93
27 Qume Sprint 5/9/11/11 +	28 Silver Reed EXP-550
29 Silver Reed 600/800	30 Star Gemini 10X/15X
31 Apple Imagewriter II	32 Toshiba 351/1350/1351

Selection: **1**    Use PRINTER.SYSTEM to define selections not listed above

The order of printers on your screen may be different.

**ENTER** The number of the printer you are using

Printer Card Selection Menu

1 Other	2 AIO (serial / untested)
3 Apple Parallel Interface	4 Apple Serial / IIc (9600)
5 Super Serial / IIc (1200)	6 Apricorn (parallel) / AP-80
7 Apricorn (ser.) / Dispatcher	8 CCS 7710 (serial-8/2-N)
9 Epson APL / Microtek	10 Fourth Dimension / Graffiti
11 Graphicard / Grafstar II	12 Graphmax / Printmax / Coex
13 Grappler / Niceprint	14 Grappler Plus
15 Microbuffer II	16 Microtek Dumping-GX
17 Microtek Dumping-64	18 Orange Interface / Tymac PPC
19 Paper Pusher / Printech	20 PKASU/IJ
21 Printinterface / Tiger Print	22 PrinterMate
23 Print-ii	24 Quadram APIC C/G
25 Videx PSIO (parallel)	26 Videx PSIO (serial-9600)

Selection: **1**      Use PRINTER.SYSTEM to define selections not listed above

Printer cards and order may be different on your screen.

**ENTER** The number of your printer card

Slot Number  
(1-2, 0 = print to disk)

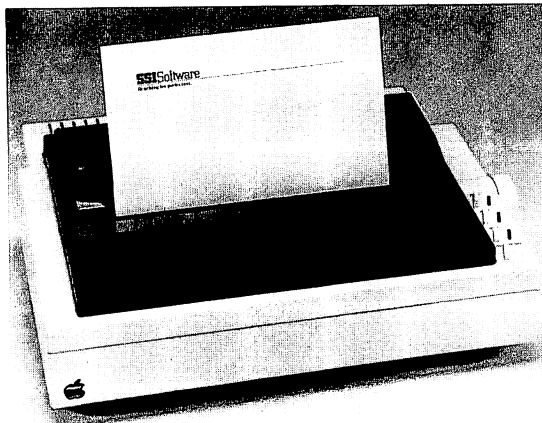
Selection: **1**

**ENTER** Your printer slot number (this will almost always be slot 1)

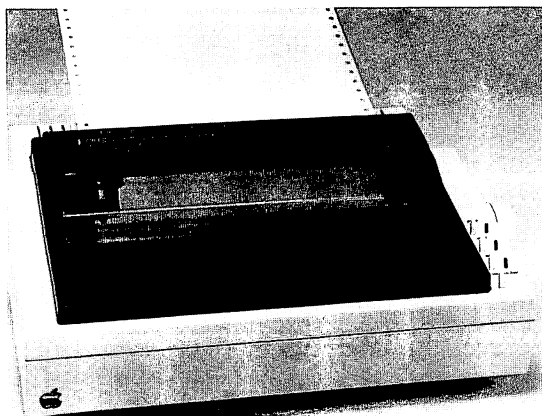
**Slot Number**  
(1-2, 0 = print to disk)  
**Selection:** 1

**Type of Forms**  
1 — Continuous  
2 — Hand Fed  
3 — Sheet Feeder  
**Selection:** 1

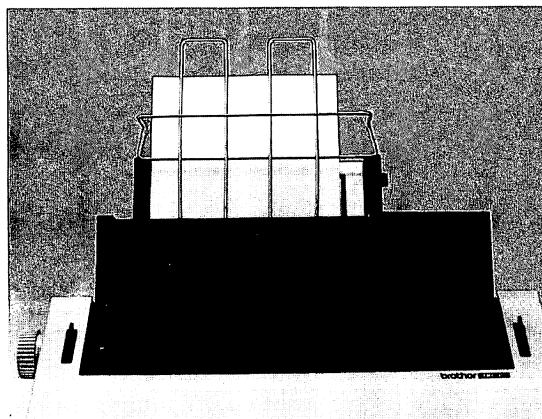
**ENTER** The number corresponding to the “Type of Forms” you are using in your printer



Hand-Fed



Continuous



Sheet Feeder

You should now see the Printer Selection Menu again. If you use other printers regularly, select them now. You can select up to three printers by repeating the previous four steps for each additional printer.

Printer Selection Menu (Printer 2)

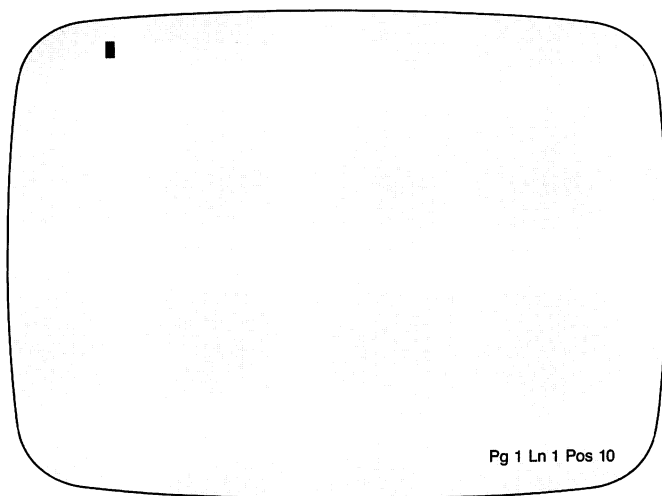
- |                             |                              |
|-----------------------------|------------------------------|
| 1 Line Printer              | 2 Apple Imagewriter/DMP      |
| 3 Apple Scribe              | 4 Brother CE-58 (typewriter) |
| 5 Brother HR-15/25/Dynax-15 | 6 C.Itoh Prowriter 8510      |
| 7 Comrex Comriter           | 8 Diablo 620/630             |
| 9 Epson FX-80/100           | 10 Epson FX-85/185           |
| 11 Epson LX-80/90           | 12 Epson MX-80/100           |
| 13 Facit 4511/4512          | 14 HP Laserjet-A             |
| 15 IBM Proprinter           | 16 Juki 6000                 |
| 17 Juki 6100                | 18 Mannesmann Tally MT 180   |
| 19 NEC Pinwriter P2/P3-3    | 20 NEC Pinwriter P2/P3-2/7   |
| 21 Qume Letterpro 20        | 22 Okidata Microline 92/93   |
| 23 Okidata Microline 182    | 24 Olympia NP                |
| 25 Panasonic KX-P1090/91    | 26 Panasonic KX-P1092/93     |
| 27 Qume Sprint 5/9/11/11 +  | 28 Silver Reed EXP-550       |
| 29 Silver Reed 600/800      | 30 Star Gemini 10X/15X       |
| 31 Apple Imagewriter II     | 32 Toshiba 351/1350/1351     |

Selection: **1** Use PRINTER.SYSTEM to define selections not listed above

When the Printer Selection Menu is on your screen and you do not wish to select additional printers,



Press until you see the WordPerfect screen



The Select Printers step can be repeated any time to change or add printers. However, to define your printer(s) so that you don't have to select it each time you start WordPerfect, you should create a macro. Follow the steps below to create a macro defining your printer(s).

See the Special Features section for more information regarding macros.



Display the "Macro Name:" message at the bottom of your screen

**ENTER startmac** as the macro name

The first time you start WordPerfect, a screenful of information about WordPerfect is displayed, then a document named READ.ME is retrieved onto the screen. The reason for this is that a macro named STARTMAC is invoked as soon as you start WordPerfect. Deleting the STARTMAC macro is explained under "Starting WordPerfect." If you haven't yet deleted STARTMAC, you will be asked to replace it now.

"Macro Def" will appear at the bottom of your screen.

Now follow all the steps listed above for selecting printers. When you finish selecting printers and have pressed the Space Bar until you see the WordPerfect screen,



Turn the macro definition off

This macro is automatically invoked when you start WordPerfect, and your printers are selected every time you begin.

To test your printer,

**TYPE This is a test to see if my printer works.**



Print the document on your screen

If you have specified hand-fed forms, your computer will beep. This is to remind you to insert a sheet of paper into the printer. Then press the Print key, type **4**, and type **g** to send the printer a "go."



Clear the screen

The screen will be cleared without saving the document.



## ■ Preview WordPerfect

---

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

### Type a paragraph

Type the following paragraph without pressing the Return key. Use the Delete key to erase mistakes as you type.

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

### Insert a tab

Change the format by inserting a tab.

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

Use the arrow keys to move the cursor.



Indent the first line of the paragraph

### Insert some text

Edit the paragraph.

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

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



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



Rewrite (reformat) the screen

### Finish the paragraph

Type an interesting ending to the first paragraph.



Move to the bottom of the document

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



Press 2 times to insert two spaces

Finish the paragraph with two or three sentences of your own invention. (If you can't think of anything, just type this paragraph).

## Divide the paragraph in two

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

**MOVE** . To the beginning of the first word of the text you just typed



Press 2 times to create a new paragraph



Indent the first line of the new paragraph



Rewrite the screen

## Change your mind

Return the second paragraph to its original place.



Press 3 times to create a single paragraph

## Center a title

Type a centered title.



Move to the top of the document



Press 2 times to add some space



Press 2 times to move to the top of the document



Begin centering

A Center code that you cannot see has been placed in the text. This code stays hidden so the document on screen looks like it will when it is printed.

**TYPE** “Bears”



Center the title

## Delete a code

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



Display the Codes screen

[C]Bears[c][HRt]

[\*][HRt]

[Tab]Bears have been searching for Chinese take-out food in[SRt] campgrounds since the tourist season started. For this reason,[SRt] we are increasing patrols for the next few weeks. Two spaces and finish the paragraph with two or three[SRt] sentences of your own invention.

Pg 1 Ln 2 Pos 10

Notice that all the codes are highlighted in reverse video. See page 14 of the Reference section for the complete list of codes and their meanings.

MOVE

To the right of the begin Center code [C]



Delete the Center code

You can cancel centering by deleting either the begin or end codes.



Or any other key (except Cursor keys) to return to the normal screen

The title should be at the left margin.

## Print the page

Do a page print.



## Print the page

Unless there is more than one page, "Full Text Print" and "Page Print" do the same thing.

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

**If the printer does not print, and you have selected your printer, see Appendix A.**

## ■ Exit WordPerfect

---

**ALWAYS** exit WordPerfect using the Exit key before you turn off your machine. This prevents file damage and reminds you to save the document on your screen.



Display the “Save Document? (Y/N) Y” message

You now have three choices:

**n** twice to clear your screen, or

**n**, then **y** to exit WordPerfect without saving the file, or

**y** to save the file, then **y** or **n** to clear the screen or exit WordPerfect

If you make a mistake and want to start the exit again (or you want to return to your document), you can press the Cancel key (⌘ 1) while any of the exit prompts are still on your screen. You may need to press the Cancel key more than once.

## ■ Typing

---

### Word wrap

One of the differences between a typewriter and WordPerfect is *word wrap*. WordPerfect automatically wraps the cursor at the end of the line. You don't press the Return key until you reach the end of a paragraph or short line of text.

### Insert vs. Typeover

WordPerfect uses the *Insert* mode as the default form of editing. This means that when you move the cursor into existing text and begin typing, text is inserted at the cursor. The alternative is to type over the existing text. Displaying the Extra menu (⌘ =) and selecting **1** changes WordPerfect to Typeover mode. Repeat this sequence to return to Insert mode.

### R.S.V.P.'s

As you type and use features, WordPerfect sometimes asks you to confirm a request. The question, which can be answered with yes or no, always gives you a default reply.

For example, when you print a block of text, WordPerfect asks "Print Block (Y/N) N." The letter outside of parentheses (in this case "N") means that you can press **n** or any other key on the keyboard except **y** for a no response. This is a safeguard in case you press the wrong key.

### Repeating keys

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

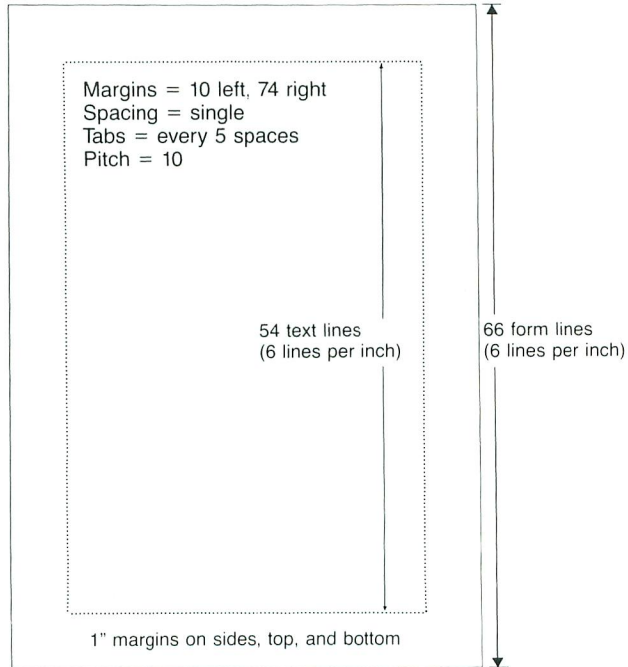
### Zeros and O's, Ones and L's

You should never type an **l** (lowercase L) instead of a **1** (one), or an **O** (uppercase O) instead of a **0** (zero). They are very different characters to your computer and should never be substituted for each other.

## ■ Formats

### Preset Formats

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



### Document-Oriented

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

## ■ Codes

---

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

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

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

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

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



## ■ Printing

---

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

### **Hyphenation**

Hyphenation improves the look of the printed page by reducing the space between words. This feature is turned off when you start WordPerfect but can be turned on at any time (we recommend you wait until just before you print).

### **Printer Troubleshooting**

The Appendices contain some printer helps, if you are having problems with your printer.

## ■ Filing

---

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

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

### **File Size**

The program limit on file size is 16 megabytes. WordPerfect uses the available memory and disk space (on the /Work diskette) for working space. To maximize the editing and scrolling speed, we suggest files be kept to between 20 and 70 pages.

ProDOS limits you to 51 files in the root directory.





# Learning

# ■ Introduction

The ten lessons in this section introduce you to many of WordPerfect's features. The first three should be done

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

Title


Illustration




Keystrokes

Comments




Note

6 Print and save the letter, then clear the screen




   Print the letter

If your printer is set for *inland*-led forms (you are inserting each sheet of paper into your printer by hand), your computer will beep whenever you try to print. The beep is a reminder to roll a piece of paper into your printer, then select "Go" from the Printer Control menu on the Print key.

   Save the letter


**ENTER.** *Acorn/cabin* when prompted for the document name  
You may be prompted to insert *ILearn*. If so, insert it into drive 1.

 Clear the screen


You have saved the letter on your diskette and cleared the screen.


17 LEARNING

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





Press the key







Hold down the Open Apple, then press 7






Hold down the Solid Apple, then press 7







Hold down the Open Apple, then press 3, release both keys, then press the Return key

4 INTRODUCTION

# Learning

## ■ Introduction

---

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

You should have already completed the instructions in the Getting Started section. These guide you through setting up WordPerfect to work properly with your printer and your computer.

### Materials

You should have copies of the following diskettes:

- /WP
- /Work
- /Learn
- /Spell (Lesson 6 only)

The /WP diskette contains the files necessary to run WordPerfect and your printer. The /Work diskette contains the printer test files and the Help file. It is used whenever more memory is required to edit a document. The /Learn diskette contains all the sample WordPerfect documents that are used in the lessons. The /Spell diskette contains the dictionary that WordPerfect uses to check your spelling.

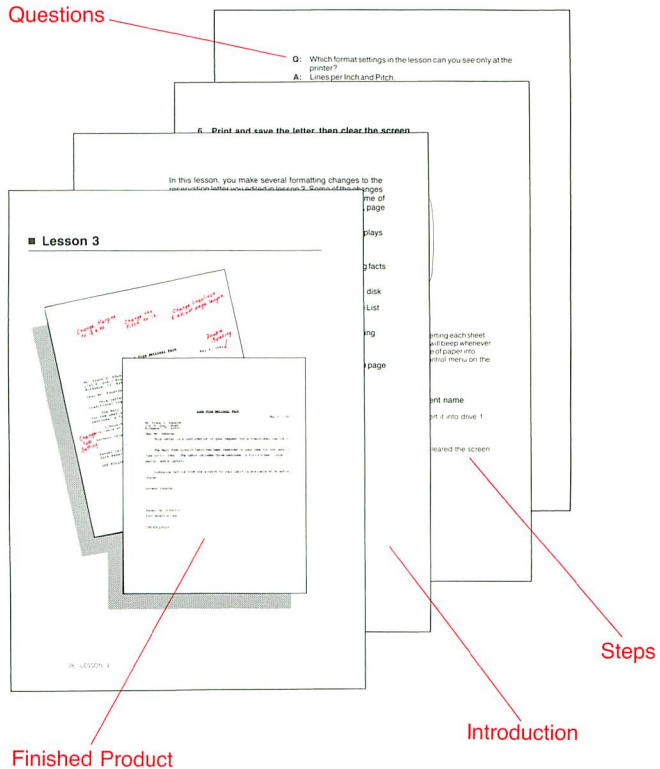
You can find instructions for making working copies of your original diskettes in the Getting Started section.

### The Lessons

Each lesson begins with an illustration of the finished product and a brief introduction. The illustration and introduction are designed to give you an idea concerning the lesson. You can decide from these whether or not to go through that particular lesson at that time.







If you decide to complete the lesson, a series of steps guides you keystroke-by-keystroke through several word processing tasks. Questions at the end of the lesson help you understand some of the basic ideas presented in the steps.






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

**Title** — 6 Print and save the letter, then clear the screen


**Illustration** — 

**Keystrokes** —    Print the letter

**Comments** — If your printer is set for hand-fed forms (you are inserting each sheet of paper into your printer by hand), your computer will beep whenever you try to print. The beep is a reminder to put a piece of paper into your printer, then select "Go" from the Printer Control menu on the Print key.

**Keystrokes** —    Save the letter









**Comments** — **ENTER** .learn/cabin when prompted for the document name  
You may be prompted to insert a learn. If so, insert it into drive 1.

**Keystrokes** —  Clear the screen

**Comments** — You have saved the letter on your diskette and cleared the screen.

**Note** — 17 LEARNING

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

-  Press the key
-   Hold down the Open Apple, then press 7
-   Hold down the Solid Apple, then press 7
-   ,  Hold down the Open Apple, then press 3, release both keys, then press the Return key

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

**MOVE** Move the cursor to the indicated position

**TYPE** Type the bolded characters to the right of the message

**ENTER** Type the bolded characters, then press the Return key

**REPLACE** Remove the diskette from the indicated drive and replace it with another diskette

When you type a name to save a document, you need to press the Return key. For example,



Save the document as **CABIN.1**

means to type **cabin.1** at the "Document to be Saved:" message, then press the Return key.

## Learning Hints

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

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

- The Return key may move the cursor, but it also fills your document with empty lines that can push text out of sight (and out of mind). Use the Arrow keys to move the cursor instead.
- Hold down the Open Apple, Solid Apple, and Control keys while tapping a second key. Do not try to hold down the second key, or the WordPerfect feature will not work properly.
- The Delete and Del keys (see your keyboard template for the Del key) delete your typing mistakes. A message appears if you try to delete most WordPerfect codes. Type **y** to delete the code; type **n** to leave it alone.
- Back out of features that display a message on the status line (e.g., Exit, Save, Retrieve, and Search) by pressing the Cancel key. You may need to press it more than once.

- Start a lesson over again by pressing the Exit key, typing **n**, then pressing the Return key to clear your screen.
- Take the time to install WordPerfect correctly or your printer may not work properly during a lesson.
- Some features will not work when Block is on. Check the bottom of the screen for a "Block On" message, then press the Block key again to turn it off.

## **Diskettes and Drives**

A diskette is also called a volume. Each diskette has a volume name. For example, "/Learn" is the volume name of the /Learn diskette.

A diskette drive is like a cassette recorder. It lets you save and play back information from diskettes.

## **Drive 1 and Drive 2**

The Apple IIe may have two drives. The drive from which you boot your machine is called drive 1; the other is called drive 2.

The Apple IIc comes with one built-in drive called an internal drive. You can purchase a separate external drive. In this manual, the internal drive is called "Drive 1," while the external drive is called "Drive 2."

## **Inserting Diskettes**

Sometimes WordPerfect may need a diskette that is not in your drive. For example, when you see the message

"Volume /LEARN not found; insert it and press any key when ready."

remove the current diskette, insert the /Learn diskette, then press any key to continue.

If you have one disk drive, start each lesson with the /Work diskette in the drive (unless there are special instructions). You may need to replace diskettes several times before WordPerfect is finished.

## Hard Disk Drives

Hard disk drives can be installed on both the Ile and Ilc. They greatly increase program speed, room to store files, and the maximum size of documents that can be edited and printed.

If WordPerfect is running from a hard disk, use the List Files key to set the prefix for the directory where you copied the /Learn files (e.g., /APPLE1/TOM). Then, when you see a step such as



**ENTER** /learn/report.lrn

in the lessons, you only need to type **report.lrn** for the filename. You can also ignore steps which direct you to change the prefix to another directory.

## Common Problems

If you are using WordPerfect and your computer for the first time, the following suggestions may help you through some common problems when doing a lesson.

### Help

The Help key on the Apple Ile and Ilc is  ? or  ?. Pressing either of these keys will display the Help screen. It can be used as a quick reference to find which keystrokes perform which functions. Just press any letter of the alphabet to display all the features beginning with that letter.

### Blank screen

If you can't see anything on your screen, check your monitor to make sure it is switched on, connected to your computer, and the brightness control is turned up.

### Filing problems

If you're not sure a file has been saved, use the List Files key to display a list of the files on your disk (see List Files in the Reference section).

If WordPerfect can't find a file, try typing the pathname of the file again. Also check to make sure the correct diskette is in the drive.

**Printer problems**

If your printer does not work, check the printer cable to make sure it is plugged in at both ends and plugged into the correct port at the back of the computer. Check the power switch and the power cord.

If you have not set up WordPerfect properly, your printer won't work. Follow the directions in the Getting Started section.

## Notes

## ■ Lesson 1

---

Lone Pine National Park

RESERVATION CONFIRMATION

Mr. Frank D. Edwards  
2345 N. Quail Road  
Birdseye, UT 84666

Dear Mr. Edwards:

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

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1986. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub. Limousine Service is also available at no extra charge.

Warmest regards,

Ranger David Harris  
Park Reservations

See enclosure



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

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

## **Features**

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

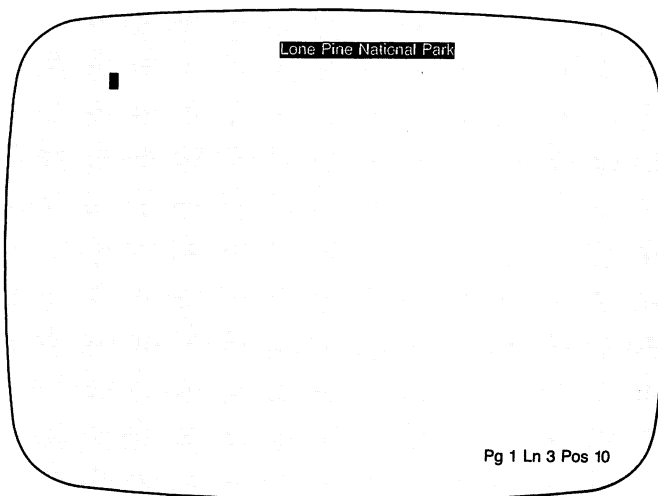
- Delete to the left of the cursor with the Delete key
- Del deletes at the cursor
- Center a line of text using the Center key
- Bold and Underline highlight text
- Caps Lock shifts the letters on your keyboard to uppercase
- Word Wrap automatically returns the cursor to the left margin
- Print lets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

## **Applications**

The skills you learn in this lesson can be used for

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

# 1 Center, bold, and underline the heading



  Begin centering

  Begin bolding

A reverse video "B" appears at the bottom left of the screen.



  Begin underlining



A reverse video "U" appears next to the "B" at the bottom left of the screen.


**TYPE** **Lone Pine National Park**

This line will appear in reverse video because of the bolding and underlining.

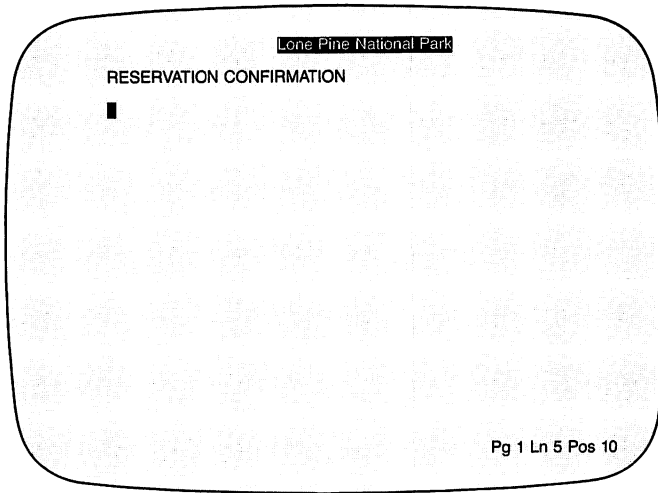
Use the Delete key to erase mistakes as you type.

  End bolding

  End underlining

 Press two times to end centering and add a blank line

## 2 Capitalize the subheading with the Caps Lock key



Begin typing uppercase letters

TYPE

**RESERVATION CONFIRMATION**

You do not need to use the Shift key. Use the Delete key to erase mistakes.



End typing uppercase letters



Press two times to add extra lines

### 3 Type the address and salutation

Lone Pine National Park

RESERVATION CONFIRMATION

Mr. Frank D. Edwards  
2345 N. Quail Road  
Birdseye, UT 84666

Dear Mr. Edwards:

■

Pg 1 Ln 11 Pos 10

TYPE **Mr. Frank D. Edwards**



Return to the left margin

TYPE **2345 N. Quail Road**



Return to the left margin

TYPE **Birdseye, UT 84666**



Press 2 times to add extra lines

TYPE **Dear Mr. Edwards:**



Press 2 times to add extra lines

#### 4 Type the body of the letter

**Lone Pine National Park**

**RESERVATION CONFIRMATION**

Mr. Frank D. Edwards  
2345 N. Quail Road  
Birdseye, UT 84666

Dear Mr. Edwards:

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

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1986. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub. Limousine Service is also available at no extra charge.

Pg 1 Ln 19 Pos 10



Indent the first line of the paragraph

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



Press 2 times to end the paragraph and add an extra line



Indent the first line of the next paragraph

**TYPE The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1986. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub. Limousine Service is also available at no extra charge.**



Press 2 times to add extra lines

## 5 Type the closing

Mr. Frank D. Edwards  
2345 N. Quail Road  
Birdseye, UT 84666

Dear Mr. Edwards:

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

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1986. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub. Limousine Service is also available at no extra charge.

Warmest regards,

Ranger David Harris  
Park Reservations

See enclosure

Pg 1 Ln 26 Pos 23

**TYPE Warmest regards,**



Press 4 times to add extra lines for a signature

TYPE

**Ranger David Harris**



Return to the left margin

TYPE

**Park Reservations**



Press 2 times to add extra lines



Begin underlining

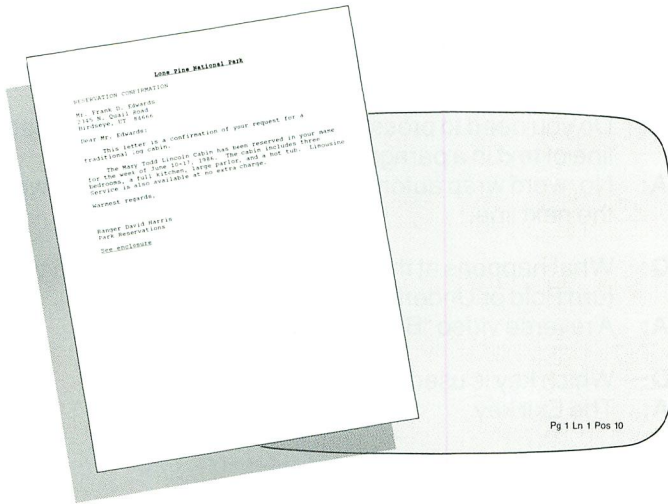
TYPE

**See enclosure**



End underlining

## 6 Print and save the letter, then clear the screen



### , 1 Print the letter

If your printer is set for Hand-fed forms (you are inserting each sheet of paper into your printer by hand), your computer will beep whenever you try to print. The beep is a reminder to roll a piece of paper into your printer, then select "Go" from the Printer Control menu on the Print key.

### , Y Save the letter

**ENTER** `/learn/cabin` when prompted for the document name

You may be prompted to insert `/Learn`. If so, insert it into drive 1.

### Clear the screen

You have saved the letter on your diskette and cleared the screen.

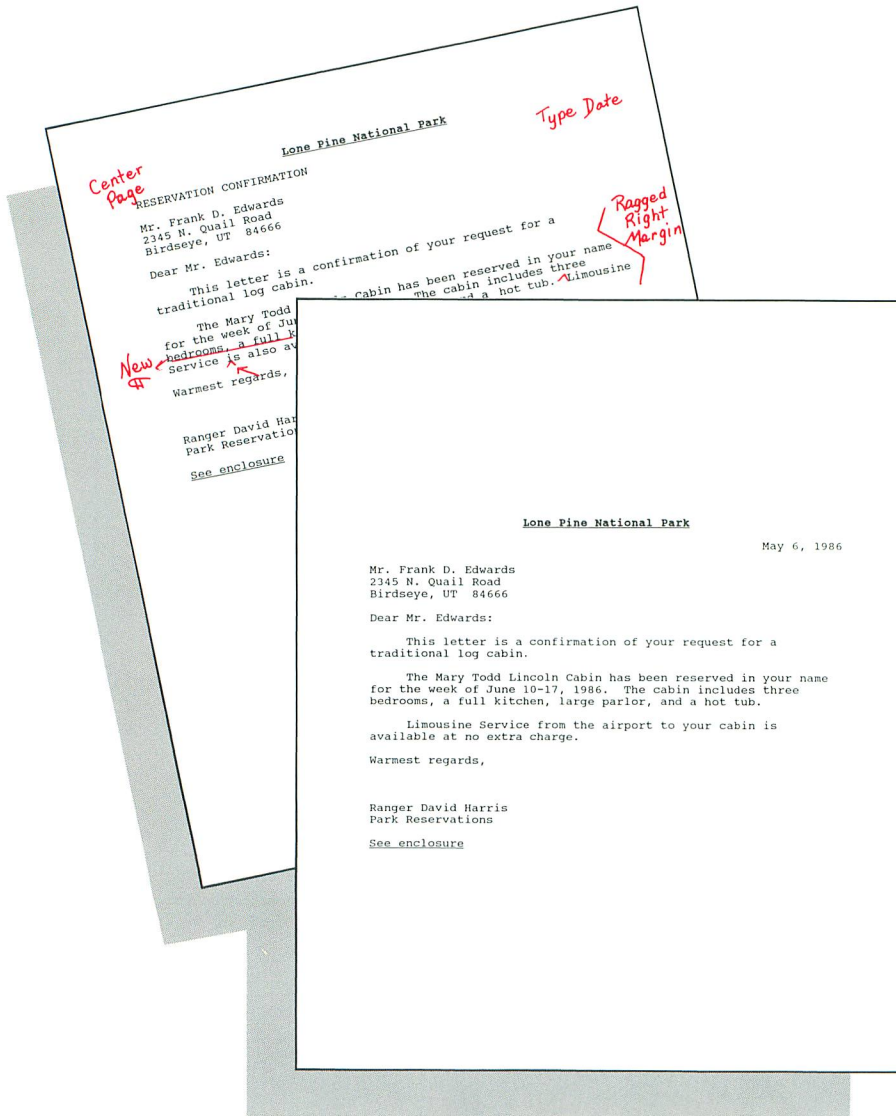
- Q:** How do you find the Caps Lock, Escape, Tab, and Arrow keys on your keyboard?
- A:** Use the keyboard illustration on the Quick Reference card.
- Q:** When do you use the Tab key?
- A:** To indent the first line of a paragraph.
- Q:** Do you need to press the Return key at the end of each line of text in a paragraph?
- A:** No, word wrap automatically moves the cursor down to the next line.
- Q:** What happens at the bottom of your screen when you turn Bold or Underline on?
- A:** A reverse video "B" or "U" appears.
- Q:** Which key is used to clear your screen?
- A:** The Exit key.



## Notes



## ■ Lesson 2



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

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

## Features

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

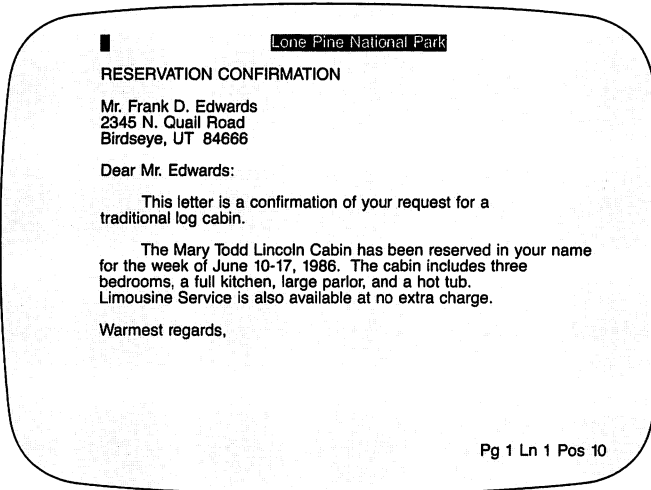
- Center Page Top to Bottom centers a page at the printer
- Date inserts the current date
- Delete EOL (End of Line) erases a line of text from the cursor forward
- Delete Word deletes the word at the cursor
- Flush Right lets you enter text from the right margin
- Justification needs to be off to print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

## Applications

The skills you learn in this lesson can be used to

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

## 1 Retrieve the reservation letter created in lesson 1



### Retrieve /LEARN/CABIN

Remember to press the Return key after typing **/learn/cabin**.

If you are prompted to insert the /Learn volume, insert it into drive 1.

If you have not completed lesson 1, return to it and complete the steps in the lesson before continuing.

Lone Pine National Park

May 6, 1986

Mr. Frank D. Edwards  
2345 N. Quail Road  
Birdseye, UT 84666

Dear Mr. Edwards:

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

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1986. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub. Limousine Service is also available at no extra charge.

Warmest regards,

Pg 1 Ln 3 Pos 75



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



Delete the entire line



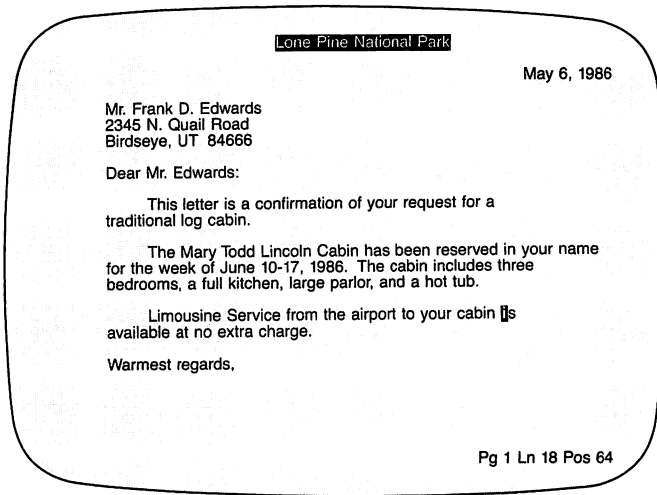
Begin a flush right



Insert the current date

If you do not have a clock card and have not set the date, the date will read "0, 1900." To set the date now, press the Extra key and select the Set date option.

### 3 Create and edit a new paragraph



**MOVE** To the "L" in "Limousine"



Press once to create a new paragraph



Indent the first line of the new paragraph



Press 3 times to move to the word "also"



Delete the word "also"



Move to the left one word

**TYPE** **from the airport to your cabin**

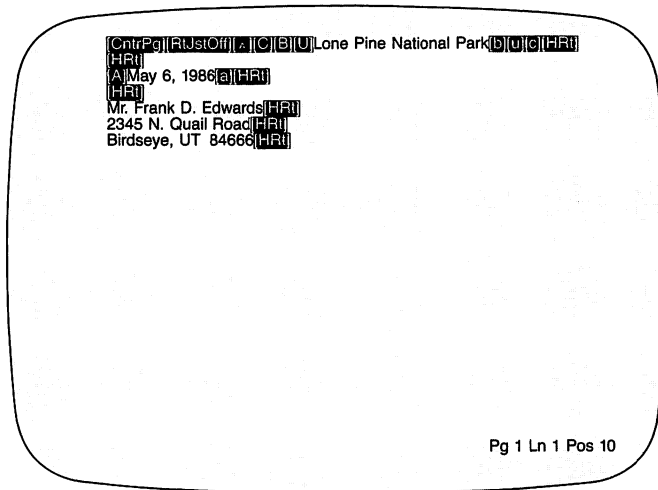


Add a space



Rewrite the screen

## 4 Center the page and turn off Right Justification



Move to the beginning of the document (before any codes)

Center the letter vertically on the page

When you type **3** to center the letter, the Page Format menu disappears for a moment and then reappears. The Center Page code is inserted into your document.

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



Exit the Page Format menu

Turn Justification off

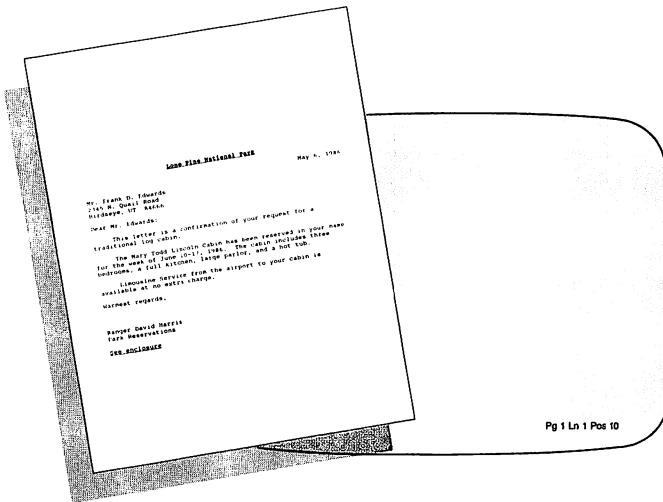
The right margin will be uneven when the letter is printed.



Exit the Print Format menu

Find the [CntrPg] and [RtJstOff] codes in the Codes screen

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



Exit the Codes screen



Print the letter

If you are prompted to insert the /WP volume, insert it into drive 1.



Save the letter



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

If you are prompted to insert the /Learn volume, insert it into drive 1.



Clear the screen



Use the Glossary at the end of the manual to learn more about Right Justification.

**Q:** What is editing?

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

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

**A:** Just a copy.

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

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

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

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

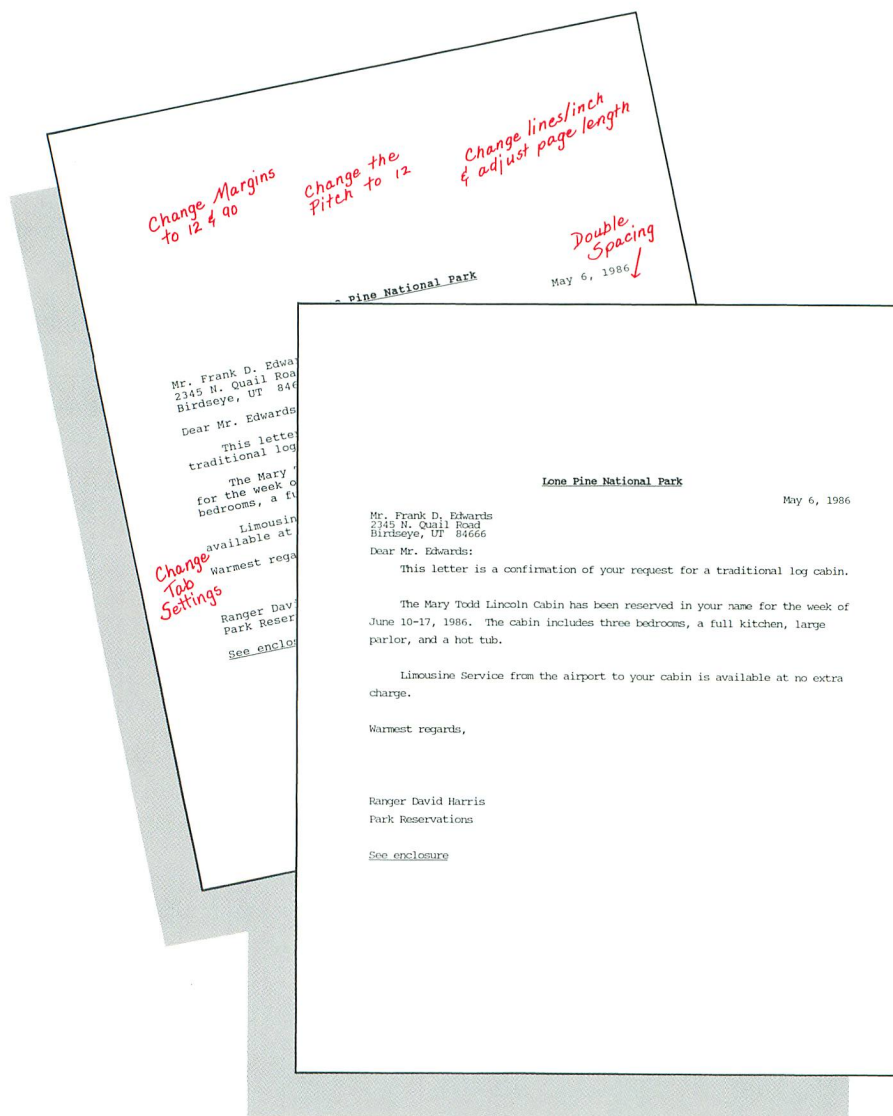
**Q:** What happens when you replace a file?


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

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

**A:** Give the edited document a different name.

## ■ Lesson 3






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

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

## **Features**

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

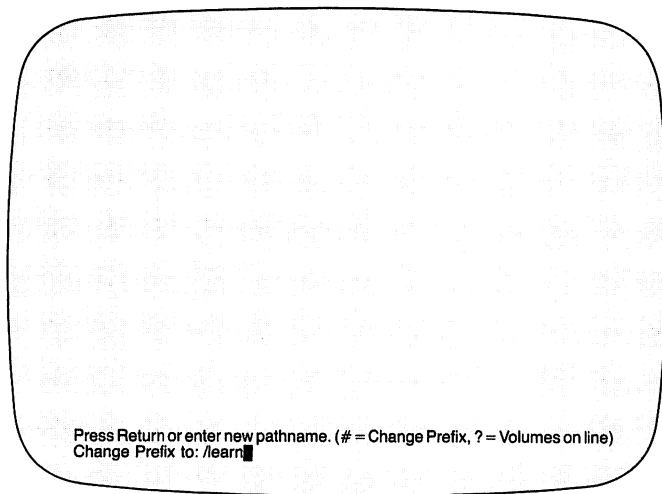
- List Files displays an alphabetical list of the files on a disk
  - List Files lets you retrieve, delete, and print a file from the List Files screen
  - Line Format lets you change margins, tabs, and spacing
  - Print Format lets you change pitch and lines per inch
  - Page Format lets you change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

## **Applications**

The skills you learn in this lesson can be used to

- Change the appearance of the printed page

## 1 Change the prefix to /learn



Display the "Pathname: /WORK/=" message

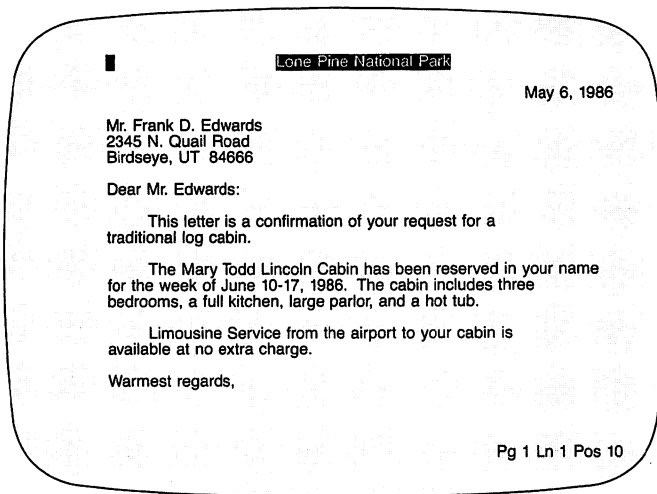
TYPE **#** to change the prefix

"Change Prefix to:" appears.

ENTER **/learn**

If prompted to insert the /Learn volume, insert it into drive 1.

## 2 Retrieve the reservation letter



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



Display all the files on your /Learn diskette

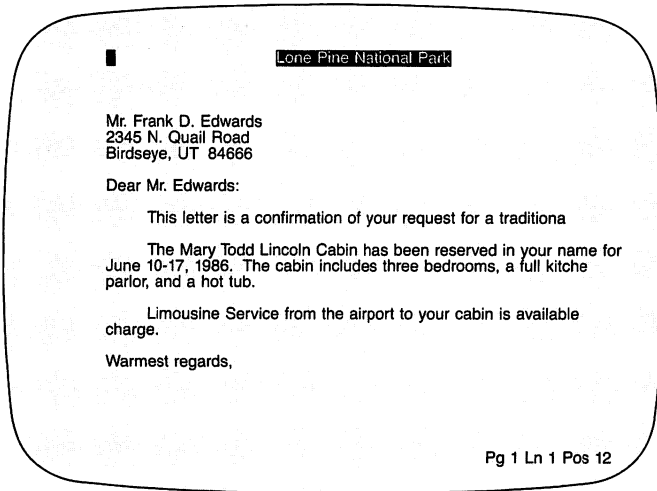


Press until the CABIN filename is highlighted



Retrieve CABIN

### 3 Change the pitch, tabs, and margins



Change the pitch setting

ENTER

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



Keep the same font



Exit the Print Format menu

Now that you are printing 12 characters per inch (pitch) instead of 10, your margins and tabs need to be changed.



Change the margin settings

ENTER

**12** for the left margin and **90** for the right margin

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



Display the Tabs menu



Erase all the tab stops beginning at position 12

ENTER

**12,5** to set tabs every 5 spaces beginning at position 12 (the new left margin)



Exit the Tabs menu

## 4 Change the lines per inch and text lines

[Fn]Chng:12.1[[MarSet:12.90[[TabSet:0.5,10,12,17,22,27,32,37,42,47,52,57,62,67,72,77,82,87,92,97,102,107,112,117,122,127,132,137,142,147,152,157]]LPI:8[[PgLnth:66,72]][[a]]CntrPg[[R]JstOff[[C]]B[[U]]Lone Pine National Park[b]]U[[c]][[HR]]  
[[HR]]  
[A]May 6, 1986[a]][[HR]]  
[[HR]]  
Mr. Frank D. Edwards[[HR]]  
2345 N. Quail Road[[HR]]  
Birdseye, UT 84666[[HR]]

Pg 1 Ln 1 Pos 12



Change the lines per inch

ENTER 8 to change from 6 to 8 lines per inch



Exit the Print Format menu

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



Display the Page Length menu

ENTER 3 to create your own settings



Leave the form length at 66 lines

ENTER 72 to change the text lines from 54 to 72 (9 inches of text x 8 lines per inch)

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

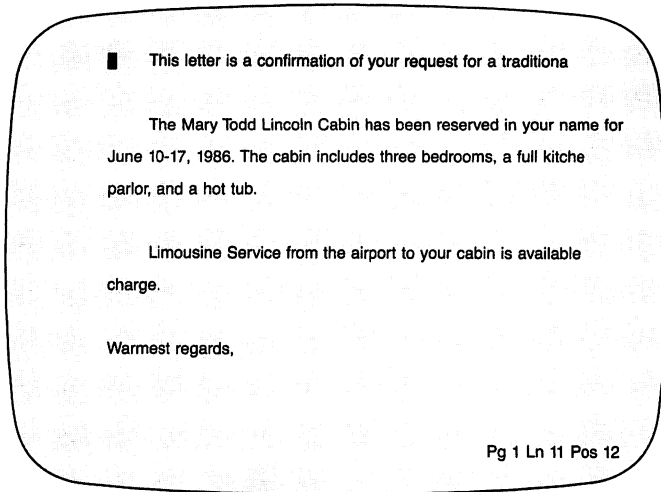


Exit the Page Format menu



Find the [LPI:8] and [PgLnth:66,72] codes in the Codes screen

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



Return to the normal screen



Display the forward search (“-> Srch:”) message



Search for a tab



Begin the search

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



Move the cursor to the left of the tab

You are now in the body of the letter, and are ready to change to double spacing.



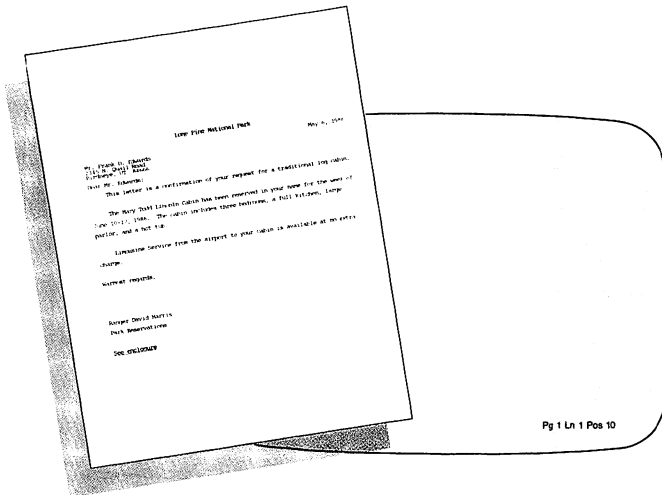
Change the spacing

ENTER

2 for double spacing



## 6 Save the letter, clear the screen, then print the letter



Save the letter as CABIN.1

Remember to press the Return key after typing **cabin.1**.



Clear the screen



Display the files on the /Learn diskette

MOVE

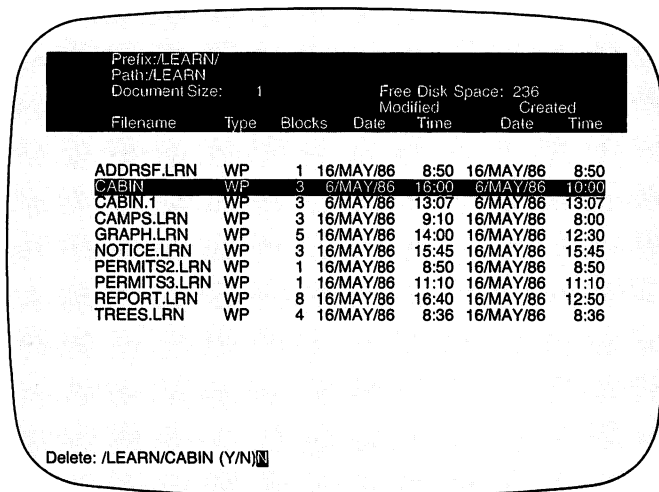
To the CABIN.1 file



Print the letter

If prompted to insert the /WP volume, insert it into drive 1.

## 7 Delete the first revision of the letter



Display the files on the /Learn diskette

The actual filenames on your screen may be different than those shown above.

**MOVE** To the CABIN file



Delete the file

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



Press twice to exit the List Files screen

## 8 Change the prefix to /Work

Prefix:/LEARN/ Path:/LEARN Document Size: 1 Free Disk Space: 236							
Filename	Type	Blocks	Date	Modified Time	Created Date	Created Time	
ADDRSF.LRN	WP	1	16/MAY/86	8:50	16/MAY/86	8:50	
CABIN.1	WP	3	6/MAY/86	13:07	6/MAY/86	13:07	
CAMPS.LRN	WP	3	16/MAY/86	9:10	16/MAY/86	8:00	
GRAPH.LRN	WP	5	16/MAY/86	14:00	16/MAY/86	12:30	
NOTICE.LRN	WP	3	16/MAY/86	15:45	16/MAY/86	15:45	
PERMITS2.LRN	WP	1	16/MAY/86	8:50	16/MAY/86	8:50	
PERMITS3.LRN	WP	1	16/MAY/86	11:10	16/MAY/86	11:10	
REPORT.LRN	WP	8	16/MAY/86	16:40	16/MAY/86	12:50	
TREES.LRN	WP	4	16/MAY/86	8:36	16/MAY/86	8:36	

Change Prefix to: /work

4

Display the "Change Prefix to:" message

/LEARN will be displayed after this message. Just start typing and it will disappear.

ENTER

/work

Return

Exit the List Files screen

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

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

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

**A:** Margins and Tabs.

**Q:** What are the initial settings in WordPerfect for margins, spacing, and page length?

**A:** Margins - 10 left and 74 right; Spacing - 1 (single); Page Length - 66 form length and 54 lines of text.

**Q:** Where can you find a complete list of initial settings?

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

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

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

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

**A:** No!

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

**A:** Yes! That is why you always want to make backup copies of any important files.

## Notes



## ■ Lesson 4

### Lone Pine National Park

Change  
Spacing

#### General Season

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

#### Choice Permits

Ten permits for choice buffalo will be awarded to the highest bidder. Bids will be accepted at Lone Pine Division Headquarters on February 28 at midnight. A minimum bid of \$3000 is required. Successful bidders will have one day to submit their bid in a brown paper envelope to Ranger John T. Smith.

Correct  
Overprinting

### BUFFALO PERMITS

1986

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

### Lone Pine National Park

#### BUFFALO PERMITS

#### General Season

1986

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

#### Choice Permits

1986

Ten permits for choice buffalo will be awarded to the highest bidder. Bids will be accepted at Lone Pine Division Headquarters on February 28 at midnight. A minimum bid of \$3000 is required. Successful bidders will have one day to submit their bid in a brown paper envelope to Ranger John T. Smith.

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

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

In this lesson, you learn how to change the format of a document by inserting codes. You also learn to set the format back to the initial settings by deleting codes. Finally, you learn to correct a common problem—that of hidden text.

## Features

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

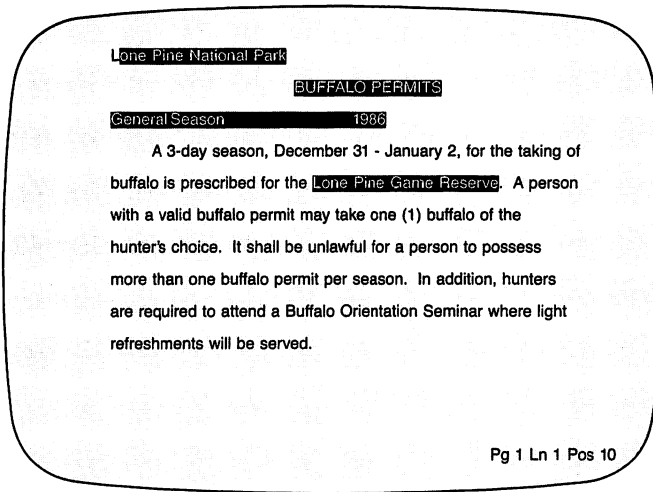
- Block and Delete let you delete a block of text
- Cursor keys let you move the cursor in the Codes screen
- Delete and Del erase codes and text in the Codes screen
- Search lets you search for tabs, spacing, and other codes
- Initial settings of WordPerfect can be restored by deleting the format codes inserted into a document
- The Center code [C] can hide text on the screen

## Applications

The skills you learn in this lesson can be used to

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

## 1 Retrieve the Buffalo Permits document

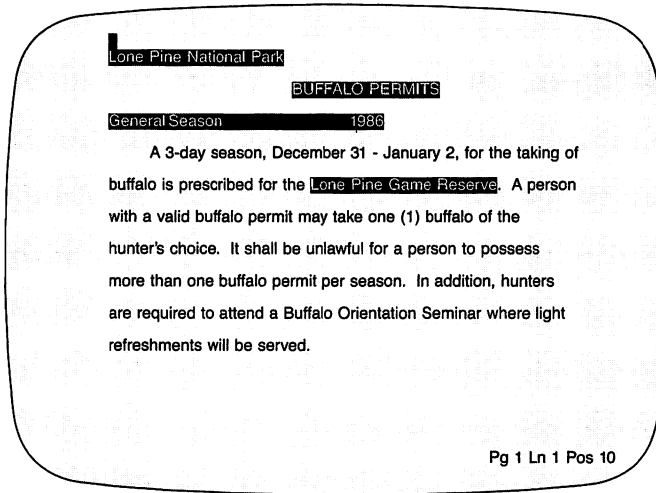


Retrieve /LEARN/PERMITS2.LRN

Remember to press the Return key after typing **/learn/permits2.lrn**.



## 2 Combine two documents, create a double document, then delete the second copy



In this step, you learn how to combine two documents on your screen.



Move to the end of your text



Display the "Pathname: /WORK/=" message



/learn to change the pathname



To the PERMITS3.LRN file



Retrieve the document



Press 3 times to see the PERMITS3.LRN document

Notice that the PERMITS3.LRN file was retrieved into the document on the screen at the cursor position.



Move to the top of the Buffalo Permits document

Sometimes you will accidentally stack up multiple copies of your document on the screen. Although creating double documents is not something you normally want to do, here is an example of how it could happen.

continued . . .

While working on your document, you may find it necessary to use List Files to check all the files with the /LEARN prefix.



Display the "Pathname: /WORK/=" message



/learn to display the learning files

After seeing all the learning files, you want to return to the document previously on your screen. Because the List Files screen has taken your document's place, you might think that it is lost and you need to retrieve it to the screen again. Actually, your document has been stored and will return to your screen when you press the Space Bar from the List Files screen. However, if you forget that your document has already been retrieved,



To the PERMITS2.LRN file



Retrieve the file

The document appears the same as when you left it.



Move to the bottom of the screen



Press 3 times and notice that the document begins repeating itself

A second copy of PERMITS2.LRN has been retrieved onto your screen above the other two documents already on the screen. To delete the extra, unwanted copy of the document,



Move to the top of the document



Turn Block on

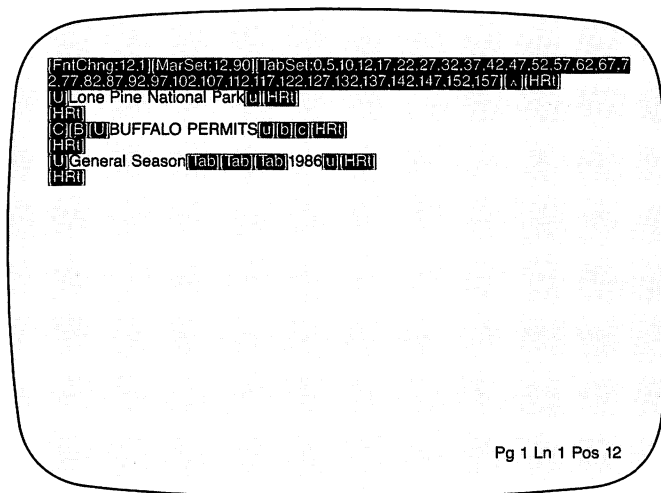


Highlight the unwanted text



Delete the unwanted text

### 3 Change the pitch, margin settings, and tab settings



When you start WordPerfect, some preset format settings are activated (see page 44 in the Reference section). These can be changed anywhere in the document, and as many times as you want.



Change the pitch setting



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



Leave the font number at 1



Exit the Print Format menu



Display the Codes screen and notice the code inserted for the pitch setting [FntChng:12,1]

Notice that the cursor appears as a reverse video [ ^ ] in the codes screen.



Return to the normal screen



Change the margin settings



**12** for the left margin and **90** for the right margin

continued . . .



Display the Codes screen and notice the code inserted for the margin setting [MarSet:12,90]



Return to the normal screen



Display the Tabs menu



Erase all tab stops beginning with position 12 (Delete EOL)



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



Exit the Tabs menu

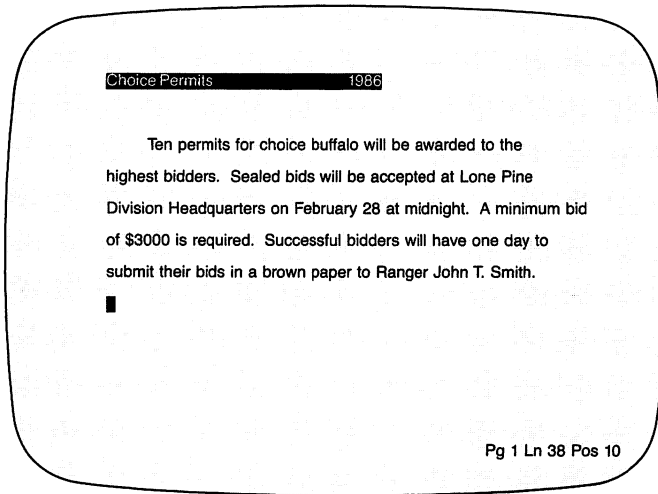


Display the Codes screen and notice the code inserted for the tab settings [TabSet:0,5,10,12,17...]



Return to the normal screen

## 4 Change the pitch, margins, and tabs back to the initial settings



Display the codes at the beginning of the document

Notice the codes placed in your document for every format change you made in the previous step.

You decide you don't like the way the document looks in this format. To restore the initial format settings,



Press three times to delete the tab, margin, and pitch settings



Return to the normal screen



Move to the end of your document

Your document now appears as it did before any format changes were made.

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

#### Choice Permits 1986

Ten permits for choice buffalo will be awarded to the highest bidders. Sealed bids will be accepted at Lone Pine Division Headquarters on February 28 at midnight. A minimum bid of \$3000 is required. Successful bidders will have one day to submit their bids in a brown paper to Ranger John T. Smith.

Pg 1 Ln 8 Pos 10

In this step, you delete the double spacing code to change the spacing of the document back to the initial setting of single spacing.



Move to the top of the document, before any codes (↑ Begin of Codes), to prepare for a forward search

Before performing a forward search, you should always move to the top of your document, before any codes.



Display the “→ Srch:” message



Search for a [SpcSet] code



Begin the search



Display the [SpcSet:2] code in the Codes screen



Delete the code to change to single spacing



Return to the normal screen

## 6 Correct the overprinting problem

General Season 1986

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

Choice Permits 1986

Ten permits for choice buffalo will be awarded to the highest bidders. Sealed bids will be accepted at Lone Pine Division Headquarters on February 28 at midnight. A minimum bid of \$3000 is required. Successful bidders will have one day to submit their bids in a brown paper envelope to Ranger John T. Smith.

Pg 1 Ln 22 Pos 52



Print the page on your screen

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

This same overprinting problem can occur with a misplaced Flush Right or Tab Align code.



Move to the end of the document



Notice that the word "envelope" appears in front of the [C] code in the Codes screen, but does not appear in the normal screen



Return to the normal screen



Display the "<- Srch:" message

The [SpcSet] code will appear after the "<- Srch:" message because it was the last thing searched for. When you insert the [Cntr] code, the [SpcSet] code will disappear.



Insert a Center code [Cntr] into the search string



Begin the search

The cursor stops just after the word "paper" where the first [C] code is located. The cursor always stops to the right of what you are searching for.

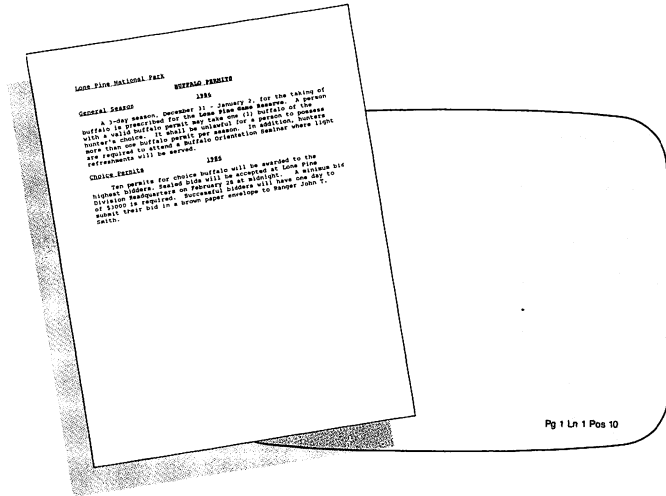


Delete the [C] code

The word "envelope" now appears on the screen.



## 7 Print and save the document, then clear the screen



Print the page



Save the document



/learn/permits.1



Clear the screen

**Q:** What is a code?

**A:** See the Glossary at the end of the manual.

**Q:** Why does WordPerfect hide the codes in your text?

**A:** So the document on your screen looks similar to the printed document.

**Q:** Which codes can hide text in the normal screen, but not in the Codes screen?

**A:** Center [C][c], Flush Right [A][a], and Align [A][a] codes.

**Q:** Can you delete WordPerfect codes in the same way you delete other characters?

**A:** Yes.

**Q:** Does the Search key look for codes as well as other characters?

**A:** Yes.

**Q:** Where can you find a list of all the WordPerfect codes and what they mean?

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

**Q:** How can you restore the initial format settings in your document?

**A:** Delete the codes that change the format.

## Notes



## Lesson 5

Lone Pine National Park

**Christmas Tree Harvest - 1986**

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

**Pines** - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.

**Spruces** - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.

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

**Firs** - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off. Cones have thick woody scales.

**Pines** - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.

**Spruces** - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.

If you are interested in harvesting trees in 1986, fill out the request form below and send it to:

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

**Request for Tree Harvest**

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

Address \_\_\_\_\_

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

**Christmas Tree Harvest - 1986**

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

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

**Firs** - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off. Cones have thick woody scales.

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

**Pines** - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.

**Spruces** - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.

If you are interested in harvesting trees in 1986, fill out the request form below and send it to:

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

**Request for Tree Harvest**

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

Address \_\_\_\_\_

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

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

In this lesson, you are introduced to the WordPerfect features that help you rearrange and edit a sentence, paragraph, or block of text. You also learn to create a hanging paragraph.

## **Features**

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

- Block and Extra help you change a title to uppercase letters
- An existing line of text can be centered
- Move helps you move a sentence, paragraph, or block of text
- ¶Margin Release and Indent can help you create a hanging paragraph
- Block can highlight a block of text to be printed

## **Applications**

The skills you learn in this lesson can be used to

- Rearrange your text
- Center, bold, and underline existing text
- Save text in a temporary file while in WordPerfect
- Print a portion of a page

# 1 Retrieve the Tree Permit document

Yone Pine National Park

## Christmas Tree Harvest - 1986

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

**Pines** - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.

**Spruces** - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.

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

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

Pg 1 Ln 1 Pos 10



Retrieve /LEARN/TREES.LRN

Remember to press the Return key after typing **/learn/trees.lrn**.

## 2 Center, capitalize, and underline the title

LONE PINE NATIONAL PARK

Christmas Tree Harvest - 1986

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

Pines - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.

Spruces - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.

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

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

Pg 1 Ln 1 Pos 54



Center the title



Turn Block on

When Block is turned on, the reverse video for bold and underline disappears temporarily.



Move to the end of the line to highlight the title



Change the title to uppercase letters

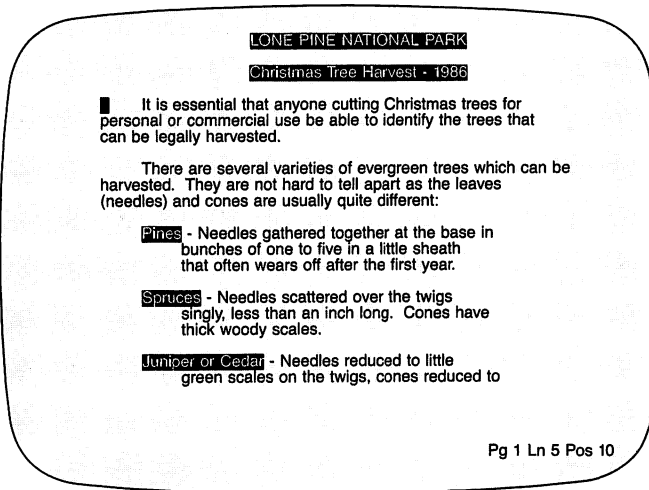


Underline the title



Turn Block off

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



**MOVE** To the beginning of the fifth paragraph (the "I" in "It"—Ln 21 Pos 15)



Highlight the paragraph



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

**MOVE** To the left margin at the beginning of the first paragraph (Ln 5 Pos 10)



Retrieve the paragraph



#### 4 Arrange the tree descriptions in correct alphabetical order

**LONE PINE NATIONAL PARK**  
**Christmas Tree Harvest - 1986**

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

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

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

Pg 1 Ln 13 Pos 10

MOVE To the "J" in "Juniper" (Ln 21 Pos 15)



Move the cursor before any codes in the line



Turn Block on

MOVE To the left margin at the beginning of the sixth paragraph (Ln 25 Pos 10)



Cut the highlighted paragraph

MOVE To the first line of the third paragraph (Ln 13)

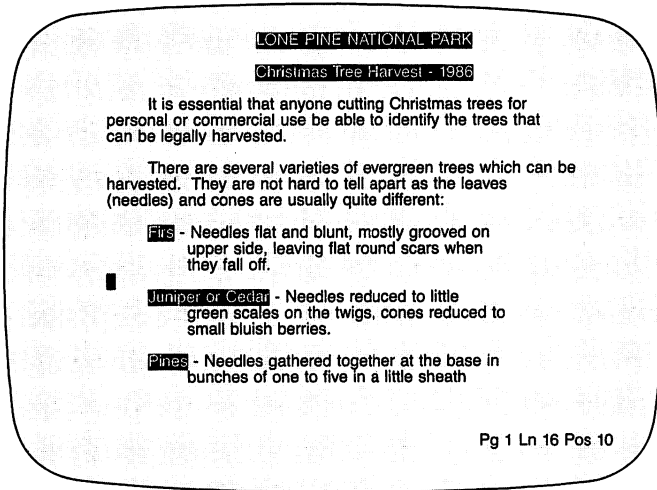


Move the cursor before any codes in the line



Retrieve the paragraph

## 5 Create a tree description with a hanging paragraph



**MOVE** To the blank line before the third paragraph (Ln 12)



Press once to add an extra line



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



Release the first line one tab stop

A hanging paragraph indents all but the first line of a paragraph. Use the **Indent** key (instead of the **Indent** key) if you do not want the paragraph indented from the right margin (see your Quick Reference card).

**TYPE**

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

Remember to press the Underline key (**⌘5**) before and after typing **Firs**.



Add an extra line

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

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

**Firs** - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off. Cones have thick woody scales.

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

**Pines** - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.

**Spruces** - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.

Pg 1 Ln 16 Pos 27

**MOVE** To the "C" in "Cones" in the Spruces tree description (Ln 26 Pos 53)

**9, 1** Highlight the sentence

**2** Copy the sentence to a temporary file

**MOVE** To the end of the Firs tree description (Ln 15 Pos 34)

**9, 4** Retrieve the sentence

**Space Bar** Press 2 times to add space between the sentences

**↓** Rewrite the screen

Moving the cursor through the text will reformat it.

## 7 Add an extra category to the request slip

If you are interested in harvesting trees in 1986, fill out the request form below and send it to:

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

---

**Request for Tree Harvest**

Name  Date of Harvest

Address

Type of tree  Number of trees

Pg 1 Ln 50 Pos 73

**MOVE** To "Type of tree" on the request slip (Ln 50)



Move to the end of the line



Press 2 times to add extra space in the line

**TYPE**

**Number of trees**



Press once to add extra space after the text



Begin underlining



Press 12 times to create a line 12 spaces long



End underlining

A few printers lack the ability to underline spaces. If your printer won't underline spaces, use the underscore character to create the line following "Number of trees."

-----

Request for Tree Harvest

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

Address \_\_\_\_\_

\_\_\_\_\_

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

-----

**NOTE** To the blank line just before the request slip (Ln 37)



Turn Block on

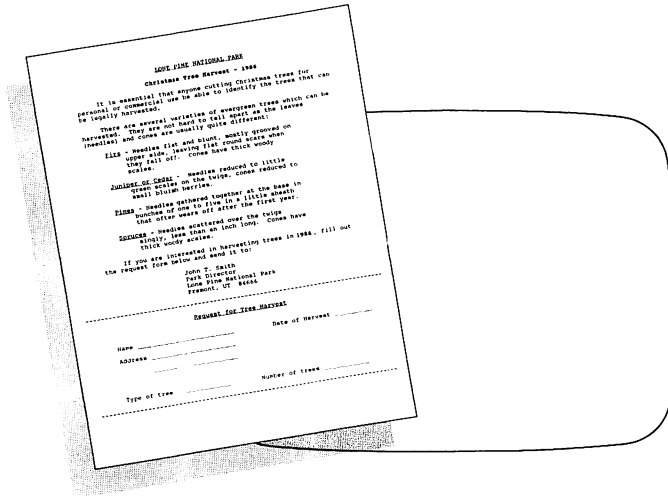


Highlight the request slip

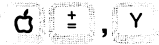


Print the request slip

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



Print the permit



Save the permit as /LEARN/TREES.1



Clear your screen

**Q:** Besides the Save key, which other key lets you save the document on your screen?

**A:** The Exit key.

**Q:** What is the difference between cut and copy on the Move key?

**A:** Cut copies the text and deletes it from the screen; copy only copies the text.

**Q:** How does WordPerfect define a sentence, paragraph, or page on the Move key?

**A:** A sentence ends with a period, question mark, exclamation point, or [HRT] (Return key); a paragraph ends with a [HRT] code; a page ends with a [HPg] or [SPg] code.

**Q:** Where does the ¶Margin Release key move the cursor?

**A:** One tab stop to the left—even beyond the left margin.

**Q:** Which keys can you use to retrieve a document from your disk?

**A:** The Retrieve key or the List Files key.

■ Lesson 6

PREFACE

This report is a summary of the year's activities,  
as well as goals for the four divisions of Lone Pine  
National Park for 1987.

onal Park  
port

PREFACE

This report is a summary of the year's activities,  
as well as goals for the four divisions of Lone Pine  
National Park for 1987.

LaRue

Division

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conserva

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Lone Pine National Park  
Annual Report  
1986

Compiled by  
Ranger John T. Smith  
Park Director





The Speller, which came with your WordPerfect package, not only checks the spelling of words, but also checks for double words, and performs a word count without checking the document.

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

## **Features**

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


- Skip ignores a word for the rest of the document
- The Speller lists alternate spellings for each word not found in the dictionary list
- Delete 2nd deletes the second word of a double word
- Look Up lets you see the words in the dictionary that match a word pattern
- Edit lets you move into the document to edit a word



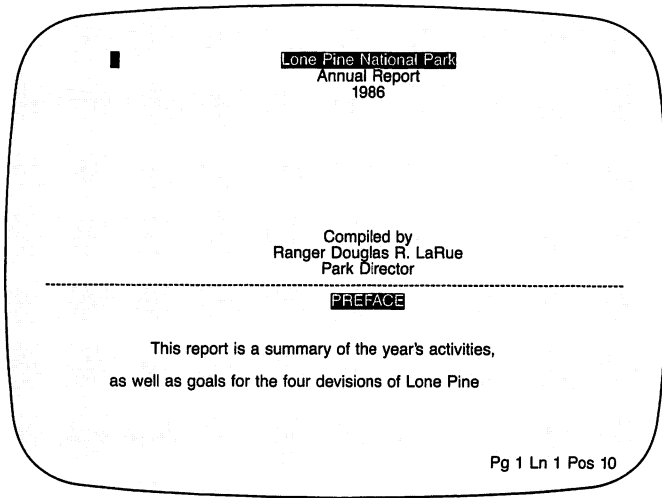
See the Speller section for more details.

## **Applications**

The skills you learn in this lesson can be used to

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

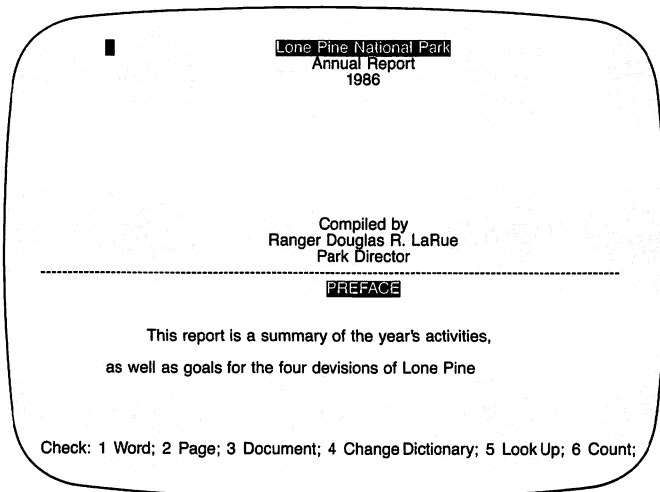
## 1 Retrieve the Annual Report document



Retrieve /LEARN/REPORT.LRN

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

## 2 Start the Speller

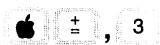


### Two Disk Drives

If you are using two disk drives to run WordPerfect, the /Learn diskette should be in drive 1 and the /Work diskette in drive 2.

HELP

/Learn in drive 1 with the /Spell diskette



Display the "Name of new Dictionary:" message

ENTER

/spell/wp.dictionary (or the name of your dictionary)

Your screen should look like the screen above.



Begin spell-checking the entire document

### Hard Disk

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



Display the "Name of new Dictionary:" message

ENTER

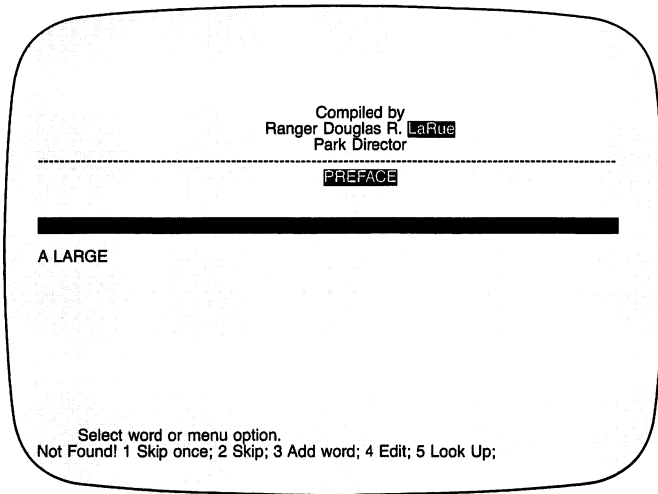
The full pathname of where your dictionary file is found (e.g., /APPLE1/TOM/WP.DICTIONARY)

Your screen should look like the screen above.



Begin spell-checking the entire document

### 3 Skip “LaRue”



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



Skip the word for the rest of the document

## 4 Correct “devisions”

This report is a summary of the year's activities,  
as well as goals for the four **devisions** of Lone Pine  
National Park for 1987.

Division I - Big Game Reserve

---

A decisions

B divisions

Select word or menu option.  
Not Found! 1 Skip once; 2 Skip; 3 Add word; 4 Edit; 5 Look Up;

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



Insert the correct spelling into the report

## 5 Delete the second “Game” in a sentence

### Permits

During the 1985 Hunting season Lone Pine Game  
Game Reserve offered permits for the taking of Deer,  
Elk, Antelope, Moose, Buffalo, Rocky Mountain Goat, and  
Bighorn Sheep. The permits were issued by lottery,  
bid, and once-in-a-lifetime priorities. The hunting  
hours were continued as per recommendation of the 1984  
program improvement proposal:

### HUNTING HOURS

All permits were monitored by the Ranger and

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

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



Delete the second “Game” and continue spell-checking

## 6 Look up the correct spelling of “forefieture”

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

The goals and improvements for the 1986-87 hunts  
will be given in detail in the Program improvements

A forfeiture

Select word or menu option (0 = continue).

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

5

Display the “Word pattern:” message

ENTER

**f=f=ture**

All the words that begin with “f,” have zero or more characters followed by another “f,” have zero or more characters, and end with “ture” are listed on the screen (see page 122 in the Reference section for more details).

A

Insert the correct spelling into your document

## 7 Correct the name “Doner”

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

The goals and improvements for the 1986-87 hunts  
will be given in detail in the Program improvements

A Diner  
D Donor  
G Dover

B Doer  
E Doper  
H Downer

C Done  
F Doser  
I Dozer

Select word or menu option.  
Not Found! 1 Skip once; 2 Skip; 3 Add word; 4 Edit; 5 Look Up;

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



Move the cursor into the document



Press 2 times to move to “n”

TYPE n



Return to the Spell-check screen



Skip the corrected spelling for the rest of the document



## 8 Exit the Speller and clear the screen

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

The goals and improvements for the 1986-87 hunts will be given in detail in the Program improvements section at the end of this report.

---

Insert Section II - 3 pages

Insert Section III - 4 pages

Insert Section IV - 2 pages

Word Count: 457 Press any key to continue.

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



Press 2 times to exit the Speller



Save the document



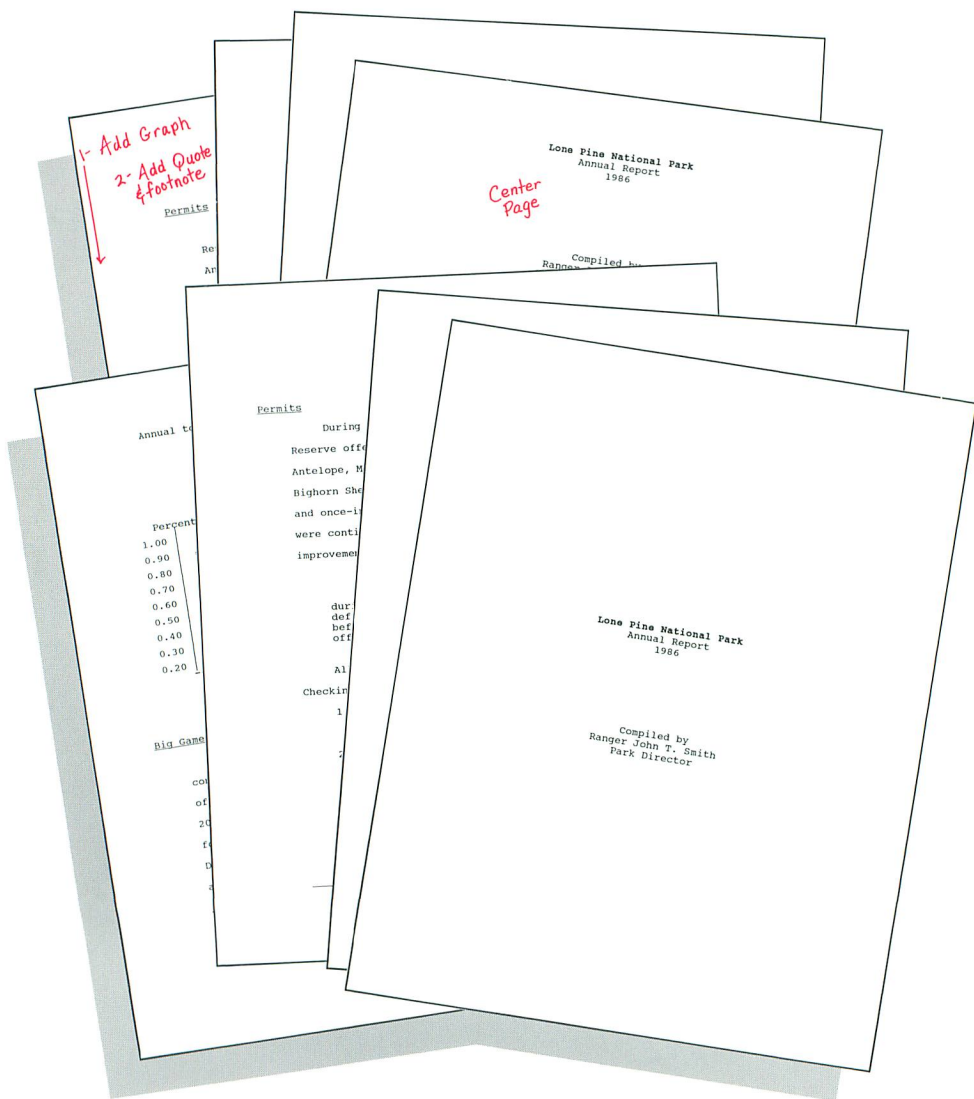
Replace the original document with the one on your screen and clear the screen


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

## Notes



## ■ Lesson 7





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

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

## Features

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

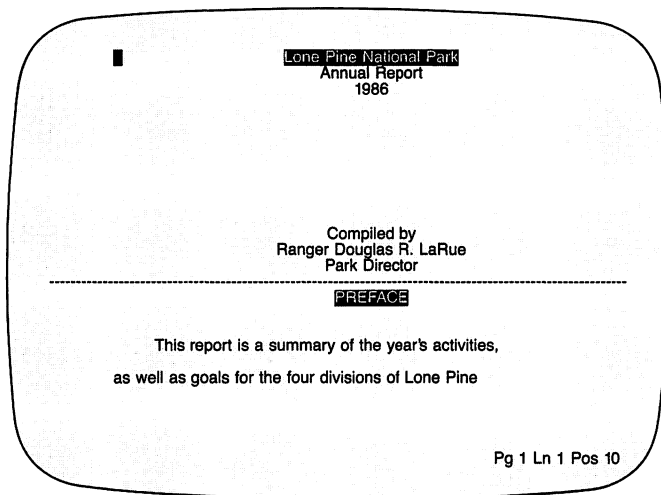
- Center Page Top to Bottom lets you print a page of text that is centered vertically
- Spacing and ¶Indent¶ help you format a quote on the page
- Footnotes are numbered automatically
- Replace helps you quickly change characters in your document
- Search can help you move through your document
- New Page Number lets you start page numbering with any number on any page
- Page numbering can be done in a header

## Applications

The skills you learn in this lesson can be used to

- Create reports and term papers for school
- Document your research with footnotes
- Create advanced papers such as proposals, theses, and dissertations

# 1 Retrieve the Annual Report and center the title page



Retrieve /LEARN/REPORT.LRN



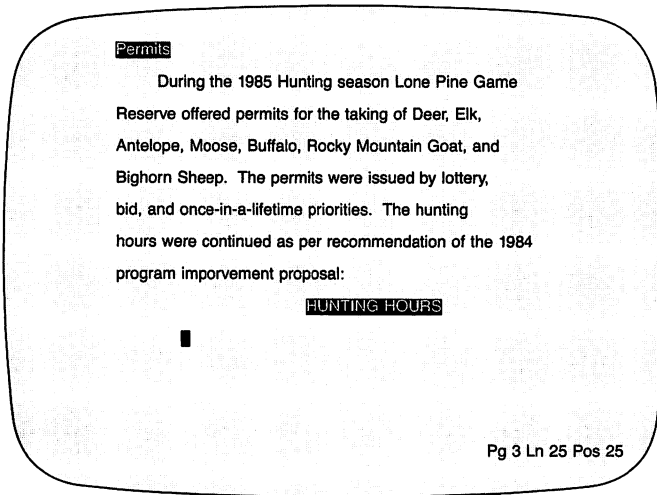
Center the text from top to bottom on the title page

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



Exit the Page Format menu

## 2 Change to single spacing and indent for a quotation



Press 2 times to move to the top of page 3



Move to the blank line following "HUNTING HOURS" (Ln 25 Pos 15)



Change the line spacing

ENTER

1 to begin single spacing



Begin indenting one tab stop from both the left and right margins for the quotation

The single spacing and indenting will set the quotation off from the rest of the text.



Indent the first line of the quotation an extra tab stop

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

During the 1985 Hunting season Lone Pine Game Reserve offered permits for the taking of Deer, Elk, Antelope, Moose, Buffalo, Rocky Mountain Goat, and Bighorn Sheep. The permits were issued by lottery, bid, and once-in-a-lifetime priorities. The hunting hours were continued as per recommendation of the 1984 program improvement proposal:

#### **HUNTING HOURS**

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

Pg 3 Ln 30 Pos 15

TYPE

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



End the quotation and end left/right indent



Change the line spacing

ENTER

2 to begin double spacing again



#### 4 Create a footnote for the quotation

During the 1985 Hunting season Lone Pine Game Reserve offered permits for the taking of Deer, Elk, Antelope, Moose, Buffalo, Rocky Mountain Goat, and Bighorn Sheep. The permits were issued by lottery, bid, and once-in-a-lifetime priorities. The hunting hours were continued as per recommendation of the 1984 program improvement proposal:

##### **HUNTING HOURS**

It is unlawful to take big game except during daylight hours. Daylight hours are defined as that period between one-half hour before official sunrise to one-half hour after official sunset.1

Pg 3 Ln 29 Pos 43



Press 2 times to move to the end of the quotation



Create a footnote

You are placed in a special editing screen for footnotes.

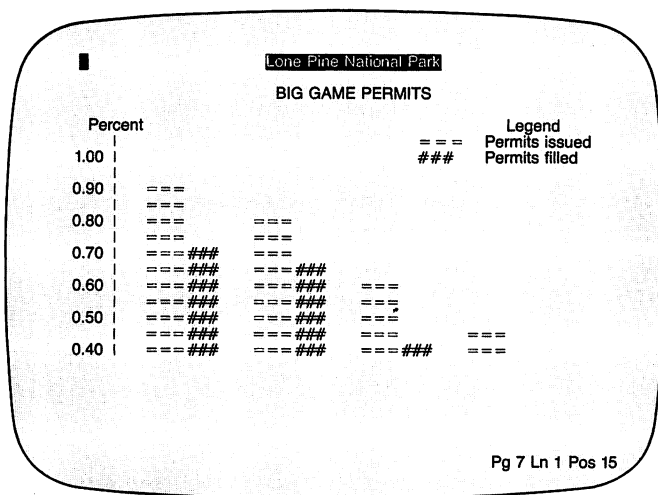
TYPE

**1985-86 State Big Game Proclamation**



Exit the editing screen and save the footnote

## 5 Retrieve a graph



Move to the end of the text



Insert a Hard Page break



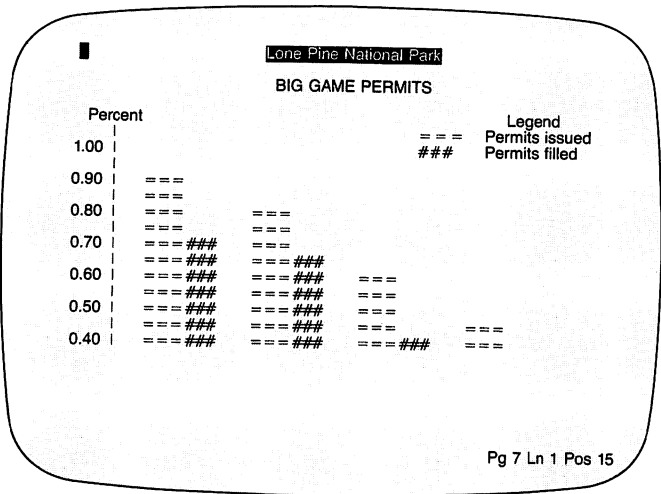
Display the page after the Hard Page break on a screen of its own

You now have a clear page on which you can display the graph you are retrieving.



Retrieve /LEARN/GRAPH.LRN

6 Replace the \$ in the graph with an =



Select a Replace without confirm

TYPE \$ for the search string



Display the "Replace with:" message

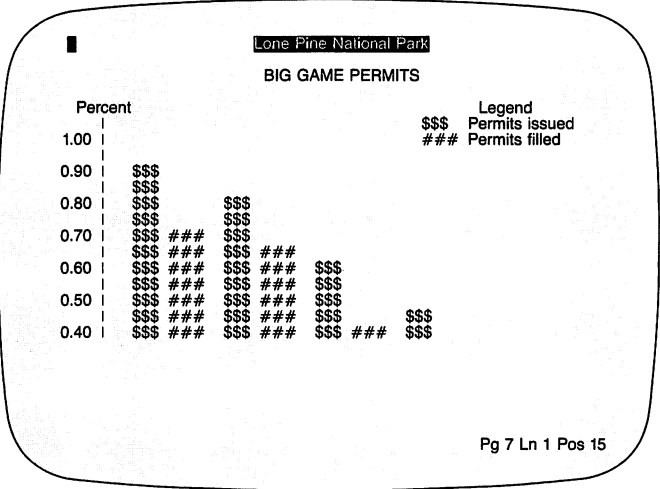
TYPE = for the replace string



Begin the replacement

The Replace feature only works in a forward direction.


7 Cut the graph and move it into the report



 9 , 3 Highlight the graph

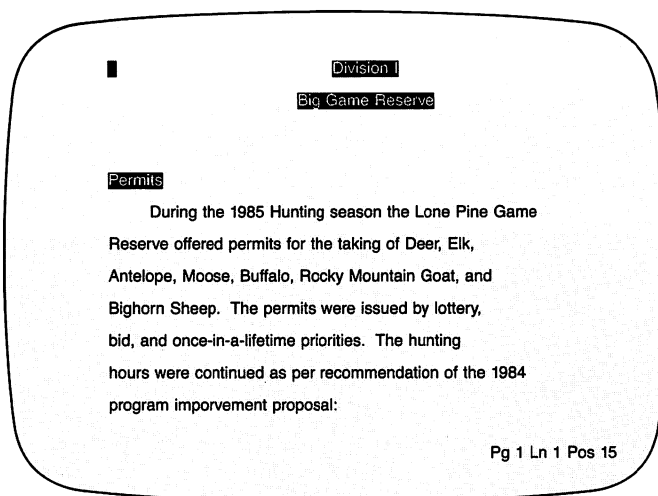
 1 Cut the graph from the end of the report

 G , 4 ,  Return Go to the top of page 4


 1 Press 2 times to position the graph in its proper place




 9 , 4 Insert the edited graph into the report

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






  Display the "Go To" message

 **3** to move to the top of page 3

   Specify a new page number

 **1** to start the numbering at one


Page numbering starts at the beginning of the text. The title page and Preface are not numbered when printed.

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




You are placed in an editing screen for headers and footers.

  Align the header with the right margin

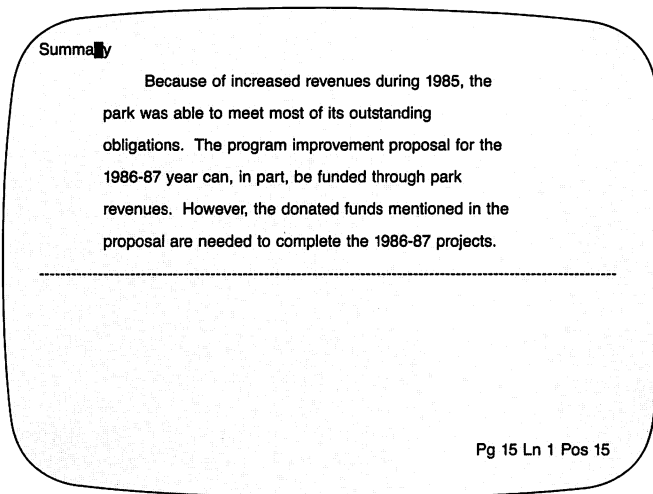
 **Lone Pine Annual Report -**

 Space between the text and the number

  Insert a ^N to automatically number pages

   Save the header and exit the Page Format menu

## 9 Start page numbering at 15 on the summary page



Display the “—> Srch: \$” message

Don't worry if something is already displayed. It will disappear when you begin typing.

TYPE **summary**



Begin the search



Move to the left margin, before any codes

Because of the Margin Release code, it will stop in the middle of the word.



Specify a new page number

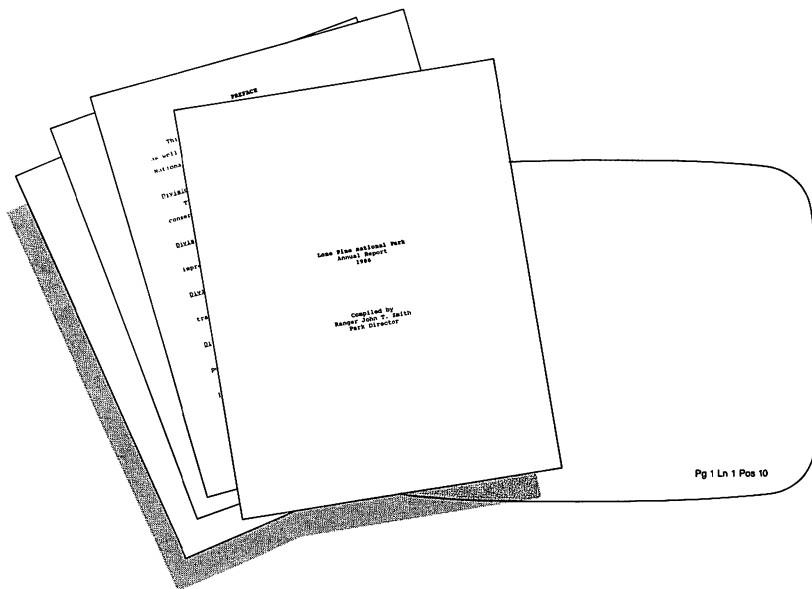
ENTER

**15** to start the numbering at fifteen

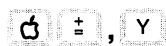


Exit the Page Format menu

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



Print the report



Save the report as /LEARN/REPORT.2



Clear the screen

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

Screen Up  
Screen Down  
Move  
Page Format  
▸Indent▸

Line Format  
Replace  
▸Search  
◀Search

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

**A:** Press the Go To key, type 7, and press the Return key.

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

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

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

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

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

**A:** When it is printed.



## Notes



## ■ Lesson 8

Mr. John Ell  
Wagon Wheel  
1100 North  
Flatwood, UT

Dear John:

Thank  
largest f  
fire fight  
fire fight  
With app

Ranger

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

Dear Jeff:

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

With appreciation,


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

Dear Alan:

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

With appreciation,

Ranger John T. Smith



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

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

## Features

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

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

## Applications

The skills you learn in this lesson can be used to create

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

## 1 Create a merge record for Alan Wilson

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

Pg 1 Ln 8 Pos 10

The instructions below lead you through creating a record of information about Alan Wilson that can be used in a merge. This record contains all the information about Alan Wilson that is needed to perform this merge (e.g., name, address, phone number, etc.). Think of a record as a card in your address file. The record is divided, by ^R's, into fields that contain a name, address, etc. Think of a field as a single item of information on the card in your address file (e.g., a name, an address, a phone number, etc.). With a clear screen,

TYPE **Mr. Alan Wilson**



End the name field with ^R (also called Merge R) and return to the left margin

TYPE **Flatwood Market**



End the business field

TYPE **55 E. Main Street**



End the first line of the address field with a [HRT]

You can have more than one line in a field.

TYPE **Flatwood, UT 84999**



End the address field

TYPE **801 666-4545**



End the phone number field

TYPE **Alan**



End the first name field



End the record on Alan Wilson with ^E (also called Merge E)  
and return to the left margin

## 2 Create a merge record for Jeff Richards

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

Pg 1 Ln 15 Pos 10

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

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

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

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

Mr. Alan Wilson^R  
Flatwood Market^R  
55 E. Main Street  
Flatwood, UT 84999^R  
801 666-4545^R  
Alan^R  
^E  
Mr. Jeff Richards^R  
Flatwood Motors^R  
58090 Bonnie View Court  
Flatwood, UT 84999^R  
801 666-6767^R  
Jeff^R  
^E  
Mr. John Elliot^R  
Wagon Wheel Diner^R  
1100 North State Street  
Flatwood, UT 84999^R  
^R  
John^R  
^E  
■

Pg 1 Ln 22 Pos 10

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

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

Even though John's telephone number is unknown, ^R still needs to be inserted for the empty field.



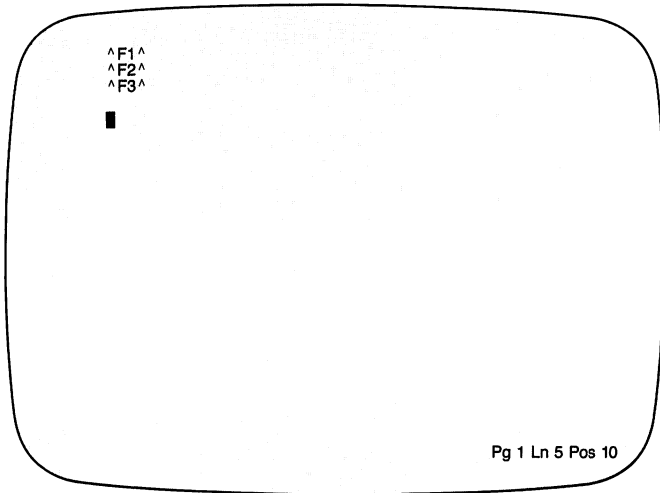
Save the records as /LEARN/ADDRESS.SF



Clear the screen

You have now typed and saved a secondary file.

## 4 Begin creating a letter primary file



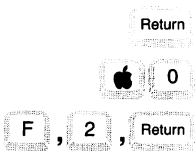
Once you have created the secondary file, you can retrieve information from specific fields into a primary file. A primary file can be a letter like the one you are about to create.



Display the Merge Codes menu

Insert ^F1^ into the letter

Information from the first field (the name field) will be retrieved into the letter when it is merged.



Return to the left margin

Display the Merge Codes menu

Insert ^F2^ into the letter

Information from the second field (the business name field) will be retrieved into the letter when it is merged.





Return to the left margin



Display the Merge Codes menu



,

3

,

Return

Insert ^F3^ into the letter

Information from the third field (the address field) will be retrieved into the letter when it is merged.



Press 2 times to add blank lines

## 5 Type the salutation

^F1^  
^F2^  
^F3^

Dear ^F5^:

■

Pg 1 Ln 7 Pos 10

TYPE **Dear**



Add a space between "Dear" and the first name



Display the Merge Codes menu



Insert ^F5^ into the letter

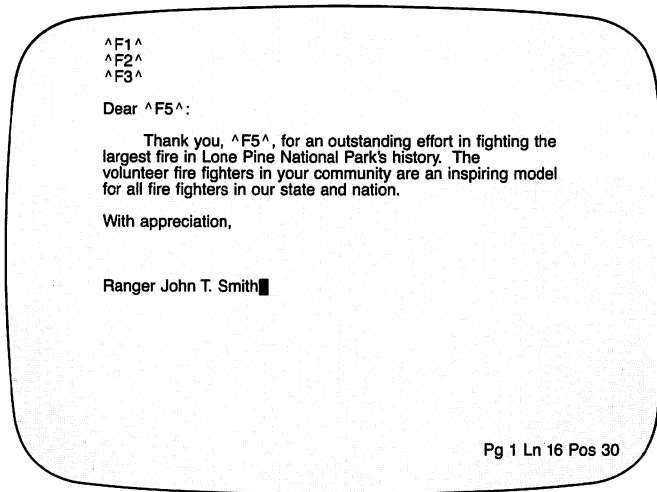
Information from the fifth field (the first name field) will be retrieved into the letter when it is merged.

TYPE : (a colon)



Press 2 times to add blank lines

## 6 Finish creating the letter primary file



Indent the first line of the paragraph

TYPE

**Thank you,**



Insert a space before the first name



Display the Merge Codes menu



Insert ^F5^ into the letter

Notice that you can use a field of information more than once.

TYPE

**, (a comma)**



Insert a space after the comma

TYPE

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

**With appreciation,**

**Ranger John T. Smith**

## 7 Save the primary file then start the merge

Dear John:

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

With appreciation,

Ranger John T. Smith

Pg 1 Ln 17 Pos 30



Save the letter as **/LEARN/LETTER.PF**



Clear the screen

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



Display the "Primary file:" message

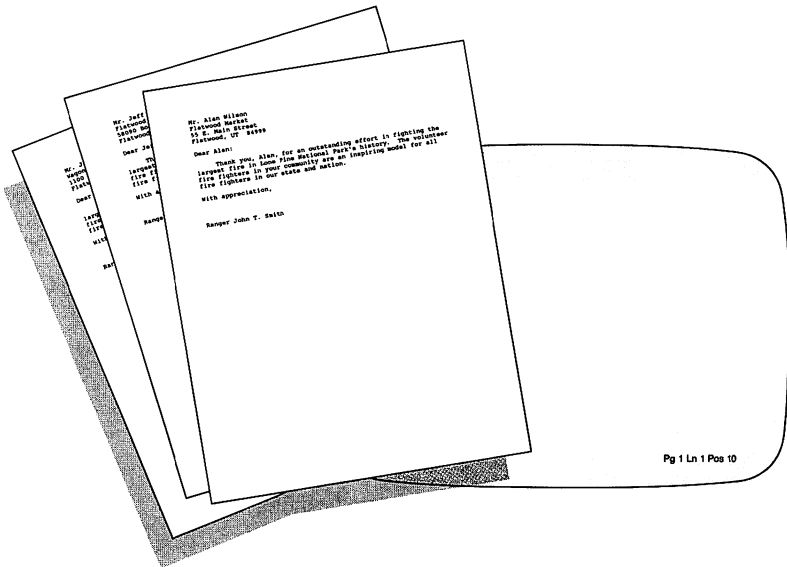
**ENTER** **/learn/letter.pf** for the primary file

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

"Merge" will appear on the status line when the files are merging.

Information from the first record is merged into the letter, then information from the second and third records. When the merge is complete, you should have a letter for each record. The letters are separated by Hard Page breaks. The cursor will be at the end of the last letter.

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



Print the letters



Save the letters as /LEARN/COMMEND.LTR



Clear the screen

Find the Merge key on your keyboard template:

Refer to the following illustration as you answer the questions below:

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

**Q:** What character ends a record?

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

**Q:** What character ends a field?

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

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

**A:** Mr. Alan Wilson.

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

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

## Notes



## ■ Lesson 9

---

Lone Pine National Park

Date: May 6, 1986

To: All Park Entrance Personnel

From: Ranger John T. Smith


Subject: Fire Restriction

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

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

Thank you.






A form that you use frequently, such as a memo, can be *automated* by using the ^C merge code and the Merge feature. In other words, you can set up a memo form (or any other form) to automatically place your cursor where you want to insert information. Each time WordPerfect finds a ^C during a merge, the merge pauses to let you enter information from the keyboard.

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


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

## Features

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

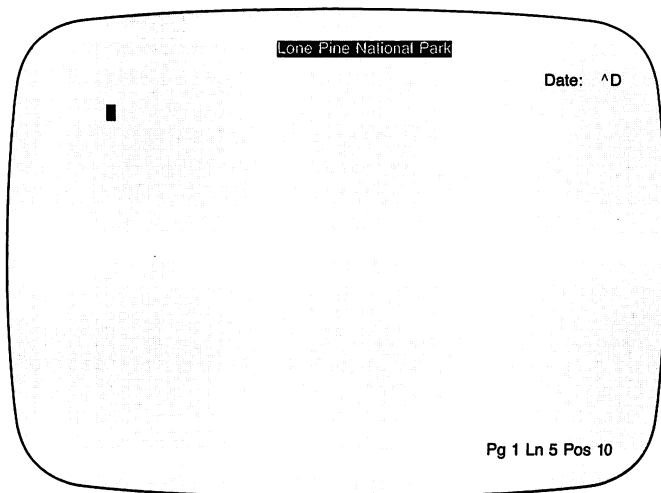
- 
- The Alignment Character feature lets you change the character for a Tab Align
  - The ^D merge code inserts the current date during a merge
  - The ^C merge code pauses the merge for input from the keyboard
  - The ^O merge code displays a reminder on your screen
  - You do not need a secondary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

## Applications



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

## 1 Type the memo title and Date entry



Begin centering the title



Begin bolding and underlining

TYPE **Lone Pine National Park**



End bolding and underlining



Press 2 times to add extra spacing



Align the Date entry with the right margin

TYPE **Date:**



Press 2 times to add space after the Date entry



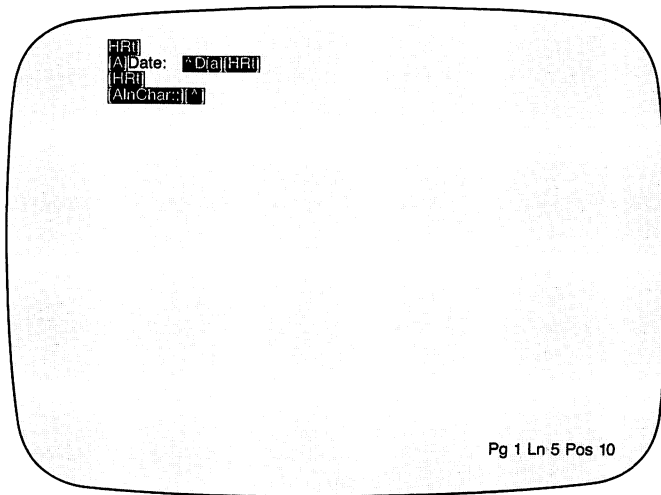
Insert ^D into the memo




When the merge begins, the current date will be inserted by WordPerfect at the ^D. The correct date appears only if you have a valid ProDOS clock card, or have set the date with the Set Date feature.



Press 2 times to add extra spacing

## 2 Change the alignment character to a colon



 ,  Display the "Align Char = ." message

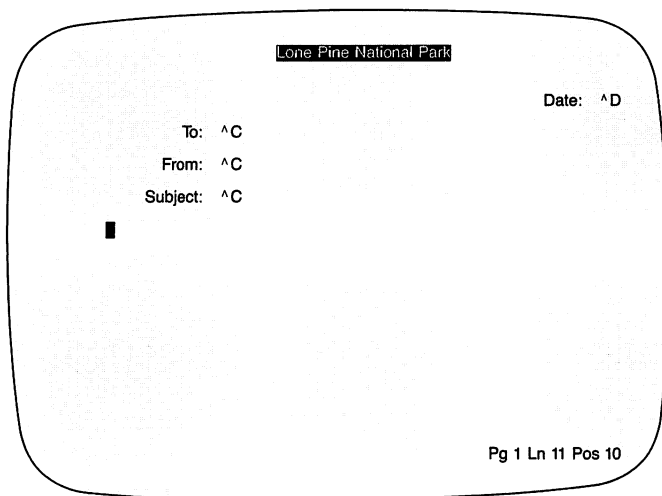
TYPE : (a colon)

  Notice the [AlnChar:] code in the memo

 Exit the Codes screen

Changing the Alignment Character to a colon will set up your memo so that the "To:, From:" column is aligned at the colon.

### 3 Type the To, From, and Subject entries



Move to the second tab stop and begin aligning

TYPE **To:**

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



Press 2 times to add space after the To entry



Insert ^C into the memo

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



Press 2 times to add blank lines



Move to the second tab stop and begin aligning

TYPE **From:**



Press 2 times to add space after the From entry



Insert a ^C into the memo



Press 2 times to add blank lines



Move to the second tab stop and begin aligning

TYPE

**Subject:**



Press 2 times to add space after the Subject entry

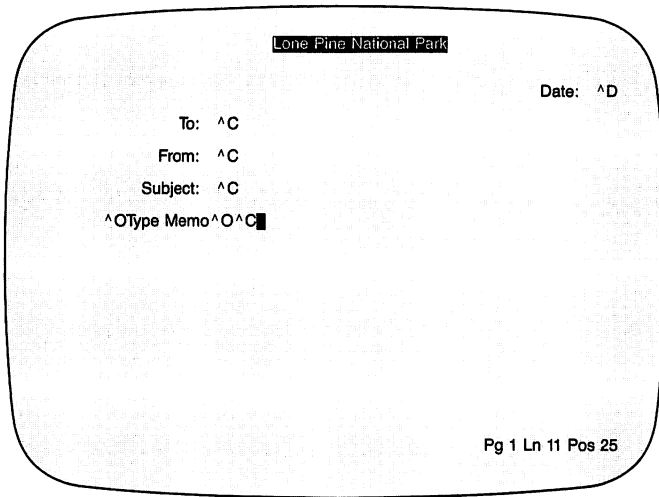


Insert ^C into the memo



Press 2 times to add blank lines

## 4 Complete and save the memo primary file



When WordPerfect finds ^O during a merge, the text following the ^O is shown at the bottom of the screen. The text can be a message explaining what to type when WordPerfect pauses at ^C.

 ,  Insert ^O into the memo




### TYPE Type Memo


 ,  Insert ^O into the memo

 ,  Insert ^C into the memo

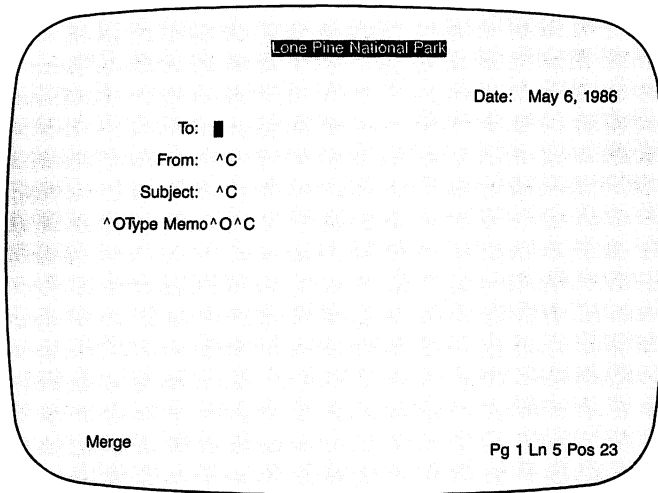
When WordPerfect finds the ^OType Memo^O^C during a merge, the "Type Memo" message will appear at the bottom of the screen and the merge will pause at the ^C. The ^O must be both before and after the message. The ^C must follow the second ^O. If it doesn't, the message merely flashes once on the screen and cannot be seen for an extended time.

You have typed a primary file to be used as a memo form.

 ,  Save the memo primary file as /LEARN/MEMO

 Clear the screen

## 5 Begin the memo merge



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



Display the "Primary file:" message



/learn/memo for the primary file



Ignore the "Secondary file:" message and begin the merge

Press the Merge E key (Control-E) at any time to stop the merge and start over.

## 6 Fill in the memo heading

**Lone Pine National Park**

Date: May 6, 1986

To: All Park Entrance Personnel

From: Ranger John T. Smith

Subject: Fire Restriction

■

Type Memo  
Merge

Pg 1 Ln 11 Pos 10

WordPerfect stops at the first ^C.

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



Continue the merge

WordPerfect stops at the second ^C.

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



Continue the merge

WordPerfect stops at the third ^C.

TYPE **Fire Restriction** for the Subject entry



Continue the merge



## 7 Type the contents of the memo

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

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

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

Thank you. █

Pg 1 Ln 17 Pos 20

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

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

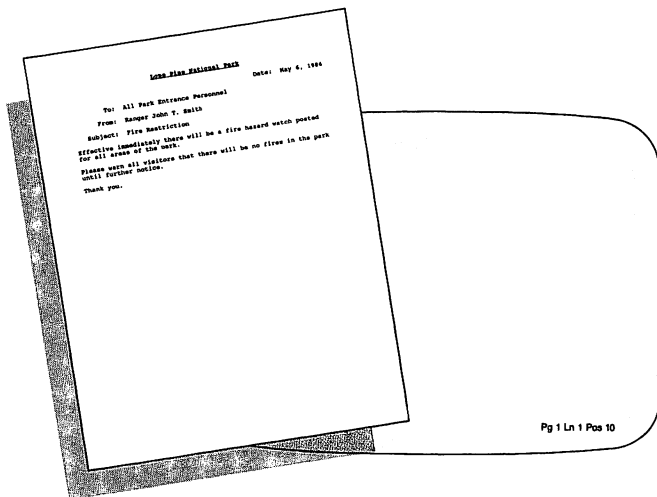
**Please warn all visitors that there will be no fires in the park until further notice.**

**Thank you.**

**Control R End the merge**

You can use the MEMO primary file as many times as you want to create other memos. Be sure to clear your screen before you start the merge again.

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



Print the memo



Save the memo as /LEARN/MEMO.1



Clear the screen

**Q:** Which merge code can you use to create your own message on the status line?

**A:** ^O (i.e., ^O *message* ^O)

**Q:** What does ^C do to a merge?

**A:** It pauses the merge and lets you enter information from the keyboard.

**Q:** Which key do you press to continue a merge after pausing at ^C?

**A:** Merge R (Control-R).

**Q:** Which key can you use to stop a merge which has paused at ^C?

**A:** Merge E (Control-E).

**Q:** How many times can you use the same primary file for a merge?

**A:** As many as you like.

**Q:** Where can you find a complete list of the merge codes?

**A:** The Merge Code Glossary in the Merge Section.

## ■ Lesson 10

---

Lone Pine National Park

SECOND NOTICE

Mr. Joseph R. Hunter  
2345 N. Quail Road  
Birdseye, UT 84999


Dear Mr. Hunter:

This letter is in reference to Citation #89743 issued on 20 April 1986 by Ranger Douglas Lloyd to a Mr. Joseph R. Hunter on Highway U-83 for possessing more than the legal limit of buffalo.

According to our records your fine of \$5000.00 is past due. If no response is received by 15 December 1986, you will be subject to legal action.

Sincerely,

Ranger Jacob Q. Winters  
Park Director



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

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

## **Features**

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

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



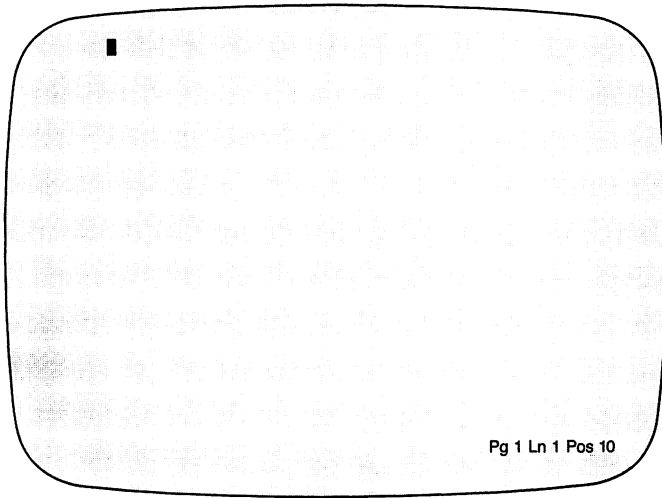
## **Applications**

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

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

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

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



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



Display the "Pathname:" message

**TYPE** # to change the prefix



**ENTER** /learn for the new prefix



Begin defining the macro

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



Name the macro using the Open Apple key

The message "Macro Def" appears on the status line. From now until you end the macro definition, each key you press will be recorded as part of the macro (even the mistakes!).



Print a document

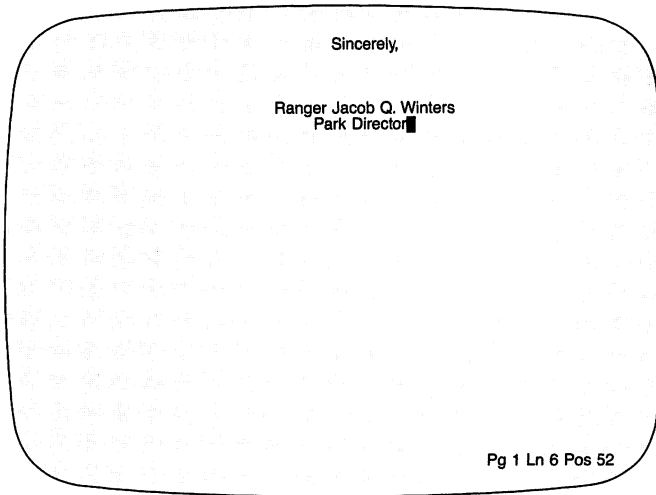
The keystrokes to print the document on the screen have been recorded in the macro.



End defining the macro

The macro is now recorded on disk with a name of OAP and a file type of MAC (all macros are given a file type of MAC).

## 2 Define a macro that closes a letter



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



Begin defining the macro



Your initials (e.g., JQW)

The “Macro Def” message appears on the status line. You are now ready to enter a tab setting.



Display the tabs menu



Clear all the tab stops from the menu beginning at position 10



45 for a single tab stop



Exit the tabs menu

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





Begin centering at the tab stop

TYPE **Sincerely,**



Press 4 times to add spacing for a signature



Begin centering at the tab stop

TYPE **Ranger** and your name



Return to the left margin



Begin centering at the tab stop

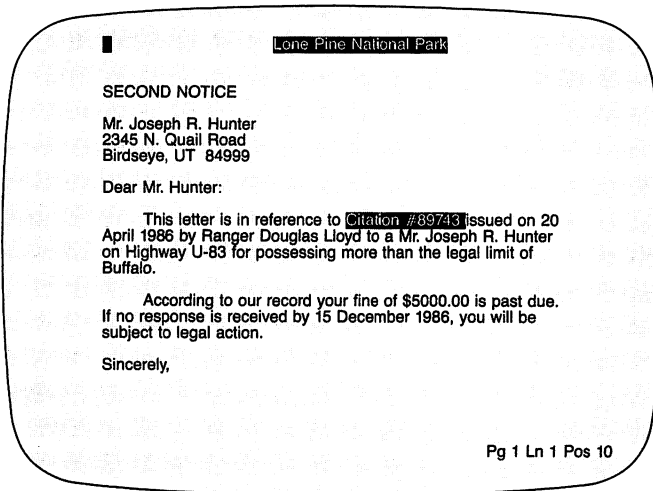
TYPE **Park Director**



End defining the macro

The macro is recorded on disk with your initials as its file name and MAC as its file type.

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



Now that both macros are defined, you are ready to use them.

 , ,  Clear the screen

  Retrieve NOTICE.LRN

#### 4 Replace the original closing with your own

Mr. Joseph R. Hunter  
2345 N. Quail Road  
Birdseye, UT 84999

Dear Mr. Hunter:

This letter is in reference to Citation #89743 issued on 20 April 1986 by Ranger Douglas Lloyd to a Mr. Joseph R. Hunter on Highway U-83 for possessing more than the legal limit of Buffalo.

According to our record your fine of \$5000.00 is past due. If no response is received by 15 December 1986, you will be subject to legal action.

Sincerely,

Ranger Jacob Q. Winters  
Park Director

Pg 1 Ln 26 Pos 52

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

**MOVE** To the "S" in "Sincerely" (Ln 21 Pos 10)



Move to the beginning of the line, before any codes



Erase the closing of the letter



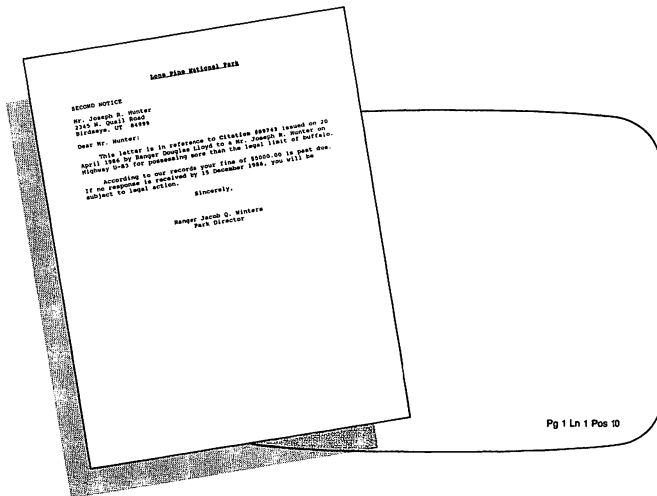
Display the "Macro Name." message

**ENTER**

Your initials to start the macro

The new closing appears on the screen.

**5 Print and save the letter, then clear the screen**



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



## Start the macro

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

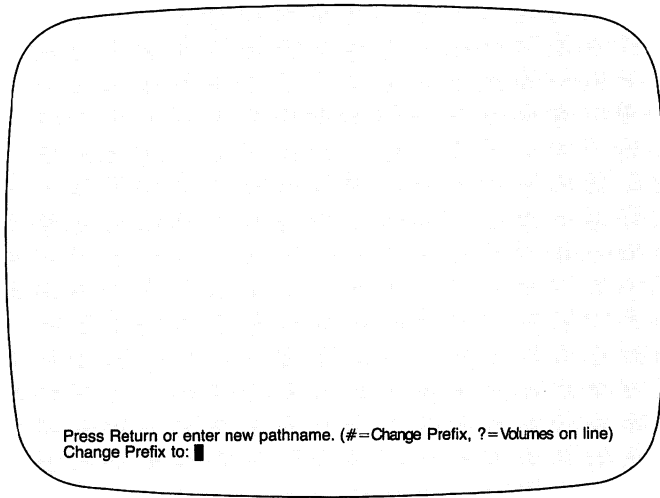


**Save the edited notice as NOTICE.1**



## Clear the screen

## 6 Change the prefix back to /Work



Display the “Change Prefix to:” message

**ENTER** **/work** for the new prefix

**Q:** What is a macro?

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

**Q:** Why use a macro?

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

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

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

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

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

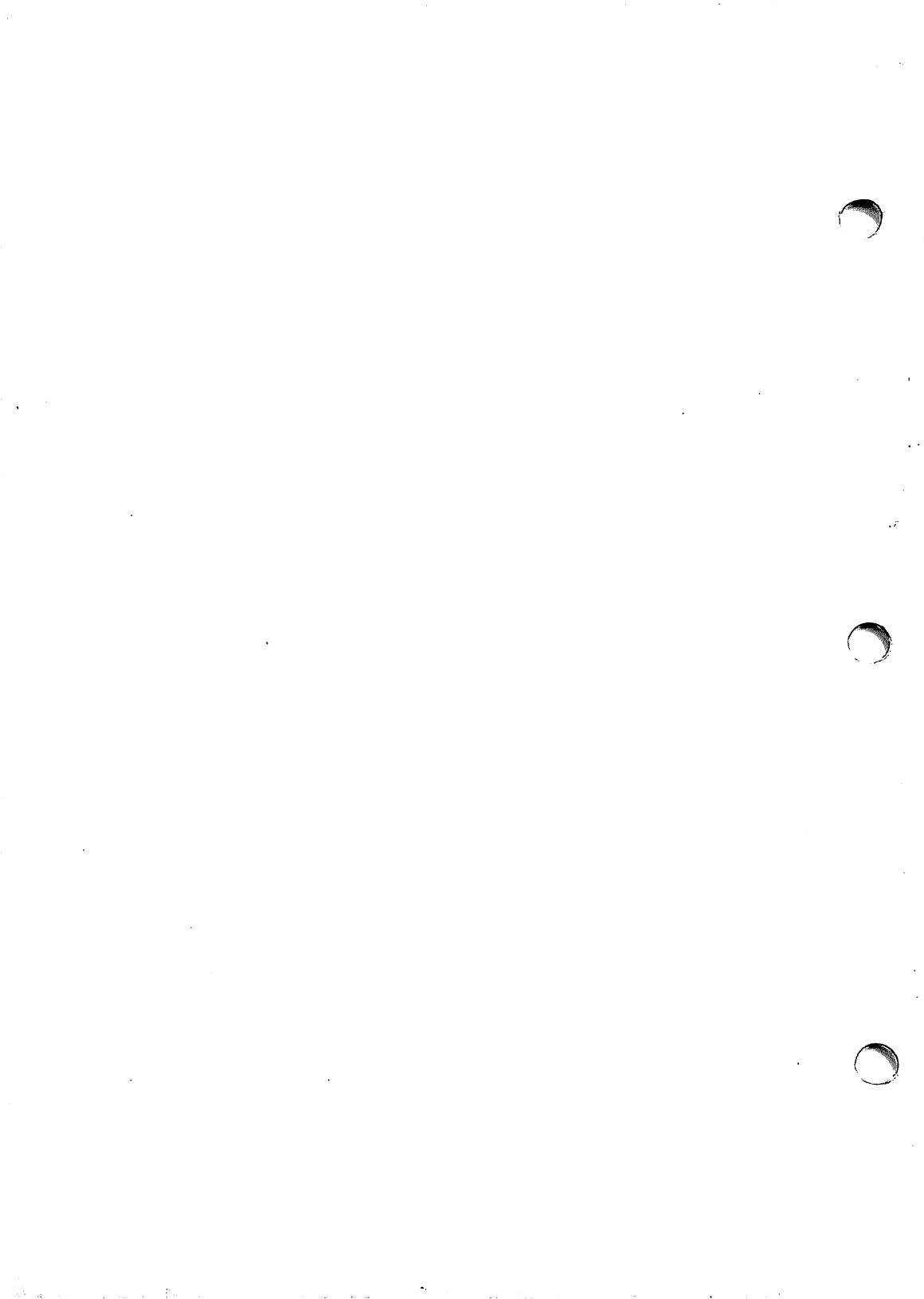
**Q:** How much does the Delete EOL key erase?

**A:** From the cursor to the end of the line.

**Q:** What does the Delete EOP key erase?

**A:** Everything on the page from the cursor forward.







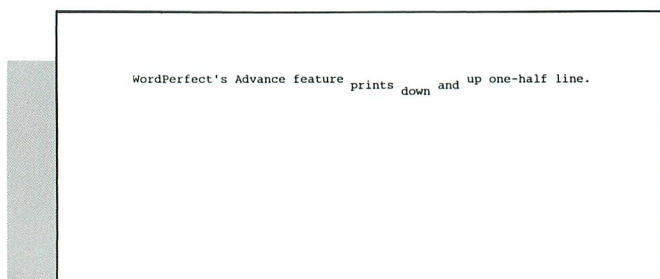
Disc should have  
approx 260-270 —

# Reference

## ■ Advance

[AdvUp][AdvDn]

The Advance feature lets you print text one-half line up or down from your regular text. A message in the lower left corner of the screen keeps a total of how far up or down you have moved from the original line. The “Ln” number displays the exact line on which the cursor is resting.



To use the Advance feature,

**MOVE** To where you want Advance to begin



Display the Super/Subscript menu



Select Advance Up or Advance Down

A message in the lower left corner of the screen indicates how far up or down the cursor has advanced.

**TYPE** The text you wish to have printed



Display the Super/Subscript menu



Return to the original line position

You do not see Advance on the screen—only at the printer.

## ■ Append

---

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

**BLOCK** The text you want to append

 ,  Append the highlighted text to a file

**ENTER** The name of the file

The block of text is added to the end of that file.

If WordPerfect cannot find the named file, a new file is created using the name you entered and the block of text is saved as that file.

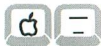
Do not append to a locked file.

## ■ Binding Width

---

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

If you want to change the binding width for the *current* print job only,



Display the Print menu



Change the binding width for the current print job only

**ENTER**

The binding width in tenths of an inch

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



Press twice to return to your text

If you want the binding width changed for *all* print jobs until you exit WordPerfect,



Display the Print menu



Change the binding width for all print jobs

**ENTER**

The binding width in tenths of an inch



Press twice to return to your text

A code for binding width is *not* saved in your document. If you want to change the binding width or set it back to zero, return to the Print menu and reset the value as described above.

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

**MOVE** To one end of the text you wish to block



Turn Block on

A "Block On" message indicates that you are defining a block of text. The reverse video for any bolded or underlined text is temporarily turned off.

**MOVE** To the opposite end of the text

The block is highlighted.

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

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

The options on some menus (e.g., the Move key) change when Block is on.

### Features

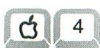
With Block on, you can use any of the following WordPerfect features:

Bold	Print
Delete	Save
Move	Underline
Append	Upper/Lowercase
Copy	
Cut	

If the "Block On" message continues to flash after you use the feature, press the Block key again to turn Block off.

Bolded text is printed darker than regular text. On the screen, bolded text is highlighted in reverse video. A reverse video "B" appears on the bottom left side of the screen when you are moving through bolded text.

## Type Bolded Text To bold text as you type,



Begin bolding

Notice that a reverse video "B" appears in the lower left corner of the screen.

**TYPE** The text you wish to bold



End bolding

Press the Codes key (Apple 2) to see the [B] at the beginning of the bolded text and the [b] at the end.

## Bold Existing Text

You can use the Block feature to bold text which has already been typed.

**BLOCK** The text to be bolded



Bold the highlighted text



Turn Block off

## Remove Bolding

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



Display the Codes screen

Six lines of text and WordPerfect codes are displayed along with the cursor [^].

**MOVE** To the first letter of the bolded text



Delete the [B] code



Return to your text

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

## ■ Cancel

---



Press the Cancel key to

- Back out of a WordPerfect menu or message

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

- Recover deleted text when you have used the Delete EOL (End of Line) key

You need to press the Cancel key immediately after deleting the text. If you have used the Escape key to delete several lines, you *cannot* recover the deleted text.

- Cancel a WordPerfect hyphenation request




Pressing the Cancel key will not turn off the “Block On” or “Macro Def” messages. You need to press the Block or Macro Def key in each of these cases.




## ■ Cancel Printing

---

The Cancel Printing option on the Printer Control menu lets you cancel a document that has been sent to the printer.

  ,  Display the Printer Control menu

 Cancel Printing

"Cancel printing? N" appears.

 Cancel the job

If you change your mind, press **n** instead of **y**.

 Exit the Printer Control menu

When printing is canceled, you will need to advance the paper in your printer to the top of the next page.

If you want to stop the printer to make a mechanical adjustment, then continue printing the same job, use the Stop Printing option (see page 111).



## ■ Capitalization

---

### Caps Lock

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



Turn Caps Lock on

TYPE

The text to be capitalized



Turn Caps Lock off

### Case Conversion

You can change blocks of existing text to uppercase or lowercase.

BLOCK

The text you want to change



Display the Extra menu



or



Change the text to uppercase or lowercase

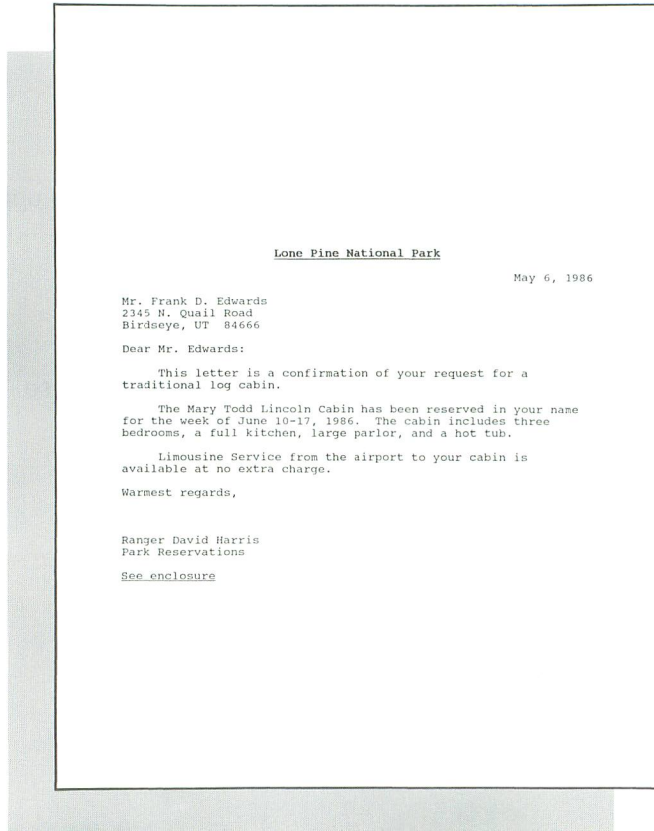


Turn Block off

## ■ Center Page Top to Bottom

[CntrPg]

This feature centers a page of text vertically on the printed page. The text is not centered on the screen.



**MOVE** To the very beginning of the page

Position the cursor before any codes. You may need to check the Codes screen to be sure.



**Center the text vertically on the page**

The code is inserted into your document. Check the Codes screen to see the code.



**Exit the Page Format menu**

Use the Center key to center a line of text horizontally.

## ■ Center Text

[C][c]

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

**MOVE** To the left margin



9

Begin centering

**TYPE** The text to be centered

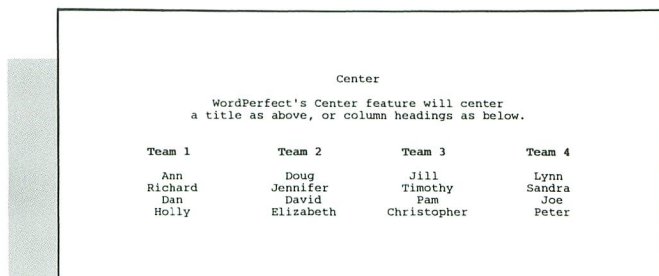


Center the text

If the cursor is not at the left margin, the text will be centered over the cursor position.

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

There must be a Hard Return [HRT] at the end of the existing line of text.



The screenshot shows a document with the following content:

Center

WordPerfect's Center feature will center  
a title as above, or column headings as below.

Team 1	Team 2	Team 3	Team 4
Ann	Doug	Jill	Lynn
Richard	Jennifer	Timothy	Sandra
Dan	David	Pam	Joe
Holly	Elizabeth	Christopher	Peter

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

**MOVE** To the center of the column

You may press the Tab key to position the cursor.

continued...



Turn Center on

TYPE

The column heading



Center the heading

The Center code [C] takes precedence over other codes. If you type text in front of a Center code, the text may disappear from your screen. Simply delete the [C] code and the text will reappear. You can then enter it in the proper position.

## ■ Change Print Options

---

You may change the printer number, number of copies, or binding width immediately before requesting the Full Text Print or Page Print option. These changes affect the current print job only.

If you want to make changes which affect each print job while you are in WordPerfect, see page 103.



Display the Change Print Options menu



Change the printer number, number of copies, or binding width for the current print job

**ENTER**

The new information



Exit the Change Print Options menu



Print the entire document or the page on which the cursor is resting

## ■ Codes

The following is a list of all the WordPerfect codes. You can see them in your text by pressing the Codes key (*n* represents numbers that may appear in the code). The codes are displayed on your screen in reverse video.

[^]	Cursor Position
[ ]	Hard Space
[-]	Hard Hyphen
-(reverse video)	Soft Hyphen
/(reverse video)	Cancel Hyphenation
[A][a]	Tab Align or Flush Right (begin and end)
[AdvUp]	Advance Up 1/2 Line
[AdvDn]	Advance Down 1/2 Line
[AlnChar:]	Alignment Character
[Block]	Block (begin and end)
[B][b]	Bold (begin and end)
[Bin#:]	Sheet Feeder Bin Number
[C][c]	Centering (begin and end)
[CntrPg]	Center Current Page Top to Bottom
[Cmd:]	Embedded Printer Command
[CndEOP:]	Conditional End of Page
[EInd]	End of ▸ Indent or ▸ Indent◀
[ETabs: <i>n,n</i> ]	Extended Tabs (begin with <i>n</i> , every <i>n</i> spaces)
[Fnote: <i>n;text</i> ]	Footnote (number;text)
[FntChng: <i>n,n</i> ]	Specify New Font or Print Wheel (pitch, font)
[Hdr/Ftr: <i>n,n;text</i> ]	Header or Footer Definition (type, occurrence)
[HPg]	Hard Page
[HRT]	Hard Return
[HZoneSet: <i>n,n</i> ]	Reset Size of Hyphenation Zone (left, right)
[Ind]	Beginning of ▸ Indent
[l/rInd]	Beginning of ▸ Indent◀
[LPI: <i>n</i> ]	Lines per Inch
[MarRel]	◀ Margin Release
[MarSet:]	Left and Right Margin Reset
[Ovrstk]	Overstrike Preceding Character

[Pg#:n]  
[Pg#Col:n,n,n]

[PgLnth:n,n]  
[PosPg#:n]  
[RtJstOff]  
[RtJstOn]  
[SetFtn#:n]  
[SpcSet:n]  
[SPg]  
[SRt]  
[SbScrp]t  
[SprScrp]t  
[Suprs:]  
[Tab]  
[TabSet:]  
[TopMar:]  
[U][u]  
[UndrlStyle:]  
[W/O Off]  
[W/O On]

New Page Number  
Column Position for Page Numbers  
(left, center, right)  
Set Page Length (form length, text lines)  
Set Position for Page Numbers  
Right Justification Off  
Right Justification On  
New Footnote Number  
Spacing Set  
Soft New Page  
Soft Return  
Subscript  
Superscript  
Suppress Page Format Options  
Move to Next Tab Stop  
Tab Reset  
Set Top Margin in Half-Lines  
Underlining (begin and end)  
Underline Style  
Widow/Orphan Off  
Widow/Orphan On

## ■ Codes Screen

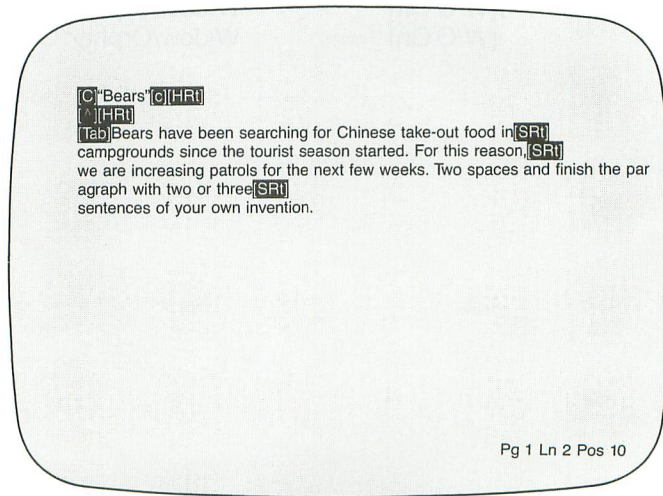
When you press most WordPerfect feature keys, a code is inserted into your text. These codes determine how your text looks on the screen and/or at the printer. For example, when you change your margins, turn Justification on, type a footnote, or select page numbering, a code is inserted.

WordPerfect is a clean screen program which shows, as closely as possible, how the text will actually appear on a piece of paper. This means that the WordPerfect codes do not appear on your screen when you are typing or editing a document.

To see the codes and their positions in the text,



Display the Codes screen



This screen displays a portion of your text with the WordPerfect codes. The cursor is displayed as a [^]. All codes, and the cursor, appear in reverse video.

You can move through your document (displaying six lines at a time) with the Cursor keys, deleting unnecessary characters and/or codes with the Delete or Del key.

Press any other key to return to your normal screen.



## ■ Conditional End of Page

[CndEOP:]

This feature lets you protect a block of text (such as a paragraph) from being divided by a page break.

**MOVE** To the line above the block of lines to be kept together (even if there is text on that line)



Select the Conditional End of Page option

**ENTER** The number of lines to keep together



Exit the Page Format menu

WordPerfect will always keep the block together, placing a page break before the block, if necessary.

You can use this feature to keep a title or subject heading together with the first paragraph of text, or to protect outlines, tables, and illustrations.

When you want to avoid widows and orphans (single lines of text at the top or bottom of a page), use the Widow/Orphan Protect feature.

## ■ Cursor Control

---

The cursor points like a finger to where you are on the screen. The Cursor keys are unlike typing and function keys in that they simply move the cursor. Only your position in the document is changed when you press any of the Cursor keys.

The cursor only moves through text and codes. It cannot move through blank space on your screen unless there are hard returns, spaces, tabs, etc.

### **Word Left**

Moves the cursor one word to the left.

### **Word Right**

Moves the cursor one word to the right.

### **Screen Up**

Moves the cursor one screen up.

### **Screen Down**

Moves the cursor one screen down.

### **Screen Left**

Moves the cursor one screen to the left.

### **Screen Right**

Moves the cursor one screen to the right.

### **Page Down**

Moves the cursor one page forward.

### **Page Up**

Moves the cursor one page back.

### **Begin of Text**

Moves the cursor to the beginning of the text in your document.

### **End Of Text**

Moves the cursor to the end of your document.

### **Begin of Line**

Moves the cursor to the beginning of the text on the line.

### **End of Line**

Moves the cursor to the end of the line.

### **↑ Begin of Codes**

Moves the cursor to the very beginning of your document (before text and codes).

### **←Begin of Codes**

Moves the cursor to the very beginning of the line (before text and codes).

### **Esc, n, Arrow**

Moves the cursor the specified number of letters or lines.

See page 33 for details.

### **Go To, *character***

Moves the cursor to a specific character.

### **Go To, *number***

Moves the cursor to that page number.

See page 47 for details.

See the Quick Reference card for the keystrokes needed to perform all of the above functions.

When you retrieve a document onto a clear screen, press the Up Arrow to move the cursor past any codes to the first character in the document.

The ⌘Search and ⌘Search keys are useful for moving the cursor to a specific word or phrase in your document.


## ■ Cut and Copy

This feature lets you move a sentence, paragraph, page, or block of text.

### **Sentence, Paragraph, or Page**

You can move a sentence, paragraph, or page to another location in your document, or to another document.


**MOVE** To the sentence, paragraph, or page to be cut or copied

 **9** Display the Move menu

**1**, **2** or **3** Highlight the sentence, paragraph, or page to be moved

**1** or **2** Cut or Copy the highlighted text

**MOVE** To where you want to retrieve the text

 **9**, **4** Retrieve the cut or copied text

If you select Cut, the text is removed from your document and saved in a temporary file where it remains until you cut or copy again, or exit WordPerfect. If you select Copy, a duplicate of the text is saved to the temporary file.

### **Block of Text**

You can use the Block and Move keys to move a block of text to another location in your document, or to another document.

**BLOCK** The text you want to move

 **9** Display the Block Move menu

**1** or **2** Cut or copy the highlighted text

**MOVE** To where you want to retrieve the text

 **9**, **4** Retrieve the text

You can also use the Block and Save keys to save a block of text to disk for later use.

## ■ Date and Time

---

This feature inserts the current date and/or time into your document. You can also insert a date/time function code which automatically updates whenever you retrieve or print the document.

### In a Document

The Date key can be used to insert the date/time in any document.

**MOVE** To where you want the date/time inserted



Display the Extra menu



Insert the date in the document

### During a Merge

You can have the date/time inserted automatically during a merge by including a ^D in the primary file (see the Merge section).

**MOVE** To where you want the date/time inserted



Insert a ^D in your document

When the primary file is merged, the date will be inserted in place of the ^D.

continued...

### Date Format

You can change the way the date is displayed.



Select the Format date option



A pattern for the date display

A table and examples show you the different formats from which you can create a pattern. Numbers represent different selections from the menu. You can use any other characters (e.g., letters, punctuation) to help create the pattern.

Pattern	Display
3 1, 4	December 25, 1985
3 1, 4 — 7:8 9	December 25, 1985 — 10:55 am
DATE: 2/1/5	DATE: 12/25/85

### Set Date

If you do not have a clock card, you can use this feature to set the date and time. These settings are used to stamp the date and time on a file when it is saved, and to insert the current date.



Select the Set date option



The current date and time (the time remains fixed until you set it again)

If you have a clock card, WordPerfect automatically uses the settings from the card.

## ■ Delete

Deleting lets you erase unwanted text or codes from your document, or unwanted files from your diskette.


### Delete Codes

Follow these steps to delete codes from a normal screen or from the Codes screen:

#### Normal Screen

One of the easiest ways to locate a code is to use the Search key. For example,

**MOVE** To the beginning of the document

 **2**, **1** Display the “->Srch:” message

 **4** Search for a Bold code

In place of the Bold key, you can type the key(s) for any other code you want to search for.

 **2** Begin the search

The cursor stops to the right of the first Bold code [B].


 Delete the Bold code

For some codes, “Delete [code] (Y/N) N” appears.

 Confirm deletion of the code

#### Codes Screen

You can delete any unwanted codes from the Codes Screen.

 **2** Display the Codes screen

A portion of your text is displayed with codes. The cursor appears as a [^].

**MOVE** To the unwanted code

 or   Delete the code

 Exit the Codes Screen and return to your text

continued...

## Delete Files

Follow these steps to delete files from your disk while in WordPerfect:



Display all the files in the directory



If the Prefix is correct

You can also enter another pathname or a filename pattern.



Select the Util option



To the file you want to delete



Delete the file

"Delete: *pathname* (Y/N) N" appears. Type **n** if you do not want to delete the file.



Press twice to exit the List Files screen and return to your document

Each time you delete a file, the space used by that file becomes available on the disk. This is one way to solve a "Disk Full" problem.

## Delete Text

You can use the following features to delete text and codes in your document.

### Delete

Deletes to the left.

### Del

Deletes at the cursor.

### Delete Word

Deletes the word at the cursor.

### Delete EOL (End of Line)

Deletes from the cursor to the end of the line. Any codes on the line are also deleted.

Press the Cancel key before pressing any other key to retrieve the deleted line.



### **Esc, n, Delete EOL**

Deletes several lines. Press the Escape key, type the number of lines, then press the Delete EOL key.

You cannot use the Cancel key to retrieve multiple line deletions.

### **Delete EOP (End of Page)**

Deletes from the cursor to the end of the page. "Delete Remainder of Page (Y/N) N" appears on the status line. Type **y** to delete the text; type **n** if you change your mind.

### **Delete Block**

Deletes a block of text. Define the block. Press the Del or Delete key to delete the block. "Delete Block (Y/N) N" appears on the screen. Type **y** to delete the text; type **n** if you change your mind.

See the Quick Reference card for the keystrokes needed to perform these functions.

If you are about to delete a code while editing, "Delete [code] (Y/N) N" appears. Type **y** to delete the code; type **n** or any other key to move past the code.

## ■ Directories

---

A directory is a special file which contains the names of a group of files. ProDOS uses directories to organize the files in a volume (diskette or hard disk). DIR is the file type following a directory name (shown on the List Files screen).

When you organize your files into groups, each group becomes a directory. You first create a directory, then copy a group of filenames into the directory.

A pathname contains the directory names which WordPerfect follows to reach a file. A prefix is the first part of the pathname. Once the prefix is set, you do not need to type the full pathname—only the part not included in the prefix.

WordPerfect provides options on the List Files screen which help you organize and move to or through directories. A few of these options are described below. See page 63 for complete information.

**Create a directory** You can use the Create option on the Utilities menu of the List Files screen to create a directory.



Display the List files screen



Create a new directory

"New Pathname:" appears.

**ENTER** The pathname of the directory

You do not need to enter the prefix if you are creating a directory on the current disk (volume). Do not enter a slash (/) at the beginning of the name or the prefix will be ignored.

If you want to create a directory on another disk, enter the full pathname. A full pathname should begin with a slash (/), and contain a maximum of 64 characters.

## Moving through Directories

The Look and Back options on the List Files screen let you move through directories.

If you want to display the files in a directory,



Display the List Files screen

**MOVE**

To the directory filename (directories have DIR in the “Type” column)



Look at the directory

If you want to move back one directory in the pathname (displayed at the top of the list),



Move back to the previous directory

## Prefix

You can use the Prefix option on the Utilities menu of the List Files screen to change the current prefix (displayed at the top of the List Files screen).



Display the List Files screen



Select the Prefix option

“Change Prefix to:” appears. The current prefix appears following the colon. Just begin typing the new prefix and the old one disappears.

**ENTER**

The new prefix

Remember, a prefix *must* begin with a slash (/).

## ■ Display Printers and Fonts

---

The Display Printers and Fonts option on the Printer Control menu lists selected printers and accompanying fonts.



Display the Printer Control menu



Display the printer definitions, fonts, and form types for Printers 1-3



Press two times to exit the menus

To change these fonts, you must use the Printer Utility included on your /Util diskette. See Appendix E for more detailed printer information.

## ■ Editing

---

Even more than a correcting typewriter, the word processor is wonderfully forgiving. If you make a mistake, it is easily corrected. With WordPerfect, a simple keystroke eliminates the need for scissors, correction fluid, tape, and paste.

The following topics in the Reference section cover the editing process:

- Block
- Codes
- Codes Screen
- Cursor Control
- Cut and Copy
- Delete
- Escape
- Go To
- Move
- Replace
- Return
- Search
- Typeover

## ■ Error Messages

---

When the wrong key is pressed, or other problems arise, you will see an error message on the status line. Most are self-explanatory and relate to the feature you are using. The following are some common error messages for which you may need additional instructions.

### **Disk Write Protected**

The notch on the side of your diskette is covered with a piece of tape, etc. You cannot save files to the disk until you remove this covering.

### **Duplicate filename**

You tried to rename a file with a name that already exists in the current directory. Check the List Files screen to see if another file already exists with that name.

### **Duplicate volume**

You have two or more volumes on line with the same volume name.

### **File Locked**

You tried to save to or delete a locked file. If you want to overwrite the locked file, use the Lock option on the List Files screen to unlock the file, then try again.

### **Filename Too Long**

The filename you typed contains more than 15 characters. Try typing the filename again using 15 characters or less.

### **Invalid File Type**

You tried to retrieve a file into WordPerfect that is not a text file (TXT is the file type) or WordPerfect document (WP is the file type). Remember that you need to start a macro with the Macro key, not the Retrieve key.

### **Invalid Pathname**

You entered a pathname that cannot be recognized by the computer. Remember that you can only use letters, numbers, and periods, but must begin with a letter. A directory or filename can only be 15 characters long, and a pathname must begin with a slash (/).

### **Invalid WP Machine Type**

You tried to start WordPerfect on a computer that does not meet the minimum requirements for using this program. You need to have one disk drive and 128 Kb of memory for WordPerfect to run properly.

### **I/O Error**

This message refers to retrieving or saving files. This error message appears if the format of your disk is not correct, or if you are using a piece of hardware (disk drive, etc.) that is not working properly. Also check to see that your disk drive door is closed.

### **Not a ProDOS Volume**

The disk you tried to save to or retrieve from is not formatted for use with ProDOS. WordPerfect cannot read or write files to the disk.

### **Overflow files already exist**

This error message appears if the computer was accidentally turned off or if there was a power failure while WordPerfect was running.

It is a warning that overflow files exist in the Work directory.

- 1**      Type **1** if you want to recover the text in those overflow files. You will be asked to specify a different directory for the new overflow files. You can recover the text in the original overflow files using a utility program on the /Util2 diskette (see Appendix G).
- 2**      Type **2** if you don't want to recover the text in the overflow files.

continued...

**Volume Directory Full**

You have reached the limit on the number of files you can have in the volume directory (the first directory in the pathname). You are limited to 51 files by ProDOS. Erase any unnecessary files, save the file in another directory, or create a new subdirectory for the file.

**Volume /WP not found**

The WordPerfect diskette has been removed from the disk drive. Try inserting it back into the drive from which you started WordPerfect.



## ■ Escape

---

Use the Escape key to move the cursor several characters or lines.



Display the "n = 8" message (8 is the initial setting)

**SELECT** The desired Arrow key

The Arrow key is then repeated 8 times. For example, press the Escape key, then the Down Arrow key to move the cursor down eight lines. Press the Escape key, then the Right Arrow key to move the cursor eight characters to the right.

### **Repetition Number**

When you want to change the initial setting of 8 for a single operation,



Display the "n = 8" message

**TYPE** The new number

**SELECT** The desired Arrow key

For example, press the Escape key, type **10**, then press the Up Arrow key to move up ten lines. The initial setting remains at 8.

When you want to change the initial setting for all operations while you are in WordPerfect,



Display the "n = 8" message

**ENTER** The new number

When you exit WordPerfect, the initial setting returns to 8.

### **Macros**

When you want a macro to repeat a specified number of times, press the Escape key just before invoking the macro (see the Special Features section).

## ■ Exit

---

Always exit WordPerfect using the Exit key. Rebooting or turning off the machine while WordPerfect is running may result in file damage.

When you press the Exit key, you may save your current document, clear the screen, then begin a new document, or simply exit WordPerfect.



Begin exiting

"Save Document? (Y/N) Y" appears on the status line.



Save or do not save the document on your screen

If you type **n**, skip to the last step.

**ENTER** A name for the document

If the file exists, you will see the message, "Replace *filename* (Y/N) Y." Type **y** to replace the saved file with the one on your screen. Type **n** and you will be asked to enter another name.

"Exit WP? (Y/N) N" appears.



Exit, or clear the screen and begin a new document

If you change your mind about exiting, press the Cancel key in response to any of the prompts to return to your document.

You may also press the Exit key to leave menus such as Tabs or when you finish typing headers, footers, or footnotes.

You only need this feature if your right margin extends past position 160. Extended tabs have been preset for every 10 spaces beginning with position 160. This feature lets you clear those preset tabs and set new ones.

To change the extended tabs,



Display the “E-Tabs: 160,10; Beginning at: ” message

**ENTER** The position number of the first tab

Use a number from 150 to 250.

The “Tab every: ” message appears.

**ENTER** The interval number

This sets the number of spaces between each tab.

## ■ Extra

---



Press this key to display a menu containing the following WordPerfect features:

### **Typeover**

Lets you type over existing text instead of inserting text. See page 119 for details.

### **Date**

Lets you insert the date, set the date and time, or change the date format. See page 21 for details.

### **Speller**

Lets you spell-check the document on your screen. See the Speller section for details.

### **Text Out**

Strips all codes except [HRT]'s so that you can save the document on your screen as an ASCII text file (see page 117 for details).

### **Upper/ Lowercase**

You can use the Block and Extra keys to convert a block of text from uppercase to lowercase and vice versa. See page 9 for details.

## ■ Filing

---

In addition to saving and retrieving particular documents, WordPerfect has a List Files feature that automatically lists the document names. This is especially helpful if you can't remember the name of a file, or you can't remember which files are on which diskettes.

As you create and file more documents, you will want to perform the *housekeeping* chores of deleting and renaming files from within the word processor. With WordPerfect, these and other filing tasks are made easy.

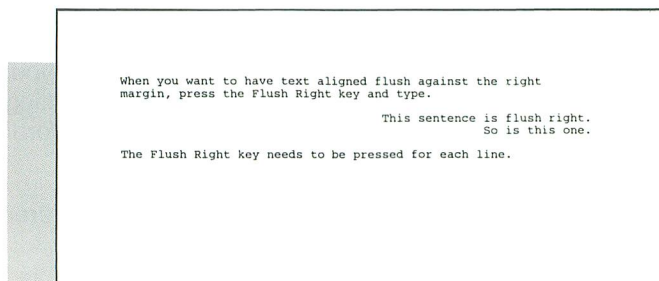
The following is a list of topics in the Reference section that cover the filing process:

- Directories
- Exit
- List Files
- Retrieve
- Save
- Text Out

## ■ Flush Right

[A][a]

This feature aligns text flush against the right margin. It can be used for dates, business headings, etc.



Esc

Begin the flush right

The cursor *jumps* to the right margin.

TYPE

The line of text you want at the right margin



End the flush right

Flush Right is turned off and the cursor returns to the left margin.

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

### Existing Text

You can flush right an existing line of text as long as it ends with a Hard Return ([HRT]).

MOVE

To the beginning of the line



Esc

Begin the flush right



Align the text with the right margin

Flush Right will not work properly if your text is more than one line long. For more than one line, align each one individually.

Font refers to the type style of your printer. Many printers allow you to select from several different fonts. If you are using a *daisy wheel* or *thimble* type printer, you must change the print wheel to change fonts. Many dot matrix printers have several fonts stored in memory.

You may wish to print the PRINTER.TEST (dot matrix) and FONT.TEST files on your /Work diskette to see the fonts and characters defined for your printer.

The command to change fonts must be in your document before it is printed.

**MOVE** To where you want the new font to begin



Select the Pitch/Font feature

**ENTER** The pitch number

Pitch is the number of characters per inch. Often, the pitch and font must be set together. If you have a question as to the setting, consult page 84. If you are planning to use proportional spacing, the pitch number should be followed by an asterisk (e.g., 10\*, 12\*, etc.).

**ENTER** The Font number

Each font is assigned a number from 1 to 8. See page 28 for more details.



Exit the Print Format menu

Some printers stop when they encounter a font change code. This is to allow you to change the print wheel.

continued...

Change the print wheel, then



Display the Printer Control menu



Resume printing using the new print wheel



Exit the Printer Control menu

To test which fonts your dot matrix printer supports, print the FONT.TEST file provided on the /Work diskette.

If WordPerfect does not support a desired font, you may insert a printer command or make the change with the Printer Utility included in your WordPerfect package (see the Appendices).



Footnotes in a report or research project indicate that information from another source is being used.<sup>1</sup>

<sup>1</sup>. Walter L. Brown, *Writing Conventions* (New York: Tidwell Publishing Co., 1982), p. 162.

Footnotes are useful for listing sources or providing more detailed information about a quote or item in your text. Footnotes are printed below the text on the page.

### Creating

Place the cursor in the text where you want the footnote number to appear, then



Select the Create option from the Footnote menu

#### TYPE The text of the footnote

You can use most of WordPerfect's editing features (including Move) when creating a footnote.



Save the footnote and return to your text

The footnote number appears in your text at the cursor.

While the footnote is not displayed on your screen with your text, you can see the first 50 characters of the footnote by moving the cursor next to the footnote number and pressing the Codes key. To see the entire text, use the Edit option on the Footnote menu.

continued...

When the document is printed, the footnote numbers are superscripted and the text of the footnote is printed below the text on the page.

The number of footnote lines is automatically subtracted from the text lines of the page. Footnotes may not be over one page in length.

Some printers cannot superscript the footnote number.

## Editing

When you want to edit or simply view the entire footnote,



Select the Edit option from the Footnote menu

"Ftn #?" appears.

**ENTER** The number of the footnote to be edited

You can simply press the Return key if the correct footnote number is already displayed.

Edit or view the footnote.



Save the changes you have made or simply exit

## Deleting

To delete a footnote,

**MOVE** To the right of the footnote number



Delete the footnote

"Delete[Fnote](Y/N)N" appears. Type **y** to delete the footnote. Type **n** to cancel the deletion request.

The remainder of the footnotes in the document are automatically renumbered.

## Renumbering

When you create new footnotes in your text, or retrieve a file with footnotes *into* the document on your screen, WordPerfect automatically renumbers the footnotes for you.

However, if your document is broken up into two or more files, or if you want footnote numbering to start over again in the same document, you can use the New # option.

**MOVE** To the position where you want the new numbering to begin



Select the New # option from the Footnote menu

"Ftn #?" appears.

**ENTER** The new footnote number

The new number is assigned to the next footnote in the text and all remaining footnotes are renumbered in sequence.

# ■ Formatting

---

Formatting refers to margins, spacing, page length, justification, etc., or in other words, the visual appearance of the printed page. You may change the format settings almost anywhere in the text, and as many times as you wish.

Some format settings insert codes. These codes, although unseen on a normal screen, may be seen and deleted on the Codes screen (press the Codes key). Formatting codes affect the text from the code forward in the document.

The effect of some settings, such as Margins and Page Length, will be shown immediately on your screen. Others, such as Justification, Center Page, and Footnotes, will appear only when the document is printed.

## Initial Settings

WordPerfect comes with the following initial settings already defined. You can change these settings in a particular document or for the time you are using WordPerfect. Once you exit the program, the features are reset to their initial settings.

Align Char	period (.)
E-Tabs	160,10
Font	1
Hyphenation	off
H-Zone	Left = 7, Right = 0
Lines per Inch	6
Margins	Left = 10, Right = 74
Page # Col Pos	L = 10, C = 42, R = 74
Page # Pos	no page numbers
Page Length	66 form length, 54 text lines
Pitch	10
Right Justification	on
Spacing	single (1)
Tabs	every 5 spaces
Top Margin	12 half-lines (1 inch)
Underlining	non-continuous single
Widow/Orphan	no

## ■ Formatting a Disk

---

Before you can store files on a disk, the disk needs be formatted so that WordPerfect can store and find your documents. When you format a disk, you also need to name it (volume name) so you can tell WordPerfect which disk you want it to use. The volume name becomes the first part in the pathname of a file.

You can use the Format option on the Utilities menu of the List Files screen to format a disk from within WordPerfect. Place the disk you want to format in the disk drive, then



Display the List Files screen



Select the format option from the Utilities menu

"Format: which slot?" appears.

**ENTER** The correct slot number

Press the Return key to use the displayed slot number.

"which drive?" is added to the message on the screen.

**ENTER** The correct drive number

Press the Return key to use the displayed drive number.

"Format: name volume what?" appears.

**ENTER** A volume name

"Format: insert disk. Hit any key when ready" appears.



Press to continue

"Destroy /volume(Y/N)Y" may appear. This means that the disk has already been formatted and may contain files. Because reformatting a diskette destroys all the files, you may want to use another diskette.



To destroy any files on the diskette

When the disk is formatted, the message "Format: another disk? (Y/N)Y" appears. Type **y** to format another disk; type **n** to return to your normal screen.

## ■ Forms

---

When you select printers, you also select the type of forms you will be using with the printer. Paper may be fed to your printer by a tractor (continuous), by a cut-sheet feeder, or by hand.

See the Getting Started section for details on selecting printers.

If you have one printer, but are using both continuous and hand-fed forms, you may wish to select two printers and define each alike except for the forms— one would be hand-fed and the other continuous. You could then change the Printer Number at print time through the Select Print Options or Change Print Options menu.

**Hand-Fed Forms** When you select Hand-Fed forms and send a document to that printer, you will hear a *beep* before the printer starts.

**INSERT** A sheet of paper into the printer



Display the Printer Control menu

A message is displayed instructing you to insert a sheet of paper and press “g.”



Resume printing and exit the menu

Each time a page is printed, another *beep* sounds. Continue feeding forms and selecting the “Go” option until all pages are printed.

## ■ Go To

---

The Go To key can be used with other keys to quickly move the cursor to a specific position in your document.



Press this key, then any of the following keys to move the cursor

### **Character**

Moves the cursor forward to the character.

### **Number**

Moves the cursor to the top of the specified page.

## ■ Hard Space

[ ]

To keep two or more words together, such as your name, the date, or an equation, use the Hard Space key instead of the Space Bar.

TYPE The first word



Space Bar

Insert a Hard Space

TYPE The second word

WordPerfect will consider the two words as one and may ask you to hyphenate the *word*. Because you want to keep the words together, press the Cancel key to wrap the *word* to the next line.



Use a header to automatically print the same information (titles or page numbers) at the top of every page, odd pages, or even pages.

If a header is not at the beginning of your document, it may move from the top of a page when you add or delete text. To protect the header from moving, place a Hard Page break [HPg] to the left of the header code.

Use a footer to automatically print the same information (titles or page numbers) at the bottom of every page, odd pages, or even pages.

Lone Pine Annual Report

Big Game Reserve

Permits

During the 1985 Hunting season, the Lone Pine Game Reserve offered permits for the taking of Deer, Elk, Antelope, Moose, Buffalo, Rocky Mountain Goat, and Bighorn Sheep. The permits were issued by lottery, bid, and once-in-a-lifetime priorities. The hunting hours were continued as per recommendation of the 1984 program improvement proposal.

All permits were monitored by the Ranger and Checking Stations during the 1985 hunts.

1. Tags were removed by the Checking Stations and returned to the Ranger Station Headquarters.
2. Any permits not accounted for by receipt of tags were contacted by mail through Ranger Station Headquarters.

continued...

## Creating

When you are ready to create a header or footer,

**MOVE** To the beginning of the page (before any codes) on which you want the header or footer to begin



Display the Headers or Footers menu

**TYPE** 1 or 2 for a header; 3 or 4 for a footer

You may define as many as two headers and two footers at any time in a document.



Every page, odd pages, or even pages

A clean screen appears.

**TYPE** The text of the header or footer

You may use most WordPerfect features, such as Center, Flush Right, Bold, Underline, etc. Tabs are automatically converted to the proper number of spaces.



Save the header or footer and return to the Page Format menu



Exit the Page Format menu

The header/footer is not visible on the screen. Press the Codes key to view the text.

## Editing

When you want to make changes in a header or footer,

**MOVE** To a position *after* the [Hdr/Ftr:] code

WordPerfect searches *backward* through your text to find the header or footer to edit.



Display the Headers or Footers menu

**TYPE** 1 or 2 for a header; 3 or 4 for a footer



Display the header or footer editing screen

Edit the text of the header or footer.



Save the edited text and return to the Page Format menu



Exit the Page Format menu

If you change the margins in your document *after* creating a header or footer, display the header or footer editing screen, press the Exit key, and the margins in your header or footer will automatically be updated.

If you want to spell-check a header or footer *separately* from the rest of your document, display the header or footer editing screen, then press the Spell key.

## Printing

If you use two headers (or footers) on the same page, be sure that one is Flush Right or printed on a different line—otherwise, one may print over the other.

Headers are printed starting on the first text line of the page. WordPerfect automatically subtracts the correct amount of lines, allowing for one blank line between the header and the document. For example, if you have a one-line header, and your text lines are set to 54, two lines are used for the header and the remainder (52) are used for the text of your document.

The first line of a footer is printed on the last text line of the page. An extra line above the footer is automatically used to double space the footer from the text. If your footer is more than one line long, the rest of the text is printed in the bottom margin.

## Page Numbers

If you want to include text with automatic page numbering, use ^N (Control-N) in a header or footer instead of the Page Numbering feature. This is the only way you can precede page numbers with text (such as *Page 21*) (see page 82 for details).

## ■ Help

---


On-line help is available whenever you are using WordPerfect. You can view a *quick reference* list of features through the Help key.

  or   Display the Help screen

**TYPE** A letter of the alphabet (**A - Z**)

You will see a list of all the features that begin with that letter. The name of the feature and the keys you need to press are included.

You can continue to type letters of the alphabet to display other lists of features. When you are finished,

  Return to your document

This feature will work only if the WP.HELP file is at the current prefix.

## ■ Hyphenation

“ - ” & “ / ”

When you are typing or editing a document, WordPerfect does not ask you to hyphenate any words. However, if you wish to improve the visual appearance of the printed page by keeping justified lines and ragged right margins more evenly spaced, you can turn the Hyphenation feature on.

### MOVE To where you want hyphenation to begin

The cursor should be at the top of the first page to start hyphenation for the entire document.



Display the Hyphenation menu



Turn hyphenation on

A reverse video “H” appears at the left side of the status line when hyphenation is on.

As you scroll through text, WordPerfect selects the words that need to be hyphenated. A *beep* sounds, and you see the message, “Position hyphen; Press ESC” along with the word to be hyphenated.



Position the hyphen between syllables



Hyphenate and continue typing

A soft hyphen is inserted into the word (see page 55).

### Cancel Hyphenation

If you do not wish to hyphenate the word, press the Cancel key and the word *wraps* to the next line. The space before the word is changed to a soft return [SRT] and a Cancel Hyphenation code (/) is inserted in front of the word.

Go to the Codes screen and delete the slash (/) if you change your mind and want to hyphenate the word.

continued...

**Hyphenation Off** You can turn Hyphenation off again at any point in your document.

**MOVE** To where you want Hyphenation to end



Display the Hyphenation menu



Turn hyphenation off

You can turn Hyphenation on and off as many times as you want in a document.

The space in front of each word that needs hyphenation is changed to a Soft Return code [SRt]. When you turn hyphenation back on, the Soft Return code is changed back to a space and WordPerfect asks you to hyphenate the word.

Hyphenation is also turned off whenever you clear your screen or exit WordPerfect.

## ■ Hyphens, Hard and Soft

[ - ] & -

### Hard Hyphen

When typing hyphenated words such as *mother-in-law*, use a hard hyphen instead of a dash.

TYPE The first word



Insert a Hard Hyphen

TYPE The second word

If the word needs to be hyphenated, WordPerfect will automatically use the hard hyphen.

WordPerfect may ask you to hyphenate words with dashes, because a dash (not a hard hyphen) is like any other character. This can result in double hyphens. That's why hyphenated words should be typed with a hard hyphen rather than a dash.

A double dash (--) should be entered by typing a dash followed by a hard hyphen.

### Soft Hyphen

When WordPerfect assists in hyphenation, a soft hyphen is inserted. The hyphen looks like a dash on the screen, but is in reverse video in the Codes screen.

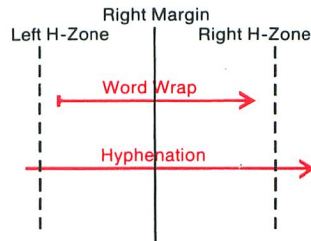
When you are editing, some hyphenated words may pull together again. The soft hyphen disappears from the normal screen, but it can still be seen in the Codes screen.

## ■ H-Zone (Hyphenation)

[HZone Set:,]

WordPerfect uses an H-Zone (Hyphenation Zone) to determine if a word should be hyphenated or wrapped to the next line when the Hyphenation feature is on.




There is a right H-Zone and a left H-Zone:




If a word starts *before* or *at* the left H-Zone and moves past the right H-Zone, you are asked to hyphenate the word (see page 53). If a word starts *after* the left H-Zone and moves past the right margin, it is wrapped to the next line.

### Setting the H-Zone

The hyphenation zone is preset to 7 and 0. You may change this setting to increase or decrease hyphenation.

 ,  Display the Hyphenation menu

 Set the H-Zone

**ENTER** The left zone

**ENTER** The right zone

A smaller H-Zone requires more hyphenation; a larger H-Zone requires less hyphenation.

The H-Zone also determines how far you can move the hyphen in the word.



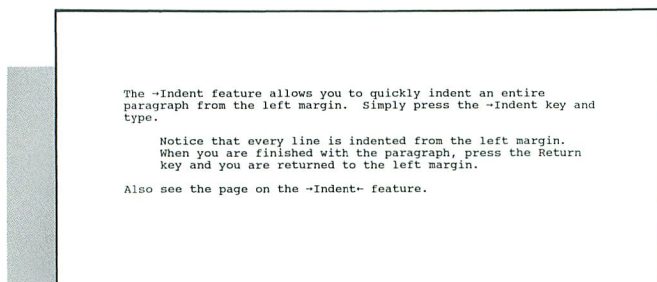
## **H-Zone and Justification**

If Justification is on and you have a large hyphenation zone, the text in some lines may be unevenly spaced when the document is printed.

If you have a line printer and define the right H-Zone setting for a number greater than 0, some lines may print beyond the right margin when Justification is on.

With Justification off, a small H-Zone will produce a more even right margin.

The ▶Indent key is used to indent a paragraph from the left margin. Your paragraph will indent one tab stop each time you press the ▶Indent key.



Begin the ▶Indent

The cursor will move to the next tab stop. You can change the tab stops to change the indent value (see page 115).

**TYPE** The text of the paragraph



End the ▶Indent

## Hanging Indent

Follow these steps to create a *hanging* paragraph where the first line begins at the left margin and the remaining lines are indented.



Begin the ▶Indent



Move the first line of the paragraph one tab stop to the left

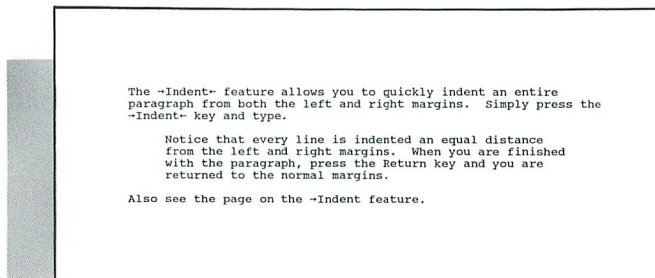
**TYPE** The text of the paragraph

The first line of text begins at the left margin while the remaining lines are indented.



End the ▶Indent

This feature indents your text from both the left and right margins until the Return key is pressed. The tab stops are used for indent stops. This is useful for long, indented quotes or for centering paragraphs.



Begin the ▶Indent◀

The cursor will move to the next tab stop. You can change the tab stops to change the indent value (see page 115).

**TYPE** The text of the paragraph



End the ▶Indent◀

If you change your mind, press the Delete key and type **y** to delete the indent code.

## ■ Justification On/Off

[RtJstOn][RtJstOff]

Justification adjusts the spacing between printed characters to keep the right margin even. WordPerfect is preset for Justification on.

You cannot see right justification on the screen — only at the printer.

**Justification Off** When you want your document to print with a ragged right margin,

**MOVE** To where you would like to end Justification



Turn Justification off



Exit the Print Format menu

**Justification On** When you would like to restore right justification in a document,

**MOVE** To where you want to begin Justification



Turn Justification on



Exit the Print Format menu

You may begin and end Justification as many times in a document as you want. The change is effective from the cursor forward.

If Justification has previously been turned off in a document, it may be turned on again by deleting the [RtJstOff] code.

If you would like to see whether Justification is on or off, position the cursor in your text, press the Print Format key, and check the current setting on the menu. Press Cancel to return to your document without making any changes.

## ■ Line Format

---

Using the Line Format key, you may change the tabs, margins, spacing, hyphenation, and alignment character within your document as often as you want. Only text from the cursor forward is affected.

To change the format,



Display the Line Format menu

**SELECT** An option and enter the new information

The six options of the Line Format menu are:

- Tabs
- E-Tabs
- Margins
- Spacing
- Hyphenation
- Alignment Character (see Tab Align)



Exit the Line Format menu




Detailed information about each of the Line Format options is available in this section.

## ■ Lines Per Inch

[LPI:]

WordPerfect is preset to print six vertical lines per inch. You can change the number of lines per inch (lpi) to eight. To test this on your printer,

**MOVE** To the top of the page where you want the new setting to begin

 ,  Select the Lines per Inch feature

**ENTER** 8 for the number of lines printed per inch




 Exit the Print Format menu

 ,  Print the page

A combination of 6 lpi and 8 lpi on the same page may cause your printer to feed the next page to the wrong starting point. You can correct this problem with the Printer Utility on your /Util diskette (see Appendix E). Enter < 12 > under "String to send printer at end of page." This will send a form feed at the bottom of each page. You must also set the Form Length and Top of Form switches on your printer to the proper settings.

### Text Lines

When selecting eight lines per inch, you may also want to change the number of text lines on the page.

 ,  Display the Page Length menu

**ENTER** 3 to create your own settings

**ENTER** The form length at six lines per inch

**ENTER** The number of *actual* text lines

If you are using 8 lines per inch and want a 1-inch top and bottom margin, set the page length at 66 and the number of text lines at 72.

 Exit the Page Format menu

The form length is *always* entered at 6 lines per inch.

## ■ List Files

---

List Files is used for organizing and working with the files on your volumes (disks). For example, you can

- Format a disk
- Delete, rename, and lock files
- Change the prefix
- Create a directory
- Print a WordPerfect document

When you first press the List Files key, the pathname of the current directory is displayed on the status line. You can

- Press the Return key to list all the files in the directory
- Enter a pathname to display all the files in another directory
- Type a number sign (#) to change the prefix
- Type a question mark (?) to display a list of all the volumes on line


Move the cursor to a volume, then type **1** to display a list of the files in that volume.

- Enter a filename *pattern* to display selected files. Use the equal sign (=) to represent zero or more characters. Use the dash (-) to represent a single character (see page 122).

continued...

Once you press the Return key, or select a volume, a list of files in the directory is displayed on your screen.

Prefix:WORK/ Path:/learn							
Document Size: 1		Free Disk Space:		150			
		Modified		Created			
Filename	Type	Blocks	Date	Time	Date	Time	
ADDRSFLRN	WP	1	24/JUN/85	8:50	31/MAR/85	15:44	
CABIN	WP	3	13/MAY/85	8:04	13/MAY/85	8:03	
CAMPS.LRN	WP	3	11/JUL/85	15:23	31/MAY/85	15:45	
GRAPH.LRN	WP	5	22/JUL/85	12:00	31/MAR/85	15:45	
LETTER.LRN	WP	3	12/JUN/85	15:00	31/MAR/85	15:45	
LETTER1.LRN	WP	1	2/MAY/86	8:50	31/MAR/85	15:45	
LETTER2.LRN	WP	3	12/JUN/85	15:00	31/MAR/85	15:44	
• MORE.PRINTERS	DIR	1	31/MAR/86	16:00	31/MAR/85	15:46	
NOTICE.LRN	WP	3	24/JUN/85	8:50	31/MAR/85	15:44	
PERMITS.LRN	WP	1	2/MAY/86	8:51	31/MAR/85	15:45	
PERMITS2.LRN	WP	1	6/MAY/86	9:08	2/MAY/85	15:38	
PERMITS3.LRN	WP	1	6/MAY/86	9:08	2/MAY/85	15:38	
REPORT.LRN	WP	20	22/JUL/85	12:00	31/MAR/85	15:45	
SPACE.FIL	WP	3	8/MAY/86	14:00	8/MAY/85	14:00	
TREES.LRN	WP	4	22/JUL/85	12:00	31/MAR/85	15:44	

1 Retrieve text; 2 Util; 3 Print; 4 Look; 5 Back: 

The header at the top of the list includes the following items:

- Current prefix
- Pathname of the displayed directory
- Size of the document you are editing (in blocks)
- Free space on the disk for storing files
- Titles for information about each file

The information about each file includes the filename, file type, blocks, date and time the file was first created, and date and time it was last edited.

The date and time will only appear if you have set the date with the Set Date option (see page 21) or if your computer has a clock card.



Press the Arrow keys to move a file at a time. You can also move the cursor to a file by typing the filename. When you type the first letter of the name, the cursor jumps to the first file that begins with that letter. As you continue to add letters to the name, the cursor jumps to the first filename that matches the displayed letters.

You may only need to type part of the filename to move the cursor to that file. You can erase characters with the Delete or Del key. Press the Return key, Exit key, Space Bar, or any Cursor key to re-display the List Files menu.

### **List Files Menu**

Use the Cursor keys to move the cursor to a selected file. There are two menus of options available for organizing your files and disks. These options are briefly described below. Most refer you to other page headings for detailed information.

#### **1 Retrieve Text**

Lets you retrieve a WordPerfect document or a text file from the List Files screen (see page 97).

#### **2 Util**

This is a utility option that displays the following menu of options:

##### **Delete**

Lets you delete a file from the List Files screen (see page 24).

##### **Rename**

Lets you rename a file from the List Files screen.

##### **Create**

Lets you create a directory in the current volume (see page 26).

##### **Prefix**

Lets you change the current prefix displayed at the top of the List Files screen (see page 85).

continued...

**Lock**

Lets you lock or unlock files to protect them from being changed (see page 67).

**Format**

Lets you format a disk from within WordPerfect (see page 45).

**3 Print**

Lets you print a WordPerfect document (WP is the file type) (see page 87).

**4 Look**

Lets you display the files in a directory (see page 68) or look at the text of a WordPerfect file or a text file. You can move the cursor to a WordPerfect document (WP is the file type) or a text file (TXT is the file type), then select Look to see the document.

**5 Back**

Lets you move back through the directories one at a time (see page 27).

## ■ Locked Documents

---

WordPerfect lets you lock files to protect them from editing changes. This does not mean that a locked file cannot be retrieved—only that the file cannot be renamed, deleted, or saved with the same filename once it has been retrieved to the screen.

You can use the Lock option on the Utilities menu to lock or unlock files. From the List Files screen,

**MOVE** To the file you want to lock or unlock

,  Select the Lock option

An asterisk appears next to the filename.

 Exit the List Files menu

To unlock a file, follow the same steps. The asterisk disappears from the screen.

DO NOT LOCK any WordPerfect program files, such as the WP printer files or any file that begins with WP.

## ■ Look

The Look option on the List Files menu lets you scroll through the contents of a WordPerfect document file or a text file, or display the files in the current directory or subdirectory.

Selecting the Look option does not change the default directory.

### WordPerfect Documents and Text Files

To use the Look feature,



Display all the files in the current directory

**MOVE** To the name of the file



Display the contents of the document

Lone Pine National Park  
RESERVATION CONFIRMATION  
Frank D. Edwards  
2345 N. Quail Road  
Birdseye, UT 84666  
Dear Mr. Edwards,

This letter is a confirmation of your request for a traditional log cabin.  
The Mary Todd Lincoln Cabin has been reserved in your name for the week of  
June 10-17, 1985. The cabin includes three bedrooms, a full kitchen, large  
parlor, and a hot tub. Limousine Service is also available at no extra  
charge.  
Warmest Regards,  
Ranger David Harris  
Park Reservations  
See

Press any key to continue, Cancel to quit.

You can use any key to scroll down through the text. You cannot edit or move in any other direction. Press Cancel when you want to return to the List Files screen.

## Directories

Directories are special files that keep information about other files such as the filename and file size. Much of this information is displayed on the List Files screen.

Directories may be found in alphabetical order with the rest of the files on the List Files screen. Each directory has a DIR listed under the "Type" column.

To look at all the files in a directory,



Display all the files in the current directory

**MOVE** To the directory file (DIR is the file type)



Display all the files in the directory

## ■ Macro

---

Macros can make word processing functions easier by storing frequently used phrases, paragraphs, formats, etc., which can then be retrieved with a few keystrokes.

To help you picture what a macro is, think of any keystroke routine (such as a letter closing) which you type often. Now imagine giving this routine a name and instead of typing it again and again, simply type the name and the keystroke routine is completed for you.

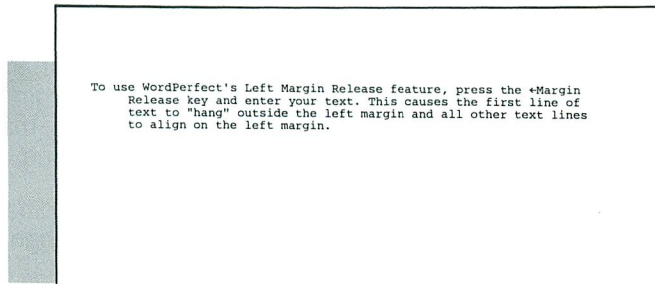
**Special Features** Complete information about the Macro feature is located in the Special Features section.

The ⌘Margin Release key will move the cursor one tab stop to the left each time you press it—even beyond the left margin. This is not a Cursor key, but a feature which inserts a code in your document each time it is pressed.



Move the cursor one tab stop to the left

Pressing this key in the middle of a text line may cause some text to disappear from your screen.



### Hanging Indent

If you want to create a paragraph where the first line begins at the left margin and the remaining lines are indented,



Begin the ¶Indent



Move the first line of the paragraph one tab stop to the left

TYPE The text of the paragraph



End the ¶Indent

When the cursor reaches the left-most tab stop, the ⌘Margin Release key no longer works.

The Line Format key lets you set new left and right margins. Margins may be set to any value between 0 and 250.



Move the cursor to the beginning of all codes on the line



Select the Margins feature

The current margins are displayed.

**ENTER** The new left margin

**ENTER** The new right margin

From that point forward in your document, the margins are changed. If your cursor is not at the left margin, you cannot set the margins. If there are codes in front of the margin settings, the Margin Set is ignored until the next line.

You should adjust the margins when using different fonts and pitches. For example, for 1-inch margins when using 10 pitch, you should set the margins at 10 and 74; for 12 pitch, set the margins at 12 and 90.

You may need to change the tab settings when you change margins.

When you want to check the current margin setting in your document, select the Margins feature (see the steps above).



## ■ Merge

---

This is sometimes referred to as *mail-merge* because it is commonly used to mass-produce *personalized* form letters and mailing labels.

The merge in WordPerfect can be used for much more. Contracts, boilerplates, phone lists, and memos are just a few of the documents WordPerfect can help you create.

Every merge must start with a *primary file*. This is the form which contains the text and codes that direct the merge. A primary file can merge with information from either a secondary file (such as an address list), text from the keyboard, other user files, or any combination of the above.



Begin the merge

ENTER The name of the primary file

ENTER The name of the secondary file

Press the Return key if you are not merging with a secondary file, but are merging with the keyboard or other files.

When you are creating a secondary file, you can use the Merge R and Merge E keys to type ^R and ^E. When you are in a merge, use the Merge R key to continue the merge and the Merge E key to stop the merge.

**Merge Section**      The Merge section contains more information on Merge.

## ■ Move

---

The Move key lets you cut or copy, then retrieve a sentence, paragraph, page, or block of text. Place your cursor on the sentence, paragraph, or page you want to cut or copy.



Display the Move menu



Highlight a sentence, paragraph, or page



Cut or Copy the highlighted text

Cut removes text from your document and saves it in a temporary file, while Copy saves the text to the temporary file and leaves it on the screen.

**MOVE**

To where you want to retrieve the text



Retrieve the cut or copied text

### **Block**

The Move key is also used with the Block key to move a block of text (see page 5), or to append a block of text to an existing file (see page 3).

The Super/Subscript key includes an Overstrike option which lets you print two characters in the same position. This feature is useful for combining characters on your keyboard to create foreign characters and chemical symbols.

**TYPE** The first character



Move the cursor back one character

**TYPE** The second character over the top of the first

While only the second character appears on your screen, both characters are printed when your document is sent to the printer.

You may want to create an Open Apple macro (see the Special Features section) for each set of characters you want to overstrike.

## ■ Page Format

---

The Page Format key contains items that affect the size of the printed page. WordPerfect takes these items into account when ending a page. For example, if you have chosen page numbering and a header, the appropriate number of text lines will be subtracted from the total number of available text lines.



Display the Page Format menu

**SELECT**

An option and enter the new information

The Page Format menu remains, allowing you to choose several options before returning to your document.



Exit the Page Format menu

### **Page Format Menu**

The following is a description of each Page Format option:

#### **Page Number Position**

Displays a list of page number locations. Preset for no page numbering. You can also number pages in a header or footer (see page 82).

#### **New Page Number**

Renumbers pages by inserting a new page number code in your text.

#### **Center Page Top to Bottom**

Centers a page from top to bottom at the printer.

#### **Page Length**

Changes the page length and number of text lines on the page. Preset for 66 page length and 54 text lines.

#### **Top Margin**

Sets your top margin in half-lines. Preset for 1 inch (12 half-lines).

**Headers or Footers**

Prints the same text at the top or bottom of each page. You can also number pages in a header or footer.

**Page Number Column Positions**

Defines the column positions for the Page Number Position option. Preset for Left=10, Center=42, Right=74.

**Suppress for Current Page only**

Turns off any combination of page formats for the current page.

**Conditional End of Page**

Keeps a block of text together at all times.

**Widow/Orphan Protection**

Keeps at least two lines of a paragraph together at the top or bottom of a page. Preset for no protection.

Detailed information on each of these features is available in this section.

### Hard Page

The Hard Page key inserts a page break at the cursor.

**MOVE** To where you want the new page to begin



Return

Insert a Hard Page break

To remove a Hard Page break,

**MOVE** To the left margin below the page break line



Delete the Hard Page break

Besides dividing pages, you can also use the Hard Page break to protect a Header/Footer code or lines of text.

### Soft Page

WordPerfect inserts a page break when the preset number of text lines is reached. If you have headers, footers, footnotes, or page numbering, WordPerfect subtracts the appropriate number of text lines. A Soft Page break may be moved by changing the number of text lines (see page 79).

With the Page Length option on the Page Format menu, you can set various page lengths for your documents as well as the number of single-spaced text lines printed on the page.

The page break on your screen shows you the number of text lines that will be printed (minus headers, footers, etc.)—not the overall page length.

WordPerfect is preset for letter size (8½ x 11) paper, 66 lines long with 54 lines of text. These settings provide for a 1-inch top and bottom margin. If you want to change the settings,

**MOVE** To the top of the page where you want the new settings to begin



Display the Page Length menu

**ENTER** **1** for Letter Size paper, **2** for Legal Size paper, or **3** to enter your own settings

If you choose 3, enter the Form Length (at 6 lines per inch), then enter the number of Single-Spaced Text Lines. Form length stays at 66 for letter size paper as it is always measured at 6 lines per inch.



**Exit the Page Format menu**

You can change the page length as many times in a document as you want.

When entering the number of text lines for option 3, be sure to leave enough space for your top and bottom margins. For example, with 8 lines per inch and a 1-inch top and bottom margin, you would set the page length at 66 and the number of text lines at 72 (9 inches of text x 8 lines per inch).

Headers, footnotes, and one line of footer text are included in the number of text lines.



## ■ Page Number Column Positions [Pg#Col:,,]

The Page Number Column Positions option of the Page Format menu lets you choose positions other than left, right, or center as the position for the page numbers. For example, if your margins are 10 and 74, but you want the page number at position 15, this option lets you place the page number at that position.

**MOVE** To the beginning of the page or document

 ,  Display the Page Number Column Positions menu

**ENTER** **1** to select the initial settings or **2** to enter your own

If you choose 2, enter the column positions you want for Left Corner, Center, and Right Corner.

 Exit the Page Format menu

The new settings must be entered before you choose the Page Number Position in your document. The positions are always entered in 10 pitch.



You can automatically number your pages by using the Page Number Position option on the Page Format menu. If you want to start page numbering with a number other than 1, use the New Page Number option (see New Page Number below).

### Page Number Position

With the Page Number Position option, you can indicate where you want an automatic page number to appear when your document is printed.

**MOVE** To the beginning of the document or page



Display the Page Number Position menu

**ENTER** A page number option

There are nine options on the Page Number Position menu:

- No page numbers
- Top left of every page
- Top center of every page
- Top right of every page
- Top alternating left and right
- Bottom left of every page
- Bottom center of every page
- Bottom right of every page
- Bottom alternating left and right



Exit the Page Format menu

Page numbers are preset to print at position 10 for the left corner, 42 for the center position, and 74 for the right corner.

See page 80 for details on changing the position of the numbers.

When you choose automatic page numbering, WordPerfect subtracts two lines from the number of single-spaced text lines—one for the page number and one to separate it from the body of the text. Page numbers do not appear on the screen, but are printed at the selected position.

continued...

When you want to include text with the page number, or have the current page number appear anywhere on the page, use a ^N (Control-N).

For example, in a header or footer, you can combine page numbers with text such as *Page 21*.

**MOVE** To the position where you want a page number to be printed



Insert the page numbering command



Exit the header or footer

If you select a page number position *and* ask for page numbering within a footer, two page numbers will print on the same page.

Outside of headers and footers, the ^N causes the current page number only to be printed. You might use this on the last page of a document—for example, *there are ^N pages in this document*.

## New Page Number

The New Page Number option lets you begin page numbering with any number on any page. This is especially useful when printing a document which is saved in two or more files.

**MOVE** To the top of the page you wish to renumber



Display the "New Page #:" message

**ENTER** The new page number



Exit the Page Format menu

When you change a page number, the new number is displayed on the status line and all the following pages are renumbered consecutively.

For printing purposes, renumbering is ignored when a page or pages are specified. The first page is always page 1, the second page is page 2, etc.

## ■ Pathname

---

### **Complete Pathname**

A complete pathname always begins with a slash (/). When typing a complete pathname, you must first specify the name of the disk or subdirectory, then the name of the file in the following format:

**/disk/filename**

*or*

**/disk/subdirectory/filename**

Names of disks, subdirectories, and filenames must always be separated by slashes.

### **Partial Pathname**

Unlike the complete pathname, the partial pathname does not require a slash (/) at the beginning. A partial pathname will let ProDOS know that it needs to use the current prefix in front of the partial pathname. For example, if you type a filename only, ProDOS will use the disk that is the current prefix.

This use of a partial pathname is essential to know when saving or retrieving. After booting WordPerfect, the current prefix is set to /Work. To save a document to or retrieve a document from another diskette, you must either type the complete pathname or change the current prefix to the diskette you wish to save to or retrieve from.

*/ Fall.89 / DOC. name*

This feature, found on the Print Format menu, lets you change the number of characters printed per inch. Pitch is not shown on your screen. Some printers do not support pitch changes.



Select the Pitch/Font option

**ENTER** The pitch (characters per inch)

Type an asterisk (\*) after the pitch number for proportional spacing (e.g., 10\*, 12\*, etc.).

**ENTER** The Font or Print Wheel number

When you change the pitch, you may also need to change the font number.



Exit the Print Format menu

WordPerfect has been preset for 10 pitch. However, any pitch setting may be used. WordPerfect (not the printer) controls all pitch changes.

You should always change the margins when you change the pitch. Standard margins for 12 pitch are 12 and 90.

You may set the printer for proportional spacing rather than have WordPerfect do it for you. However, your text will not be right justified, and Bold and Underline may not work properly.

## ■ Prefix

---

The prefix is the default or current working location for ProDOS. This is usually the name of the diskette which will be used unless another diskette is specified. When entering WordPerfect, the prefix is set to the /Work diskette.

What you type in response to any Pathname, Save, or Retrieve prompt determines whether or not the prefix is used. As a general rule, the default is used whenever the first character you type is not a slash (/). This is called a partial pathname. When using a complete pathname, the first character is a slash (/), and the prefix is not needed.

The prefix may be changed to any diskette by using the "Change Prefix" command in WordPerfect.



Display the "Pathname:" message

**TYPE** # to change the prefix

**ENTER** The new prefix

Changing the prefix will change the way some of WordPerfect's features work. Foremost among these features are macros. Since macros are stored as files on a diskette, they follow the same prefix/pathname rules as other files. You can invoke a normal macro from any location by entering its complete pathname, but single-key macros will only work if they are on the default diskette. Notice, however, that different macro libraries can be made on different disks; changing the prefix changes the macro library.

## ■ Print

---

There are several ways of printing part or all of a document. You may print the full document on the screen, a page, a block, selected pages, or a document from the diskette.

If you print specific pages, one page, or a block of text and have long footnotes on the page or in the block, they will also be printed.

### Full Text Print

This option on the Print key lets you print the entire document on your screen.



Send the document to the printer

If you are using hand-fed forms, you will hear a beep to remind you to insert another sheet of paper. Press **g** from the Printer Control menu to resume printing.

### Page Print

With this Print key option, you can print the page on which the cursor is resting.

**MOVE**

To any position on the page to be printed



Send the page to the printer

### Block Print

You may print a block of text using the Block and Print keys.

**BLOCK**

The text you wish to print



Send the highlighted text to the printer.

Type **n** if you change your mind, and it will not be printed.

**Print a Document** This option on the Printer Control menu prints a document which has been filed on your disk.



Display the Printer Control menu



Display the "Pathname:" message



The filename of the document you wish to print, a space, the beginning page number, a comma, and the ending page number

For printing purposes, renumbering is ignored when a page or pages are specified. The first page is always page 1, the second page is page 2, etc. If you want to print the entire document, do not specify page numbers. Simply enter the filename.



Exit the Printer Control menu

**List Files Print** The Print option on the List Files screen lets you print any file listed on the directory.



Display all the files in the current drive or directory



To the file you wish to print



Send the file to the printer



Exit the List Files screen



## ■ Print Format

---

The Print Format key is used to send instructions to your printer. When it is pressed, the Print Format menu is displayed. When an option is chosen, a code is placed in your document at the cursor position. This affects printing from the cursor forward.

### **Print Format Menu**

The following is a description of each option. Details for all options are found on other pages in the Reference section.

#### **Pitch**

Characters per inch. Preset to 10 pitch. Type an asterisk (\*) after the pitch for proportional fonts (e.g., 10\*, 13\*).

#### **Font**

Print style. Preset to font 1.

#### **Lines per Inch**

Choice of 6 or 8 lines per vertical inch. Preset to 6 lpi.

#### **Right Justification**

Also called Justification. Adjusts characters and space to print an even right margin. Preset to on.

#### **Underline Style**

Preset to non-continuous, single.

**Non-continuous**—tabs are not underlined

**Continuous**—tabs are underlined

**Single**—one-line underlining

**Double**—two-line underlining

#### **Sheet Feeder Bin Number**

Inserts a sheet of paper from the chosen bin. Preset to bin 1.

#### **Insert Printer Command**

Send any command your printer recognizes (see your printer manual).



## ■ Printer Commands

[Cmd:]

These commands are used to control special functions on your printer or typesetter. However, they do not affect the formatting of your document on the screen.



Display the "Command:" message

ENTER

The command to be sent to your printer

These commands can be found in your printer manual.



Exit the Print Format menu

Printer Commands are not displayed on the screen, but may be seen by pressing the Codes key.

Command codes *less than 32 decimal and greater than 126 decimal* must be entered in angle brackets. Codes *between 32 and 126 decimal* (printable characters) may be typed *or* entered in decimal within angle brackets.

For example, if you have two-color ribbon and your printer manual gives the command for changing to the second color as ESC Q, you should enter **<27> Q** (27 is the decimal equivalent for ESC). To change back to the first color, the command is ESC w, and would be entered as **<27> w**.

### Down-loading a font or file

If a large number of codes must be sent to the printer (i.e., down-load a font), you can create a file of these codes using BASIC or a text editor and have WordPerfect send the whole file to the printer. To do this,



Display the "Command:" message



"Document name:" appears

The contents of this file are not displayed on the screen, but are sent to the printer when the document is printed.

ENTER

The name of the file



Exit the Print Format menu

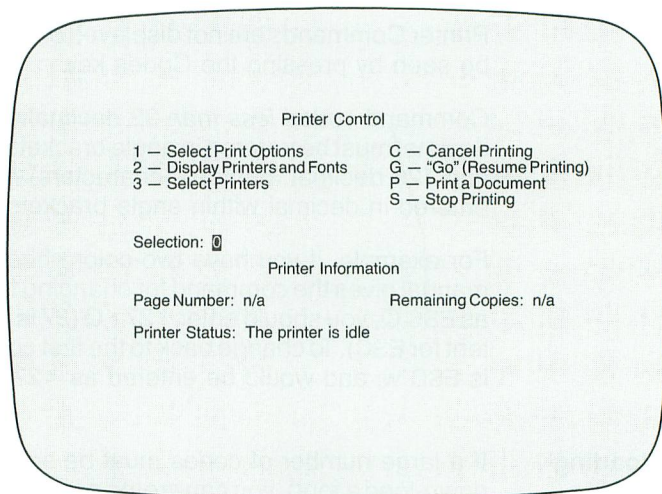
## ■ Printer Control

WordPerfect provides a helpful way to manage your printing.



Display the Printer Control screen

Several options let you control the printer from within WordPerfect. Also displayed on this screen is information about the Current Print Job and the Printer Status. Messages appear from time to time to assist you in solving most printing problems.



**SELECT** A menu option to control the printer



Exit the Printer Control screen

## **Printer Control Menu**

The following is a description of each option which appears in the Printer Control menu. Details for most options are found on other pages in this section.

### **Select Print Options**

Changes the printer number, number of copies, or binding width. These changes are *not* temporary for one document as they are with Change Print Options, but remain until you exit WordPerfect.

Select Change Print Options from the Print key menu to make changes for a single print job.

### **Display Printers and Fonts**

Displays a list of three printers and eight available fonts for each printer.

### **Select Printers**

Define up to three different printers. However, if you have only one printer, you may wish to set up several definitions—one for continuous forms, one for hand-fed forms, etc.

### **Cancel Printing**

Cancels the printing of the print job.

### **“Go” (Resume Printing)**

Restarts the printer after it has been stopped for hand-fed forms, font changes, or after using the Stop Printing option.

### **Print a Document**

Prints a document which has been saved on disk. You may specify on which pages to begin and end printing.

### **Stop Printing**

Stops the printer without canceling the print jobs. Use this key if the paper jams, ribbon runs out, etc. After correcting the problem, type **g** to restart the print job. The job will restart at page 1.

Remember that many printers have a buffer (temporary storage area) which stores text from your document sent by WordPerfect. The printer will not stop when you select the Stop Printing option until this buffer area is cleared.

continued...

## **Printer Information**

Below the Printer Control Menu are some categories giving information about the printer.

### **Page Number**

Displays the number of the page currently being printed.

### **Remaining Copies**

Used only when more than one copy of a document is being printed. Displays the number of copies left to print.


### **Printer Status**

Gives instructions about the printer. For example, "Insert another sheet" is displayed when the printer finishes printing a page of a document using hand-fed forms.

## ■ Printing to Disk

---

WordPerfect lets you save a file to your disk in a printer or text format. The file is stored as an ASCII text file. However, it will contain all the characters and codes which ordinarily would have been sent to the printer you selected.

 ,  Display the Printer Control menu

 Display the Printer Selection menu

**ENTER** The number of the printer definition you want to define for disk file output

**ENTER** The correct printer card number

**ENTER** **0** to print to disk

**ENTER** The type of forms

 Exit the menu

 ,  Print the file

The file will be saved as "WP.TXT." If you would like to save more than one file to disk, rename each after saving or the second file will write over the first one.

The printer you selected will keep printing to disk until you go into the Printer Selection menu and change the slot number back to 1.

## ■ Proportional Spacing

When you select Proportional Spacing, a code is inserted in your document telling the printer to proportionally space the document.

This means that each character will be spaced according to its width. For example, uppercase letters are wider than lowercase, m's are wider than i's, etc.

The change takes effect from the position you entered the code.



Select the Pitch/Font feature

TYPE 13\*

While 13 pitch works with many printers, you may need to adjust the pitch by entering 12\*, 14\*, etc. Remember to change the margins each time you change the pitch.

ENTER The number for the proportionally-spaced font

WordPerfect has usually defined font 3 as a proportionally-spaced font.



Exit the Print Format menu

WordPerfect uses the HMI (Horizontal Motion Index) and microspacing to control proportional spacing.

### Print Wheels

To discover which fonts have been defined for proportional spacing, press the Print key, type 4 for Printer Control, then 2 to Display Printers and Fonts. The predefined fonts are displayed on the screen. Note the number which corresponds to the proportionally-spaced print wheel you will be using.

Generally, there are two types of proportional spacing switches which can be set at the printer. One type designates the kind of print wheel to be used, such as metal, plastic, or proportionally-spaced. If your printer has this type, set it to proportional spacing. The second type designates pitch: 10, 12, 15, or PS. This switch should be set to 10 pitch, which will enable WordPerfect to control the proportional spacing.



## ■ Replace

---

This feature (sometimes called *Global Search & Replace*) helps you replace every occurrence of a word, phrase, or WordPerfect code with another word, phrase, or WordPerfect code in a document or block of text.

Replace only works in a forward direction.



Display the Search menu

**TYPE** 3 for Replace or 4 for Replace w/Confirm

If you select **4**, the cursor stops at each occurrence and gives you a chance to answer yes or no to the replacement.

**TYPE** The string of characters and/or codes you wish to find



Display the "Replace with:" message

**TYPE** The new string of characters and/or codes

If you want to delete the searched for phrase or codes, press the Search key when the "Replace with:" message is displayed.



Begin the replacement

If the string of characters or codes is not found, " \* Not Found \* " appears at the bottom of your screen.

If you want WordPerfect to find a whole word such as **the** (not **these**, **therefore**, and **other**), you must type spaces before and after the word.

Lowercase characters will match both lowercase and UPPERCASE. UPPERCASE will match only UPPERCASE. Control-X (^X) will match any character except a WordPerfect code, but should not be the first character in a string. For example, you can insert **re ^xd** when the "→Srch:" message is displayed to look for read, rend, reed, etc.

continued...

## **WordPerfect Codes**

Below is a list of all features which can be used in the replace string:

Advance Up or Down  
Hard Hyphen  
Hard Space  
Justification On/Off  
Overstrike  
Subscript  
Superscript  
Widow/Orphan

You can create a macro that will search for and replace any WordPerfect code.



## ■ Retrieve

---

This feature lets you bring a previously saved document onto a clear screen or insert it at the cursor position into a document already on the screen.

To retrieve a document,



Display the "Document to be Retrieved:" message

**ENTER**

The name of the file you wish to retrieve

If the message, "ERROR: File not found" appears, the filename has been entered incorrectly, the file is on another diskette, or the file does not exist. WordPerfect lets you try again.

You can press the List Files key at the "Document to be Retrieved:" prompt to try to find the file.



Display all the files in the current drive or directory

You can also enter a new drive or directory.

**MOVE**

To the name of the file to be retrieved



Retrieve the file

When retrieving, you are only displaying a *copy* of a file. The original file remains unchanged on the disk until you *replace* it when you save what is on your screen. Give the document on your screen a new filename if you want to save both the original *and* edited documents.

If you change your mind and do not want to retrieve a document, press the Cancel key.

continued...

Only files with the file type "WP" or "TXT" (ASCII Text Files) may be retrieved. When retrieving a text file, the [HRT]'s will be converted to [SRT]'s unless the file is converted to a "WP" type first, using the convert program (see Appendix H).

Another way to keep the [HRT]'s unchanged when retrieving a text file is to treat the file you are retrieving as a macro. For example, when retrieving a text file into WordPerfect,



#### Start a macro

ENTER

The name of the text file you want to retrieve

The text file is brought into WordPerfect intact (all [HRT]'s are still [HRT]'s).

Use the Return key to end short lines of text or paragraphs, insert blank lines, or return to the left margin.

You do not need to press the Return key each time you reach the end of a line as you do when using a typewriter. Instead, the cursor automatically returns or *wraps* to the next line when you reach the right margin.

A Soft Return code [SRT] is inserted in your text when WordPerfect wraps a line. A Hard Return code [HRT] is placed in your text when you press the Return key.

If you press the Return key instead of allowing the cursor to wrap, your text will not reformat properly when changes are made and justification will not work properly.

You can delete Hard Returns [HRT]'s with the Delete or Del key.

When you see the word *enter* in the manual, you should type the text which follows, then press the Return key.

## ■ Rewrite

---

At times when typing and editing, the text on your screen may not appear correct. You can move your cursor through the text to automatically reformat, or press the Rewrite key.

To use the Rewrite feature,



Reformat the text on the screen

Your cursor may be anywhere on the screen when you use the Rewrite feature.

## ■ Save

---

When typing, you should periodically save your text. The Save key lets you store your document on disk without losing your place in the text on your screen.



Select the Save feature

**ENTER**

A filename for the document

You can use up to 15 letters, numbers, and periods; however, the filename must begin with a letter.

If you are editing a document you retrieved from disk, you will see the pathname of the original file when you press the Save key.



Replace the original with the edited document

When the “Document to be Saved:” message appears, you can type a new filename. This will save both the original and the screen documents.

Your document is saved in the default volume unless you specify a prefix with the filename.

When prompted with the old filename, you may be tempted to type **y** instead of pressing the Return key, or you may press another key by mistake. This creates a file named Y or whatever key you pressed. Delete the Y and retype the filename.

When you press the Exit key, you will be asked if you want to save your document. This allows you to save and exit without pressing two keys. You can then clear your screen and remain in WordPerfect, or exit the program.

### **Block Save**

You can save a block of text. After defining the block, press the Save key, name the block, and turn Block off. The block is saved in the default volume.

## ■ Search

---

WordPerfect lets you search for text or codes in a forward or reverse direction. A “ \* Not Found \* ” message appears whenever the search doesn’t find what it is looking for in the document.

See page 95 to learn how to do a Global Search and Replace.

**Forward Search** This feature allows you to search from the cursor forward.



Display the “—>Srch:” message

**TYPE** The string of characters and/or codes you want to find

You can enter a Control-X (^X) in the search string to match any character except a WordPerfect code. It should *not* be the first character in the string.



Begin the search

The cursor stops just after the first match found.

**Reverse Search** This feature allows you to search from the cursor backward through your document. The procedure is the same as above except for the use of the <—Srch option on the Search menu.




## ■ Select Print Options

---

You may change the printer number, number of copies, or binding width with the Select Print Options item on the Print menu. These changes are *not* temporary for one print job as they are with the Change Print Options menu, but remain for all print jobs until you exit WordPerfect.

 ,  Display the Printer Control menu

 Display the Select Print Options menu

,  or  Change the printer number, number of copies, or binding width for all print jobs

**ENTER** The new printer information

 Press twice to exit the Printer Control menu



## ■ Select Printers

Before you start printing, WordPerfect needs to know which printer(s) you will be using. The Select Printers option on the Printer Control menu lets you choose the printer definition WordPerfect will use to communicate with the printer. You are also asked for the printer card, slot number, and type of forms.



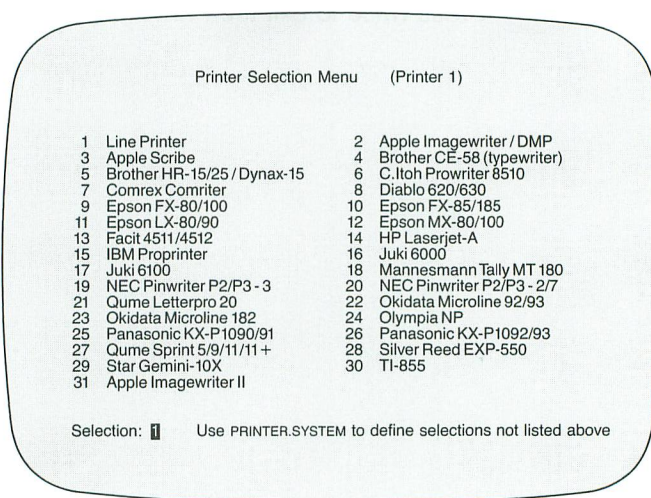
4 Display the Printer Control menu



3 Display the Printer Selection menu

You may select up to 3 printers.

The menu displays a list of printer definitions. At the top is the printer number.



**ENTER** The number of the correct printer definition

**ENTER** The number of the printer card you are using

**ENTER** The slot number

Enter **0** if you want documents to be saved in a file on disk instead of being sent to the printer (see page 93).

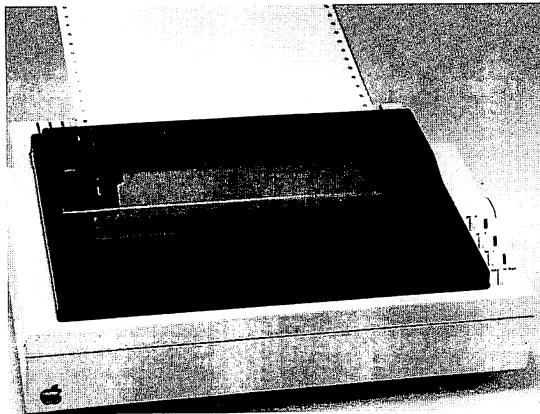
**ENTER** The number of the method in which paper will be fed to your printer



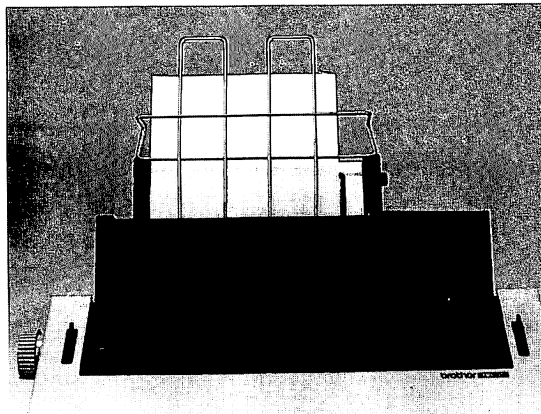
Refer to the following illustrations as a guide:



Hand-Fed



Continuous



Sheet Feeder

If you select Hand-Fed (single sheet) forms, WordPerfect helps print the individual pages (see page 46).

If you select **3** for Sheet Feeder, you are asked for additional information (see page 107). Enter the definition for your sheet feeder, enter the additional sheet feeder information asked for, then try printing. If there are problems, use the Select Printers option again to adjust the settings.

You may continue to select up to two more printers (three total).



#### **Exit the Printer Selection menu**

You may need to press the Space Bar more than once to get out of the Printer Selection menu.



#### **Exit the Printer Control menu**

A sheet feeder is an attachment to your printer that automatically feeds paper (one sheet at a time) into the printer. If you select Sheet Feeder as the type of forms when selecting printers, you are asked additional questions about your specific sheet feeder. The answers to these questions tell WordPerfect what kind of sheet feeder you are using and the settings for it.

If your sheet feeder has more than one bin, you can send part or all of a document to different bins with the Sheet Feeder Bin Number option on the Print Format menu.

### Type of Forms

When you select your printers, you must specify the type of forms you are using. If you type **3** for Sheet Feeder under the "Type of Forms" heading,

**ENTER** The number of the Sheet Feeder you are using



Press twice for the first two items of information

Do not enter information for the number of lines to move down or spaces to move over unless there is a problem after testing the sheet feeder.

**ENTER** The number of sheet feeder bins



Exit the Printer Selection menu



Exit the Printer Control menu

continued...

## Sheet Feeder Bin Number

You can specify the sheet feeder bin number when typing your document.

**MOVE** To the very top of your document or page on which you would like to change bins (before any codes)



Select the Sheet Feeder Bin Number feature

**ENTER** The number of the bin you wish to use



Exit the Print Format menu

Paper is fed to the printer from the selected bin at the place in the document where the Sheet Feeder Bin Number code is inserted.

This feature lets you change line spacing in half-line increments (0.5, 1, 1.5, 2, 2.5, 3, etc.) anywhere in the document. The change is in effect from the cursor position forward, or until another Spacing code is found.

WordPerfect is preset for single spacing between lines. When you want to switch to another setting (double, triple, etc.),



Display the “[Spacing Set:1] to ” message

**ENTER** The new spacing number

Enter **1.5** for one-and-a-half spacing, **2** for double-spacing, **3** for triple-spacing, etc.

WordPerfect shows the correct spacing on the screen to the nearest whole number. For example, if you set one-and-a-half line spacing, it appears as double-spacing on the screen. Check the status line to see on which line the cursor is actually resting.

Spacing may be reset any number of times in a document. Only the text below the spacing change is affected.

## ■ Spell

---

The WordPerfect Speller helps you check the spelling in your document, as well as look for double words. You can check a word, a page, or the entire document. You can also do a word count or display all the words that match a pattern.

**Speller Section** Complete information about the Speller is located in the Speller section.

## ■ Stop Printing

---

This option on the Printer Control menu is designed to stop printing before the print job is completed. Reasons for stopping a print job en route might include paper jams, incorrect margins, or pitch changes.

 ,  Display the Printer Control menu

 Stop the printer

If your printer has a buffer (a half-way house for text waiting to be printed), printing will not stop until the buffer is empty. WordPerfect has no control over text after it has been sent to the printer. Switching the printer off empties the buffer.

Be aware that if you switch off the printer with a document in the buffer that is not on your screen and has not been saved, the document is lost. There is no way to retrieve it again.

Make any necessary adjustments, advance the paper to the top of the next page, return to the Printer Control menu, and

 Restart printing

Printing is restarted at the beginning of the document.

 Exit the Printer Control menu

If you need to start the printing over and the job is on the screen or on disk, or you simply want to cancel the print job, select Cancel Printing instead of Stop Printing. The former option stops the printing, cancels the print job, and advances the next sheet of paper to the top-of-form where possible.

## ■ Super/Subscript

[SprScript][Sbscript]

This feature lets you superscript or subscript one character at a time. A character that is super or subscripted will usually be printed up or down *one-third* of a line. However, this depends on the type of printer you are using.



Display the Super/Subscript menu



Superscript or subscript the next character

Notice the “S” or “s” on the status line.

**TYPE** The character you want superscripted or subscripted

Super/Subscript does not change the way text is displayed on the screen. Press the Codes key if you wish to see the code.

If you want to have two or more characters superscripted or subscripted, you must press the Super/Subscript key for each character.

You can use the Advance feature to print a string of characters up or down one-half of a line.



## ■ Suppress Page Format

[Suprs:]

The Suppress option on the Page Format menu lets you turn off any page formatting items for the current page.

**MOVE** To the very top of the page (before any codes)



4

,

8

Display the Suppress Page Format menu

**ENTER** The numbers of the formats you want discontinued on the current page only

To suppress more than one format, link the menu numbers with plus signs (**1+6+7**).



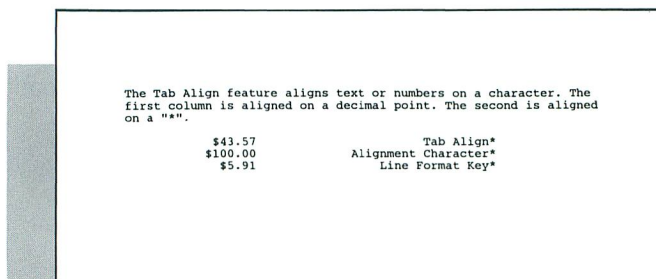
Exit the Page Format menu

The Suppress Page Format menu also contains an option that lets you have the page number printed at the bottom center position for the current page only.

## ■ Tab Align

[A][a][AlnChar:]

Use the Tab Align feature to vertically line up text or numbers on a character, such as a decimal point.



**Set the Alignment Character** The Alignment Character is the symbol (period, space, etc.) on which the text or numbers you enter are aligned.



Display the "Align Char =" message

**TYPE** The character you want to align by

The Alignment Character is briefly shown on the screen. To see it for an extended time, display the "Align Char =" message again, or press the Codes key.

The period (decimal) is the initial Alignment Character. You can change the Alignment Character as often as you want in a document.

**Align Text** Follow these steps to set up a column using the Tab Align feature:



Press the Tab Align key. The cursor moves to the next tab stop and "Align char =" appears on your screen as a reminder.

**TYPE** The desired text

Typed text moves to the left until the Alignment Character is typed, or the Tab, Tab Align, or Return key is pressed. Text typed after the Alignment Character is inserted normally.

This feature lets you reset the tab stops wherever you want. Tabs have been preset for every five spaces. To set or clear the tabs,



Display the Tabs menu

You can now set one or several tab stops (see below). When you are finished,



Exit the Tabs menu

The following are several ways you can set or delete tabs:

### Set a Tab

Enter the column number *or* move the cursor to the desired position and type t.

### Set Multiple Tabs

Enter the column number for the first tab stop, a comma, and the interval number.

For example, enter **10,5** if you want your tabs to be set every 5 spaces beginning at position 10.

### Delete a Tab

Move the cursor to the "T" you wish to delete *or* enter the column number, then press the Delete key.

### Delete Multiple Tabs

Press the Delete EOL key. All the tabs from the cursor forward are deleted.

Press the Cancel key to return to your text without setting any tabs.

You can set the tabs as many times as you want within a document. Only the text *after* a tab setting is affected.

Tab stops have been preset for every five spaces. When you want to move to a tab stop,



Insert a tab

To set and/or clear tab stops, use the Tabs option on the Line Format key (see page 115).

The Tab key inserts a code in your document which is seen by the printer as an exact measurement.

### **Extended Tabs**

You may have up to 250 column positions in WordPerfect. When you move past position 160, you are in extended tabs. Extended tabs have been preset for every 10 spaces beginning with position 160 (see page 35 for details).

## ■ Text Out

---

This feature allows you to save your document as a standard ASCII Text File.



Display the Extra menu



Save the file as an ASCII Text File




"Document to be saved:" is displayed on the screen.

You may type the complete or partial pathname of the file. If you type only a filename, your document will be saved to the current prefix.

This file will still be under ProDOS and cannot be read under another DOS format. It only contains characters, carriage returns, and line feeds.

The top margin is preset to one inch (6 lines or 12 half-lines) and causes the printer to feed the paper to the Top Margin setting before printing starts. You can use the Top Margin option on the Page Format key to change the setting.

**MOVE** To the very top of the page where you want the new top margin to begin

 ,  Display the Top Margin message

**ENTER** The new number for the top margin (in half-lines)

 Exit the Page Format menu

The top margin is not indicated on the screen. You may use the Codes key to see the Top Margin code.

Resetting the top margin affects headers and footers, but not the number of text lines. For example, if you have a 2-inch top margin and have not adjusted the number of text lines to 48, you will not have a bottom margin. Use the Page Length option of the Page Format menu to adjust the number of lines on the page.

If you set the lines per inch to 8, WordPerfect still counts the top margin setting in units of 6 lines per inch.

If you want to have automatic page numbering on line 5 instead of line 7 (as is normally the case), you should change your top margin to 8 half-lines (4 lines) and the number of text lines to 56.

If your forms are hand-fed, the printer will assume your paper has been rolled in one inch. You should feed the paper into the printer until the print head is one inch down. If the top margin is less than one inch, the printer will begin printing where the print head is. If it is more than one inch, or if the page is centered, the printer will move down one inch less than it would otherwise.

## ■ Typeover

---

WordPerfect is initially set for the Insert typing mode. As you type, the original text is pushed forward and automatically reformatted.

You may type over existing text with the Typeover feature.

**MOVE** To the beginning of the text you want to type over

 ,  Begin typing over text

"Typeover" is displayed on the status line.

**TYPE** The new text

Characters are replaced. Codes are pushed in front of the text.

 ,  End typing over text and return to the Insert mode



## ■ Underline

[U][u][UndrlStyle:]

You can underline text as you type, or underline existing text using the Block key. In addition, there are four styles of underlining which you can define.

### Underlining

When you want to underline as you type,



Begin underlining

Notice the reverse video “U” on the status line.

**TYPE** The text you want underlined

The underlined text appears in reverse video.



End underlining

You can press the Codes key to see the [U] at the beginning of the text and the [u] at the end of the text.

### Block Underline

You can also underline an existing block of text. Use the Block key to define the text, press the Underline key, then press the Block key to turn Block off.

### Underlining Styles

There are four styles of underlining available—single, double, continuous, or non-continuous.



Display the Print Format menu

**TYPE** 5, 6, 7, or 8 to select an underline style

Non-continuous does not underline tabs; continuous does. Both styles underline spaces.



Exit the Print Format menu

All underlining styles appear on the screen as reverse video text.

Check your printer manual to see if your printer supports double underlining.



A widow is the first line of a paragraph appearing by itself on the last line of a page. An orphan is the last line of a paragraph appearing by itself on the first line of a page.

You can use the Widow/Orphan feature to avoid these. Place your cursor at the beginning of the document, or at the point where you wish to begin avoiding widows and orphans, then



Display the Page Format menu



Begin Widow/Orphan protection



Exit the Page Format menu

You can press the Codes key to see the Widow/Orphan code. The initial setting is for no Widow/Orphan protection.

You may turn Widow/Orphan protection on and off as many times in the document as you wish.

The Widow/Orphan feature does not apply to paragraphs that are three lines or less.

Use the Conditional End of Page feature to keep subject headings with the text that follows, and the Block Protect feature to keep paragraphs of three lines or less together.

## ■ Wildcards

---

You can search through a directory for a group of files which contain a common part of a filename by using the wildcard characters. The equal sign (=) is used to represent zero or more characters; the dash (-) is used to represent a single character.

For example, the filename "MEMO=" would match all files that begin with "MEMO." The filename "H=D" would match names like "HAND," "HEAD," and "HEMMED."

The filename "L=R.-" would match names like "LETTER.1," "LETTER.2," or "LAWYER.A."

The wildcard characters can be placed at the beginning, middle, or end of the filename. You can use only one equal sign (=) per filename.

You can type a wildcard filename after pressing the List Files key to list all the files that match the wildcard filename in the current directory (you do not need to type the pathname). You can also type a full or partial pathname with a wildcard filename to list selected files from another directory.

# Speller

## ■ Speller

---

The Speller includes a dictionary and a maintenance program called Speller Utility.

### Speller Features

- Over 50,000 word dictionary
- On-screen spell-checking
- Spell-check a word, page, or document
- Look up a word matching a pattern
- Check for double occurrences of words
- Add words to the dictionary
- Word Count

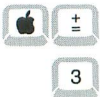
### Speller Utility Features

- Create a new dictionary
- Add and delete words
- Display common word list
- Check location of a word
- Look up words matching a pattern

### Starting the Speller

#### One and Two Disk Drives

With the document you wish to spell-check on your screen, insert the /Spell disk into drive 1 and



Display the Extra menu

Select the Speller option

You are asked for the pathname of the dictionary.

**TYPE** `/spell/wp.dictionary`

The following menu should appear on your screen:



Check: 1 Word; 2 Page; 3 Document; 4 Change Dictionary; 5 Look Up; 6 Count;

On a one-drive system, you may be asked to swap /Work and /Spell several times.

### Hard Disk and UniDisk 3.5

With the document you wish to spell-check on your screen,



Display the Extra menu



Select the Speller option

If you are asked for the pathname of the dictionary,

TYPE */volume name/wp.dictionary*

### 1, 2, or 3 Spell-Checking

With the **Check** menu on the screen, type **1** or **2** to check the word or page on which the cursor is resting. Type **3** to check the entire document. A word count is displayed when spell-checking has been completed. Numbers and words containing numbers are *not* checked by the Speller.

While spell-checking, the message "Please Wait..." appears at the bottom of the screen until the Speller finds a word which is not in the dictionary or until a double occurrence of a word is found.

To discontinue spell-checking, press the Cancel key at any time.

### 4 Change Dictionary

Before you begin spell-checking, you can change to another dictionary. Dictionaries can be created using the Speller Utility. Simply enter the full pathname of the dictionary you wish to use.

The supplementary word list is named WP.SUPPLEMENT and is created for you when you *add words* to the dictionary from WordPerfect. This word file can be created and edited in WordPerfect as long as it is saved with the Text Out feature.

### 5 Look Up

The list of words displayed on the "Not Found" screen includes words which are different by one or two letters entered out of sequence. A more comprehensive list may be viewed using the Look Up option.

You can look up a word by typing a pattern which matches the word. Single letters are represented by dashes (-) while an equal sign (=) represents zero or more letters in succession.

After selecting *Look Up*, the message "Word Pattern:" appears. Enter a pattern which matches the word you wish to find.

For example, entering **re-d** matches “read” and “reed” but not “red.” **Bl=ot** matches “blot,” “Blackfoot,” and “bloodshot.” **Bl=fo-t** matches “Blackfoot” only.

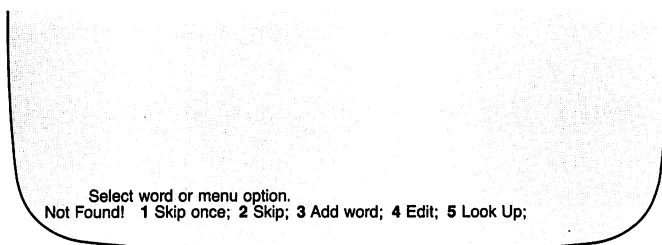
You can use any combination of dashes and equal signs; however, looking up words takes much longer when a dash or equal sign is used as the first character.

A list of words which match the specified pattern appears on your screen. You may select one to replace the misspelled word by simply typing the letter which appears in front of it.

## 6 Word Count

All words in a document can be counted without spell-checking. (A word count is also given at the end of spell-checking.)

**Word Not Found** When the Speller encounters a word which is not included in the dictionary, both the word and the message "Not Found" are displayed in reverse video. A list of possible replacement words is also given. If the correct spelling is included, simply type the corresponding letter to automatically replace the misspelled word. A comprehensive list may be obtained using the *Look Up* option.



A temporary area in memory is used to save *skipped* words and to keep a copy of *added* words before they are written to the WP.SUPPLEMENT file. If this area becomes full, skipped words are removed to make room for added words. If this area becomes filled with added words, the message "Dictionary Full" appears. To make more space, add WP.SUPPLEMENT to WP.DICTIONARY using the Speller Utility, then delete WP.SUPPLEMENT.

### **1 Skip Once**

Spell-checking continues; the Speller stops at the next occurrence of the same word.

### **2 Skip**

Spell-checking continues; the word is ignored for the remainder of the document.

### **3 Add Word**

Spell-checking continues; the word is saved in the supplementary dictionary (WP.SUPPLEMENT).



#### **4 Edit**

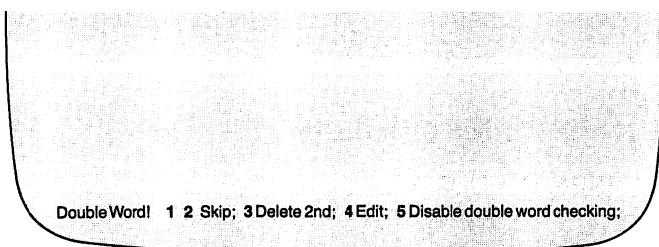
Spell-checking stops so that you may correct the spelling. When you finish, press Return to continue spell-checking. The word is redisplayed if it still cannot be found in the dictionary.

#### **5 Look Up**

All words matching a pattern are displayed. This option is explained in more detail on page 4.

### **Double Word**

When the Speller finds two identical words next to each other, the two words appear in reverse video along with the following options:



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

#### **1 2 Skip**

Press 1 or 2 to ignore the double word and continue spell-checking.

#### **3 Delete 2nd**

The second occurrence of the word is deleted.

#### **4 Edit**

Enter the new information or changes, then press Return to continue spell-checking.

#### **5 Disable Double Word Checking**

Double occurrences of words are ignored.

## ■ Speller Utility

---

The Speller Utility (SPELL.SYSTEM) helps you maintain the dictionary. You can add words to or delete words from the dictionary and even create separate dictionaries to fill specific needs.

### Starting the Speller Utility

Because of the extensive use of the disk drives required when modifying the dictionary, this utility will not function on a single-drive system. Attempts to do so may damage the dictionary.

We recommend that you make a backup copy of the dictionary before using this utility as a safeguard against power failure or other accidents.

### Two Disk Drives

**INSERT** /Util2 (working copy) into drive 1 and /Spell (working copy) into drive 2

**RESET** The computer by momentarily turning the power off, then on again

**ENTER** /spell/wp.dictionary when prompted for the pathname of the main dictionary

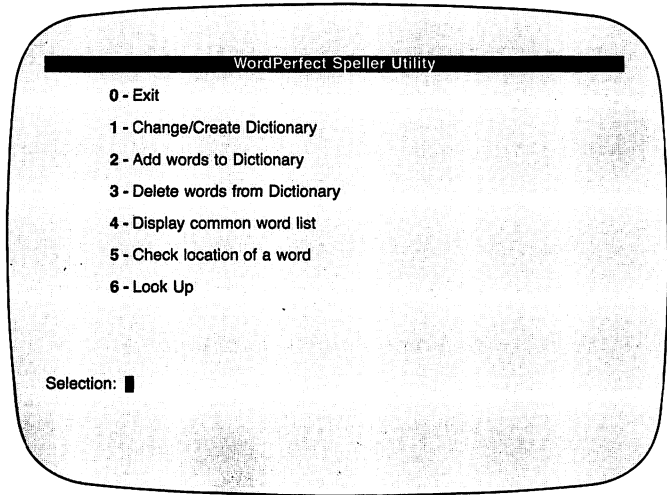
### Hard Disk and UniDisk 3.5

Change the prefix to the directory containing WP.DICTIONARY.

For example, if you are in BASIC, enter **prefix /Apple1/wp**

**Run** SPELL.SYSTEM (do not change the prefix)

For example, if you are in BASIC, enter **-spell.system**



**You should know** Each word in the document on your screen is checked against a list (dictionary) of correctly spelled words. This list (WP.DICTIONARY) is made up of a *main* word list and a *common* word list. To speed up proofing, the Speller first looks for the word in the smaller common word list. The main list is searched only if the word is not found in the common word list.

Because of the amount of time required to rearrange the word lists when you have created a new dictionary or added words to an existing dictionary, there is a greater chance of power failure which could destroy the dictionary. Therefore, be sure to back up your current dictionary before adding or deleting words.

There is no need to stay with the computer while it is rearranging the lists. A message will notify you when the program is finished.

## Change/Create Dictionary

Change to or create another dictionary before performing any of the other options.

In order to create a new dictionary or add words to an existing dictionary, you must have a diskette which contains at least the amount of space required by the new dictionary being created. To be certain there is sufficient space available, we suggest that you use a blank, formatted diskette.

To create a new dictionary,

TYPE **1** to create a dictionary

"Name of new Dictionary: " appears.

INSERT **A** blank, formatted diskette into drive 2

ENTER */volume name/dictionary name*

A dictionary has been created, but it contains no words. You must now use the Add Words feature (see below).

To change to another dictionary,

TYPE **1** to change to a dictionary

INSERT **The** alternate dictionary into drive 2

ENTER */volume name/dictionary name*

## Add Words to Dictionary

Words can be added to the dictionary from existing files or directly from the keyboard. As the process may take some time, be sure to enter all files and words from the keyboard before selecting the *Exit* option on the Add Words menu.

Words added to the common word list are automatically added to the main word list.

To add words from an existing file,

TYPE **2** to add words to the dictionary

TYPE **y** or **n** to add words to the common word list

If you type n, "Add words to the main dictionary?" appears.

TYPE **y** to add words to the main dictionary

TYPE **2** to add words from a file

INSERT The disk with the file of words to be added into drive 1

ENTER The pathname of the file containing the words to be added  
If "Not enough space on Work volume" appears,

INSERT A blank, formatted disk into drive 1 (the disk which you are adding to remains in drive 2)

ENTER */volume name* of the blank disk

This is a long process, but there is no need to stay with the computer while it is rearranging the lists. A message will notify you when the program is finished.

To add words from the keyboard,

TYPE **2** to add words from the keyboard

TYPE **y** or **n** to add words to the common word list

TYPE **y** to add words to the main dictionary

TYPE **3** to add words from the keyboard

ENTER The words to be added to the list (each must be separated by a space)

TYPE **1** to exit the menu

If "Not enough space on Work volume" appears,

INSERT A blank, formatted diskette into drive 1 (the disk to be added to should remain in drive 2)

ENTER */volume name* of the blank disk

There is no need to stay with the computer while it is rearranging the lists. A message will notify you when the program is finished.

## Delete Words from Dictionary

Words to be deleted from the dictionary can be entered from existing files or directly from the keyboard. Be sure to enter all files and words before selecting the *Exit* option on the Delete Words menu as the process may take some time no matter how many words are being deleted.

Words deleted from the main word list are also deleted from the common word list.

To delete words from a file,

TYPE **3** to delete words

If "Not enough space on Work volume" appears,

INSERT A blank, formatted disk into drive 1 (the disk to be deleted from remains in drive 2)

ENTER */volume name* of the blank disk

TYPE **y** or **n** to delete words from the main dictionary

If you type n, "Delete words from common word list?" appears.

TYPE **y** to delete words from the common word list

TYPE **2** to delete words from a file

INSERT The disk containing the file of words to be deleted into drive 1

ENTER The pathname of the file containing the words to be deleted

To delete words from the keyboard,

TYPE **3** to delete words

If "Not enough space on Work volume" appears,

INSERT A blank, formatted disk (the disk to be deleted from remains in drive 2)

ENTER */volume name* of the blank disk

TYPE **y** or **n** to delete words from the main dictionary

TYPE **y** to delete words from the common word list

TYPE **3** to delete words from the keyboard

ENTER The words to be deleted from the list (each must be separated by a space)

TYPE **1** to exit

**Display Common Word List** To view the words in the common word list,

TYPE **4** to display words

TYPE Any key to continue through the list



Exit the list

**Check location of a Word** To see if a word is found in either the common or main word lists,

TYPE **5** to check the location of a word

ENTER The word to be checked



Exit the prompt

**Look Up** This option works the same as the *Look Up* option on the Not Found menu.

TYPE **6** to look up a word(s)

ENTER A word pattern (i.e., **re=d** or **t-p**)

See page 5 in this section for more information. Also see page 122 in the Reference section for details about wildcard characters.



Exit the list

Notes





# Special Features

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## ■ Macros

---

The Macro feature lets you record any keystroke routine, including both text and WordPerfect keys, under one name, and play them back exactly as they were recorded.

You can define (record) a macro to perform any task you would normally do with WordPerfect.

- Type a closing to a letter
- Format a document
- Replace several items in a document
- Print and save a file
- Print several copies of a document
- Send a “Go” command to the printer when you are using Hand-fed forms
- Other routines performed with WordPerfect

**Defining a Macro** There are four basic steps to follow each time you define a macro.



6

Begin defining the macro

“Macro Name:” appears at the bottom of the screen.

ENTER

The name of the macro

“Macro Def” appears on the status line.

If a macro with the same name exists, “Replace *macroname* (Y/N) N” appears. Type **y** if you would like to replace the old macro with the current one.

TYPE

The keystrokes you want recorded in the macro



6

End defining the macro

“Macro Def” disappears from the screen.

The keystrokes are saved in a file with a file type of MAC in your current directory. If you want the file saved in another volume or directory, enter the pathname when you are naming the macro.

Starting a merge while defining a macro will automatically end a macro definition.

If you are using a macro that includes a Search, the macro automatically ends when the search string is "\* Not Found \*." The Replace feature does not end a macro and can be used several times in the same macro.

**Naming a macro** After you select the Define Macro feature, you are asked to give the macro a name. There are three ways you can name a macro:

- Enter a valid filename (from 1 to 15 characters)

The characters can be letters, numbers, or periods; however, the first character must be a letter.

- Hold down the Open Apple key and type a letter from A to Z

The macro is named OA plus the letter typed. For example, OAx is shown on the List Files screen.

- Press Return

This last macro is named "WP.MAC.TMP" and is a temporary macro which is erased when you exit WordPerfect. Only one of these macros may be defined each time you are in WordPerfect.

Macro files are saved on your disk with a file type of MAC.

**Starting a macro** When you are ready to use a macro, follow the steps below to start a macro.

If you named the macro by entering a filename from 1 to 15 characters,



Start the macro

ENTER

The name of the macro

WordPerfect will perform the macro.

If you named the macro with the Open Apple key,



Hold down the Open Apple key

TYPE

The letter you used to name the macro

You don't need to use the Macro key to start an Open Apple macro.

If you named the macro with the Return key,



Start the macro



WordPerfect finds and starts the temporary macro

**Stopping a macro** Press the Cancel key to stop a macro while it is running.



Stop the macro

**Repeating a macro** You can use the Escape key to repeat a macro a specific number of times. For example, to repeat a macro named PRINT five times,



Set the repetition number to 5



Start the macro

ENTER

**print** for the name of the macro

The macro is repeated five times.

You can also create a macro that will automatically repeat or loop (see page 7).

## Startup macros

When you start WordPerfect, the program looks on the /Work disk for a macro file named STARTMAC, and automatically starts the macro before you begin using WordPerfect.

This macro should contain your printer selections so you do not have to select them each time you enter the program. See page 34 in the Getting Started section for details on defining this macro.

## Lessons

Lesson 10 in the Learning section guides you through creating two useful macros. The Merge section also contains a number of macro exercises.

## ■ Macro Chaining

WordPerfect lets you chain two or more macros together. When one macro is done, the next one automatically starts.

There are three basic types of chains:

- Simple
- Repeating
- Conditional

Each type of chain is described below. However, the best way to understand chaining macros is to work through the lessons (see page 9).

### Simple Chains

A simple chain lets you link macros together so they are done one after the other. For example, if you want to chain Macro A to Macro B,



Begin defining Macro A

ENTER

**a** for the macro name

TYPE

The keystrokes for Macro A



Start Macro B

ENTER

**b** for the macro name

WordPerfect does not start Macro B at this point; only when you actually run Macro A does WordPerfect start Macro B.





End defining Macro A

Define Macro B at this point if it is not already defined.

When you start Macro A, WordPerfect runs through all the keystrokes in the macro before starting Macro B.

You can expand a simple chain to include several macros by continuing to start one macro while recording another. This takes some careful planning to make sure the macros are chained in the correct order. Start Macro B while recording Macro A, start Macro C while recording Macro B, etc.

**Repeating Chains** When a Search is part of the macro, you can chain the macro to itself. This is called a repeating chain.



  Begin defining Macro A

ENTER a for the macro name

TYPE The keystrokes for Macro A (include a Search)


  Start Macro A

ENTER a for the macro name

  End defining Macro A

The macro is repeated over and over again until the Search results in a “\* Not Found \*.”

Instead of using a repeating chain, you can use the Escape key to do a macro a specific number of times.

 Display the “n = 8” message

TYPE 5, 10, 1000 or any number



  Start the macro

ENTER The macro name



The Escape key can be used to repeat any macro. For example, in Statistical Typing (page 18) you are told to define a macro to create a line filled with blank spaces. To create 16 of these lines, set the Escape value to 16 and start the macro.

## Conditional Chains

Use a conditional chain when you want a macro to perform a search and then *make a decision*. This is done by starting two other macros while defining a macro which contains a Search.

  Display the “Macro Name:” message

ENTER The name of the Search macro

  Start another macro

ENTER The name of the second macro

This macro should contain the keystrokes you want completed if the Search is not successful (also referred to as the Not Found macro).

ENTER The keystrokes for the Search macro (include a Search)



Start a third macro

ENTER The name of the third macro

This macro should contain the keystrokes you want completed if the search is successful (also referred to as the Found macro).



End the Search macro

When you start the Search macro, the keystrokes (including the search) will be performed. If the search finds what it is looking for, it completes the Found macro. If it doesn't find what it is looking for, it completes the Not Found macro.

You can also create a conditional macro that repeats itself until the search results in a “\* Not Found \*,” then chains to a Not Found macro.



Display the “Macro Name:” message

ENTER The name of the Search macro



Start a Not Found macro

ENTER The name of the Not Found macro

ENTER The keystrokes for the Search macro (include a Search)



Start the Search macro

ENTER The name of the Search macro

This step links the Search macro to itself to keep repeating.



End the Search macro

You can chain other macros to the Found or Not Found macro to expand the conditional chain.



## Lesson 1 - The simple chain

---

In this lesson, you create a macro chain that centers the page, inserts the current date, then sends two copies of a campsite reservation letter to the printer.

Before you begin this lesson, set the date with the Set Date option on the Extra key if you do not have a clock card.

### Retrieve the campsite reservation letter

This document is located on the /Learn diskette.



Clear the screen



Retrieve /LEARN/CAMPS.LRN

### Create the PRINT macro

With your cursor at the beginning of the letter,



Begin defining the PRINT macro



**print** for the macro name



Select Change Print Options from the Print menu



Select Number of Copies



**2** to print two copies of the document



Exit the menu



Print the entire document



End defining the PRINT macro

Two copies of the letter are sent to your printer.

continued . . .

**Chain two macros** The date should be set before starting this step.



Begin defining the OPEN APPLE macro



Hold down the Open Apple key and type r



Start the PRINT macro



**print** for the macro name

You have just chained the PRINT macro to the OPEN APPLE macro.



Select the Center Page Top to Bottom option



Exit the Page Format menu



Move to the next line



Press 2 times to add blank lines



Move up one line



Begin a Flush Right



Select the Date option



Insert the current date into the document



End defining the OPEN APPLE macro



Clear the screen without saving the edited reservation letter

**Start the chained macros** You are now ready to begin the chained macros.



Retrieve /LEARN/CAMPS.LRN



Hold down the Open Apple key and type r

The page is centered, the date inserted, and two copies of the letter are sent to the printer.

## Lesson 2 - The repeating chain

---

In this lesson, you create a macro that bolds every occurrence of the "Class" subtitle in the reservation letter.

### Retrieve the campsite reservation letter

This document is located on the /Learn diskette.



Clear the screen



Retrieve /LEARN/CAMPS.LRN

### Create the repeating macro

With the cursor at the beginning of the document,



Begin defining the CLASS macro

ENTER

**class** for the macro name



Select forward search

TYPE

**Class**



Begin the search for "Class"



Press 2 times to move the cursor two spaces to the right



Turn Block on



Press 2 times to highlight the two words to the left

This step and the Right Arrow step above are designed to bold the letters (A, B, C, etc.) following the word "Class" in this letter.



Bold the highlighted block



Turn Block off



Press 2 times to move the cursor two words to the right

This step allows the forward search to move on to the next occurrence of "Class."

You are now ready to chain the macro to itself.

continued . . .



Start the CLASS macro

ENTER

**class** for the macro name



End defining the CLASS macro

### Start the repeating macro

You are now ready to start the repeating macro.



Start the CLASS macro

ENTER

**class** for the macro name

When every occurrence of "Class" has been found and bolded,  
the macro stops.

## Lesson 3 - The conditional chain

---

In this lesson, you create a macro chain which searches for the phrase "Fish Tail Shore." If the phrase is found, the letter is sent to the printer. If the phrase is not found, it is added to the letter.

### Create the Found macro

This is the print macro created in the first lesson. If you have not created the macro, follow the instructions below. If you have created the macro, retrieve /LEARN/CAMPS.LRN and move ahead to "Create the Not Found Macro."



Clear the screen



Retrieve /LEARN/CAMPS.LRN



Begin defining the PRINT macro

ENTER

**print** for the macro name



Display the Change Print Options menu



Set the Number of Copies to 2



Press 2 times to exit the menu



Select Full Text Print



End defining the PRINT macro

Two copies of the letter are sent to your printer.

### Create the Not Found macro

This macro adds the phrase "Fish Tail Shore" to the letter.



Begin defining the Not Found macro

ENTER

**fish** for the macro name



Move the cursor to the beginning of the document, before any codes



Select forward search

TYPE

**boat docks**

continued . . .



Begin the search for “boat docks”



Press 2 times to move down two lines



Insert a tab

TYPE

**Fish Tail Shore**

Don't worry when you see that “Fish Tail Shore” already appears on your screen. This document won't be saved.



End defining the Not Found macro

## Create the Search macro

You are ready to create the Search macro. This macro links the previous macros together.



Begin defining the Search macro



Hold down the Open Apple key and type **s**



Start the FISH macro

ENTER

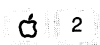
**fish** for the macro name



Select forward search

TYPE

**Fish Tail Shore**



Begin the search for “Fish Tail Shore”



Start the PRINT macro

ENTER

**print** for the name of the macro



End defining the Search macro



Clear the screen

## Start the conditional macro

You are now ready to start using the conditional macro. The macro searches for the phrase "Fish Tail Shore." If the phrase is found, WordPerfect starts the Found macro; if the phrase is not found, WordPerfect starts the Not Found macro.



Retrieve /LEARN/CAMPS.LRN



Hold down the Open Apple key and type **s**

The phrase "Fish Tail Shore" is found, so the letter is sent to the printer.

## Erase "Fish Tail Shore"

Move the cursor to the beginning of the "Fish Tail Shore" line.



Delete the line of text



Move the cursor to the beginning of the report

## Restart the conditional macro

Now that "Fish Tail Shore" has been erased from the letter, you are ready to restart the conditional macro.



Hold down the Open Apple key and type **s**

This time the phrase is not found, so "Fish Tail Shore" is added to the letter.

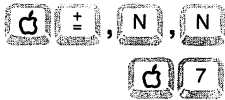
## Lesson 4 - The repeating conditional chain

---

In this lesson, you create a macro chain that bolds every occurrence of the "Class" subtitle, double spaces the letter, then sends it to the printer.

### Retrieve the campsite reservation letter

This document is on your /Learn diskette.



Clear the screen

Retrieve /LEARN/CAMPS.LRN

### Create the Found macro

This macro changes the letter to double spacing and sends it to the printer.



Begin defining the Found macro

ENTER

**space** for the name of the macro



Select Spacing from the menu

ENTER

**2** to change the spacing from single to double



Print the entire document



End defining the Found macro

### Create the repeating conditional macro

This macro is called "repeating conditional" because it chains to the Found macro and to itself.



Begin defining the Repeating Conditional macro

ENTER

**bold** for the name of the macro



Start the SPACE macro

ENTER

**space** for the macro name

You have now chained the BOLD macro to the SPACE macro.



Select forward search

TYPE

**Class**





Begin the search and move the cursor two characters to the right



Turn Block on



Press 2 times to highlight the two words to the left



Bold the words



Turn Block off



Press 2 times to move the cursor two words to the right

You are now ready to chain the BOLD macro to itself.



Start the BOLD macro



**bold** for the macro name



End defining the Repeating Conditional macro



Clear the screen

### Start the repeating conditional macro

You are now ready to start using the BOLD macro.



Retrieve /LEARN/CAMPS.LRN



Start the BOLD macro



**bold** for the macro name

When the macro cannot find another occurrence of "Class," it double spaces the letter and sends it to the printer.

## ■ Statistical Typing

Whenever you are creating a document that has equations, you can save time by using half-line spacing, space fill, and the Typeover feature. This method is also useful for creating boxes that contain text.

By creating and saving a document that contains the correct format settings and lines filled with spaces, you can retrieve it anytime you want to create an equation or a box.

The following steps lead you through creating a space fill document, then help you create an equation and a box using the space fill document.

Your printer must support half-line spacing for the following exercises to work.

### Set the format

For the space fill document, you need to set the Spacing to half-line and turn Justification off. Clear your screen, then



Set the spacing

ENTER

0.5 for half-line spacing



Turn Right Justification off



Press 2 times to exit the Print Format menu and keep the format codes on their own line

### Create the space fill

Once the format codes are set, you can fill lines with spaces. The number of lines you need depends on the size of the equation. For this lesson, create 16 lines filled with spaces (use the Space Bar). End each line at Pos 60 with a Hard Return (press the Return key).

You may want to define a macro to create 16 lines filled with blank spaces (see page 7).

When you are done, you should be at the left margin of line 9.5.

## Reset the format

Now that the space-filled lines are created, you need to set the Spacing and Justification back to the original settings.



Set the spacing

ENTER

1 for single spacing



Turn Right Justification on



Exit the Print Format menu

## Save the document

Save the document before continuing in case you encounter problems creating the formula and want to start again.



Save the document as /LEARN/SPACE.FIL

## Create an equation

Once the SPACE.FIL file is saved, you are ready to create an equation.

MOVE

To Line 4 Position 10 (watch the status line)



Display the Extra menu

TYPE

1 to turn on the Typeover feature

TYPE

Q =

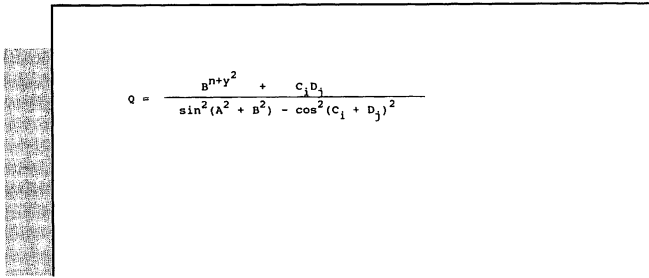
With "Q =" as a reference point, you can now begin creating the equation illustrated below. "Q =" is on a line by itself. The underline is on Line 3.5 and underlines the "i" and "j" characters.

The underline can be done with the Block key after you type all the characters.

$$Q = \frac{B^{n+y^2} + C D}{\sin^2(A^2 + B^2) - \cos^2(C + DC)}$$

The space fill lets you move freely through the lines and enter the characters you want. Replace incorrect characters with a space instead of deleting them. If you run out of space fill on a line, turn Typeover off, add some spaces, then turn Typeover on again and continue entering characters.

**Print the equation** When you finish typing, turn Typeover off and print the document. It should look similar to the one below.



$$Q = \frac{B^n + y^2 + C_i D_j}{\sin^2(A^2 + B^2) - \cos^2(C_1 + D_j)^2}$$

**Create and print a box** Retrieve the SPACE.FIL file to your screen, then

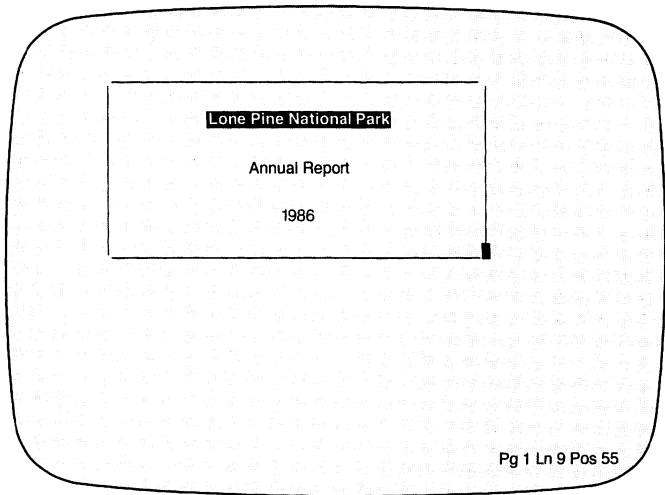


Move the cursor to the first line of spaces



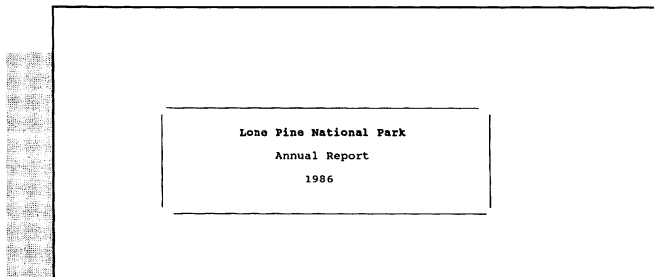
Turn Typeover on

You are now ready to create the following box:



The sides of the box are done with the vertical bar (|). The top and bottom can be done with the Underscore character. If you run out of spaces in a line, turn Typeover off, add some spaces, then turn Typeover on again and continue entering characters.

When you are through typing, print the document. It should look similar to the one below.



## Notes

# Merge

## ■ The Simple Merge and Beyond

---

A simple merge is used to combine a list of names and addresses with a form letter to produce a personalized letter for each person on the list. Lesson 8 in the Learning section introduces the simple merge in step-by-step fashion. Lesson 9 uses the merge to create a memo. We strongly recommend that you complete these lessons before continuing.

The merge can be used to automate many office procedures including memos, forms, labels, reports, contracts, and other time-consuming tasks. There is more than enough flexibility built into the WordPerfect merge to bend to the most creative will. “Combining Macros and Merges” and “Flights of Fancy” in this section cater to the adventurous—those who have learned the basics and want to reach out and explore.

### **Primary Files**

Every merge must have a primary file. This file directs the merge, calling for a name here, an address there, a date some place else, and even a selected paragraph included in the middle. Text may come from secondary merge files, the keyboard, or text files.

A primary file contains text and merge commands. The text and format can be created however you like, but the merge commands must be carefully chosen and inserted with care. A glossary of the merge commands is included at the end of this section.

### **Secondary Files**

Sometimes called an address file, the secondary merge file may contain many records. The number of records in a secondary file is limited only by disk space, and each record can contain as much information as you like. Records are separated from each other by Merge E's (Control-E followed by a Hard Return).



The information in each record is divided into fields. One field may contain a name, another a company name, and another the address. It is these fields that are merged into a primary file. During a merge, only those fields that have been requested are merged into the primary file. Fields are numbered from top to bottom within each record and are separated from each other by Merge R's (Control-R followed by a Hard Return).

Mr. Alan Wilson ^R  
Flatwood Market ^R  
55 E. Main Street  
Flatwood, UT 84999 ^R  
801 666-4545 ^R  
Alan ^R  
^E  
Mr. Jeff Richards ^R  
Flatwood Motors ^R  
58090 Bonnie View Court  
Flatwood, UT 84999 ^R  
801 666-6767 ^R  
Jeff ^R  
^E  
Mr. John Elliot ^R  
Wagon Wheel Diner ^R  
1100 North State Street  
Flatwood, UT 84999 ^R  
John ^R  
^E  
■

Pg 1 Ln 22 Pos 10

^F1 ^  
^F2 ^  
^F3 ^

Dear ^F5 ^:

Thank you, ^F5 ^, for an outstanding effort in fighting the largest fire in Lone Pine National Park's history. The volunteer fire fighters in your community are an inspiring model for all fire fighters in our state and nation.

With appreciation,

Ranger John T. Smith ■

Pg 1 Ln 16 Pos 30

Mr. John Elliot  
Wagon Wheel Diner  
1100 North State  
Flatwood, UT  
Dear John:  
Thank  
largest fire  
fire fighters  
fire fighters  
With appreciation,  
Ranger

Mr. Jeff Richards  
Flatwood Motors  
58090 Bonnie View Court  
Flatwood, UT 84999  
Dear Jeff:  
Thank  
largest fire  
fire fighters  
With appreciation,  
Ranger

Mr. Alan Wilson  
Flatwood Market  
55 E. Main Street  
Flatwood, UT 84999  
Dear Alan:  
Thank you, Alan, for an outstanding effort in fighting the largest fire in Lone Pine National Park's history. The volunteer fire fighters in your community are an inspiring model for all fire fighters in our state and nation.  
With appreciation,  
Ranger John T. Smith

While there is no limit to the number of fields allowed in a record, each field must contain the same category of information or remain empty. If field 3 of one record contains a phone number, then field 3 of every other record in that file must contain a phone number—or nothing at all.

Most secondary files shouldn't contain any extra Hard Returns between fields or records, or extra spaces between the last word in a field and a Merge E or Merge R.

You do not have to keep the same number of lines or words within each field. For example, you may have two address lines in field 3 of one record, and five address lines in field 3 of another record.

Since secondary files can grow to include many thousands of records, we recommend that you consider the categories and methods for breaking that information down into fields. For example, if the city, state, and zip code are in the same field, it is impossible to include only the state in a merge, or to merge anything but the whole field (city, state, and zip code) into a primary file. Both of these problems are remedied by breaking the information down into smaller categories, i.e., the city in one field, the state and zip code in another.

If you are merging with a large secondary file, the merge will stop if you run out of editing space. The solution to this problem is to

- Break the secondary file into two or more smaller files
- Merge to the printer (see page 13)
- Install a hard disk

## **The Keyboard**

A primary or secondary file can merge with the keyboard. The merge pauses at a preselected place, letting you type whatever you please. Lesson 9 in the Learning section is a good example of merging with the keyboard.

## **User Files**

A primary file can merge with other files. These files are usually short paragraphs and can be inserted into preselected places in the primary file. This idea is discussed in "Document Assembly" (see page 16).

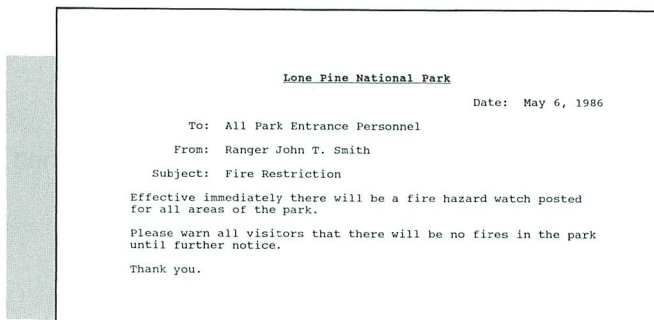
The /Learn diskette contains files that will be used in some of the lessons that follow.

## ■ Combining Macros and Merges

You can start a merge with a macro so that you don't have to repeatedly enter the names of primary and secondary files—just the name of the macro.

You can also automatically start a macro when the merge ends which in turn starts a merge which starts a macro and so on and so on.

In this lesson, you merge a memo form (primary file) with the keyboard. The merge will be started by a macro. After you have typed the memo, another macro sends the completed memo to the printer, then appends the memo to a file on disk.



**Change the prefix** Start WordPerfect, then to **"/Learn"**



Display the "Pathname: /WORK/=" message

**TYPE** # to change the prefix

**ENTER** /learn

Remember that macros are saved as files on the default drive just like any other file. The macro, primary, secondary, and other needed files must be in the default drive or directory for the following example to work.

If you are running WordPerfect from a hard disk, make sure your prefix is set to your personal directory.

## Create and save the memo

The memo for this step is created in lesson 9 of the Learning section. We assume you have completed this lesson and saved the file as MEMO on the /Learn diskette.

## Define a “start” macro

This macro starts the merge. The number of keystrokes needed to start the memo-merge is thereby reduced.



Begin defining the macro



**memo.start** for the name of the macro



Start the merge



**memo** for the primary file



There is no secondary file

Merging begins. Don't type anything into the memo.



End the merge

## Define a “print & append” macro

This macro automatically sends the finished memo to the printer, then appends it to another file.



Define the macro



**end**



Print a document



Move to the beginning of the document (before any codes)



Make a Hard Page break



Move up to the first page of the document

The previous two steps are designed to keep this document on a separate page when it is appended to another file.



Turn Block on



Move to the end of the document



Append the block

**ENTER** **memo.x** as the file to which this block is appended

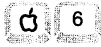
You can append the block to any file you want by entering a different filename here. However, the filename you enter will be the file this block is appended to every time you run the END macro.



**Turn Block off**



**Clear your screen**



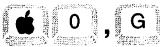
**End the macro definition**

### **Start a macro from a primary file**

There are specific merge commands that tell a primary file to start a macro after the merge is finished. In this step, the primary file MEMO is told to start the END macro after the memo is completed.



**Retrieve MEMO**



**Insert ^G into the memo**

^G is the merge command that tells MEMO to start a macro when the merge is finished.

**TYPE**

**end** (this is the name of the macro you just created)



**Insert ^G into the memo**

^G must be placed before and after the macro name.

You should see ^Gend^G at the top of the memo. No matter where you place a macro in a primary file, it will not start until the merge has ended.

continued . . .

## Save the memo

The primary file MEMO is saved with the new merge commands.



Save the memo



Replace the original memo on disk with the edited memo on your screen



Clear the screen

When you are ready to start the macro, press the Macro key and enter **memo.start**. After typing an entry, press the Merge R key to continue. As soon as you complete the memo, press the Merge R key again and the memo is sent to the printer, appended to a file named MEMO.X, and cleared from the screen.

## ■ Mailing Labels and Envelopes

You can use the names and addresses from a secondary file to print single-width mailing labels or envelopes. This is done by merging the names and addresses into a separate file. This does two things: first, the names and addresses are singled out from the other fields, and second, the Merge E's and R's are deleted without changing the secondary file.

Now the new name and address file can be formatted for labels or envelopes.

The secondary file ADDRESS.SF created in lesson 8 of the Learning section is used in this exercise.

### Create a primary file

Create a primary file that retrieves the name and address from each record of ADDRESS.SF.

  , N , 

Clear the screen

 0

Display the Merge Codes menu

F , 1 , 

Insert ^F1^ into the file



Return to the left margin

 0

Display the Merge Codes menu

F , 2 , 

Insert ^F2^ into the file



Return to the left margin

 0

Display the Merge Codes menu

F , 3 , 

Insert ^F3^ into the file



Return to the left margin

  , Y

Save the file as LABELS.PF



Clear the screen

continued . . .

## Create the LABELS file

Merge the primary file LABELS.PF with ADDRESS.SF to create and save a LABELS file.



Start the merge

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

ENTER **address.sf** for the secondary file

"Merge" appears on the status line until the merge is completed.



Save the file on disk as LABELS



Clear the screen

You now have a labels file that can be formatted to print continuous labels.

## Select the format

Use the following examples as a guide to set the format for your labels or envelopes. Set your formats immediately before printing your labels or envelopes.

This feature works with continuous-form labels only. It will not work with hand-fed forms.

### Single-width labels

The example and settings below show the format for 2" x 4" labels:

○	<div>Mr. Alan Wilson Flatwood Market 55 E. Main Street Flatwood, UT 84999</div>	○
○		○
○		○
○		○
○		○
○	<div>Mr. Jeff Richards Flatwood Motors 58090 Bonnie View Court Flatwood, UT 84999</div>	○
○		○
○		○
○		○
○		○



Margins = 5 left and 35 right

### Page Length

Form Length = 12 lines

# of Text Lines = 9 (6 lpi)

The page length is determined by measuring from the top of one label to the top of the next.

Top Margin = 6 (half-lines)

When you set a top margin, the printer advances each label by that many lines before printing.

Feed the labels into the printer so that the top of the first label is even with the print head.

### Envelopes

The example and settings below show the format for hand-feeding a legal-sized envelope (9" x 4").



continued...

Margins = 40 left and 80 right

Top Margin = 0 (half-lines)

Roll the envelope to the line where you want to begin printing.  
Some printers have envelope feeders that use the same  
format as labels.

Your printer should be set for Hand-Fed forms (see page 46 in the  
Reference section for instructions).

## ■ Merge to the Printer

---

When a large number of letters must be merged and printed, and there is not enough memory and disk space for the resulting file of merged documents, you should merge to the printer. Many companies do large merges and printings at night, using high-speed printers.

A primary file which will be used in a merge to the printer is the same as any other primary file except for the addition of the following merge commands:

**^N**

Tells WordPerfect to get the next record from the secondary file.

**^T**

Tells WordPerfect to send all text merged up to that point to the printer.

**^Pfilename^P**

Tells WordPerfect to start over using the primary file named between the ^P's (if no filename is entered—the ^P's are next to each other—the merge uses the most recently used primary file).

This is not a preferred way to print a merged file because it is extremely slow.

## ■ Reports and Lists

---

A secondary file can be used for more than just a simple merge. Lists and reports can be generated by customizing the merge. In this lesson, you create a name and phone list using the secondary file ADDRESS.SF created in lesson 8 of the Learning section.

The merge commands ^N and ^P are used in this exercise.

Make sure that your prefix is set to /LEARN (or your personal directory) before starting this lesson.

### Create the primary file

Type and save the following primary file as PHONE.LST.

Whenever you see **[Tab]**, press the Tab key. Press the Return key when you see **[HRT]**.

TYPE    ^F1 ^**[Tab]** ^F4 ^**[HRT]**  
         ^N ^P ^P

Be sure to press the Return key before typing the second line. The ^N ^P ^P combination tells WordPerfect not to insert an extra page break; otherwise the printer will automatically advance to the next page when it finishes each letter.



Save the file as PHONE.LST



Clear the screen

### Start the merge

You are ready to create a phone list with the Merge feature.



Start the merge

ENTER    **phone.lst** for the primary file

ENTER    **address.sf** for the secondary file

"Merge" appears on the status line until the merge is completed.

## Adjust the format for the list

After creating a list, you can adjust the format and add titles to finish editing the document. In this step, you change the tab for the phone numbers.

MOVE

To the beginning of the document



5

,

1

Display the Tabs menu



Delete all the tab stops beginning at the current position

ENTER

40 to insert a tab stop



Exit the Tabs menu

The phone numbers move to position 40.



,

N

,

N

Clear the screen

## ■ Document Assembly—The Contract

Several paragraphs (each in a separate file) are used to assemble a contract. You select the paragraphs as you go.

The merge commands `^Pfilename^P`, `^U`, `^Otext^O`, and `^C` are used in this exercise.

The `^U` in the steps below updates the screen so you can see the added text as the merge progresses. `^P^C^P` pauses to let you enter a file to be retrieved at that point. The `^P^C^P` sits between two `^O`'s to allow you to display a reminder of what your options are at that moment.

You can also build a document by retrieving several files from your disk into a document on your screen and then saving them as one document.

### Create seven files

The steps below guide you through creating seven files. After saving a file with the Exit key, clear your screen before starting the next file.

**TYPE** **Two bedrooms with one and one-half bathrooms[HRT]**  
**[Tab]B.[Tab]^U^OEnter k for kitchen or t for**  
**kitchenette: ^P^C^P^O**



Save the file as TWO



Clear the screen

**TYPE** **Three bedrooms with one and three-quarters**  
**bathrooms[HRT]**  
**[Tab]B.[Tab]^U^OEnter k for kitchen or t for**  
**kitchenette: ^P^C^P^O**



Save the file as THREE



Clear the screen

**TYPE** **Four bedrooms with two full bathrooms[HRT]**  
**[Tab]B.[Tab]^U^OEnter k for kitchen or t for**  
**kitchenette: ^P^C^P^O**







Save the file as FOUR




Clear the screen


TYPE **Kitchen including appliances[HRT]**  
[Tab]C.[Tab]^U^OEnter s for pool or j for  
jacuzzi:^P^C^P^O

 ,  Save the file as K



 Clear the screen


TYPE **Kitchenette with no appliances[HRT]**  
[Tab]C.[Tab]^U^OEnter s for pool or j for  
jacuzzi:^P^C^P^O

 ,  Save the file as T

 Clear the screen


TYPE **Swimming Pool**

 ,  Save the file as S

 Clear the screen

TYPE **Marble Jacuzzi**




 ,  Save the file as J


 Clear the screen

### Create the primary file

Type and save the following primary file as MERGE2.

TYPE **I.[Tab]Property Description[HRT]**  
[Tab]A.[Tab]^U^OEnter the number of bedrooms  
(Two-Four):^P^C^P^O

 ,  Save the file as MERGE2

 Clear the screen

continued...

**Start the merge** You are now ready to start assembling the document.



Start the merge

**ENTER merge2**



Begin merging

Choose from the letters or words displayed at the bottom left of your screen (e.g., Two, Three, j, s) and press the Return key to continue. (The words need to be completely typed out.)



Clear the screen



## ■ Forms Fill-in

WordPerfect can help you fill in pre-printed forms. Information from the keyboard, primary files, and secondary files can be used to fill in the form. This Merge feature is for those who have to fill in the same forms over and over again.

The idea is to insert a ^C at a position on the screen which corresponds to the correct position on the form. Do this every place you want to enter text. The ^C stops the merge and lets you enter text from the keyboard.

### Lone Pine National Property

Date May 6, 1986

Name	Type of Cabin	Reservation Date
Terry L. Brown 2354 Squaw Peak Dr. Flatwood, UT 84999	Executive	December 20-27, 1986
	Number of Persons <u>10</u>	Reservation Fee <u>\$1000.00</u>
	Payment <u>\$250.00</u>	Confirmed <u>Yes</u>

### Measure the fill-in area

Measure the maximum area on the pre-printed form that will require fill-in. For example, an invoice whose total dimensions are 9" in width by 8" in length may have a maximum fill-in area of 8" in width by 7" in length.

### Set the format

Clear your screen and reset your margins. If the maximum fill-in width is 8", you need 80 spaces (using 10 pitch) between your margins. Reset the lines per inch if necessary (the initial setting is 6). Reset the page length if necessary (the initial setting allows for 54 lines of text).

## Create a grid

Create a grid similar to the one shown below.

Line 1  
123456789012345678901234567890123456789012345678901234567890  
Line 3  
123456789012345678901234567890123456789012345678901234567890  
Line 5  
123456789012345678901234567890123456789012345678901234567890  
Line 7  
123456789012345678901234567890123456789012345678901234567890  
Line 9  
123456789012345678901234567890123456789012345678901234567890  
Line 11  
123456789012345678901234567890123456789012345678901234567890

Continue until you have filled the maximum fill-in area.  
Remember that you can copy and retrieve the first line of the  
grid using the Move key.

### Print the grid

Print the grid onto your form noting Line and Pos numbers that intersect fill-in points on your pre-printed form.

Note the position of the form as you place it in the printer.

Lone Pine National Property		Date
<b>Name</b>	<b>Type of Cabin</b>	<b>Reservation Date</b>
<b>Number of Persons</b>	<b>Reservation Fee</b>	
<b>Payment</b>	<b>Confirmed</b>	

## Set the tabs

Set the tab stops at every position you will want to insert a merge code. You should set tab stops on every line where there is an entry.

If you are merging the information into the form, press the Return key until you are at the proper line for inserting the merge code.

**Lone Pine National Property**

Name	Type of Cabin	Reservation Date
Number of Persons		Reservation Fee
Payment		Confirmed

continued . . .

**Insert the merge commands**

You may create prompts for each entry. If you need to put two prompts so close together that you do not have room on the same line, you may do an Advance Up, Return, Advance Up, and Tab to the position of the second prompt. The prompts will appear on separate lines on the screen but will print on the same line (if your printer can perform Advance Up).

^D

^OEnter Name^O^C

^OEnter Address^O^C

^OType of Cabin^O^C

^ODates Reserved^O^C

^OEnter # of Persons^O^C

^ODEposit^O

^OPayments^O^C

^OConfirmed Y/N

Pg 1 Ln 12 Pos 5

**Save the primary file**

Save the primary file. Do the merge, load your pre-printed form into the printer, then print on the form.

## ■ Flights of Fancy

---

The lessons below are for those who feel comfortable with most of the features in the Special Features and Merge sections. Recursive (looping) properties of merging and macros are introduced. Remember that the real task at hand is to transform what you have learned into creative applications.

Flights of Fancy includes two examples: the first is another way to do document assembly, and the second is a boilerplate.

### Document Assembly

This lesson introduces another method of assembling documents. Fields containing sentences or paragraphs are selectively merged to produce a tailored document.

Keep in mind that you can also build a document by simply retrieving different files from your disk onto your screen and saving them as one document.

### Create a secondary file named FISHING.SF

The file you create (shown below) contains only one record with nine fields. Some fields are only two lines long, some are as many as six.

^R is created by pressing Control-R.

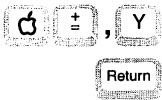
```
TYPE Fishing at Lone Pine National Park during[HRt]
[Tab]^R
March 1 - August 31[HRt]
[HRt]
Fish in season:[HRt]
^F8^ ^R
September 1 - February 28[HRt]
[HRt]
Fish in season:[HRt]
^F9^ ^R
Lone Pine Reservoir is stocked with[HRt]
^F7^ ^R
Hard Rock River is stocked with[HRt]
^F6^ ^R
```

continued...

```

[Tab]Rainbow trout[HRT]
[Tab]German Brown trout[HRT]
[Tab]Bass[HRT]
[Tab]Salmon[HRT]
[HRT]
^R
[Tab]Perch[HRT]
[Tab]Lake trout[HRT]
[Tab]Catfish[HRT]
[Tab]Sunfish[HRT]
[Tab]Freshwater shark[HRT]
[HRT]
^R
[Tab]Rainbow trout[HRT]
[Tab]German Brown trout[HRT]
[Tab]Perch[HRT]
[Tab]Lake trout[HRT]
[Tab]Catfish[HRT]
[HRT]
^R
[Tab]Bass[HRT]
[Tab]Salmon[HRT]
[Tab]Sunfish[HRT]
[Tab]Freshwater shark[HRT]
[HRT]
^R
^E

```



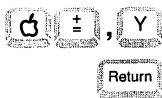
Save the document as FISHING.SF

Clear the screen

### Create a primary file named DOC.PF

To type ^F followed by ^C, press the Merge key and type **f**, then **c** instead of a field number.

TYPE ^F^C^P^P



Save the file as DOC.PF

Clear the screen

## Start the merge

You are now ready to merge the two files.



Start the merge

ENTER

**doc.pf** for the primary file

ENTER

**fishing.sf** for the secondary file

The **^F^C** lets you choose a field. Enter the number of the field (1 through 9) and press the Merge E key when you wish to stop. This is a recursive merge in that it will keep looping as long as you keep entering field numbers or until you press the Merge E key.

## Use the merge to create documents

Try creating the following documents by starting the merge and entering the field numbers below.

### Document 1

Enter 1

Enter 2

Enter 4

Press the Merge E key

### Document 2

Enter 1

Enter 2

Enter 1

Enter 3

Enter 4

Enter 5

Press the Merge E key

Try your own combination!

continued . . .

## Boilerplates

WordPerfect can help you build a contract using previously created files. We suggest that you complete the Document Assembly lesson before continuing, as this exercise uses existing files from that lesson.

Lone Pine Recreational Property

Owner/Buyer Kelly C. Scott

Kelly C. Scott hereby deposits with Lone Pine Recreational Property as EARNEST MONEY, the amount of \$15,000 which shall be deposited in accordance with applicable State Law.

Type of Cabin: Luxury

OFFER TO PURCHASE

I. Property Description

A. Four bedrooms with two full bathrooms

B. Kitchen including appliances

C. Swimming pool

II. Purchase Price and Financing

The Total Price is \$75,000.00

\_\_\_\_\_  
Kelly C. Scott

## Create a file

Create and save this file so that it is on disk when you create the FORM macro.



Clear the screen

TYPE

**customer file**



Save the file as CUSTOMER



Clear the screen



## Create a primary file

Duplicate the file you see on the screen below. Save this file as MERGE4. This primary file is the basic *contract*. Clear the screen when you are finished.

Lone Pine Recreational Property

Owner/Buyer ^F1^

^F1^ hereby deposits with Lone Pine Recreational Property as  
EARNEST MONEY, the amount of \$^F4^, which shall be deposited in  
accordance with applicable State Law.

Type of Cabin: ^F2^

OFFER TO PURCHASE

I. Property Description

A. ^U^OEnter the number of bedrooms (two-four): ^P^C^P^O

II. Purchase Price and Financing

The Total Price is \$^F3^

^F1^

Pg 1 Ln 25 Pos 44



Save the file as MERGE4



Clear the screen

continued...

## Create another primary file

Duplicate the file you see on the screen below. Save this file as MERGE3. This primary file is used to create a secondary file with one record to be merged with the *contract*. Clear the screen when you are finished.

When you type the ^R and ^E, the cursor wraps to the next line. Delete the [HRT] so that your cursor is next to the ^R or ^E to add the next code.

^OType Applicant's Full Name^O^C^V^R^V

^OType the Style of Cabin^O^C^V^R^V

^OType the Total Purchase Price^O^C^V^R^V

^OType the Amount of Earnest Money Deposited^O^C^V^R^V

^V^E^V

^Gform^G■

Pg 1 Ln 6 Pos 18



Save the file as MERGE3



Clear the screen

## Create a macro

This macro is started after the secondary record is created. The secondary file with the single record is saved and then merged with the *contract* primary file.

TYPE This is a test





Begin defining a macro

ENTER **form**

  Turn Block on

  Move to the beginning of the document

  Save the block as CUSTOMER

 Confirm the replacement of CUSTOMER

  Turn Block off



  ,  ,  Clear the screen

  ,  Start the merge

ENTER **merge4** for the primary file

ENTER **customer** for the secondary file

Don't enter the requested information.


  End the merge

  ,  ,  Clear the screen

### Start the merge

  ,  Start the merge

ENTER **merge3**

 There is no secondary file yet

Enter the information requested by each prompt, then press the Merge R key.

You could have the macro append all contracts to a central file or print them or both.

## ■ Glossary of Merge Codes

---

### **^C**

Temporarily stops the merge and allows text to be entered from the keyboard. Press the Merge R (Control-R) key to continue.

If a ^C is found in the primary or secondary file, the merge pauses so you may enter text. When you press Merge R, the merging continues.

### **^D**

Inserts the current date (if you have a clock card or have used the Set Date option on the Extra key to set the date).

### **^E**

Marks the end of a record in a secondary file. This code also stops a merge in progress.

### **^Fn^**

Merges the text from field *n* (where *n* = 1,2,3, etc.) into the document being created.

### **^G**

**^G***macro name***^G** starts the named macro at the end of the merge.

### **^N**

Looks for the next record in the secondary file. If it does not find the next record, the merge ends.

### **^O**

**^O***message***^O** displays the message on the status line and is generally used with ^C.

### **^P**

**^P***filename***^P** inserts the named file. If no filename is specified, the current primary file is used.

### **^Q**

Stops the merge. It may be placed in a primary or secondary file.

### **^R**

Marks the end of a field in a secondary file.

**^S**

**^S***filename***^S** will change to the named secondary file.

**^T**

Sends all text that has been merged up to the **^T** to the printer.

**^U**

Updates (rewrites) the screen.

**^V**

Lets you transfer merge codes into the document being created.

## Examples

Below are some examples of merge commands that are used correctly.

**^OEnter applicant's name^O^C**

The message "Enter applicant's name" appears on the status line, and the merge pauses so that you may enter the name of the applicant. The name will be placed in the text at the first **^O**.

**^OEnter new primary file—^P^C^P^O**

The message "Enter new primary file—" appears on the status line, and the merge pauses so that you may enter the name of a primary file. The primary file text will begin at the first **^P**.

**^OEnter address list name—^Slist^C^S^O**

The message "Enter address list name—" appears on the status line, and the merge pauses so that you may enter the name of a secondary file. In this case, the secondary file name must begin with the letters "list." This is allowed so that you can have secondary files named list1, list2, list3, etc., and you will only need to type one number to change to the correct list.

**^OWhat do you want to do now?—^G^Cgo^G^O**

The message "What do you want to do now?—" appears on the status line, and the merge pauses so that you may specify a macro. In this example, the name of the macro must end with the letters "go."



# Appendices

## ■ Contents

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## ■ Appendix A: Printer Troubleshooting

---

In order to support the largest number of Apple II systems, all printer information is stored on disk. This design makes WordPerfect compatible with virtually any system configuration. For simplicity, different files are used for each of the items specific to your system. These files are:

Printer definitions: WP.PRINTER  
Printer card definitions: WP.CARD  
Printer font definitions: WP.FONT  
Sheet feeder definitions: WP.FEED

A working copy of these files is located on /WP; a second copy is on /Util. When you select your printer, your printer and printer card definitions are loaded from /WP into your computer. /WP will not be needed again, unless you change the printer number or use the Speller. If you do either of these things, WordPerfect will prompt you for the /WP diskette when it needs to update your printer information.

### **Your printer is not on the Printer Selection menu**

There are about 100 printer definitions included with the program, although only 32 may be seen at one time on the Printer Selection menu. If your printer is not on the list, check on the /Util diskette for additional definitions (i.e., WP.PRINTER.1, WP.PRINTER.2). Using the Filer program on the /Util diskette, copy one of these files onto your /WP diskette as WP.PRINTER. This will overwrite the current WP.PRINTER file, which can still be found on your /Util diskette. If you still cannot find your printer on the Printer Selection menu, repeat these steps with another printer file.

More printers may be defined by the time you read this, or your printer may be compatible with a different brand (most printers will at least print under the line printer definition). Read the following pages and then write or call us before you try to define your own printers, cards, and fonts.

WordPerfect Corporation  
Apple Support  
288 West Center  
Orem, UT 84057

You may also contact us by telephone at (801) 226-6800 during business hours or our Bulletin Board modem at (801) 226-1605 anytime.

## Your printer won't print

First check the message on the Printer Control screen. This option on the Print key shows the status of your printer from WordPerfect's point of view.

Look at the Printer Status on the Printer Control menu. If the message is "Send a Go to resume printing," then type **g**. Check to make sure the printer is turned on, on-line, the cables are tightly plugged into both ends, paper is rolled in, and there is ample ribbon. Make sure the correct printer card slot was chosen when selecting printers.

Other things you might try:



Stop the printing from the Printer Control menu

Turn the printer off, then on again.



Send the printer a "Go"

If it still doesn't print,



Stop the printing again



Cancel printing

Try printing one more time. If it still doesn't print,



Display the Printer Selection menu



Select Line Printer

If the document prints under this printer definition, retrieve and print the PRINTER.TEST file found on the /Work diskette to see which features work and which don't.

## Your printer's printing very slowly

Make sure the WordPerfect screen is visible while the printer is running instead of the Printer Control screen. While printing is possible from the Printer Control screen, you should not stay there.

## **Your printer's printing garbage**

There are four general conditions in this category:

### **Prints nothing but garbage**

- Check that the cable is plugged in tightly at both ends.
- Check the dip switches on your printer and baud rate in the card definition.
- Turn the printer off and then on again.
- Check that the switch settings are correct (see your manual).

### **Approximately every other character is garbage**

- Check the parity switch on your printer and in the printer definition to make sure that it is correct.

### **Prints garbage, loses characters, or goes into error state after printing part of the document correctly**

This is usually a buffer overflow problem caused by one of the following:

- The printer cable may be incorrectly wired.
- The printer card definition is wrong.

### **Prints garbage at top and bottom of page**

- You told WordPerfect you have a sheet feeder (Select Printers) and you really don't.
- You have a sheet feeder but you chose the wrong one (Select Printers).
- The wrong printer was selected (Select Printers).
- An "Embedded Printer Code" was entered incorrectly and your printer thinks the characters are regular characters (Print Format key).

## **The paper feeds incorrectly**

- The sheet feeder may have been incorrectly defined.
- You may have specified continuous forms and you are hand feeding paper into the printer.
- You may have specified the wrong page length (Page Format).

## **Page format problems**

Many page format problems are caused by unwanted codes. Search for codes you suspect are causing problems, such as margins, spacing, headers/footers, page numbering, etc., and delete them.

### **Double Spacing**

Turn off any AUTO-LF (line feed), AUTO- SCROLL, or AUTO-CR (carriage return) settings on your printer.

### **Line creep**

Many dot matrix printers can print up to 80 characters on a line. If you print a line with more than 80 characters and spaces, it will wrap remaining characters to the next line.

### **Superscripts and Subscripts**

Subscripts on a printer with a tractor feed are sometimes able to move down but not back up again (use just the pinch rollers instead of the tractor feed). You may be able to change the printer definition (Printer Utility) to do superscripts and subscripts correctly.

### **Bolding and Underlining**

Many printers can do either double striking or shadow printing to highlight text. Use the Printer Utility to change shadow printing to enhanced bolding.

If your printer is printing a series of underscores instead of a solid underline, look in your printer manual for the correct underline code and change the printer definition using the Printer Utility.

### **Proportional Spacing**

Some printers cannot do proportional spacing. If you aren't sure if your printer will, check the following:

- Did you select 10\* for the pitch (Print Format key)?
- Did you select a proportional font (Print Format key)?
- Did you turn off proportional spacing at your printer (WordPerfect handles proportional spacing)?

## ■ Appendix B: /Work Diskette

---

The /Work diskette furnishes space to edit and print your documents since the program files occupy most of /WP.

### **Overflow files**

The main purpose of the /Work diskette is to contain the overflow files (WP.TV.TMP and WP.BV.TMP). The overflow files increase editing space by using disk space as an extension of memory. Imagine that your screen is the visible part of a scroll that falls above and below your screen. The top and bottom of the scroll act much the same as the top and bottom overflow files with the cursor signaling when to take up and when to let out.

### **Help file**

This file contains help information used in conjunction with the Help key in WordPerfect.

### **TEST files**

The three TEST files can be retrieved and printed from WordPerfect to test printers and fonts. PRINTER.TEST tests most of the WordPerfect features, FONT.TEST tests fonts, and PS.TEST tests proportional spacing on proportional fonts. The Printer Utility can be used to correct most problems.

### **Printer files**

WP.PRINTER, WP.CARD, WP.FONT, and WP.FEED can all be moved to the /Work diskette. WordPerfect will look on this diskette for printer files first. If they cannot be found, the /WP diskette is assumed to have them. The program works like this so you can copy the printer files to the /Work diskette and have less disk swapping at print time. The only disadvantage is that the /Work diskette will contain less space.

The Filer utility on the /Util diskette can be used to copy these files to the /Work diskette (see the Getting Started section).

### **Making room**

You can make more room on the /Work diskette by deleting the TEST files and the Help file from your copy of the /Work diskette (you will still have them on the original diskette). We recommend that you use the Printer utility to delete all printer and font definitions that you are not currently using, whether or not you keep the printer files on /WP or /Work. This frees disk space, allowing you to edit and print larger documents from screen.

## ■ Appendix C: WordPerfect and ProDOS

---

To understand how WordPerfect and ProDOS communicate, we need to establish some vocabulary and understanding about ProDOS.

ProDOS stands for *Professional Disk Operating System*, and is a program written by Apple Computer, Inc. When you turn on your computer, ProDOS tells the computer how to read from and write to the diskette in the disk drive. WordPerfect simply tells ProDOS what to read from and write to the diskette, and ProDOS does the rest. Some of the important ProDOS terms are defined below:

### Vocabulary

#### Booting

Booting is the process of loading ProDOS into memory. This is done by placing the disk you want to *boot* into drive 1 and turning on the power, or by pressing the Open Apple key, the Control key, and the Reset key simultaneously (releasing the Open Apple key last).

#### Volume Name

ProDOS keeps track of a diskette by the name given it when it is formatted (or renamed), not by the disk drive it is in. In order to use a certain diskette, you must know its *name*.

#### Filename

A filename is the name given to a file on a diskette. To retrieve a certain document, you must know its filename. Filenames may be seen using List Files in WordPerfect.

#### Pathname

A pathname consists of the location and name of a file. The pathname is required to save or retrieve a file. A complete pathname is written in the following format: */volume name/ filename*. The first slash (/) tells ProDOS that the volume name follows; the second slash tells ProDOS that the filename follows.

#### Prefix

The prefix is a default volume name remembered by ProDOS. It is in the format: */volume name/*. The prefix is only used if you do not specify a complete pathname. You can change the prefix in WordPerfect by using the List Files commands.

## Subdirectories

In order to help keep the files on a disk organized, ProDOS allows you to use subdirectories. These divide the disk into smaller sections. Each of these sections has its own name, so you can put different classifications of files in the section where they belong.

To create a subdirectory, select the *Create* option on the List Files menu and enter the new name. To use this subdirectory, use the complete pathname */volume name/subdirectory/filename*.

Because of the disk size, it is not common to create subdirectories on a normal 5.25" diskette. However, for a hard disk or a UniDisk 3.5, subdirectories are essential, due to the amount of information they can contain.



## ■ Appendix D: RAM Drives

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If you have an extended 80-column card with more than 64 Kb of memory and ProDOS recognizes it as a RAM drive, you can direct the overflow files to the RAM drive. This increases file access (scrolling, etc.) considerably. For the following example to work, the RAM drive must be named /RAM.

To direct the overflow files to the RAM drive, start WordPerfect. Then

**ENTER** /RAM when you are asked to insert WORK



Press once

To take further advantage of a RAM drive, see Appendix I on using the WordPerfect Install program. You can name the RAM drive anything you want using the Install program.



## ■ Appendix E: WordPerfect Utilities

---

### FILER.SYSTEM

This program is used to maintain diskettes (volumes), e.g., format diskettes, copy and delete files, create directories, etc. You can start this program by inserting the /Util diskette into drive 1 and turning on the machine.

### PRINTER.SYSTEM

This program lets you create or modify the printer, printer card, sheet feeder, and font definition files.

Printer definitions consist of strings the printer needs to perform its functions (e.g., bold, underline, change pitch, font, etc.). Use this program to modify these definitions. Very few printers can do all the functions provided in the definition. However, in some cases, WordPerfect may still be able to perform the required task even if the printer was not originally capable of doing it.

Strings in the printer definition are entered in the following format:

- All printable characters (in the range of 32-126 decimal) are entered as normal.
- Other codes (below 32 or above 126 decimal) are entered as their decimal equivalent inside angle brackets (e.g., ESC = <27>, US = <31>).

For example, if your printer has a string of "ESC x" to start underlining, you would enter the command as <27>x from the Print Format menu.

To start this program, change the prefix to /Util and enter **-printer.system** from BASIC or **printer.system** from ProDOS.

### CONFIG.SYSTEM

This program is used to design and test printer card definitions.

To use this program, boot /Util, press **q** to exit the Filer program, replace the /Util diskette in the drive with the /Util2 diskette, and enter **/util2/config.system**. After a short logo screen, a list of printer cards is displayed. Your selection displays a screen showing information about this card definition.

If the card you selected is Super Serial Card-compatible, the communications protocol is displayed at the top of the screen; otherwise, ignore this information.

For all cards, the card name and current working slot are displayed. The status line is in the center of the screen, and the actual definition is displayed in the lower half of the screen. The program's help screens will explain any parts of the definition that are unclear.

Modify the definition as you require—you cannot hurt anything. Use the printer settings and your printer interface card manual for the specific information you require. Test your printer using the *Test Configuration* option. When the printer test will print perfectly for all 5,000 characters, you are ready to install this printer interface card definition. Do a screen print, using the *Print Screen* option, to save the information. Use PRINTER.SYSTEM to make the changes permanent, as described above.

**CONVERT.SYSTEM** This program is used to convert existing AppleWriter and AppleWorks files to WordPerfect format. Refer to Appendix H for more information on this program.

**INSTALL.SYSTEM** This program is used to customize WordPerfect to increase efficiency. Refer to Appendix I for more information on this program.

## ■ Appendix F: WordPerfect Files

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### **/WP diskette**

#### **PRODOS**

Disk operating system (not a WordPerfect file).

#### **WP.SYSTEM**

Main memory portion of WordPerfect.

#### **WP.OVLY**

Overlay portion of WordPerfect.

#### **WP.PRINTER**

Printer definitions and information.

#### **WP.CARD**

Printer card definitions and information.

#### **WP.FONT**

Printer font definitions and information.

#### **WP.FEED**

Sheet feeder definitions and information.

Except for WP.FEED, the above files are needed to run WordPerfect. WP.FEED is only needed if you have a sheet feeder.

### **/Util diskette**

#### **ProDOS**

Disk operating system (not a WordPerfect file).

#### **FILER.SYSTEM**

Program used to manage files.

#### **PRINTER.SYSTEM**

Used to modify and create printer, card, font, and sheet feeder definitions.

#### **WP.PRINTER**

Printer definitions and information.

#### **WP.PRINTER.1, WP.PRINTER.2, etc.**

Additional printer definitions.

#### **WP.CARD**

Printer card definitions and information.

**WP.FONT**

Printer font definitions and information.

**WP.FEED**

Sheet feeder definitions and information.

**/Work diskette****WP.HELP**

Help screens used when the Help key is pressed.

**PRINTER.TEST**

Printer definition test document.

**FONT.TEST**

Font reference test document.

**PS.TEST**

Proportional spacing test document.

**READ.ME**

Information about the latest program updates.

**STARTMAC**

Macro which is invoked by WordPerfect when the system is booted.

The following files are created on the /Work diskette during use and deleted when you exit WordPerfect.

**WP.TV.TMP**

Top overflow file.

**WP.BV.TMP**

Bottom overflow file.

**WP.SPTMP**

Tracks remaining disk space.

**/Learn diskette**

The following files are used in the Learning section of the manual:

**CAMPS.LRN****GRAPH.LRN****NOTICE.LRN****PERMITS2.LRN****PERMITS3.LRN****REPORT.LRN****TREES.LRN**

**/Spell diskette**

**WP.DICTIONARY**

50,000 word dictionary in compacted form.

**/Util2 diskette**

**PRODOS**

Disk operating system (not a WordPerfect file).

**SPELL.SYSTEM**

Used to modify and create dictionaries.

**INSTALL.SYSTEM**

Advanced utility designed to customize WordPerfect for increased efficiency.

**CONFIG.SYSTEM**

Used to design and test printer card definitions.

**CONVERT.SYSTEM**

Used to convert existing AppleWriter and AppleWorks files to WordPerfect format.

**RECOVER.SYSTEM**

Used to recover overflow files after a power or machine failure.

**Others**

These files are created at the current prefix during use:

**WP.BLK.TMP**

File used to store *block-move* text.

**WP.TXT.TMP**

File used to store document printed from screen.

**WP.TXT**

File created when a document is printed to disk.

**WP.SUPPLEMENT**

File containing words temporarily added to the dictionary.

This file is created on the /RAM disk during use:

**WP.OV.TMP**

Overlay file kept in /RAM.

Any file with a .TMP extension is deleted when you exit WordPerfect.

## ■ Appendix G: Recover

---

Recover is a utility program which converts overflow files into a format that can be used by WordPerfect. This program is provided in case a power or machine failure causes the document in the computer's memory to be lost. While not all the document is stored on disk, portions may be.

To use Recover:

**BOOT** /Util

**TYPE** **q** to quit the Filer program

**REPLACE** The /Util diskette in the drive with the /Util2 diskette

**ENTER** **/util2/recover.system**

You will see a short explanation about Recover. At the bottom of your screen you will see, "Enter pathname to overflow files: / WORK."

**ENTER** The location of your overflow files

If you have stored your overflow files elsewhere, you must delete /WORK and type the full pathname to the overflow files.

You will then see: "Enter name for the recovered file: Recovered.doc."



Press the Return key

If you wish to use another name, delete Recovered.doc and type any pathname you want.

When the recovery is complete, the following message appears on your screen: "Operation successfully completed. Press any key to exit."

You are now ready to enter WordPerfect and retrieve your recovered document. Portions of the document which were unrecoverable will appear as "[text loss]."

## ■ Appendix H: Convert

---

The Convert utility is used to convert files from AppleWorks, AppleWriter II, or ASCII text files into a format which is usable by WordPerfect. To use this utility, the files you wish to convert must be ProDOS based.

**BOOT** /Util

**TYPE** **q** to quit the Filer program

**REPLACE** The /Util diskette in the drive with the /Util2 diskette

**ENTER** **/util2/convert.system**

When you see, "Enter source filename: "

**ENTER** The full pathname (*/disk name/filename*) of the file that you wish to convert to WordPerfect format

**INSERT** The named disk into the drive

When you see, "Enter destination filename: "

**ENTER** The full pathname (*/disk name/filename*) that you wish to call your file in WordPerfect

You should have a formatted ProDOS diskette that will be used to store the file after it has been converted. If a file of the same name already exists, the cursor will move back to the beginning of the line to allow you to enter another filename.

**ENTER** The source type (1-AppleWorks, 2-AppleWriter II, or 3-Other)

When "Enter source type" appears,

**TYPE** The number which corresponds with your source file

Convert will then convert your files into WordPerfect format.

You will see, "Convert another file?"

**TYPE** **y** or **n** to continue converting files or exit the program



## ■ Appendix I: Install

---

Install is an advanced utility which allows customization of WordPerfect to increase efficiency. It is designed to be used by those who are familiar with the Apple computer system. Using Install, it is possible to make the most of advanced system hardware.

If you are a computer novice, it would be best not to attempt using this utility.

### Features

- Specification of WordPerfect work and overlay paths
- Extensive ProDOS functions
- ProDOS QUIT redirection

Install is a batch file processor that will run commands from an ASCII text file. It can be used to configure the system before WordPerfect execution, as well as perform operations after exiting from WordPerfect.

### Using Install

In order to use Install, you must run the program `INSTALL.SYSTEM`. This can be done in two ways. The computer can be instructed to run Install manually, or it can be done automatically when you boot.

In order to create a diskette that automatically runs Install when booted, the following steps should be taken:

**FORMAT** The diskette which will be used as the Install boot disk. This diskette will be referred to as `/Install` in these instructions.

**COPY** `PRODOS` to `/Install` (the boot diskette)

**COPY** `INSTALL.SYSTEM` to `/Install` (the boot diskette)

`INSTALL.SYSTEM` must be the first system program on this diskette if Install is to run automatically.

Create the batch file `INSTALL.BAT` on `/Install` as described in the remainder of these instructions. This batch file will be automatically executed when Install runs.



**COPY** Any other files you desire to /Install

These could include such files as the WordPerfect files, /WP/WP.=, or other programs, such as a RAM DRIVE installation program.

## Batch Files

A batch file is a series of commands similar to a WordPerfect macro, except that the commands usually perform ProDOS functions instead of WordPerfect functions. Batch files are also created differently than normal macros. These are text files containing instructions exactly as they would be typed from the keyboard. Install provides a method of executing batch files on the Apple computer. In addition, Install provides several commands that are specific to WordPerfect, increasing flexibility and performance.

To create a batch file, the desired commands should be typed—one to a line—exactly as they are to be executed, then saved as a text file. This can be done using the Text Out option (on the Extra menu) in WordPerfect.

If no batch file name is passed into Install (see the RUN command), a search will be conducted at the current prefix for the file INSTALL.BAT. If found, Install will begin batch processing with the contents of this file. Otherwise, Keyboard Mode will be entered. Keyboard Mode allows commands entered from the keyboard to be processed directly by Install.

Errors will be displayed by Install if the SCREENOFF command has not been used. Batch processing will continue with the next command; encountering an error does not stop batch processing.

The commands COPY, DELETE, LOCK, and UNLOCK may be used with wildcard characters—the dash (-) representing one character and the equal sign (=) representing zero or more characters.

For example, the filename “r-d” would match “red” and “rod,” but not “reed.” However, “r=d” would match all three, as well as “rd.”

A complete alphabetical list of commands recognized by Install follows. All values in square brackets are optional. These can either be entered directly from the keyboard, or entered into the text of the batch file to be automatically executed.

#### **CLEARSCREEN**

The screen is cleared of all text when this command is entered.

#### **COPY *pathname*[,*prefix*]**

The files specified by *pathname* are copied to the current prefix with the same filename. If the optional *prefix* extension is used, the files are copied to the specified prefix instead of the current prefix. Wildcards may be used in the *pathname* specification.

Some examples of the COPY *pathname*[,*prefix*] command are:

COPY /UTIL/FILER.SYSTEM

The FILER.SYSTEM file will be copied from the /Util disk to the current prefix.

COPY /SPELL/WP.=,/HARD1/WP

All files starting with "WP." on /SPELL will be copied to the directory /HARD1/WP.

#### **CREATE *pathname***

A subdirectory is created at the location specified by the *pathname*.

Some examples of the CREATE *pathname* command are:

CREATE PRINTER

A subdirectory called PRINTER is created at the current prefix.

CREATE /RAM/SYSTEM

The subdirectory SYSTEM is created on /RAM.

#### **DELETE *pathname***

The specified files are deleted. Wildcards may be used with this command; however, caution should be exercised, as no prompting is performed before the deletion(s).

Some examples of the DELETE *pathname* command are:

DELETE STARTUP

The STARTUP file is erased from the current prefix.

DELETE /APPLE1/---

All files on /APPLE1 that are three letters long are deleted.

### **FILE *pathname***

Starts batch file processing of the specified file. This command may be entered from the keyboard, or it can be used to chain batch files. If a file is open for batch processing when this command is encountered, the current file will be immediately closed and batch processing will resume with the new file.

An example of the FILE *pathname* command is:

FILE INSTALL.BAT

Starts batch processing of INSTALL.BAT, found at the current prefix.

Chaining batch files refers to having one batch file start another.

### **HELP**

When entered, the available commands and their parameters will be displayed.

### **KEYBOARD**

When encountered, any batch file processing will stop, and the batch file will be closed. Further commands must be entered directly from the keyboard.

### **LOCK *pathname***

The specified file is locked to prevent accidental deletion. Wildcards may be used in the *pathname*.

An example of the LOCK *pathname* command is:

LOCK INSTALL.=

All files beginning with INSTALL. at the current prefix are protected.

### **OVERLAY *complete pathname***

OVERLAY is a WordPerfect-specific command. It tells WordPerfect what the overlay file is to be called and where it is located. If this command is not used, WordPerfect will automatically copy the overlay file (WP.OVLY) from the system prefix to the 64 Kb RAM drive (/RAM) and use it from there. If used, this command will cause WordPerfect to use the specified file rather than making a duplicate copy. Note that the file must exist at the specified location before this command is used.

An example of the OVERLAY *complete pathname* command is:

OVERLAY /RAM5/WP.OVERLAY

Instructs WordPerfect that the overlay file exists on /RAM5 under the name WP.OVERLAY.

### **PREFIX *prefix***

This command sets the prefix (default) to the specified location.

An example of the PREFIX *prefix* command is:

PREFIX /WP

Makes /WP the default disk.

### **QUIT**

When this command is encountered, the ProDOS QUIT handler is invoked. Using the QUIT instruction will cause ProDOS to terminate the program currently running and take control of the computer. If a new system program has been designated before QUIT is called, ProDOS will begin executing the new program (see the SETQUIT command). Otherwise, ProDOS will prompt for the prefix and pathname of the new system program.

### **RENAME *old pathname,new pathname***

This command is used to change the name of a file or volume. The old pathname is the current pathname of the unit to rename, and the new pathname is what it should be changed to.

Some examples of the RENAME *old pathname,new pathname* command are:

RENAME /SPELL,/DICTIONARY

Causes the /SPELL disk to be named /DICTIONARY.

RENAME /WP/WP.SYSTEM,/WP/WORDPERFECT

Changes the name of the file or subdirectory WP.SYSTEM on the /WP disk to WORDPERFECT.

### **REQUEST *volume name***

When entered, the REQUEST command will prompt for the volume name disk, unless it is already in one of the disk drives. When a key is pressed, the check for volume name will be repeated. This will continue until the requested disk is available to the system.

An example of the REQUEST *volume name* command is:

REQUEST /WP

Stops batch file processing until /WP is available.

### **RUN *pathname[,startup]***

RUN will begin execution of the system file specified by *pathname*. Optionally, additional information may be transferred to the new system program in *startup*. What this information is used for depends on the system program being run. In WordPerfect, *startup* is used as the *pathname* of the macro to be automatically invoked. If specified, this macro will be invoked in place of STARTMAC. In Install, *startup* is the *pathname* of the batch file to begin executing. In BASIC, *startup* is the *pathname* to a program that will be automatically run if it is a BASIC or BINARY type file.

Some examples of the RUN *pathname[,startup]* command are:

RUN WP.SYSTEM,MACRO.1

WordPerfect will be run, and the macro MACRO.1 will be invoked automatically.

RUN /SYSTEM/BASIC.SYSTEM,RAMWORKS

BASIC will be run from /SYSTEM; next, the binary file RAMWORKS will be run from the current prefix.

### **SCREENOFF**

This command turns off the display. The batch file processing will continue with a blank screen. Note that this command will also stop any encountered errors from being displayed.

### **SCREENON**

This command turns the display on. Batch file commands from this point on will be displayed on the screen. Any errors will be displayed as they are encountered.

### **SETQUIT [*prefix*],*pathname*[,*startup*]**

Using the SETQUIT command will tell ProDOS what system program to run when the QUIT handler is invoked (see the QUIT command). Optionally, the prefix may be set before the system program is started. Also, additional information may be transferred to the new system program using *startup* (see the RUN command).

Some examples of the SETQUIT [*prefix*],*pathname*[,*startup*] command are:

SETQUIT ,BASIC.SYSTEMBASIC

Will be run from the current prefix when QUIT is called.

SETQUIT /WP,WP.SYSTEM

WP.SYSTEM will be run when QUIT is called.

SETQUIT ,INSTALL.SYSTEM,/UTIL/AUTOBAT

Install will be run from the current prefix, and will automatically begin batch file processing of AUTOBAT on /UTIL.

SETQUIT /SYSTEM,BASIC.SYSTEM,ANIMALS

Sets the prefix to /SYSTEM, runs BASIC, which in turn runs the BASIC program ANIMALS.

### **UNLOCK *pathname***

The specified file is unlocked. Wildcards may be used in the *pathname*.

An example of the UNLOCK *pathname* command is:

UNLOCK =

All files at the current prefix are unprotected.

### **WORK *prefix***

WORK is a WordPerfect-specific command. This instruction informs WordPerfect where the work files are to be created and maintained. If this command is not used, the work files will be placed at the system prefix on a hard drive; otherwise, the work disk will be prompted for. When used, there will never be a prompt for the work disk. The specified area will be used for WordPerfect's work space.

Some examples of the WORK *prefix* command are:

WORK /RAM5

Use /RAM5 as the work disk.

WORK /HARD1/WP

The work files will be put in the WP subdirectory on /HARD1.

**Sample Batch File** In order to help explain how to use Install and batch files to increase WordPerfect performance, we offer the following sample batch file, designed to configure WordPerfect to use the Apple Memory Expansion card.

```
CREATE /RAM5/WORK
REQUEST /WP
PREFIX /RAM5/WORK
COPY /WP/WP.OVLY
COPY /WP/WP.PRINTER
COPY /WP/WP.CARD
COPY /WP/WP.FONT
COPY /WP/WP.FEED
COPY /WP/WP.HELP
OVERLAY /RAM5/WORK/WP.OVLY
WORK /RAM5/WORK
SETQUIT /WP,INSTALL.SYSTEM,INSTALL.BAT.2
RUN /WP/WP.SYSTEM,/WP/STARTMAC
```

This batch file would be located on /WP and called INSTALL.BAT so it would be automatically executed upon booting /WP. A step-by-step analysis of this batch file follows.

- Create the subdirectory WORK on the volume /RAM5.
- Ensure that the WordPerfect system disk is available.
- Set the prefix to the new work directory on /RAM5.
- Copy the necessary system files from /WP to /RAM5/WORK.
- Instruct WordPerfect to use the overlay file you copied to /RAM5.
- Tell WordPerfect to put the work files on /RAM5.
- Tell ProDOS what to run when you exit from WordPerfect.
- Run WordPerfect from /RAM5, getting the STARTMAC from /WP.

While the exact steps of such a batch file depend greatly on personal preference, the major elements can be clearly seen.

First, the important system files are copied to /RAM5 to free up the disk drives and speed up WordPerfect operation. Next, WordPerfect is told of the change. ProDOS is told to run Install again when WordPerfect finishes, but this time a different batch file will be run. Finally, WordPerfect is started. The newly created WordPerfect files could then be saved directly on /RAM5, and their permanent storage on disk could be accomplished automatically by exiting WordPerfect. The batch file INSTALL.BAT.2 will be started when you exit WordPerfect, and could cause the newly created files to be saved on a floppy diskette or other location for permanent storage.

By studying this example, many different possibilities for Install should come to mind. Feel free to experiment and find the best configuration for your system.



# Glossary/ Index

## ■ Glossary

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### **ASCII**

**American Standard Code for Information Interchange** is one of the standards for representing characters so that files can be shared between programs.

### **Backup**

To copy files for safekeeping.

### **BASIC Prompt**

The right bracket symbol "]" that lets you know your computer is ready for a BASIC command.

### **Block**

(1) A marked portion of your text which can be used with editing features such as Append, Bold, Underline, etc.; (2) 512 bytes. The List Files screen reports file size in blocks.

### **Boot**

To start your computer. This can be done by turning the computer off, waiting a few seconds (to avoid hardware problems), and back on again, or by pressing the Open Apple, Control, and Reset keys simultaneously.

### **Byte**

The amount of space needed to store a single character (number, letter, or code). 1024 bytes equal one **kilobyte** or **Kb**.

### **Codes**

Symbols that control how your document looks on the screen and/or at the printer.

### **Continuous Forms**

Computer paper that is perforated on all four sides and fed automatically into a printer.

### **Copy**

(1) To move a portion of text without deleting the original; (2) to transfer files from one location to another.

### **Cursor**

A marker that points like a finger to your position on the screen. Arrow keys move the cursor through the text without making changes.

**Cut**

To move a portion of text and delete the original.

**Data Diskette**

Used to store personal files.

**Destination Diskette**

The diskette which receives copies of files from the Source Diskette.

**Directories**

Used to organize files on disks much the same as files are organized in file drawers.

**Disk Drive**

A device that records and *plays back* information much the same as a tape deck records and plays back music.

**Diskette**

A medium onto which information is recorded for future use.

**Document**

A file created using WordPerfect.

**Edit**

The cycle of proofing, correcting, and improving a previous draft.

**Enter**

To type the bolded text and press the Return key.

**Error Messages**

Messages on your screen that notify you of a problem. The Reference section contains a list of the most common error messages. Additional error messages are explained in the Appendices section.

**External Drive**

A disk drive that is not built into your computer.

**File Type**

A convention assigned to the file, determined by the file's internal structure. The file type tells WordPerfect what to expect when retrieving the file. For example, WordPerfect looks at a file before retrieving to be sure it has a file type of WP or TXT.

**Filename**

The name you assign to a WordPerfect document. Filenames can have up to 15 letters, numbers, and/or periods, but must begin with a letter (also see "Pathname").

**Font**

A print style. Dot matrix printers may have a number of built-in fonts. Letter-quality printers have print wheels or fonts that can be changed manually.

**Format**

(1) A collective term for margins, spacing, pitch, page length, and in general, the visual appearance of the printed page; (2) the process of making a blank diskette usable by the computer.

**Hand Fed**

The process of hand-feeding single sheets of paper into the printer, one page at a time.

**Hard Disk**

A fixed disk that can record many millions (megabytes or megs) of characters.

**Hardware**

Anything you can touch, i.e., your computer and printer.

**Hyphenation**

Dividing words to keep lines about the same length and improve the appearance of the printed page.

**Initial Settings**

The startup (initial) settings of WordPerfect. You can change the margins, spacing, printer selections, etc.; however, they will be reset to the initial settings each time the program is started.

**Input**

Communication to your computer, i.e., anything typed on the keyboard.

**Internal Drive**

A disk drive that is built into your computer (called drive 1 or drive 2 in this manual).

**Lines per Inch**

The number of lines per vertical inch printed on a page. You can change from 6 lpi (initial setting) to 8 lpi.

**Macro**

A special file that remembers a series of keystrokes to be used later.

**Memory (RAM)**

The working space for the program you are using. Anything in Random Access Memory (RAM) is erased when the power to the computer is turned off.

**Merge**

Short for *mail-merge*. Inserts fields, files, and keyboard input into specific places in a form to automate and *personalize* letters, mailing labels, mass mailings, order forms, contracts, etc.

**Monitor (CRT)**

The screen on which you see the characters and codes that have been entered from the keyboard.

**Output**

Communication from your computer, i.e., that which is printed, sent to disk, shown on your screen, etc.

**Overflow Files**

Temporary files that use disk space to hold part of the document on your screen when it won't fit in memory.

**Parallel Printer**

A type of printer that receives information from the computer through a parallel interface.

**Pathname (complete)**

The full path that ProDOS must follow to get to a specified file. A complete pathname always begins with a slash, includes the name of the volume, and ends with the name of the file. Maximum size is 128 characters (64 for the prefix and 64 for the partial pathname).

**Pathname (partial)**

The part of a pathname which follows the prefix to create a complete pathname. A partial pathname never begins with a slash. Maximum size is 64 characters.

**Pitch**

Number of characters per inch. Pica is 10 pitch and Elite is 12.

**Prefix**

The part of the pathname that your computer remembers. The prefix precedes any *partial pathname* to create a complete pathname and always begins with a slash. Maximum size is 64 characters.

**ProDOS**

Short for **P**rofessional **D**isk **O**perating **S**ystem: an Apple II Disk Operating System which allows the computer to read and write to your diskettes. ProDOS must be loaded before you can start WordPerfect.

**Proportional Spacing**

Varies the spacing between printed characters in relation to character widths.

**RAM Drive**

RAM or Dynamic Memory Drive. Uses memory (RAM) as if it were a disk drive.

**Return key**

The key that is pressed to send a command to your computer or end a short line of text.

**Reverse Video**

Text that is displayed on the screen with a highlighted background.

**Right Justification**

Adjusts character spacing in a line to create an even right margin (like newspaper print).

**Scrolling**

Moving the cursor through a document that is longer and/or wider than your screen.

**Serial Printer**

A type of printer that receives information from the computer by way of a serial interface.

**Sheet Feeder**

A device that feeds cut paper (as opposed to continuous paper) into your printer.

**Slot**

Short for *expansion slot*. A place inside the Apple IIe where cards for disk drives, printers, etc., can be plugged in.



## **Software**

Instructions that make computer hardware perform specific jobs. The WordPerfect program is a type of software.

## **Source Diskette**

The disk which is used to copy files to a Destination Diskette. The disks that were included with your WordPerfect package are Source diskettes.

## **Startup Diskette**

Contains both an operating system (such as ProDOS) and an application program (such as WordPerfect). Your /WP diskette is a startup diskette.

## **Text Files**

Also called ASCII text files. Files in ASCII format that can be shared between programs.

## **Tractor Feed**

A device that feeds continuous paper to a printer by means of tractor wheels turning through the perforation.

## **User Files**

Files created and saved using a program such as WordPerfect.



## **Utilities**

Useful programs that, for example, let you rename, copy, format, delete, and otherwise manipulate files, volumes, printers, and fonts.

## **Volume**

Another term for *disk*, either flexible or hard. Volume is a general term referring to a storage device.

## **Volume Name**

Is made up of letters, numbers, or periods. The first character must be a letter. No punctuation characters other than periods are allowed and the name may not exceed 15 characters in length.

## **Wildcard**

A character which represents zero or more characters in a filename pattern or search string.



## **Word Wrap**

A word processing feature that eliminates the need to press the Return key until you come to the end of a paragraph, short line, or command.

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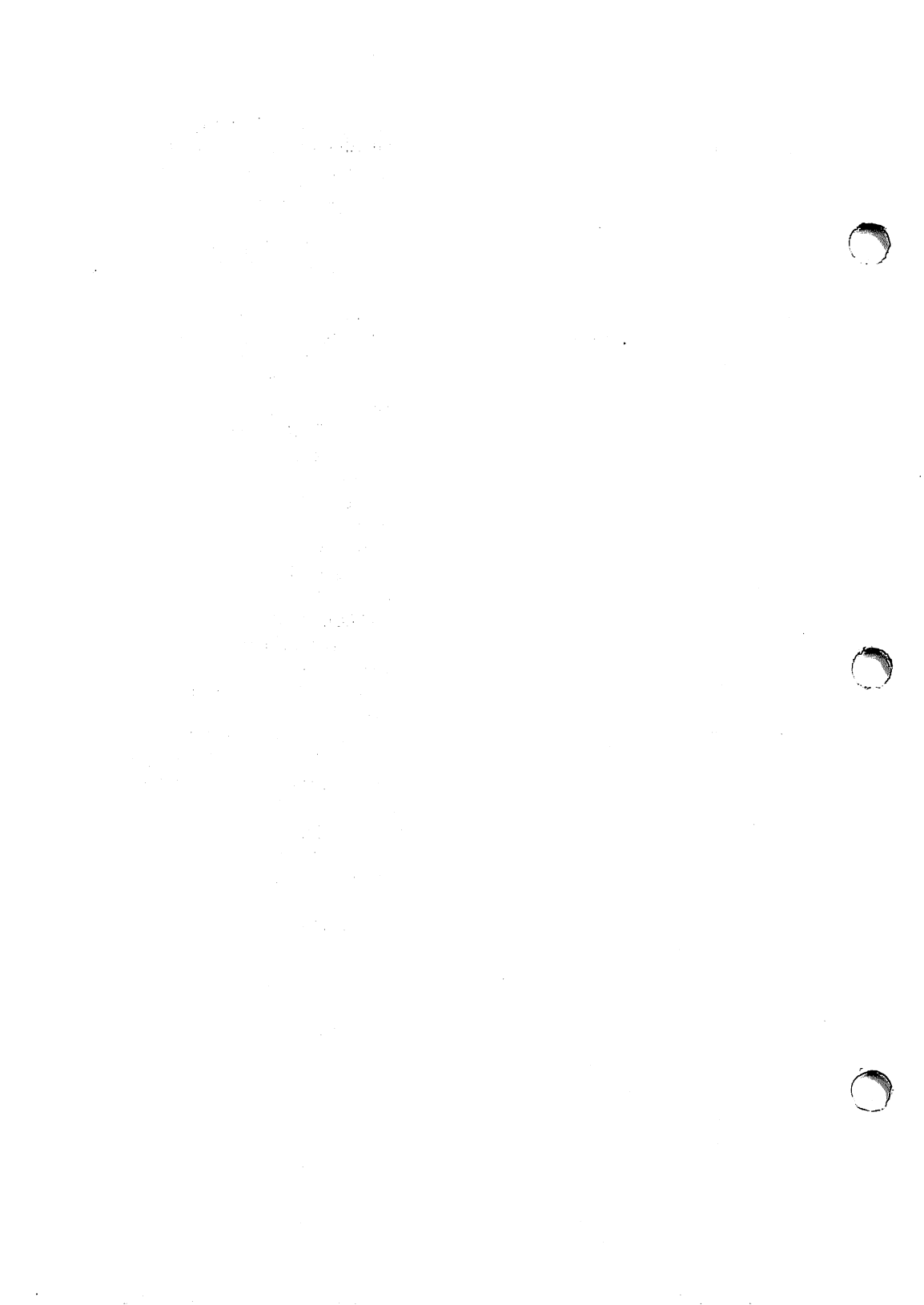
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