

Reference

 **NOVELL**®

DOS

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WordPerfect 6.0

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Introduction

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Welcome

Welcome to WordPerfect®. WordPerfect 6.0 for DOS—the new version of the world's best-selling word processing software—is the most revolutionary WordPerfect yet. Its new and enhanced features, coupled with a unique graphical interface, make it more powerful, yet easier to use than ever. *Getting Started* gives you all the information you need to install and start using WordPerfect.

Registration and Ordering Information

Registering WordPerfect

Before continuing, please take a minute or two to fill out the Certificate of License Registration card and return it to WordPerfect Corporation. That way, you'll receive important software and information update notices.

Your license number is proof that you own a legal copy of WordPerfect. It may be needed when you call Customer Support, and it will be required if you upgrade to a new version of WordPerfect.

If you have licensing questions, you can call Customer Registration at the following number:

Customer Registration **(801) 222-4555** (toll)

Orders

To order retail packages of WordPerfect 6.0 for DOS or other WordPerfect products, use one of the Orders numbers listed below. For competitive pricing, see your local reseller. If you're outside the United States, U.S. Territories, or Canada, please contact your WordPerfect Affiliate office or local reseller.

You can also contact WordPerfect Corporation about the availability and prices of other product components (such as disks, templates, and manuals), using a number listed below:

Orders	(800) 321-4566 (toll-free)
Orders	(801) 226-6800 (toll)
International Information	(801) 222-4200 (toll)
Fax	(801) 228-5377 (toll)

If you're outside the United States, U.S. Territories, or Canada, contact your WordPerfect Affiliate office about the price and availability of other product components as well as supplementary materials and service listed below.

Supplementary Materials and Services

WordPerfect Corporation offers other supplementary materials and services, including the following:

- Additional Coaches disk, Coaches source files, and documentation on creating Coaches
- Utilities disk (including PTR program, SPELL.EXE, and so forth)
- Additional printer drivers
- Additional graphics drivers
- Additional fonts
- Certification program information (for certifying instructors and systems engineers as well as authorized training centers)

- Training materials (such as course outlines, class exercises, transparency masters, student handouts, and demonstration files)
- PTR manual

You can receive detailed information about the availability and cost of these and other materials by calling one of the Information Services numbers listed under *General Information* at the end of this section or by using the WordPerfect InfoShare Fax Service. For more information on InfoShare, see *WordPerfect Corporation InfoShare Service* under *Additional Customer Support Services* under *Getting Help*.

Installing WordPerfect

This section contains the information you need to install WordPerfect, including the following:

- System requirements
- Installing WordPerfect on a hard disk
- Installing WordPerfect on a network
- Questions and answers about installing

System Requirements

Minimum System Configuration

- Personal computer using 286 processor
- 480K free conventional memory
- DOS 3.1 or higher
- Hard disk with 7 M disk space for minimal installation

IMPORTANT: You will not be able to use some advanced functions if you run WordPerfect 6.0 for DOS using the minimum memory configuration.

Recommended System Configuration

- Personal computer using 386 processor
- 520K free conventional memory
- DOS 6.0 or memory management software
- Hard disk with 16M disk space for complete installation
- VGA graphics adapter and monitor

Installing WordPerfect on a Hard Disk

Because WordPerfect files are in compressed format, you must use WordPerfect's installation program to place the files on your hard disk. You'll follow the same steps whether you're installing WordPerfect for the first time or as a new (upgrade) version.

You don't have to delete an earlier version of WordPerfect from your hard drive before installing WordPerfect 6.0. For example, if you're using WordPerfect 5.1, it may be located in C:\WP51. The WordPerfect 6.0 installation program creates a new directory (C:\WP60). You can then run either program.

If your disk space is limited, you may want to delete your old version of WordPerfect before installing WordPerfect 6.0. Just be careful not to delete documents, styles, graphics, or macros you'll want to use with WordPerfect 6.0.

To install WordPerfect to your hard disk,

- 1 Insert the **Install 1** disk into disk drive A (or drive B).
- 2 At the DOS prompt, type **a:install** (or **b:install**), then press **Enter**.
- 3 Read the on-screen instructions carefully and follow the prompts to finish installing WordPerfect.

We recommend the Standard Installation for most users. For more information about installation options or answers to other questions you have while you're installing WordPerfect, refer to *Questions and Answers About Installing* later in this section.

IMPORTANT: When you've finished copying the program to your hard disk, put the original disks in a safe place. Avoid exposing them to sunlight, dust, and magnetic fields (even televisions, telephones, and stereo speakers contain magnets). If one of the original disks becomes damaged or lost, you may not be able to recover the contents of that disk.

Installing WordPerfect on a Network

This section is for the network supervisor who is in charge of installing programs on the network. You can skip this section if you're not installing WordPerfect on a network.

What You Should Do Before You Install WordPerfect

- Ensure that you have sufficient rights or privileges to the drive on which you are going to install. For example, you should be able to copy, rename, write, delete, read, and create files.
- Check to see that at least 16M of disk space is available.
- Verify that the drive letters you specify during installation are consistent with those that are available on your server.
- Make sure the total number of WordPerfect copies in use does not exceed the number printed on your Certificate of License. If you need more copies than your license allows, call the WordPerfect Orders department to order additional licenses. This number is listed under *Registration and Ordering Information*.

IMPORTANT: Map a search drive to the WordPerfect program directory before you install. Only one search drive is needed to run WordPerfect on Novell NetWare.

Starting Install

- 1 Make sure the destination resource (or drive) to which you intend to install WordPerfect is available.
- 2 Insert the **Install 1** disk into drive A (or drive B).
- 3 At the DOS prompt, type **a:install** (or **b:install**), then press **Enter**.
- 4 Read the on-screen instructions carefully and follow the prompts to the installation screen, then choose **Network Installation** from the **Installation Options**.
- 5 Continue to follow the prompts to finish the installation.
- 6 If you need help, call WordPerfect Customer Support at the Networks number listed under *Getting Help*.

What You Should Do After You Install

- Use your network's security system to secure files that are critical to the operation of WordPerfect before it is used regularly on the network.
- Share the WordPerfect directories with (or make them accessible to) all users on the network.
- Set up each user's workstation by including SET and redirection commands in AUTOEXEC.BAT, network profiles, or login scripts as you deem necessary.

Viewing README.NET

The README.NET file contains information about networking WordPerfect that was not available when this manual was printed.

Setting up Environment Files

A Network installation creates an environment file for WordPerfect. Environment files contain startup options that let WordPerfect operate as networked software. See *Appendix L: Networking WordPerfect* for more information.

Questions and Answers About Installing

The following are answers to questions you may have about installing WordPerfect.

Do I need to delete earlier versions of WordPerfect before I install?

No. A Standard installation places the 6.0 version in a different directory than earlier versions. Just make sure that the PATH= statement in your AUTOEXEC.BAT references only one version of WordPerfect (for example, either c:\wp51 or c:\wp60).

If your disk space is limited, you can delete your earlier version of WordPerfect and then install WordPerfect 6.0. Be sure to copy documents, styles, graphics, and macros you want to use in WordPerfect 6.0 to a new directory before deleting the earlier version of WordPerfect.

Which installation option should I choose?

The Standard Installation is the recommended installation option for most users, whether you are installing WordPerfect for the first time or as a new (upgrade) version.

The following table shows which installation option to choose:

Installation Option	Use
Standard Installation	To install WordPerfect for the first time, or to install WordPerfect for a new (upgrade) version
Custom Installation	To perform a minimal installation, to install only part of the program (such as printer or learning files), or to install sets of files to directories you specify
Network Installation	To install WordPerfect for use by many users on a network

When installing WordPerfect, a prompt tells me that I don't have enough room to install all the WordPerfect files. What should I do?

You can exit the installation program and delete unnecessary files from your hard disk to make more disk space available, or you can choose a Custom Installation that lets you select those files you want to install.

Several files, such as Learn files, Speller and Thesaurus files, and sound driver files, are not required. For example, if your computer isn't set up for sound, you don't need the sound driver files. Of course, these files could be added later through a Custom Installation. See *Appendix M: Program Files* for a list of the files necessary to run WordPerfect.

What happens to the files I created with earlier versions when I install WordPerfect 6.0?

Nothing. Installing WordPerfect 6.0 creates a new directory (C:\WP60) rather than copying over files in an existing directory that contains an earlier version. You can then run either WordPerfect 6.0 or an earlier version of the program.

If you choose to delete an earlier version of WordPerfect before installing WordPerfect 6.0, copy any files you want to keep.

What is the WPC60DOS directory?

WPC60DOS is a shared files directory. This directory contains files such as the Grammatik, Speller, Thesaurus, and font files.

How can I conserve disk space?

You can choose Minimum Installation under the Custom Installation option to install only the files necessary for running WordPerfect. This option requires a minimum of 7M of free disk space and does not install the Learning Files, Speller, Thesaurus, Grammatik, Style Library, Keyboard files, Conversion files, Shell 4.0 files, Macro Help files, Sound Clips, Font Installer, macros, graphics, and preset Button Bars.

You can also choose Custom Installation to install the program files and any other files you want.

After you install, you may be able to delete some files, depending on your computer setup. See *Appendix M: Program Files* to see which files you can delete.

Can I use styles, macros, and keyboards I created in WordPerfect 5.1 with WordPerfect 6.0?

You can use any styles you created with WordPerfect 5.1. Simply retrieve the WordPerfect 5.1 files into WordPerfect 6.0, and the program automatically converts these styles so you can use them in WordPerfect 6.0.

You can also use any macro you created in WordPerfect 5.1. WordPerfect 6.0 comes with a macro conversion program that converts your macros, although you may need to edit some complex macros after you've converted them. See the *Online Macros Manual* (choose Macros from the Help menu).

You cannot use keyboard layouts from an earlier version of WordPerfect.

What is a printer driver and why should I install one?

A printer driver is a file that lets you print to a specific printer. Before you can print documents from WordPerfect, you first need to install the appropriate printer driver. You can install printer drivers when you first install WordPerfect or at a later time.

Each WordPerfect installation option lets you install printers. You can choose your printer from a long list of available printer drivers. If your printer is not listed, WordPerfect may still have a printer driver you can order for your printer. See *Registration and Ordering Information* for information about ordering additional printer drivers.

If you have installed WordPerfect and want to add an additional printer driver at a later time, find the disk labeled **Install 1** that came with your original WordPerfect 6.0 package. Follow the installation instructions as described earlier in this section until you come to the Installation Options menu. Choose **Device Files** under **Miscellaneous Options** and follow the online prompts to choose the printer driver(s) you want from the Printer Files option. This procedure installs only the printer files you select.

I installed additional printer drivers for an earlier version of WordPerfect. Can I use the same drivers?

Although you can convert printer files to use with WordPerfect 6.0, we do not recommend using printer drivers from earlier versions of WordPerfect. A Standard Installation of WordPerfect 6.0 installs updated printer files with your program.

I chose Minimal Installation from the Custom Installation option. Why can't I run the Speller, Thesaurus, or Grammatik?

A Minimal Installation will install only those files necessary to run WordPerfect. If you want to install writing tools such as Speller, Thesaurus, or Grammatik, choose Custom Installation, then install the files you want.

What are the README files?

README files contain information about program changes made after this manual was printed. You can retrieve the README files in WordPerfect or any text editor. You can also print them. The names of the files begin with "README."

I accidentally deleted some WordPerfect files. Can I reinstall only part of WordPerfect 6.0?

Yes. Start the Install program, choose Custom Installation, then select those files you want to reinstall.

Getting Help

Everyone needs help on occasion. If you have problems using WordPerfect, you can get help from several different sources. This section explains the following:

- Understanding manual conventions
- Using online Help
- Using README files
- Calling Customer Support

Understanding Manual Conventions

As you read through this guide and other WordPerfect manuals, you should understand the following conventions and terms. They will help you locate and interpret the information you need.

Left Mouse Button

Unless otherwise noted, mouse instructions assume that you are using the left mouse button. If your mouse is set up for a left-handed user, you will need to use the right button.

Alternate Methods

Although the WordPerfect manuals are written with the mouse user in mind, *function keys* or alternate methods for keyboard users are included with steps to allow quick keyboard access.

Cross-References

Cross-references are used frequently throughout the manuals to direct you to more information. Cross-references can refer you to another area of the section you're in, to other sections in the same manual, or to a section in another manual. A cross-reference can appear as follows, depending on where it directs you for more information:

- See *Setting Tabs* later in this section.
- See *Installing WordPerfect*.
- See *Learning WordPerfect*.

Using Online Help

You can use WordPerfect's online Help system to get immediate information about WordPerfect features and options without reaching for a manual.

Help Menu

You can access the full range of Help topics using the following items from the Help menu:

Choose Menu Item	To Get
Contents	List of Help contents and access to the Index, How Do I, Glossary, Template, Keystrokes, Shortcut Keys, and Using Help
Index	List of Help topics in alphabetical order; choosing a letter displays a list
How Do I	Instructions for performing common tasks. For example, the user might ask, "How do I <i>Save a Document?</i> "
Coaches	Step-by-step instructions to complete tasks using a selected feature
Macros	Online Macros Manual

Choose Menu Item	To Get
Tutorial	A guided tour of WordPerfect basics
WP Info	Information about your version of WordPerfect, your license number, network setup, memory, and the current printer. You can also edit your license number.

Help Key

You can get help on the feature you're using by pressing the Help key. The Help key is F1 or F3, depending on the keyboard layout you are using (F1 is the default for WordPerfect 6.0).

If you press the Help key in a document window, the Help Contents window displays.

If you press the Help key in a dialog box or on a selected option or highlighted menu item, help for that item displays.

For more information about the Help feature, see *Help*.

Using README Files

README files contain information about changes to the program that were made after the manuals were printed. Be sure to retrieve README files from the directory where you install WordPerfect and read through them.

Calling Customer Support

If you have a question or problem when using WordPerfect, you may want to look at the *Questions and Answers* section, *Appendix R: Troubleshooting*, and *Online Help*. If you still can't find the answer, feel free to call Customer Support.

Customer Support is designed to offer you fast, courteous service in response to any questions you have about WordPerfect.

Before calling, be prepared to explain your problem. Try to duplicate it, then write down what happened step by step. Also, be at your computer and try to have the following available:

- *WordPerfect Reference*
- Your original WordPerfect 6.0 for DOS disks
- Your license number and the WordPerfect program date (you can display these by choosing WP Info from the Help menu)
- The brand name, type, and model of your computer, graphics card, and mouse

If your problem is related to your printer or sheet feeder, you need to know:

- The brand name, type, and model of your printer, and the release date of your printer (.ALL) file
- The brand name, type, and model of your sheet feeder

Customer Support

If you're an English version user within the United States, U.S. Territories, or Canada, you can get toll-free support by dialing the numbers listed below. If you are outside the United States, Puerto Rico, the U.S. Virgin Islands, or Canada, please contact your local WordPerfect affiliate or authorized reseller for customer support.

Installation of WordPerfect Software

For assistance when installing WordPerfect 6.0 for the first time, when installing an upgrade, or for answers to general installation questions, call the following number:

Installation	(800) 228-9012 (toll-free)
	(801) 228-9954 (toll)

General Features

For assistance when using WordPerfect features, call the following toll-free numbers:

Equations, Graphics, Sound, Tables	(800) 228-9006 (toll-free) (801) 228-9952 (toll)
Macros, Merge	(800) 228-9013 (toll-free) (801) 228-9951 (toll)
All Other Features	(800) 228-9038 (toll-free) (801) 228-9950 (toll)

Printing, Faxing, and Font Problems

For assistance when selecting a printer, setting up print options, or experiencing other printing problems in WordPerfect, call the number below that corresponds to the type of printer you use. You can also call any of the numbers if you have problems faxing WordPerfect documents directly from your computer using a fax modem or a fax server on a network.

Laser or PostScript Printer	(800) 228-9027 (toll-free) (801) 228-9955 (toll)
Dot-matrix Printer and All Other Printers	(800) 228-9032 (toll-free) (801) 228-9956 (toll)

For help with printer hardware problems or when ordering printer accessories, such as toner or font packages, contact your local dealer.

Networks

If you're a system administrator and you need assistance when installing and troubleshooting WordPerfect on a Local Area Network (LAN), call the following numbers:

Networks	(800) 228-9019 (toll-free) (801) 228-9953 (toll)
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Additional Customer Support Services

After-Hours Support

You can receive after-hours support for WordPerfect products by calling **(801) 222-9010** (toll).

This number is *not* toll free. The following hours are available mountain standard time:

Monday	2:00 a.m. to 7:00 a.m.
Monday through Thursday	6:00 p.m. to 7:00 a.m.
Friday	6:00 p.m. to 10:00 p.m.
Saturday	8:00 a.m. to 4:00 p.m.
Sunday	Closed

WordPerfect Customer Support Fax

If you have a question or problem when using WordPerfect, you can fax your question or a description of your problem directly to WordPerfect Customer Support at the following number:

Fax Number	(801) 222-4377 (toll)
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WordPerfect Corporation InfoShare Service

If you have a fax machine, you can get information about WordPerfect Corporation products, supplementary materials and services, and Customer Support solutions to common problems. Through InfoShare, you can receive documents created in response to common Customer Support calls. These documents include specific information in response to technical questions and problems.

To receive faxed information, dial one of the numbers listed below. You can obtain a listing of available documents and then use document ID numbers to request the specific

documents you want. You can call either by picking up the handset of your fax machine and dialing or by using a touchtone phone and, at the end of the message, entering the number of the fax machine to which you want the documents sent.

InfoShare Fax Service

(800) 228-9960 (toll-free)
(801) 228-9920 (toll)

WordPerfect Corporation BBS

If you have a modem and communications software package, you can access WordPerfect Corporation's Bulletin Board Service (BBS).

You can use the BBS to send questions to Customer Support and enhancement suggestions to Development. You can also transfer problem files to Customer Support through the BBS.

Use the following numbers to access the BBS:

BBS (1200, 2400, or 9600 baud) **(801) 225-4414** (toll)

BBS (9600 baud, V.32/USR modems) **(801) 225-4444** (toll)

WordPerfect Forums on CompuServe

If you have a CompuServe membership, you can get support in the WordPerfect forums. Though normal CompuServe charges apply, the forums are free of any surcharges, and there are no membership fees to access the public set of message sections and libraries.

The WordPerfect forums contain files you can download, including printer drivers, press releases, product brochures, software change notices, troubleshooting information, and utilities. The forums also contain information about WordPerfect Corporation services, such as certified instructor programs, conferences, and software subscriptions. To access the forums, enter **GO WORDPERFECT** at the CompuServe prompt.

Electronic Support for the Hearing Impaired

Customers with a telecommunications device for the deaf (TDD) or teletypewriter (TTY) may obtain toll-free electronic support Monday through Friday from 8 a.m. to 4 p.m. Mountain time. Dial **(800) 321-3256**. Local **(801) 228-9906**.

Direct Correspondence

If you have a question or problem using WordPerfect, you can write directly to WordPerfect Corporation at the following address:

ATTN CUSTOMER SUPPORT
WORDPERFECT CORPORATION
1555 NORTH TECHNOLOGY WAY
OREM UT 84057-2399

General Information

For answers to nontechnical questions about WordPerfect Corporation products, call the following:

Information Services **(800) 451-5151** (toll-free)

(801) 225-5000 (toll)

Information Services—French **(800) 321-2318** (toll-free)

(801) 222-5050 (toll)

Using WordPerfect

The way you start WordPerfect depends on your computer setup. You can start WordPerfect from a DOS prompt, from a shell program such as WordPerfect Shell, or from a graphical environment such as Windows or OS/2. This section contains the following:

- Starting WordPerfect from a DOS prompt
- Starting WordPerfect from Shell
- Entering your customer registration number
- Using the mouse and the keyboard
- Working in WordPerfect
- Exiting WordPerfect

For information about running WordPerfect under an alternative operating system, see *Appendix N: Running WordPerfect Under Windows and OS/2*.

Starting WordPerfect from a DOS Prompt

- 1 At a DOS prompt, type **cd\wp60** (or, if you installed WordPerfect to a directory other than **wp60**, type the name of the directory after the backslash [\<]).
- 2 Press **Enter**.
- 3 Type **wp**, then press **Enter**.

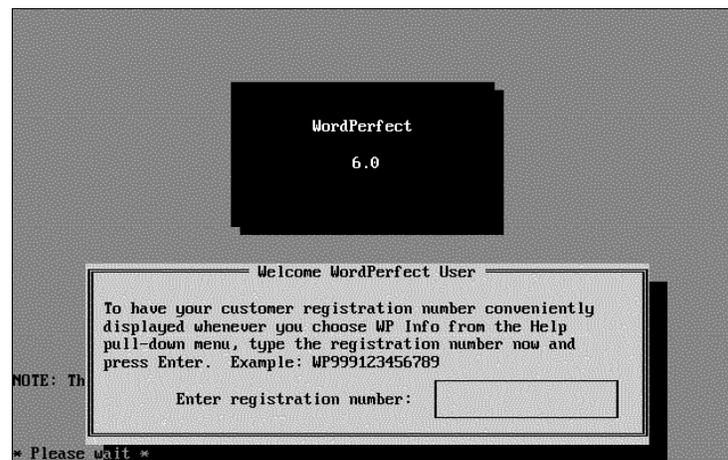
Starting WordPerfect from Shell

Before starting WordPerfect 6.0 using a shell program, you must first install the shell program. Once you've installed Shell,

- 1 Change the DOS prompt to the drive and directory containing the Shell program file.
- 2 Type **shell**, then press **Enter** to start the Shell program.
- 3 From the Shell menu window, type **w** to start WordPerfect (or, if you have assigned a program letter other than "w" to WordPerfect, type that letter instead).

Entering Your Customer Registration Number

The first time you start WordPerfect, you are prompted for your Customer Registration number.



- 1 Type your customer registration number, then press **Enter**.

You can find your registration number on your Certificate of License. If you purchased an upgrade package of WordPerfect 6.0 (if you own a previous version), you can find your license number in your original WordPerfect package. Once you've entered a registration number, you can choose **WP Info** from the **Help** menu to view or edit the number.

Using the Mouse and the Keyboard

Before you start creating documents with WordPerfect, you should learn how to use the mouse and the keyboard. If you don't have a mouse, you can skip the section *Using the Mouse*.

Using the Mouse

You do not need a mouse to use WordPerfect. However, you can use the mouse to quickly block text, choose commands from menus and dialog boxes, and complete almost any other task in WordPerfect.

When you move the mouse, a graphic image called a pointer moves on the screen. In Text Mode, the mouse pointer appears as a small rectangular box. In Graphics Mode, the mouse appears as an arrow.



As you work through this guide or other WordPerfect manuals, you may be instructed to perform actions with your mouse. The following terms are used when you need to perform such actions. These mouse actions refer to the left mouse button, unless the directions specify the right mouse button.

Term	Action
Point	Move the mouse until the mouse pointer rests on the item you want.
Click	Quickly press and release the mouse button.
Double-Click	Rapidly click the mouse button twice.
Drag	Hold down the mouse button, move the mouse, and then release the button.
Choose	Click an item from a menu or dialog box that initiates an immediate action.
Select	Click an item to highlight or mark (such as a check box in a dialog box); does not result in an immediate action.

IMPORTANT: If your mouse is connected to your computer but doesn't work, you should use the Setup feature. Choose **Setup** from the **File** menu, then choose **Mouse**. Select **Type**, then **Auto Select**. Choose **OK** to return to your document. Try moving the mouse. If a mouse pointer doesn't appear on your screen, see *Mouse* in *Reference*.

Using the Keyboard

Almost everything you can do with a mouse you can do from the keyboard. Function keys and mnemonics, as defined below, appear on menus and in dialog boxes, indicating the keyboard commands for the task you want to perform.

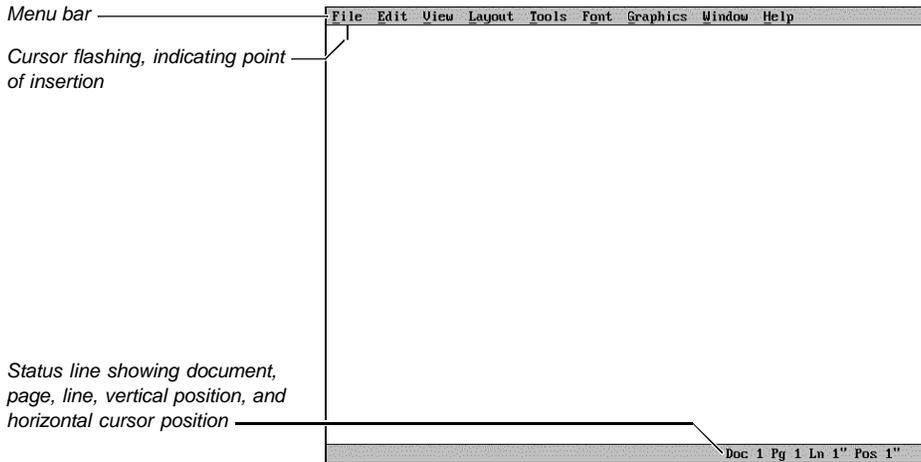
The plus sign between keys (such as Shift+F7) means that you need to hold down the first key while pressing the second. A comma between keys (such as Home,Up Arrow) means to release the first key before you press the second.

Mnemonic letters (such as **P** for **Print**) let you activate menus and dialog boxes. You can display pull-down menus from the main screen by holding down the Alt key and pressing the mnemonic letter for the menu you want (such as Alt+f for the File menu).

Text you are asked to type is printed in **bolded lettering**.

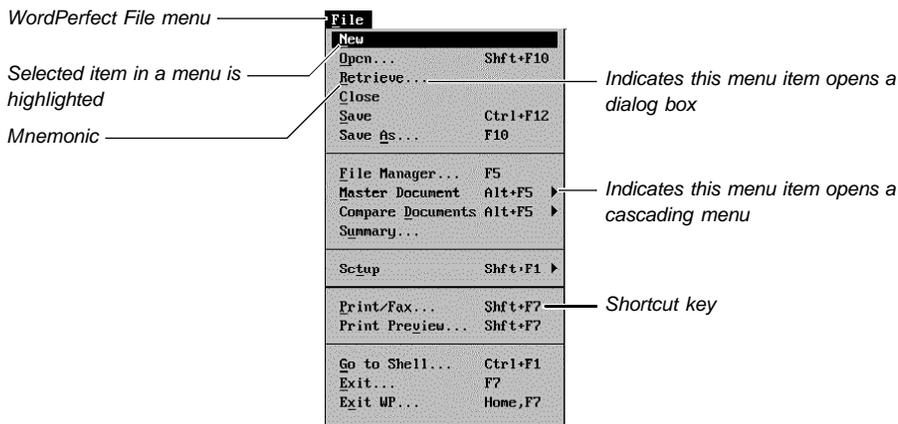
Working in WordPerfect

When you start WordPerfect, a new document window opens. Think of this window as a clean sheet of paper with margins and spacing already set. You can open up to nine document windows at one time. For more information, see *Windowing*.



Menus

As you use the WordPerfect menus on the menu bar, you'll notice that some menu items perform functions immediately, while others open dialog boxes or cascading menus. A menu item followed by three dots (...) opens a dialog box or special window. A menu item followed by an arrow (▶) opens a cascading menu.



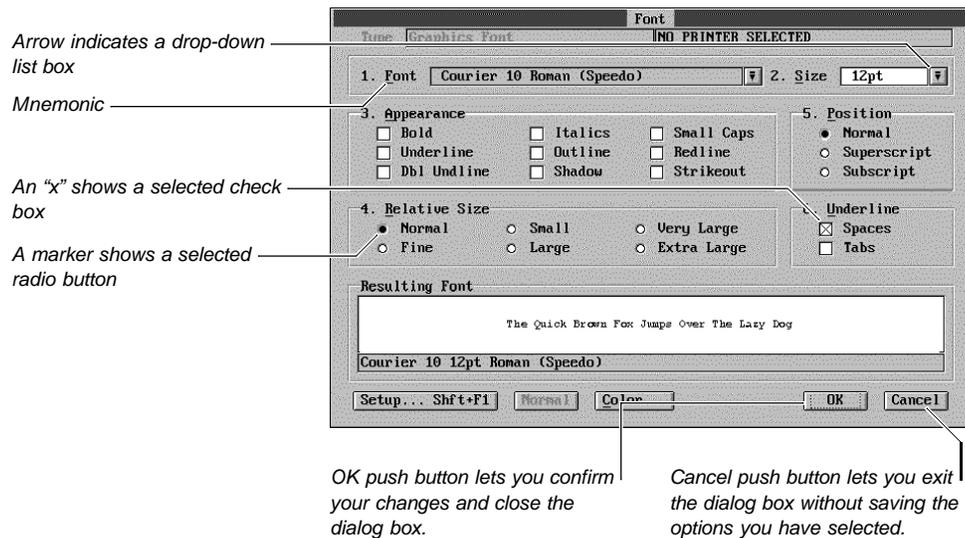
Shortcut keystrokes (function keys) are listed next to many menu items. Once you know the shortcut keystroke for a function, you can simply press that keystroke instead of using the menus to access that feature.

Mnemonics (bolded or underlined letters) let you access items from the keyboard. Hold down the **Alt** key while you type the mnemonic of the menu you want to open. Then type the mnemonic for the menu item you want to use without pressing Alt. For example, to turn on Bold you would press Alt+o for Font, then type **b** for Bold.

To back out of a menu without choosing an item, press **Esc**.

Dialog Boxes

Dialog boxes let you communicate with the WordPerfect program. You can choose **Cancel** (or press **Esc**) to exit a dialog box without executing the options you selected.



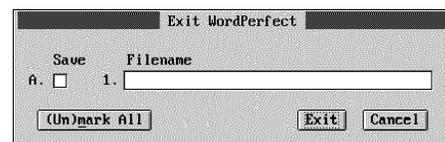
Like menus, dialog boxes contain mnemonics. To access a dialog box option, simply type the mnemonic for that option.

Most dialog boxes must be closed before you can work in the document window, but a few, such as **Edit Button Bar**, let you move between the window and the dialog box by clicking on the one you want to use.

Exiting WordPerfect

You should exit WordPerfect before you turn off your computer.

- 1 Choose **Exit WP** from the **File** menu.



The *Exit WordPerfect* dialog box appears when you exit WordPerfect.

Save any changes you want to your document before exiting.

- 2 Choose **Exit**.

WordPerfect is no longer running, and you have returned to the DOS prompt (C:\WP60), or to the program from which you started WordPerfect.

Questions and Answers

This section contains answers to many of the questions you may encounter when running WordPerfect 6.0 for DOS. It includes questions and answers on the following topics:

- File compatibility
- Fonts
- License numbers
- Macros
- Memory
- Screen display
- Speed

For additional information, see *Appendix R: Troubleshooting*.

File Compatibility

How do I convert WordPerfect document files that were created in earlier versions of WordPerfect?

Documents created in earlier versions of WordPerfect are automatically converted as they are opened or retrieved in WordPerfect 6.0.

How do I convert documents that were created in word processors other than WordPerfect?

Open or retrieve the document, and WordPerfect 6.0 will attempt to identify the document format, even if it is not a WordPerfect format.

If WordPerfect does not list the exact format of your document when you open it, select the closest format. For example, if you have an Ami Pro 3.0 document, select the Ami Pro 2.0 format. WordPerfect will then convert compatible codes to the 2.0 format. When you are finished editing the document, save it as a WordPerfect file. Otherwise, the file will be saved in the original file format. See *Open and Retrieve*.

Can I use the same Speller files for WordPerfect 6.0 that I used in WordPerfect 5.1?

No. You cannot use the WordPerfect 5.1 main dictionary (.LEX file) in WordPerfect 6.0. If you created a supplementary dictionary (.SUP file) in WordPerfect 5.1, you can retrieve it into WordPerfect 6.0 and then run a spell check on it. This lets you add the words to your WordPerfect 6.0 supplementary dictionary.

Can I use the same Language Modules for WordPerfect 6.0 that I used with WordPerfect 5.1?

No. If you purchased Language Modules for WordPerfect 5.1, you must update them for WordPerfect 6.0. For information on updating your Language Modules, call WordPerfect Purchase Orders. This number is listed under *Registration and Ordering Information*.

How do I fix files containing outlines that I have retrieved from WordPerfect 5.1 so they are automatically numbered?

When you retrieve a WordPerfect 5.1 file containing an outline into WordPerfect 6.0, the outline numbers will be intact, but you won't be able to add or delete items and have the outline renumber automatically. To change the outline so that it is automatically numbered, highlight the [Outline] code to see the number of the outline in the document. (WordPerfect 6.0 numbers each outline created in WordPerfect 5.1, beginning with 1. The first outline number code [Outline:1] is contained in the [Open Style] code at the beginning of the file. The outline number codes for any subsequent outlines are contained in the [Outline] code at the location where the outline begins.) Choose **Outline** from the **Tools** menu, then choose **Outline Style**. Highlight the correct outline (such as **1 Outline**), then choose **Edit**. Deselect **Numbers Only**, then choose **OK** and **Close** until you return to your document screen.

Fonts

Why don't my screen fonts look the same as my printed fonts?

WordPerfect lets you view documents in three different modes: Text Mode, Graphics Mode, and Page Mode. Text Mode displays your document in monospaced characters, similar to the display of earlier versions of WordPerfect. The screen characters do not reflect the type of font or the font size you're using in your document.

Graphics Mode and Page Mode imitate a WYSIWYG (What You See Is What You Get) environment. WordPerfect displays your document closer to the way it will look when it prints. When you are typing, WordPerfect matches the fonts you see on the screen as closely as possible to your printer fonts. Attributes such as italics, bold, and underline appear italicized, bolded, and underlined. If you don't like the printer fonts WordPerfect matches with the fonts you see on your screen, you can map your own fonts. See *Font Setup*.

I use a third-party font program with other programs. Can I use these fonts in WordPerfect 6.0?

WordPerfect 6.0 supports the following font types: Autofont, Bitstream Speedo, CG Intellifont, Type 1, TrueType, and HP LaserJet (Bitmapped Fonts). If your third-party font program falls within one of these font types, you can easily install your font to WordPerfect using Font Setup. See *Font Setup* for more information about installing fonts.

License Numbers

I lost my license card. Can I get a new license?

If you can provide proof of purchase, WordPerfect will send you a new license number. For more details, contact Customer Registration. See the phone number listed under *Registration and Ordering Information*.

Macros

Can I use macros I created with WordPerfect 5.1 in WordPerfect 6.0?

Yes. WordPerfect 6.0 comes with a macro conversion program that converts your macros. With some complex macros, you may need to make some changes to the macro after you've converted it. See the *Online Macros Manual* for more information (choose Macros from the Help menu).

Where is the macros manual?

WordPerfect 6.0 comes with an extensive Online Macros Manual. While running WordPerfect, choose Macros from the Help menu to access the Online Macros Manual. For a quick list of macro commands, you can press Ctrl+PgUp, then choose **Macro Commands**.

I can't use my Ctrl key to name macros. Why?

WordPerfect reserves Ctrl keys for use in development. You cannot name a macro using the Ctrl key.

You'll also notice that WordPerfect uses the Alt key in combination with certain keys to access pull-down menus. For example, Alt+f accesses the File menu. If you use keystrokes, you may not want to name macros using the Alt key with the keys that access pull-down menus. If you do create a macro using the Alt key with a key that accesses a pull-down menu, the macro keystroke will override the menu option.

Memory

Why do I keep getting Out of Memory messages?

Your computer's memory may be insufficient for the tasks you are trying to perform. WordPerfect requires a minimum 480K of the available conventional memory in your computer to run (we recommend at least 520K).

To find out how much memory your computer has available, choose WP Info from the Help menu when running WordPerfect (see *Memory* for more information).

You may need additional memory when you work with large files or perform certain functions, such as converting documents, printing, working with graphics, or using Speller

and Thesaurus. You can purchase a memory manager and expanded or extended memory to make more conventional memory available. See your local vendor or dealer.

Another possibility is that your system is not configured properly. If you have configured your memory as expanded rather than extended or if you have allocated too much memory to the RAM drive, your computer may not have enough memory to perform. For more information on configuring your system, see your DOS manual.

Screen Display

Why does WordPerfect sometimes make my text spread out so much that I have to scroll back and forth to read it all?

If you are in Text Mode and have selected a small font or a proportionally sized font, the text may extend beyond the edge of the screen, requiring you to scroll back and forth. Since Text Mode doesn't display the fonts as they will be printed, the screen must shift with some fonts to fit all the characters that will be printed on one line.

You can use Graphics Mode or Page Mode to display fonts as they will be printed.

You can also use Display Pitch to adjust the text in your document window. See *Display Pitch*.

How can I scroll from left to right?

You can select Horizontal Scroll Bar from the View menu so that a scroll bar displays at the bottom of the screen. You can then drag the scroll box with your mouse.

You can also use the arrow keys to scroll across the screen. See *Cursor Movement* for more information about cursor movement and scrolling.

Speed

What can I do to speed up WordPerfect 6.0 for DOS?

To make WordPerfect run faster, you can do the following:

- Add memory to your system. WordPerfect requires a minimum of 480K available conventional memory (520K recommended).
- Use a disk cache program.
- Remove any memory-resident (TSR) programs.
- Use the /r startup option to load the entire WP.FIL file into expanded or extended memory.
- Use a memory manager program to make more conventional memory available.
- Use Text Mode rather than Graphics Mode or Page Mode.
- Close additional document windows (you can have up to nine open).
- Avoid very large documents. Consider dividing documents over 50 pages into smaller files.

Reference

.....

Advance

Use **Advance** to place text at an absolute position on a page or at a position relative to the current cursor position.

Advance is especially useful for filling in pre-printed forms such as the one below.

HALVA International
1345 Bowling Green Ave., Manhattan, NY 10004

INVOICE

www.halva.com
HALVA International
P.O. Box 1122, Manhattan, NY 10030

Bill To: _____ Ship To: _____

Date: _____ Invoice No. _____
Terms: _____ Order No. _____
Customer No. _____

Advance text to the customer number blank line—5.3" right and 6" down.

What's in this section?

- Concepts
- Advancing to a Position or Line
- Advancing Up, Down, Left, or Right from the Cursor
- Helps and Hints
- Additional Information
- See Also

Concepts

Relative Measurements

Use **Up from Cursor**, **Down from Cursor**, **Left from Cursor**, or **Right from Cursor** to advance to a position that is *relative* to the current cursor position.

For example, if the cursor is on a line at position 3.5" and you select **Left from Cursor** and specify 1", the cursor will move left to position 2.5" on the same line.

IMPORTANT: You cannot advance text past a page break onto another page. Also, you cannot advance text from within a table or columns to above the table or columns.

Absolute Measurements

Use **From Top of Page** or **From Left Edge of Page** to advance the cursor to an *absolute* location on the page. **From Top of Page** is a vertical measurement measured from the top edge of the page, while **From Left Edge of Page** is a horizontal measurement measured from the left edge of the page.

For example, if you select **From Top of Page** and type 3" and then select **From Left Edge of Page** and type 4", the cursor is positioned 3" down from the top edge of the page and 4" from the left edge of the page.

IMPORTANT: You cannot advance text past a page break onto another page.

Viewing Advanced Text

When you are in **Text Mode**, advanced text in the document window may not appear to move. The status line displays the position of the text.

Use **Print Preview**, **Graphics Mode**, or **Page Mode** to see exactly where advanced text will appear in the printed document.

Advancing to a Position or Line

- 1 Choose **Other** from the **Layout** menu.
Or Press Shift+F8, 7
- 2 Choose **Advance**.
- 3 Select **From Left Edge of Page** or **From Top of Page**, then specify a position.
- 4 Choose **OK** and **Close** until you return to your document.

Advancing Up, Down, Left, or Right from the Cursor

- 1 Place the cursor where you want to begin advancing text.
- 2 Choose **Other** from the **Layout** menu.
Or Press Shift+F8, 7
- 3 Choose **Advance**.
- 4 Select **Left from Cursor**, **Right from Cursor**, **Up from Cursor**, or **Down from Cursor**, then specify a position.
- 5 Choose **OK** and **Close** until you return to the document.

Helps and Hints

Using Baseline Placement for Typesetters

If you use **From Top of Page** to advance text, the *top* (not the *baseline*) of the text is printed at the position you specify. To advance text so that the *baseline* moves to a specified position, use **Baseline Placement for Typesetters** (see *Typesetting*).

Kerning Text

Using **Advance** to move text left or right from the cursor is one way to manually kern one pair of letters (see *Typesetting*).

Additional Information

Changing Units of Measure

The units of measure (such as inches or centimeters) used in the **Advance** dialog box are determined by the options you choose in **Units of Measure**. See *Setup: Environment* for more information.

Deleting Advance

You can delete an **Advance** by deleting the Advance code in Reveal Codes (see *Reveal Codes*). This will return the text to its original position. You can use **Search** to quickly find the Advance code (see *Search and Replace*).

See Also

- Cursor Movement
- Typesetting

Append

Use **Append** to add blocked text or selected graphics to the end of a file on disk or to the end of the Clipboard contents.

What's in this section?

- Appending to a File
- Appending to a Clipboard
- See Also

Appending to a File

- 1 Block the text or graphics you want to append.
- 2 Choose **Append** from the **Edit** menu, then choose **To File**.
Or Press Ctrl+F4, 4
- 3 Specify the path and filename of the existing file you want to append to, or choose it from **File List** or **QuickList**, then choose **OK**.
or
If you want to create a new file containing the blocked information, specify a filename for the file, then choose **OK**.

Appending to a Clipboard

You must be running WordPerfect under the WordPerfect Shell to use a clipboard.

- 1 Block the text or graphics you want to append to a clipboard.
- 2 Choose **Append** from the **Edit** menu, then choose **To Clipboard**.
Or Press Ctrl+F1, 3 or 4

The information is available for retrieval until you replace it by saving other information to the clipboard or until you exit out of Shell.

See *Go to Shell* for information about saving to or retrieving from a clipboard.

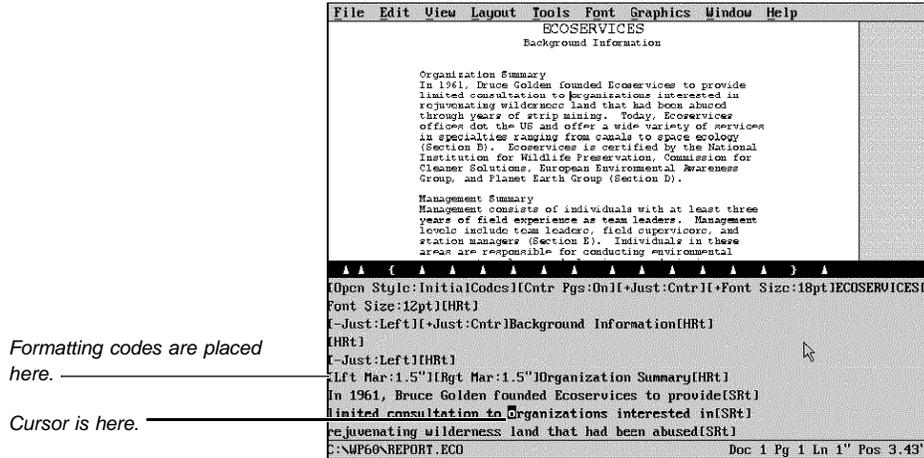
See Also

- Block
- Cut, Copy, Paste
- Go to Shell
- Select

Auto Code Placement

Certain WordPerfect codes should be placed at the beginning of a paragraph or page. When **Auto Code Placement** is on and you use a feature to insert one of these codes at a location other than the beginning of a paragraph or page, WordPerfect moves the code to the top of the current paragraph or page.

Not all WordPerfect features are affected by **Auto Code Placement**. The table in *Additional Information* below lists some of the codes that are moved when **Auto Code Placement** is on.



When **Auto Code Placement** is off, all codes remain where they are inserted. Use **Reveal Codes** to see codes in your document (see *Reveal Codes*).

What's in this section?

- Turning Auto Code Placement On or Off
- Additional Information

Turning Auto Code Placement On or Off

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.
Or Press Shift+F1, 3
- 2 Select or deselect **Auto Code Placement**.

Auto Code Placement is turned on as the default.

- 3 Choose **OK** and **Close** until you return to your document.

Additional Information

Features Affected By Auto Code Placement

The table shows where some formatting codes are placed when **Auto Code Placement** is on.

Formatting Code	Beginning of Paragraph	Beginning of Page
Borders (page)		✓
Borders (paragraph)	✓	
Center Page		✓
Columns	✓	
Delay Code		✓
Footer	✓	
Header	✓	
Justification	✓	
Hyphenation Zone	✓	
Leading Adjustment	✓	
Line Height	✓	

Formatting Code	Beginning of Paragraph	Beginning of Page
Line Numbering	✓	
Line Spacing	✓	
Margins, Left and Right	✓	
Margins, Top and Bottom		✓
Page Numbering		✓
Paper Size		✓
Paragraph Spacing	✓	
Suppress		✓
Tab Set	✓	
Watermark	✓	

Bar Code

You can speed mail sorting, increase delivery accuracy, and reduce postage costs by including a POSTNET (Postal Numeric Encoding Technique) bar code with the mailing address on your envelopes.

You create POSTNET bar codes by entering a 5-, 9-, or 11-digit ZIP Code in the **POSTNET Bar Code** dialog box. When you print the envelope or document, WordPerfect converts the ZIP Code into a combination of tall and short lines called a POSTNET bar code.

An 11-digit ZIP Code converted to a POSTNET bar code



IMPORTANT: WordPerfect 6.0 for DOS has been POSTNET Bar Code certified by the U.S. Postal Service. POSTNET bar code specifications are regulated by the U.S. Postal Service. In order to realize the benefits of using bar codes, please contact the U.S. Postal Service Business Center, Account Representative, or Postmaster in your area.

What's in this section?

- Creating a POSTNET Bar Code on an Envelope
- Adding a POSTNET Bar Code to a Line of Text
- Changing an Existing Bar Code in a Document
- Helps and Hints
- See Also

Creating a POSTNET Bar Code on an Envelope

- 1 Choose **Envelope** from the **Layout** menu.
Or Press Shift+F8, 3, 7

Envelope Size drop-down list

POSTNET Bar Code entry field

- 2 Select an envelope from the **Envelope Size** drop-down list, then type the return address and mailing address.
- 3 Choose **POSTNET Bar Code**, type a 5-, 9-, or 11-digit ZIP Code in the entry field, then press **Enter**.

POSTNET Bar Code entry field

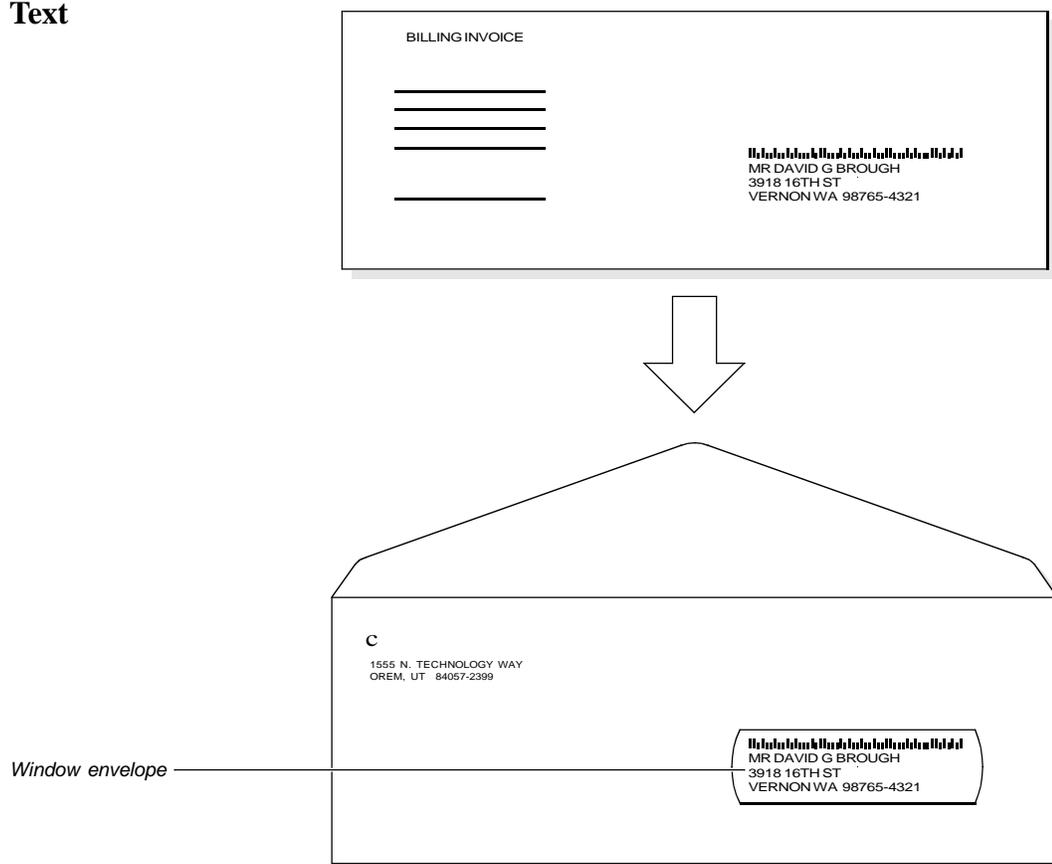
Envelope dialog box

You can now print the envelope or insert it into your document.

For information about creating envelopes or about changing bar code creation options, see *Envelopes*.

Adding a POSTNET Bar Code to a Line of Text

You can add a POSTNET bar code anywhere in a document. This feature is a time-saver if you are using window envelopes to mail inserts (such as letters or cards).



- 1 Place the cursor where you want the bar code to appear in your document.
- 2 Choose **Other** from the **Layout** menu, then choose **Bar Code**.
Or Press Shift+F8, 7, 8
- 3 Type a 5-, 9-, or 11-digit ZIP Code in the **Contents** entry field.
- 4 Choose **OK**.

To view the bar code in the document window, you must be in **Graphics Mode** or **Page Mode**.

Changing an Existing Bar Code in a Document

A bar code cannot actually be edited. Once it has been inserted in the document, it must be deleted and reinserted to make any changes.

- 1 Place the cursor immediately to the right of the bar code or bar code block.
- 2 Press **Backspace** to erase the bar code.

You can also delete a bar code by placing the cursor immediately to the left of the bar code and pressing **Delete** or by deleting [Bar Code] in the **Reveal Codes** window.

If you change your mind after deleting the bar code, choose **Undo** from the **Edit** menu. (You can also press **Ctrl+z**.)

- 3 Choose **Other** from the **Layout** menu, then choose **Bar Code**.
Press Shift+F8, 7, 8
- 4 Type a 5-, 9-, or 11-digit ZIP Code in the **Contents** entry field, then choose **OK**.

Helps and Hints

Typing Bar Code Numbers

When you type a 9- or 11-digit ZIP code, you can include hyphens (for example, 84057-8602 or 84057-8602-81).

Printing Envelopes with Bar Codes for Mass Mailings

If you frequently do mass mailings, you can save time creating envelopes or address blocks with bar codes by using the **Merge** feature. See *Creating a Form File for an Envelope* under *Merge*.

Printing Address Labels

You can print address labels that contain a bar code much like printing envelopes for mass mailings. See *Labels*.

Automatically Creating Bar Codes

When you are creating an envelope from a letter in your current document and WordPerfect enters the mailing address for you, you can also have WordPerfect create the POSTNET bar code automatically. See *Changing Bar Code Creation Options* under *Envelopes*.

See Also

- Envelopes
- Labels
- Merge
- Paper Size/Type

Binding Offset

If you are planning to bind a document that is printed on both sides of the page, use **Binding Offset** to shift text away from the bound edge. This feature is especially useful if you have a printer that supports double-sided printing.

What's in this section?

- Concepts
- Setting the Binding Offset
- Additional Information
- See Also

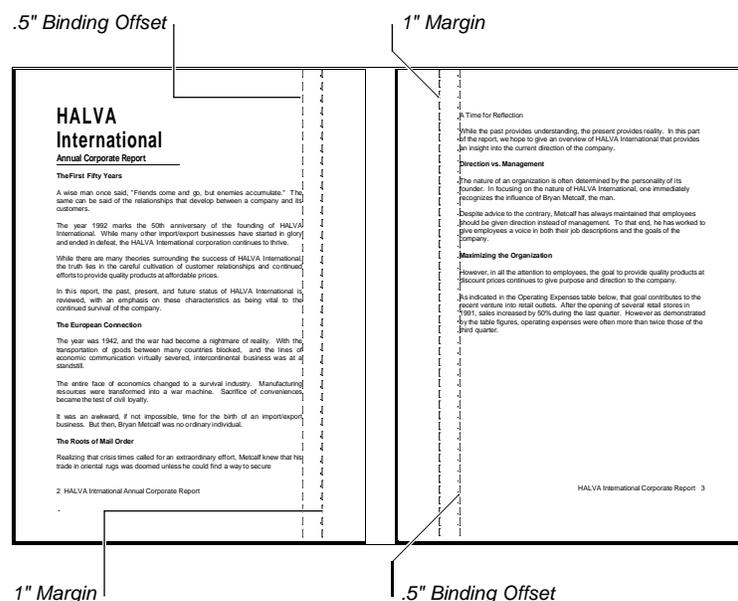
Concepts

Binding Offset

Binding Offset lets you specify the distance that your text will be shifted away from the bound edge of the page. The **Binding Offset** setting remains in effect from that point forward in your document until you specify another setting.

Margin Settings

Binding Offset works in conjunction with margin settings. The inside margin (the edge of the paper that will be bound) is increased by the binding offset you specify. In other words, if the left and right margins are each set to 1" and you want the inside margin to be 1.5" to allow for binding, type **.5"** as the binding offset.



IMPORTANT: Binding Offset creates additional space along the bound edge by reformatting the text on a page. As a result, if you plan to use this feature, it is best to set the binding offset before you create your document. If you set it after your document is created, the formatting in your document will be altered.

From Edge

The **From Edge** setting lets you specify from which edge of the paper the text will be shifted. You can specify the **Left**, **Right**, **Top**, or **Bottom** edge, depending on your plans for binding the document. The default setting (**Left**) shifts text from the left edge on odd-numbered pages and from the right edge on even-numbered pages. The **Top** setting shifts text down from the top edge on odd-numbered pages and up from the bottom edge on even-numbered pages.

Setting the Binding Offset

- 1 Choose **Other** from the **Layout** menu, choose **Printer Functions**, then choose **Binding Offset**.

Or Press Shift+F8, 7, 9, and 2

- 2 Specify the **Binding Offset** you want.
- 3 Specify the edge from which the text will be shifted.
- 4 Choose **OK** and **Close** until you return to your document.

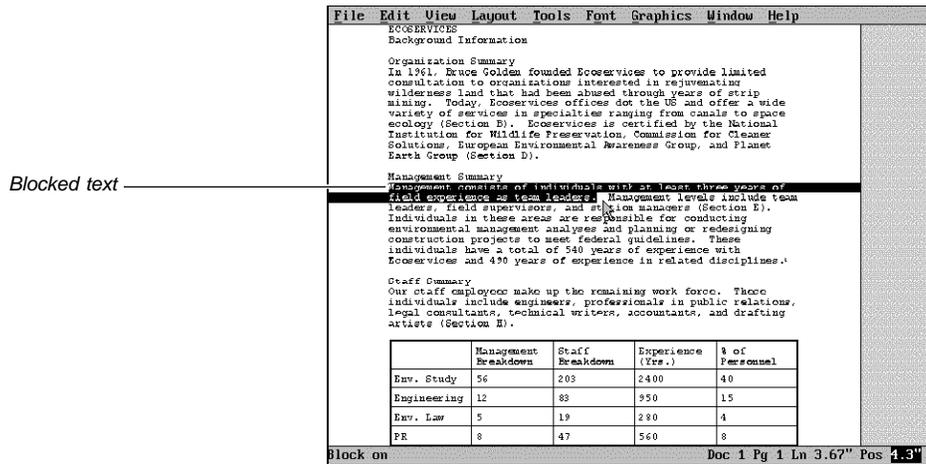
Additional Information

Binding One-Sided Documents

If you are planning to bind a document that is printed on only one side of the page, use **Left Margin Adjustment** rather than using the **Binding Offset** feature.

Block

Use **Block** to highlight text so that you can modify it using WordPerfect features.



What's in this section?

- Blocking Text Using the Mouse
- Blocking Text Using Keystrokes
- Helps and Hints
- See Also

Blocking Text Using the Mouse

- 1 While holding down the mouse button, drag across the text you want to block.
- 2 Release the mouse button.

You can also double-click to block a word, triple-click to block a sentence, or quadruple-click to block a paragraph.

Blocking Text Using Keystrokes

- 1 Place the cursor where you want to start blocking, then choose **Block** from the **Edit** menu.

Or Press Alt+F4 or F12

- 2 Use any of the keystrokes listed in the table below.

To block

One character to the right or left
 One line up or down
 To the end of the line
 To the beginning of the line
 One screen up
 One screen down
 One page up
 One page down
 One word to the right or left
 One paragraph up or down

Press

- or -
 ↑ or ↓
 End
 Home, Home, -
 - (number pad)
 + (number pad)
 PgUp
 PgDn
 Ctrl+→ or ←
 Ctrl+↑ or ↓

Helps and Hints

Blocking with Characters, Search, or Go to

After you have started blocking text, you can extend the block to the next occurrence of a character, hard return, or hard page by pressing the character, **Enter**, or **Ctrl+Enter**. Or, you can use **Search** to extend the block until it reaches the next occurrence of a specific character, word, or phrase in your document. You can also extend a block to a specific location in your document (such as the bottom of the page) using **Go to**. See *Search* and *Go To*.

Saving Blocked Text

Once you have blocked text, you can save the block as a file just as you would save a regular document. See *Save As* if you need help.

Undeleting Blocked Text

When you have deleted blocked text, you can use **Undelete** to retrieve any of your last three deletions. Or, you can use **Undo** to retrieve the text immediately after you delete it. See *Undelete* and *Undo*.

See Also

- Cursor Movement
- Cut, Copy, Paste
- Drag and Drop Text
- Go to
- Mouse
- Search and Replace
- Select
- Undelete
- Undo

Block Protect

Use **Block Protect** to keep a block of text from being divided between two pages.

What's in this section?

- Concepts
- Helps and Hints
- See Also

Concepts

When to Use Block Protect

When you are working with a table or document where the number of lines is constantly increasing or decreasing, text you want to keep together on one page may wrap so it spans two pages. **Block Protect** lets you keep a block of text together as long as the text you are protecting is less than a page in length.

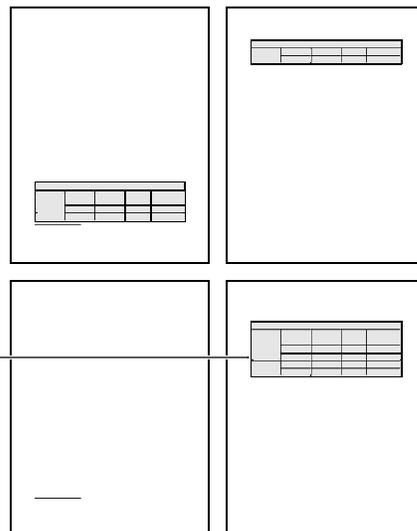


Table protected with use of
Block Protect

Block Protect and Conditional End of Page

Block Protect is best used to protect a block of text such as a table or chart. **Conditional End of Page** is commonly used to keep a heading and the first few lines of a paragraph together. See *Conditional End of Page*.

Protecting a Block of Text,

- 1 Block the text you want to protect.
- 2 Choose **Other** from the **Layout** menu, then choose **Block Protect**.
Or Press Shift+F8, 7, 1
- 3 Choose **OK** and **Close** until you return to your document.

Helps and Hints

Consecutive Protected Blocks

Consecutive protected blocks must be separated by at least one Soft Return or Hard Return. Otherwise, the blocks are treated as one large block. See *Return: Soft and Hard*.

Widow/Orphan Protect

You can use **Widow/Orphan Protect** to avoid printing one line of a paragraph alone at the top of a page (widow) or bottom of a page (orphan).

See Also

- Block • Conditional End of Page • Widow/Orphan Protect

Bookmarks

Use **Bookmark** to mark a location in a document so that you can return to that location quickly.

For example, if you were editing a large document and had to leave your work for a time, you could set a bookmark to keep your place. When you returned to work and opened the document, you could quickly return to the place you had marked.

What's in this section?

- Using QuickMarks
- Using Other Bookmarks
- Editing Bookmarks
- Helps and Hints

Using QuickMarks

A QuickMark is a generic bookmark. You can have only one QuickMark in a document at a time. If you place a second QuickMark in the document, the first one will be deleted.

Setting a QuickMark

- 1 Place the cursor where you want the **QuickMark**, then choose **Bookmark** from the **Edit** menu.
Or Press Alt+F5, 5
- 2 Choose **Set QuickMark**.

Finding a QuickMark

You can go to the QuickMark from anywhere in your document.

- 1 Choose **Bookmark** from the **Edit** menu.
Or Press Alt+F5, 5
- 2 Choose **Find QuickMark**.

Keeping Your Place When You Save a Document

WordPerfect automatically places a QuickMark at the cursor whenever you save a document. To turn this option off,

- 1 Choose **Bookmark** from the **Edit** menu.
Or Press Alt+F5, 5
- 2 Deselect **Set QuickMark in Document on Save**.
- 3 Choose **OK**.

Using Other Bookmarks

You can have several bookmarks in a single document; however, each bookmark must have a unique name.

Creating a Bookmark

- 1 Place the cursor where you want the bookmark, then choose **Bookmark** from the **Edit** menu.
Or Press Alt+F5, 5
- 2 Choose **Create**.

The **Bookmark Name** entry field contains a sample of the text immediately following the cursor. The text may contain words that will help you identify the location of the bookmark. If not, you can type a name for the bookmark.

- 3 Choose **OK**.
or
Type a name for the bookmark, then choose **OK**.

Marking a Block of Text with a Bookmark

You can place a bookmark at the beginning of blocked text. When you return to the bookmark, the text is automatically blocked again. See *Finding a Bookmark* later in this section.

- 1 Block the text in your document.
- 2 Choose **Bookmark** from the **Edit** menu.
Or Press Alt+F5, 5
- 3 Choose **Create**.

- 4 Choose **OK**.
or
Type a name for the bookmark, then choose **OK**.

Finding a Bookmark

- 1 Choose **Bookmark** from the **Edit** menu.
Or Press Alt+F5, 5
- 2 Select the name of the bookmark that you want to find.
- 3 Choose **Find** to go to that bookmark.
or
If you marked a block of text with a bookmark, choose **Find and Block** to go to that bookmark and block the text.

Editing Bookmarks

Renaming a Bookmark

- 1 Choose **Bookmark** from the **Edit** menu.
Or Press Alt+F5, 5
- 2 Select the name of the bookmark that you want to rename.
IMPORTANT: The QuickMark cannot be renamed.
- 3 Choose **Rename**.
- 4 Type the new bookmark name and choose **OK** to return to your document.

Moving a Bookmark

- 1 Place the cursor in your document where you want to insert the bookmark.
- 2 Choose **Bookmark** from the **Edit** menu.
Or Press Alt+F5, 5
- 3 Select the name of the bookmark that you want to move.
- 4 Choose **Move**.

The bookmark will move to the cursor position.

Deleting a Bookmark

- 1 Choose **Bookmark** from the **Edit** menu.
Or Press Alt+F5, 5
- 2 Select the name of the bookmark that you want to delete.
- 3 Choose **Delete**, choose **Yes**, then choose **OK**.

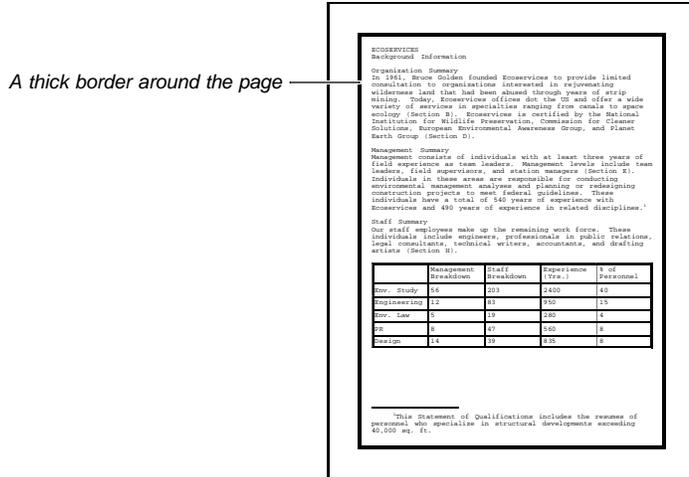
Shortcut

Two shortcut keys are provided for the **Bookmark** feature.

- Press Ctrl+Q to set a QuickMark at the cursor.
- Press Ctrl+F to find the QuickMark.

Borders

Use **Borders** to add a border around a paragraph, page, or column.

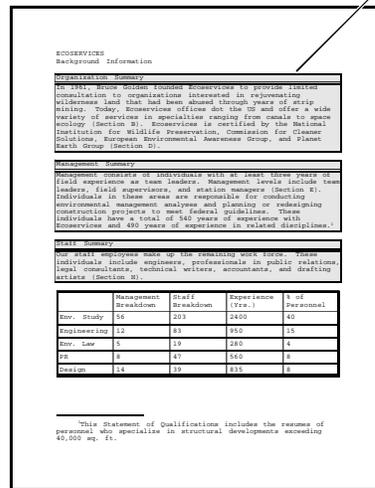


What's in this section?

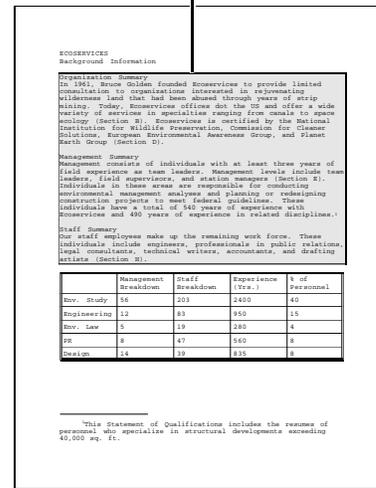
- Adding a Paragraph Border
- Adding a Page Border
- Adding a Column Border
- Adding a Customized Border
- Editing a Border in a Document
- Turning Off a Border
- Helps and Hints
- Additional Information
- See Also

Adding a Paragraph Border

A paragraph border surrounding individual paragraphs



A paragraph border surrounding more than one paragraph



- 1 Place the cursor anywhere in the paragraph where you want the border to first appear. The border will surround the paragraph and all subsequent paragraphs in the document.

or

Block any individual paragraph or paragraphs you want to surround with a border.

- 2 Choose **Borders** from the **Graphics** menu, then choose **Paragraph**.
Or Press Alt+F9, 3, 1 or Shift+F8, 1, 5
- 3 Choose **Border Style**, highlight the border style you want, then choose **Select**.

If you want to add horizontal separator lines to a border style, see *Changing the Line Style* under *Adding a Customized Border* later in this section.

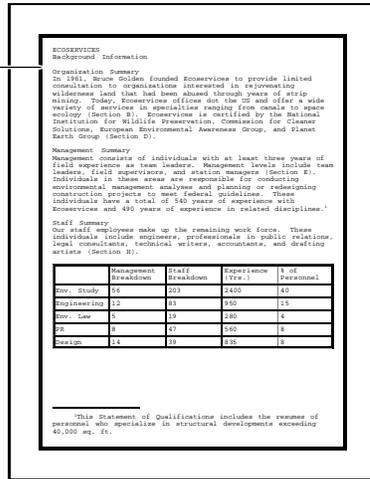
- 4 To add shading, choose **Fill Style**, highlight a percentage of shaded fill, then choose **Select**.
- 5 Choose **OK**.

Creating a Paragraph Border as You Type Text

- 1 From the document window, place the insertion where you want the paragraph border to appear.
- 2 Choose **Borders** from the **Graphics** menu, then choose **Paragraph**.
- 3 Choose **Border Style**, highlight the border style you want, then choose **Select**.
- 4 To add shading, choose **Fill Style**, highlight a percentage of shaded fill, then choose **Select**.
- 5 Choose **OK**, then type the text you want.
- 6 When you are finished typing text, press **Enter** to insert a hard return.
- 7 Choose **Borders** from the **Graphics** menu, then choose **Paragraph**.
- 8 Choose **Off** from the **Create Paragraph Border** dialog box.

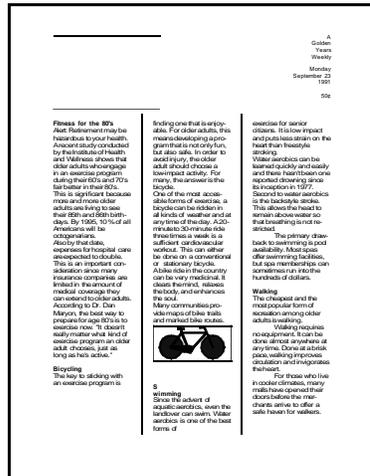
Adding a Page Border

Page border

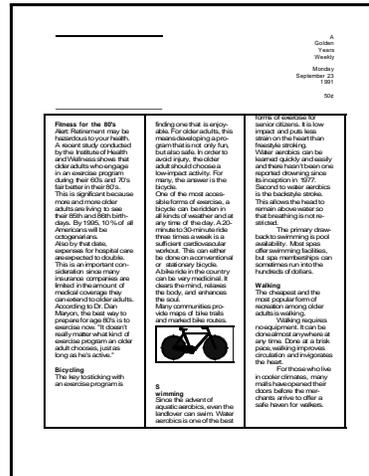


- 1 Place the cursor anywhere on the page where you want the border to first appear. The border will surround the page and all subsequent pages in the document.
or
Block any amount of text on the pages you want to surround with a border.
- 2 Choose **Borders** from the **Graphics** menu, then choose **Page**.
Or Press Alt+F9, 3, 2 or Shift+F8, 3, B
- 3 Choose **Border style**, highlight the border style you want, then choose **Select**.
- 4 To add shading, choose **Fill Style**, highlight a percentage of shaded fill, then choose **Select**.
- 5 Choose **OK**.

Adding a Column Border



A column border style between columns only



A column border style outside and between columns

- 1 Place the cursor anywhere in a column. The border will surround all the columns in your document.

- 2 Choose **Borders** from the **Graphics** menu, then choose **Column**.
Or Press Alt+F9, 3, 3 or Alt+F7, 1, 5
- 3 Choose **Border Style**, highlight the **Column Border (Between Only)** style if you want only a vertical separator line between columns, then choose **Select**.
or
Choose **Border Style**, highlight the **Column Border (Outside and Between)** style if you want a column border on the outside edge of the column text and a vertical separator line between columns, then choose **Select**.
- 4 To add shading, choose **Fill Style**, highlight a percentage of shaded fill, then choose **Select**.
- 5 Choose **OK**.

Adding a Customized Border

You can customize a paragraph, page, or column border.

- 1 Follow the first four steps in either *Adding a Paragraph Border*, *Adding a Page Border*, or *Adding a Column Border*.

- 2 Choose **Customize**.

Now choose from the six border customizing options described below:

Changing the Line Style

- 1 Choose **Lines** from the **Customize Border** dialog box.
- 2 Choose **Select All**, highlight the line style you want for the left, right, top, bottom, and separator lines, then choose **Select**.

or

Select an individual line, highlight the line style you want, then choose **Select**.

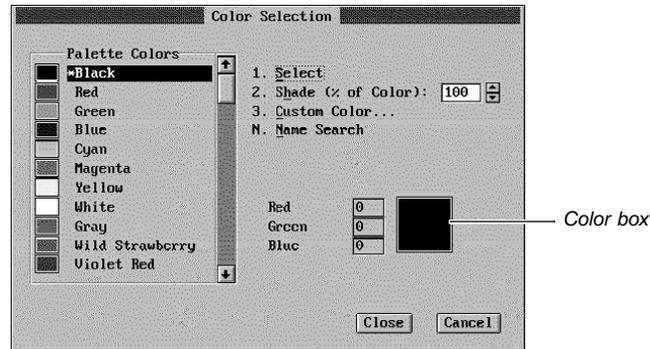
The **Separator Line** in the **Border Line Styles** dialog box can be used only with paragraph and column borders. It inserts a horizontal line between paragraphs or a vertical line between columns.

- 3 Choose **Close** until you return to the **Customize Border** dialog box.
- 4 Choose another border customizing option or choose **Close**, then choose **OK**.

Changing the Color of a Border

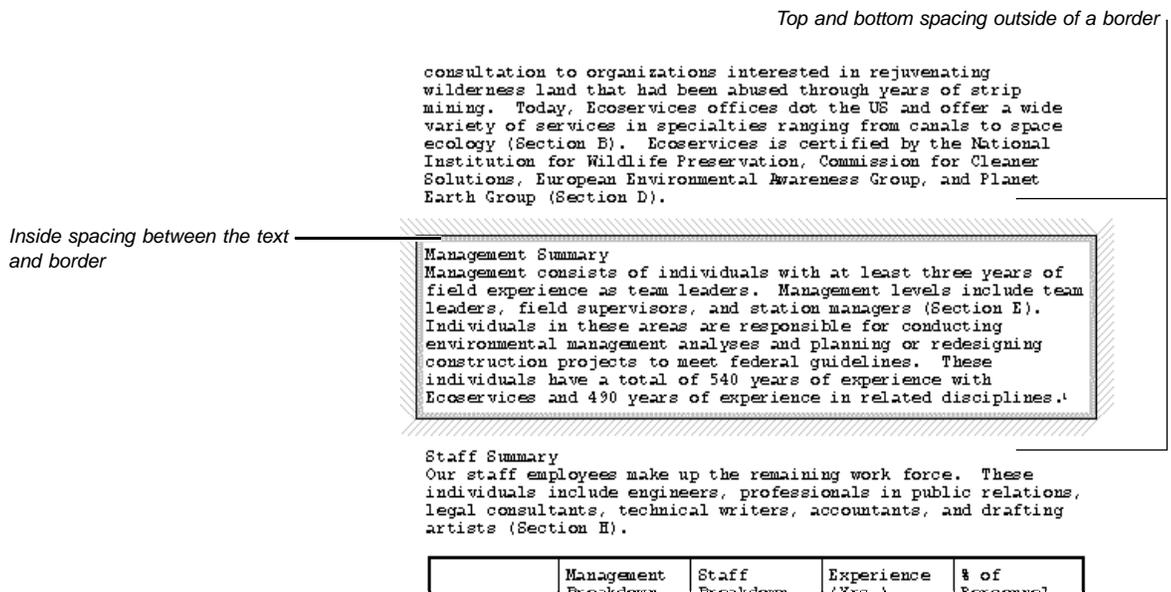
- 1 Choose **Color** from the **Customize Border** dialog box.
- 2 Select **Choose One Color For All Lines** to change the color of all border lines.

- 3 Highlight a color from the **Palette Colors** list box.



- 4 Specify a shade percentage (0 to 100) in the **Shade** entry field, then press **Enter** to see the resulting shade in the color box. (The color box is not available in **Text Mode**.)
- 5 Choose **Select**, then choose **OK**.
- 6 Choose another border customizing option or choose **Close**, then choose **OK**.

Adjusting the Outside and Inside Spacing of a Border



- 1 Choose **Spacing** from the **Customize Border** dialog box.
- 2 Select **Automatic Spacing**.
or
Deselect **Automatic Spacing**, then specify measurements for the outside or inside spacing.
- 3 Choose **OK**.
- 4 Choose another border customizing option or choose **Close**, then choose **OK**.

Adding a Shadow to a Border

- 1 Choose **Shadow** from the **Customize Border** dialog box.
- 2 Choose **Shadow Type**, then select a shadow position.
- 3 Choose **Shadow Color**, then highlight a color.
- 4 Specify a shade percentage (0 to 100), then press **Enter** to see the resulting shade in the color box. (The color box is not available in **Text Mode**.)
- 5 Choose **Select**.
- 6 Specify a shadow width.
- 7 Choose **OK**.
- 8 Choose another border customizing option or choose **Close**, then choose **OK**.

Changing the Corner Style of a Border

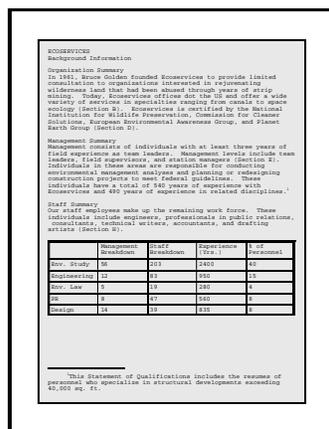
- 1 Choose **Corners** from the **Customize Border** dialog box.
- 2 Select **Square** or **Rounded**. If you select **Rounded**, specify a corner radius.

Note that a rounded corner style affects only Page borders. It does not affect Paragraph borders or Column borders.

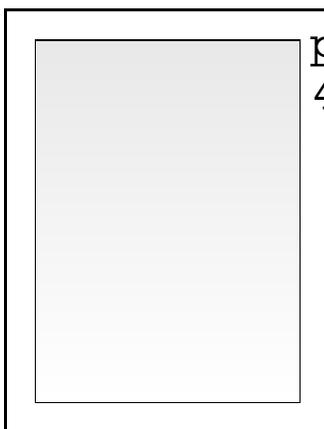
- 3 Choose **OK** to exit the **Border Corners** dialog box.
- 4 Choose another border customizing option or choose **Close**, then choose **OK**.

Changing the Fill Type and Fill Color Inside a Border

The **Fill** feature lets you choose a fill pattern, a pattern color (foreground color), and a color to fill in the spaces between the lines in the pattern (background color). You can also choose a gradient fill type to blend one color with a second color.



A fill pattern



A linear gradient fill

- 1 Choose **Fill** from the **Customize Border** dialog box.
- 2 Choose **Fill Style**, choose **Create**, then type the name of the new fill style.
- 3 Choose **OK**.

You can also edit an existing fill style (see *Styles: Graphics*).

- 4 Choose **Pattern** or **Gradient** from the **Fill Type** pop-up list.
- 5 Choose a **Foreground Color**, a **Background Color**, and a **Fill Pattern**.

If you selected a **Pattern** fill type, you can select a pre-defined pattern.

If you selected a **Gradient** fill type, you can select gradient options. Gradient options are explained in the table below.

- 6 Choose **OK** until you return to the **Fill Styles** dialog box.
- 7 Choose **Select**, then choose **OK** to return to the **Customize Border** dialog box.
- 8 Choose another border customizing option or choose **Close**, then choose **OK**.

To view a gradient fill in a Paragraph, Page, or Column border, you must use the **Print Preview** feature.

Gradient Option	Lets you
Gradient Type	Choose a linear, radial, or rectangular gradient.
Rotation Angle	Rotate a linear or rectangular gradient counter-clockwise inside the border.
Horizontal Offset	Specify the horizontal center of a radial or rectangular gradient, or a rotated linear gradient.
Vertical Offset	Specify the vertical center of a radial or rectangular gradient, or the top of a linear gradient.
Number of Shades	Specify how smoothly the foreground and background colors are blended. For example, specifying three shades in a linear gradient creates three gradations of color. This feature is available only when Calculate Number of Shades is deselected.
Calculate Number of Shades	Automatically calculates the number of shades for a given gradient type.

Editing a Border in a Document

You can easily change the appearance of an existing border in your document.

- 1 Place the cursor in a paragraph, page, or column surrounded by the border you want to edit.
- 2 Choose **Borders** from the **Graphics** menu, then choose the border type you want to edit (**Paragraph**, **Page**, or **Column**).

Or Press Alt+F9, 3, then 1, 2, or 3

- 3 Choose **Border Style**, highlight the border style you want, then choose **Select**.

or

Choose **Fill Style**, highlight a percentage of shaded fill, then choose **Select**.

or

Choose **Customize** to edit the border lines, line color, inside and outside spacing, shadow, corner type, and fill style. See *Adding a Customized Border* earlier in this section.

- 4 When you are finished editing the border, choose **OK** and **Close** until you return to your document.

To edit a border in a header or footer you must be in the Header or Footer Editor.

Turning Off a Border

You can turn off a border at any point in your document.

- 1 Place the cursor anywhere in the paragraph, page, or column surrounded by the border you want to turn off.
- 2 Choose **Borders** from the **Graphics** menu, then choose the border type you want to turn off (**Paragraph**, **Page**, or **Column**).

Or Press Alt+F9, 3, then 1, 2, or 3

- 3 Choose **Off**.

If you have more than one border of the same type (such as two different Page borders in a document), only the one on the page where the cursor is located will be discontinued.

Helps and Hints

Creating Text Columns and Adding a Column Border at the Same Time

You can define a column border when you create Columns (see *Columns*).

Typing Measurements

WordPerfect converts fractions into decimals. For example, if inches are the current unit of measure, you can type **1/4** in a measurement entry field, and WordPerfect converts it into 0.25". See *Setting the Units of Measure* under *Setup: Environment*.

Additional Information

Border Styles

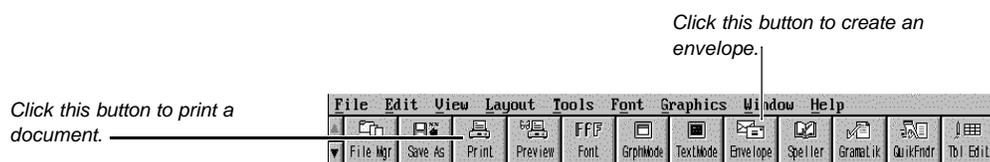
If any of the pre-defined border styles do not meet your needs, you can create new border styles or edit the pre-defined styles. You can then use these border styles in future documents. See *Styles: Graphics*.

See Also

- Columns
- Graphics: Lines
- Styles: Graphics
- Tables: Lines, Borders, Fill

Button Bar

Use the **Button Bar**[™] feature to give you quick access to frequently used menu items, features, macros, and other Button Bars.



The WordPerfect default Button Bar

Ten Button Bars ship with WordPerfect. You can select seven predefined Button Bars from the **View** menu in the main document window, or you can create your own. Additional Button Bars are available for **Print Preview**, the **Image Editor**, and the **Equation Editor** (see *Specific Button Bars* later in this section).

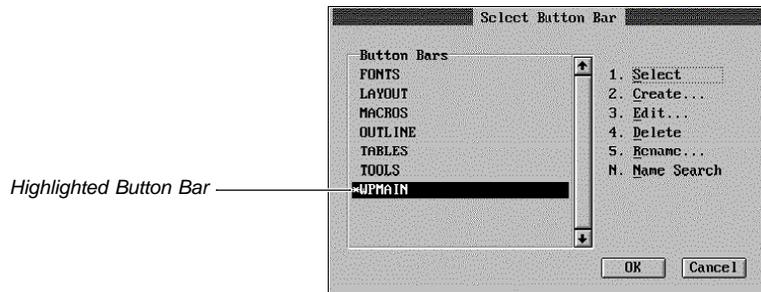
IMPORTANT: You must use a mouse to choose buttons on the Button Bar. You cannot use the keyboard.

What's in this section?

- Selecting a Button Bar
- Displaying (and Hiding) a Button Bar
- Creating and Editing a Button Bar
- Changing the Way a Button Bar Looks on the Screen
- Deleting a Button Bar
- Renaming a Button Bar
- Helps and Hints
- See Also

Selecting a Button Bar

- 1 Choose **Button Bar Setup** from the **View** menu, then choose **Select**.



- 2 Highlight the Button Bar you want, then choose **Select**.

Displaying (and Hiding) a Button Bar

To display (or hide) a Button Bar,

- 1 Choose **Button Bar** from the **View** menu.

Creating and Editing a Button Bar

- 1 Choose **Button Bar Setup** from the **View** menu, then choose **Select**.
- 2 Choose **Create**, type the name of a new Button Bar, then choose **OK**.
or
Highlight the Button Bar you want to edit, then choose **Edit**.



Now you can add, delete, or move buttons on the Button Bar.

Note that any characters you use in a Button Bar filename will be converted to uppercase. Some WordPerfect characters don't have uppercase equivalents and may be altered when converted to uppercase.

Adding a Button

- 1 Choose **Add Menu Item**, then assign an item to the Button Bar by choosing it from a pull-down menu.

When you are finished adding pull-down menu items to the Button Bar, press Exit (F7).

- 2 To add features, macros, or entire Button Bars to your Button Bar, choose **Add Feature**, **Add Macro**, or **Add Button Bar**, then select the items you want from the list box.
- 3 Choose another Button Bar editing option (**Delete Button** or **Move Button**) or choose **OK** until you return to your document.

Deleting a Button

- 1 From the **Edit Button Bar** dialog box, select the button you want to delete, then choose **Delete Button**.
- 2 Choose **Yes**.
- 3 Choose another Button Bar editing option (**Add Button** or **Move Button**) or choose **OK** until you return to your document.

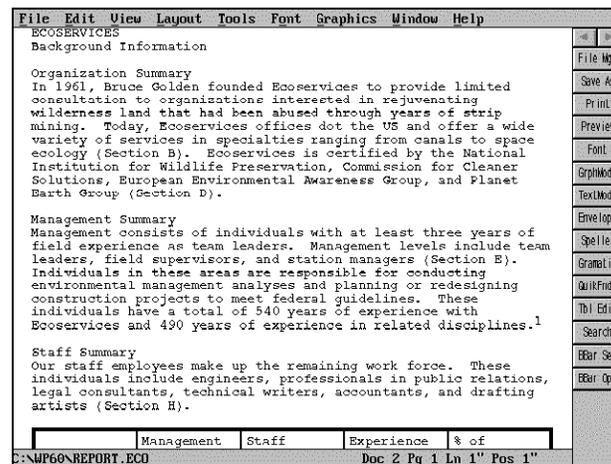
Moving a Button

To move a button to a new position on the same Button Bar,

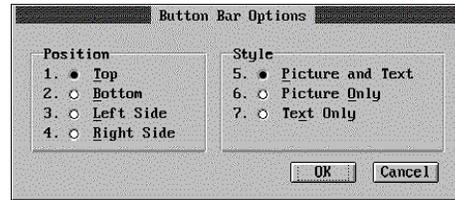
- 1 From the **Edit Button Bar** dialog box, select the button you want to move, then choose **Move Button**.
- 2 Place the cursor where you want to move the button.
- 3 Choose **Paste Button**.
- 4 Choose **OK** to save your changes and return to your document.
or
Choose **Cancel** to cancel your changes and return to your document.

Changing the Way a Button Bar Looks on the Screen

You can change the position and appearance of a Button Bar in the document window.



- 1 Choose **Button Bar Setup** from the **View** menu, then choose **Options**.



- 2 Select a Button Bar position and a Button Bar style, then choose **OK**.

The new position and style settings affect all Button Bars you select or create until you change the settings again.

Deleting a Button Bar

- 1 Choose **Button Bar Setup** from the **View** menu, then choose **Select**.
- 2 Highlight the Button Bar you want to delete, then choose **Delete**.
- 3 Choose **Yes**, then choose **OK**.

Renaming a Button Bar

You can change the name of an existing Button Bar.

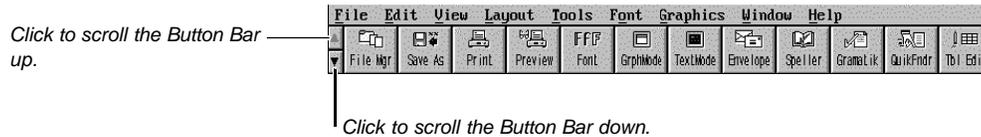
- 1 Choose **Button Bar Setup** from the **View** menu, then choose **Select**.
- 2 Highlight the Button Bar you want to rename, then choose **Rename**.
- 3 Type the name in the **Button Bar Name** entry field, then choose **OK**.

Helps and Hints

Viewing the Buttons

The number of buttons you can view at one time depends on the position and style options you choose.

For example, when the Button Bar is positioned at the top of the document window with the picture and text style setting, you may be able to see only a few buttons. By clicking on a scroll button, however, you can scroll the Button Bar up or down (for a horizontally positioned Button Bar) or left or right (for a vertically positioned Button Bar) to view additional buttons.



To maximize the number of buttons you can view without having to scroll, choose **Left Side** or **Right Side** as the Button Bar position and use the **Text Only** style.

Specific Button Bars

Button Bars are provided for the main document window, the **Print Preview** window, the **Image Editor**, and the **Equation Editor**. When you enter the **Image Editor**, **Equation Editor**, or **Print Preview** window, the specific Button Bar for that editor or window is displayed. The buttons on the specific Button Bar let you access features for the window or editor you are in.

To edit the **Image Editor**, **Equation Editor**, or **Print Preview** Button Bar, you must first be in the window or editor where that Button Bar is displayed.

Macro Buttons

If you edit a macro assigned to a button, that button will automatically access the updated macro. The appearance of the button will stay the same unless you change the name of the macro.

Button Bar Buttons

If you edit a Button Bar assigned to a button, that button will automatically access the updated Button Bar. The appearance of the button will stay the same unless you change the name of the Button Bar.

See Also

- Macros

Cancel

Use **Cancel** to back out of options or to discontinue a procedure before it actually takes place.

What's in this section?

- Backing Out of Menus
- Canceling Dialog Boxes and Help Topics
- Stopping a Macro
- Helps and Hints
- See Also

Backing Out of Menus

- 1 Place the mouse pointer anywhere outside a menu, then click the left mouse button.
Or Press Cancel (Esc)

Canceling Dialog Boxes and Help Topics

- 1 Choose **Cancel** from the dialog or in the Help topic.
Or Press Cancel (Esc)

Stopping a Macro

- 1 Press **Cancel** (Esc) to stop a macro you are playing.

When Recording a Macro

Don't press **Cancel** (Esc) to stop a macro you are recording. When you are recording a macro, pressing **Cancel** (Esc) simply records the Cancel.

To stop recording a macro,

- 1 Choose **Macro** from the **Tools** menu, then choose **Stop**.
Or Press Ctrl+F10

Helps and Hints

Other Ways to Cancel

You can also cancel menus, dialog boxes, and Help topics by clicking both mouse buttons simultaneously or by clicking the middle mouse button on a three-button mouse. In the Image Editor or Equation Editor, choose **Cancel** from the **File** menu.

Using F1 as Cancel

In WordPerfect 6.0, pressing F1 accesses Help, rather than Cancel.

To use F1 as Cancel, select the WordPerfect 5.1 keyboard.

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.
Or Press Shift+F1, 3
- 2 Select **WordPerfect 5.1 Keyboard (F1 = Cancel)**.
- 3 Choose **OK** and **Close** until you return to your document.

See Also

- Undelete • Undo

Center Page

Use **Center Page** to center text between the top and bottom margins, as shown in the following illustration.



What's in this section?

- Turning Page Centering On or Off
- Additional Information

Turning Page Centering On or Off

- 1 If you are turning centering off for only one page, place the cursor on that page
or
If you are turning centering on or off for multiple pages in the document, place cursor on the page where you want your changes to take effect.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 If you want to turn centering (on or off) for the current page, select (or deselect) **Center Current Page**.
or
If you want to turn centering (on or off) for the current page and subsequent pages in your document, select (or deselect) **Center Pages**.

- 4 Choose **OK** and **Close** until you return to your document.

Unless you are using **Page Mode**, you will not be able to see that the text is centered until you use **Print Preview** or until you print the document.

Additional Information

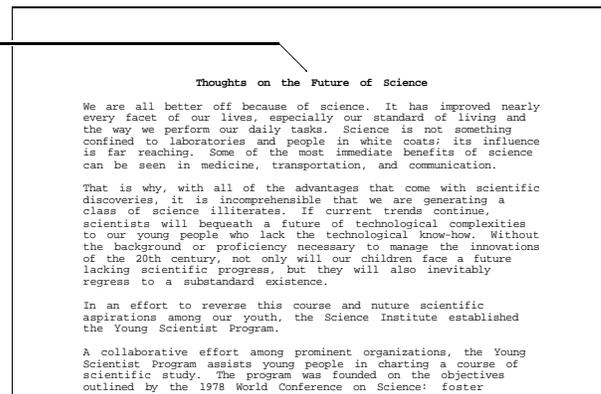
Auto Code Placement

Center Page is affected by **Auto Code Placement**. See *Auto Code Placement*.

Center Text

Use **Center** to center text between the left and right margins or at a specific position on a line.

This title is centered between the left and right margins.



What's in this section?

- Typing Centered Text
- Typing Text from the Center of a Line
- Centering Text at a Specific Position
- Helps and Hints
- See Also

Typing Centered Text

- 1 Place the cursor at the beginning of the line where you want to type centered text.
- 2 Choose **Alignment** from the **Layout** menu, then choose **Center**.
Or Press Shift+F6
- 3 Type the text you want centered, then press **Enter**.

You can also center existing text by placing the cursor in front of the text, then following step 2 above.

Typing Text from the Center of a Line

You can type text that begins at the center of a current line. This is useful, for example, when you are typing a date, address, or salutation in a letter.

- 1 Place the cursor at the beginning of the line where you want to type centered text.
- 2 Choose **Alignment** from the **Layout** menu, then choose **Center**.
Or Press Shift+F6

- 3 Choose **Other** from the **Layout** menu, then select **End Centering/Alignment**.
Or Press Shift+F8, 7, 4
- 4 Choose **OK**.
- 5 Type the text, then press **Enter**.

Centering Text at a Specific Position

You can center text over a specific tab position on a line. This is useful if you want to center text in columns created with tabs or indents.

- 1 Tab or space to the position on the line where you want to begin centering.
- 2 Choose **Alignment** from the **Layout** menu, then choose **Center**.
Or Press Shift+F6
- 3 Type the text, then press **Enter**.

IMPORTANT: If you center text over more than one position on a single line, the centered text may overlap.

Helps and Hints

Centering Text in Columns

To center a line of text in a column created with the **Columns** feature,

- 1 Place the cursor on the left margin of the column.
- 2 Choose **Alignment** from the **Layout** menu, then choose **Center**.
Or Press Shift+F6
- 3 Type the text, then press **Enter**.

Inserting Dot Leaders Around Centered Text

To insert a dot leader from the left margin to the beginning of centered text,

- 1 Perform this step twice: choose **Alignment** from the **Layout** menu, then choose **Center**.
Or Press Shift+F6 twice
- 2 Type the text you want to center.
- 3 Press **Enter** to turn off centering.

or

If you want the dot leader to continue from the end of the text to the right margin, perform this step twice: choose **Alignment** from the **Layout** menu, then choose **Flush Right**.

Or Press Alt+F6 twice

See Also

- Center Page
- Justification

Characters

In addition to the characters and symbols on your keyboard, you can use **WP Characters** to insert international characters; ASCII, math, scientific, and typographic symbols; and digraphs and diacritics into your WordPerfect document.

What's in this section?

- Concepts
- Inserting Characters into your Document
- Creating a Digraph, Symbol, or Diacritic Using **Compose**
- Helps and Hints
- Additional Information
- See Also

Concepts

Character Sets

WordPerfect provides more than 1500 characters and symbols, which are grouped into fourteen character sets. Each numbered character set contains a certain type of character. For example, character set 0 contains ASCII characters, and character set 8 contains Greek characters. Most of these characters are listed in the **WordPerfect Characters** dialog box. See *Inserting Characters into your Document* later in this section. To see *all* of the characters in the WordPerfect character sets, see *Appendix A: Character Sets*.

Each individual character in a set is also numbered. The combination of the set number and the character number identifies each character. For example, £ (Italian currency symbol) is in character set 4, and it is number 61. Therefore, character £ is 4,61.

[Illustration not shown]

If you already know the number of the character you want to use in your document, you can simply type the number in the **Number** entry field of the **WordPerfect Characters** dialog box. See *Inserting Characters into your Document* later in this section.

Compose

Use **Compose** to combine characters from the character sets and from the keyboard into common digraphs, symbols, and diacritics. See *Creating a Digraph, Symbol, or Diacritic Using Compose* later in this section. For a complete list of digraphs, symbols, and diacritics, see *Appendix A: Character Sets*.

Digraphs

A digraph is a combination of two letters that represent a single sound or a symbol (for example, the combination of A and E in the name Æsop). Using **Compose**, you can also create a custom digraphic symbol like the copyright © (using the c and the o). See *Creating a Digraph, Symbol, or Diacritic Using Compose* later in this section.

Diacritics

A diacritic is an accent mark used with a character to change the way the character is pronounced. With **Compose**, for example, a circumflex and an E can be combined to form Ê. See *Creating a Digraph, Symbol, or Diacritic Using Compose* later in this section.

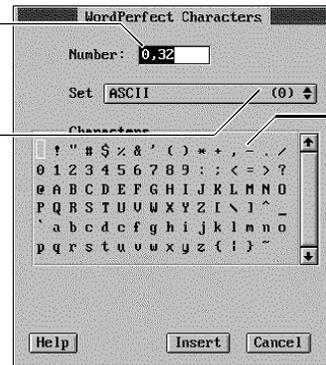
Inserting Characters into your Document

- 1 Place the cursor where you want the character to appear in your text, then choose **WP Characters** from the **Font** menu.

Or Press Ctrl+w

Specify a character number here.

Choose a character set from this pop-up list.

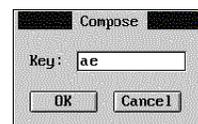


Choose a character from this table.

- 2 Choose the WordPerfect Character set you want from the **Set** pop-up list.
- 3 Select the character you want, then choose **Insert**.

Creating a Digraph, Symbol, or Diacritic Using Compose

- 1 Place the cursor where you want the character combination to appear in your text, then press **Ctrl+a**.
- 2 In the **Key** entry field, type the characters for the digraph, symbol, or diacritic. Type one character followed by another character, with no comma between them (for example, **æ**).



For a complete list of symbols you can create using **Compose**, see *Appendix A: Character Sets*.

Helps and Hints

Viewing Characters on the Screen

Some characters in the WordPerfect character sets may not display in your document window (particularly if you are in **Text Mode**). These characters are represented by a small square box ■ on your screen. To view the characters, use **Print Preview**, **Graphics Mode**, or **Page Mode**. See *Print Preview* and *View Modes* for more information.

Keyboard Mapping

You can assign a character you use frequently to a specific key on the keyboard. See *Setup: Keyboard Layout* for more information.

Additional Information

Character Print Quality

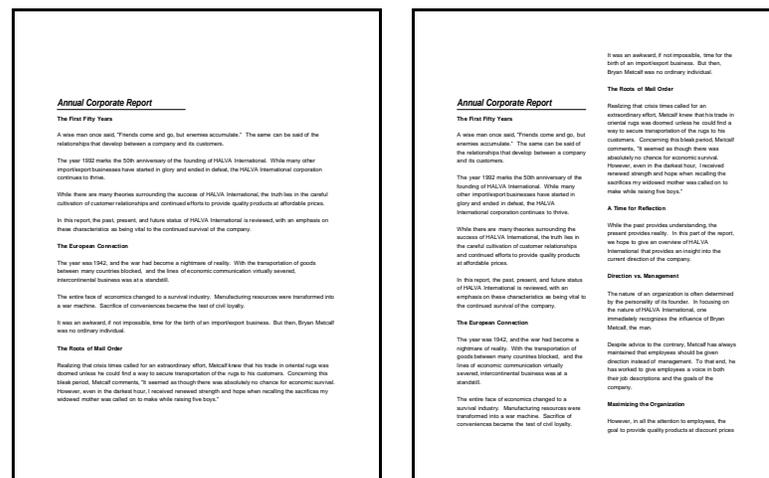
Although WordPerfect can now print most characters graphically, it is possible that the characters you choose may not print in an acceptable manner. This may be because your printer may not have the capability to print them. The print quality for characters also depends on the Text Quality and Graphics Quality settings, as well as the WP.DRS file and the font you are using. See *Print: Specify Document Settings* and *Appendix A: Character Sets* for more information.

See Also

- Overstrike
- Appendix A: Character Sets

Columns

Use **Columns** to vertically divide text on a page.



Normal formatting

Same text in 2-column format

The **Columns** feature can help you create newsletters, glossaries, scripts, inventory lists, or other documents in which you want to divide text vertically on the page. You can specify as many as 24 columns on a page.

What's in this section?

- Concepts
- Turning On Columns
- Turning On Newspaper Columns with the Ribbon
- Converting Existing Text into Columns
- Inserting Text in Columns
- Moving from Column to Column
- Customizing Column Widths and Spaces
- Turning Off Columns
- Adding Tables in Columns
- Adding Graphics in Columns
- Helps and Hints
- Additional Information
- See Also

Concepts

Newspaper Columns

Text in a newspaper column flows down a column to the bottom of a page, then starts again at the top of the next column to the right, as it does in a newspaper article.

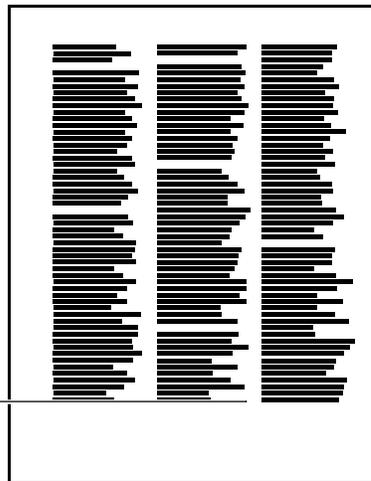
Text flows down a column to the bottom of the page, then starts again at the top of next column.



Balanced Newspaper Columns

Balanced newspaper columns are just like regular newspaper columns, but each column is adjusted on the page so that they are equal in length.

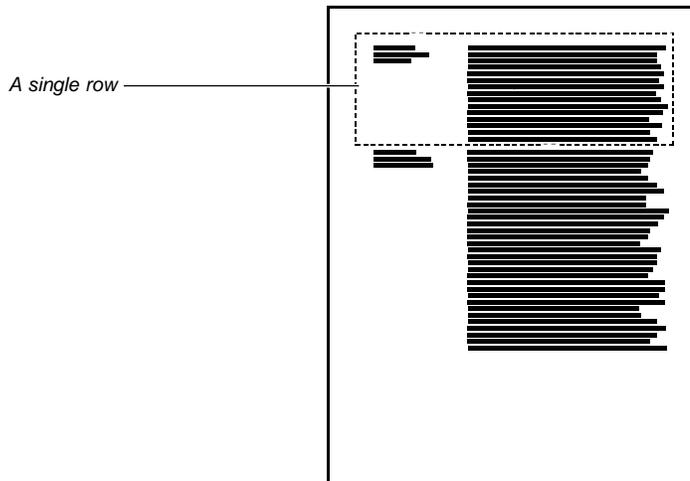
Even lengths



Parallel Columns

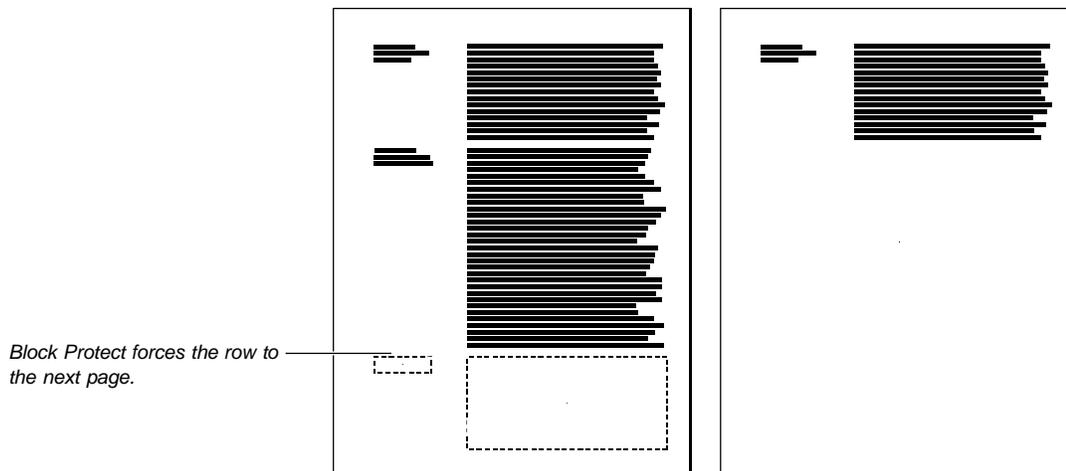
Text in parallel columns is grouped across the page in rows. The next row starts below the longest column of the previous row. Parallel Columns are useful for scripts, charts, or

inventory lists. This same effect can be created using the **Tables** feature (see *Tables: Create*).



Parallel Columns with Block Protect

Block Protect keeps each row of columns together. If a row in one column becomes so long that it moves across a page break, the entire row moves to the next page.



Using Several Types of Columns

You can use one column type throughout your document, or you can use several types of columns in one document.

Turning On Columns

- 1 Place the cursor where you want columns to start.
or
Block the text you want to place in columns.
- 2 Choose **Columns** from the **Layout** menu.
Or Press Alt+F7, 1
- 3 Select **Column Type**.
- 4 Select **Newspaper**, **Balanced Newspaper**, **Parallel**, or **Parallel with Block Protect**.

- 5 Select **Number of Columns**, then specify a number.
 - 6 To change the space between columns, choose **Distance Between Columns** and specify a measurement.
 - 7 To change the space between rows, select **Line Spacing Between Rows** and specify a line spacing value.
 - 8 To add column borders, choose **Column Borders**, choose **Border Style**, highlight a border style, choose **Select**, then choose **OK**.
 - 9 To change column fill styles, select **Fill Style**, select a fill style, then choose **OK**.
- See *Borders* for more information on how to customize column borders and fill styles.
- 10 To customize the widths between columns, see *Customizing Column Widths and Spaces* later in this section.
 - 11 Choose **OK**.

Turning On Newspaper Columns with the Ribbon

- 1 If the **Ribbon** is not already turned on, choose **Ribbon** from the **View** menu.
- 2 Place the cursor where you want columns to start.
or
Block the text you want to place in columns.
- 3 Click the **Col** button, then select from 1-24 columns.

Converting Existing Text into Columns

It is often easier to create and edit document text, then put it into columns.

- 1 Move the cursor to the beginning of the text you want in columns.
or
Block the text you want to place in columns.
- 2 Choose **Columns** from the **Layout** menu.
Or Press Alt+F7, 1
- 3 Select **Column Type**.
- 4 Select **Newspaper**, **Balanced Newspaper**, **Parallel**, or **Parallel with Block Protect**.
- 5 Select **Number of Columns**, then specify a number.
- 6 To change the amount of space between columns, choose **Distance Between Columns**, then specify a measurement.

Inserting Text in Columns

Typing text in a column is almost the same as typing text in a normal document.

- 1 Move the cursor into a column.
- 2 Type text as you normally would.
- 3 If you are using parallel columns, press **Ctrl+Enter** to move to the next column.

Whenever you press **Ctrl+Enter**, all text and codes from the cursor forward move to the next column. Before you press **Ctrl+Enter**, make sure the cursor precedes all of the formatting codes (such as Tab, Bold, and Italics) for the text you are moving. Turn on **Reveal Codes** to display the codes. See *Reveal Codes*.

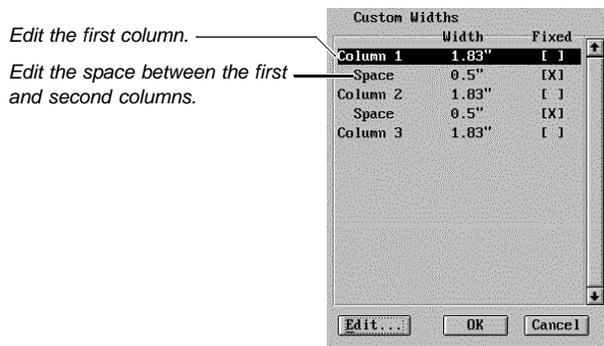
Moving from Column to Column

You can move the cursor from column to column by clicking the mouse in any column you want, or you can use the keystrokes below. (Don't use the arrow keys on the number pad.) In order to move to a column, there must be existing text in that column.

To Move	Press
One column to the right	Ctrl+Home, Right Arrow (-) or Alt+Right Arrow (-)
One column to the left	Ctrl+Home, Left Arrow (-) or Alt+Left Arrow (-)
To the last column	Ctrl+Home,End or Ctrl+Home, Home, Right Arrow (-)
To the first column	Ctrl+Home, Home, Left Arrow (-)
To the top of the column in the current row	Ctrl+Home, Up Arrow (↑)
To the bottom of the column in the current row	Ctrl+Home, Down Arrow (↓)

Customizing Column Widths and Spaces

- 1 Place the cursor in a column.
- 2 Choose **Columns** from the **Layout** menu.
Or Press Alt+F7, 1
- 3 Choose **Custom Widths**.
- 4 Highlight a column number or a space in the **Custom Widths** list box.



- 5 Choose **Edit**.
- 6 Select **Width** and specify a measurement.

Several things can cause WordPerfect to adjust column widths and spaces. Select **Fixed** if you want the width of the current column or space to remain the same.

- 7 Choose **Next** or **Previous** and specify measurements for other Columns or Spaces.
- 8 Choose **OK** until you return to your document.

Turning Off Columns

- 1 Place the cursor at the position where you want to turn columns off.

2 Choose **Columns** from the **Layout** menu.

Or Press Alt+F7, 1

3 Choose **Off**.

Choosing **Off** turns off columns from the cursor forward.

Adding Tables in Columns

You can add tables to columns.

[Illustration not shown]

1 Place the cursor at the position in the column where you want to insert the table.

2 Choose **Tables** from the **Layout** menu, then choose **Create**.

Or Press Alt+F7, 2, 1

3 Specify the number of table columns and rows.

4 Choose **OK**.

5 Edit the table as necessary (see *Tables: Edit*).

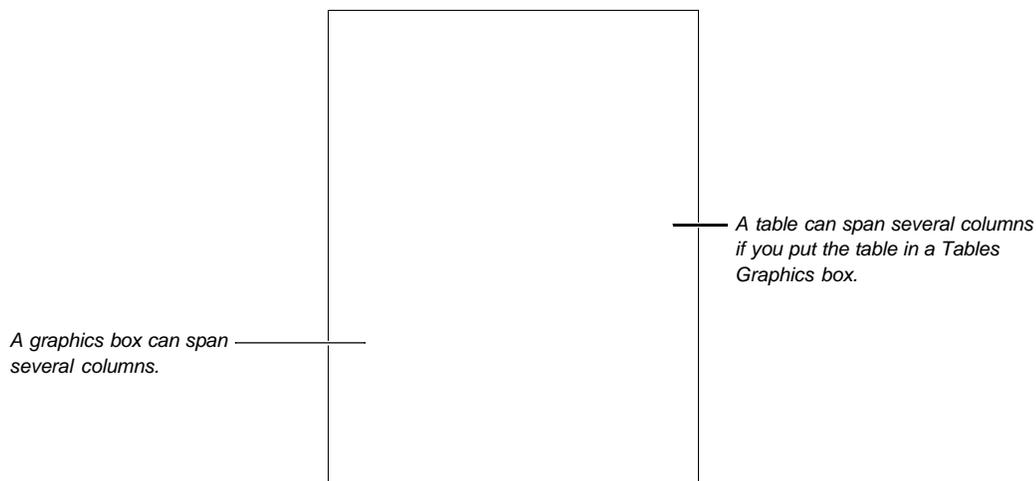
6 Choose **Close** to return to the document.

Or Press F7

If you want a table to span several columns, place the table in a **Graphics Table Box** (see *Adding Graphics in Columns* below).

Adding Graphics in Columns

You can add any kind of **Graphics Box** to columns.



- 1 Place the cursor at the position in the column where you want to insert a graphics box.
- 2 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Create**.
Or Press Alt+F9, 1, 1
- 3 Choose **Based on Box Style**, highlight the type of box you want to add, then choose **Select**.
- 4 Specify filenames and any other options for the box type you have chosen.

When you are creating a graphics box for a table that spans several columns, change the **Attach To** option from **Paragraph** to **Page**. You can then specify how you want to place the table in the columns. For example, you can center a graphics box between columns 1 and 2. See *Graphics: Editing the Box Position* for more information.

- 5 Choose **OK** to insert the graphics box into the columns.

See *Graphics: Adding to a Document* for more information.

Helps and Hints

Inserting Hard Page Breaks in Columns

You can insert a hard page break in columns by pressing **Ctrl+a**, then **Ctrl+Enter**.

Blank Lines

If additional blank lines appear in your columns, you can delete the extra hard returns. Do not delete any of the column definition codes (for example, the [HCol] code that starts a new column or the [ColOff] code that turns off columns).

Viewing Heavily Formatted Columns

If your columns are formatted with many graphics or tables, choose **Page Mode** from the **View** menu to display the document as it will look when it is printed.

Additional Information

Auto Code Placement

If the cursor is placed in the middle of an existing paragraph when you define columns, the columns will start at the beginning of that paragraph, unless you have turned off **Auto Code Placement** (see *Auto Code Placement*).

Status Line

When columns are turned on, the status bar displays a "Col #" indicator, where # is the number of the column in which the cursor is currently located.

Justifying Text in Columns

You can use all the justification options within column text (Left, Center, Right, Full, and Full, All Lines). See *Justification*.

See Also

- Borders
- Tabs

Comments

Use **Comment** to add comments to your text. Comments appear in a text box on screen if you are in Text Mode or Graphics Mode, but are not printed as part of the document.

Comment displays within a double-line border.



What's in this section?

- Concepts
- Creating a Comment
- Editing a Comment
- Converting a Comment to Text
- Converting Text to a Comment
- Hiding Comments
- Helps and Hints
- See Also

Concepts

Uses for Comments

You can use comments to note scheduling changes you need to make, to record upcoming announcements, or to store information. The **Comment** feature can also be used to pool comments or suggestions from several people who are reviewing or editing the same document.

Creating a Comment

- 1 Place the cursor where you want the comment to appear.
- 2 Choose **Comment** from the **Layout** menu, then choose **Create**.

Or Press Ctrl+F7, 2, 1

- 3 Type the comment, then choose **Exit** from the **File** menu.

The comment appears in a box in both Text Mode and Graphics Mode.

Editing a Comment

- 1 Place the cursor just after the comment you want to edit.
- 2 Choose **Comment** from the **Layout** menu, then choose **Edit**.
Or Press Ctrl+F7, 2, 2
- 3 Edit the comment, then press **Exit**.

Converting a Comment to Text

- 1 Place the cursor just after the comment you want to convert.
- 2 Choose **Comment** from the **Layout** menu, then choose **Convert to Text**.
Or Press Ctrl+F7, 2, 3

IMPORTANT: Because the comment text is inserted at the location where the comment was originally placed, you may need to add spacing and punctuation before and after the comment to blend it into the existing text.

Converting Text to a Comment

- 1 Block the text you want to convert.
- 2 Choose **Comment** from the **Layout** menu, then choose **Create**.
Or Press Ctrl+F7, 2, 1

Hiding Comments

- 1 Choose **Screen Setup** from the **View** menu, choose **Window Options**, then deselect **Display Comments**.
Or Press Ctrl+F3, Shift+F1, 4, 6
- 2 Choose OK until you return to the document window.
The comment will not be displayed. If you want it to display, repeat the step above.

Helps and Hints

Columns

Comments will display in columns and tables.

WordPerfect Features and Comments

You can bold or underline text within a comment. You can change fonts, justification, and margins. You can add graphics or date options, and you can also use the Speller and Thesaurus.

Printing Comments

Comments do not affect or appear in printed text. If you want to print a comment, you need to convert it into text.

See Also

- Columns
- Footnotes and Endnotes
- Tables: Create

- 4 If you want to compare the retrieved document with the old version of the document on disk, choose **OK**.
or
If you want to compare the retrieved document with a document that has a different filename, type the path and filename of that document in the **Document on Disk** entry field or select it from the **File List** or **QuickList**. Then choose **OK**.

Removing Markings

You can remove redline markings and strikethrough text all at once. In other words, you can implement all suggested editing changes with one command.

- 1 Choose **Compare Documents** from the **File** menu, then choose **Remove Markings**.
Or Press Alt+F5, 9
- 2 If you want to return the document to the way it was before you compared it, select **Remove Redline Markings and Strikethrough Text**.
or
If you want to keep the markings for added text but remove all other text and markings inserted by the comparison, select **Remove Strikethrough Text Only**.
- 3 Choose **OK**.

Helps and Hints

Changing the Printed Appearance of Redline Text

You can change the printed appearance of redline text. You can use the redlining method specific to your printer (usually a shaded background) or you can mark redline text with a character in the margins (usually a vertical bar).

- 1 Choose **Document** from the **Layout** menu.
Or Press Shift+F8, 4
- 2 Choose an option from the **Redline Method** pop-up list.

Left and **Right** mark redlined text in the left margin or right margin. **Alternating** marks redlined text in the left margin for even-numbered pages and in the right margin for odd-numbered pages. All three use the character in the **Redline Character** entry field.

- 3 If you chose **Left**, **Alternating**, or **Right** and you want to mark redline text with a character other than a vertical bar (|), type a new character in the **Redline Character** entry field.

You can press **Ctrl+w** to open the **WordPerfect Characters** dialog box and insert a special character. See *Characters* if you need help using this dialog box.

- 4 Choose **OK** and **Close** until you return to your document.

Additional Information

Words, Phrases, Sentences, Paragraphs

The list below explains how WordPerfect defines words, phrases, sentences, and paragraphs.

Item	Definition
Word	Text that ends with a space, period, comma, colon, semicolon, question mark, exclamation point, hard return, or hard page break
Phrase	Text that ends with a period, comma, colon, semicolon, question mark, exclamation point, hard return, or hard page break
Sentence	Text that ends with a period, question mark, exclamation point, hard return, or hard page break
Paragraph	Text that ends with a hard return or hard page break

Conditional End of Page

Use **Conditional End of Page** to keep a specific number of lines together on one page.

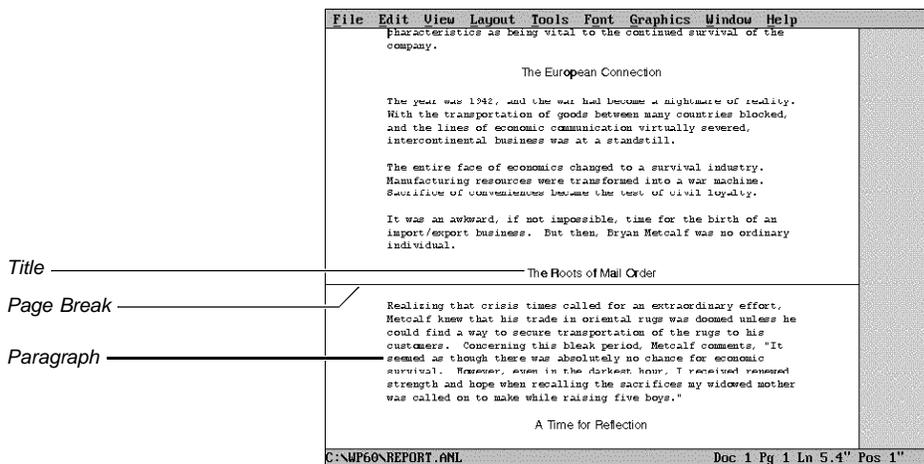
What's in this section?

- Concepts
- Using Conditional End of Page
- Helps and Hints
- See Also

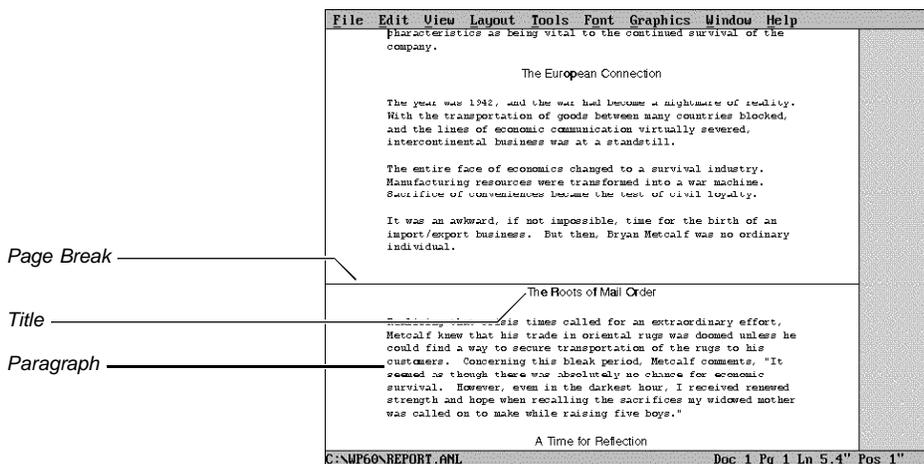
Concepts

Keeping Related Information Together

In the document below, the paragraph title is separated from the paragraph by a page break.



You can use **Conditional End of Page** to keep the title and the paragraph on the same page.



Counting Blank Lines

When you specify the number of lines you want to keep together, remember to include any blank lines. For example, when you count the lines in a double-spaced or triple-spaced document, you need to count the lines of text *and* the blank lines between the lines of text.

Using Conditional End of Page

- 1 Move the cursor to the first line of text you want to include.
- 2 Choose **Other** from the **Layout** menu, then choose **Conditional End of Page**.
Or Press Shift+F8, 7, 2
- 3 Specify the number of lines to keep together.
- 4 Choose **OK** and **Close** until you return to your document.

Helps and Hints

Conditional End of Page and Block Protect

Conditional End of Page protects a specific number of lines from a certain point forward. **Block Protect** protects a block of text (see *Block Protect*).

Widow/Orphan Protect

You can also use **Widow/Orphan Protect** to avoid printing one line of a paragraph alone at the top or bottom of a page.

See Also

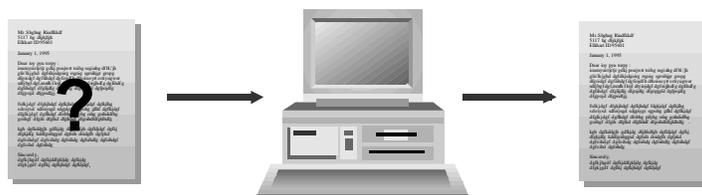
- Block Protect • Widow/Orphan Protect

Conversion

You can convert files created in other applications into WordPerfect format. You can also convert WordPerfect files into other formats.

Supported graphics files are also converted when they are retrieved into a WordPerfect document.

Files created in other applications often do not share the same file format as WordPerfect. This means that they cannot be used in WordPerfect until they are converted.



What's in this section?

- Concepts
- Converting a WordPerfect Document to Another Format
- Converting a File to WordPerfect 6.0 Format
- Changing the Code Page
- Helps and Hints
- Additional Information

Concepts

Converting Files from WordPerfect 5.x Format to WordPerfect 6.0 Format and back

To convert a document created in WordPerfect 5.0 or 5.1 for DOS or WordPerfect 5.1 or 5.2 for Windows into WordPerfect 6.0 for DOS, simply retrieve it. The formatting in your documents will be preserved.

Documents saved using Fast Save (unformatted) will not convert.

When converting documents from WordPerfect 6.0 format to WordPerfect 5.x format, remember that new WordPerfect 6.0 features will not convert.

Converting a WordPerfect Document to Another Format

- 1 Choose **Save As** from the **File** menu.
Or Press F10
- 2 Type a filename for the converted file.
- 3 Choose **Format**.
- 4 Select the file format you want to use from the drop-down list.
- 5 Choose **OK**.

Converting a File to WordPerfect 6.0 Format

- 1 Choose **Open** from the **File** menu.
Or Press Shift+F10
- 2 Type the filename of the file you want to convert, or select it from the **File Manager** or **QuickList**, then choose **OK**.
- 3 Highlight the current format of the file you want to open.
- 4 Choose **Select**.

If the file is too large for WordPerfect's built-in converter to handle, then a conversion utility (ConvertPerfect) will convert the file (see *About Conversion* later in this section). You will be returned to WordPerfect after the conversion is complete.

- 5 Edit the document as usual.
- 6 Choose **Save As** from the **File** menu.
- 7 Type a filename for the converted file.

If you use the original filename, the converted file will be replaced with the file in WordPerfect 6.0 format.

IMPORTANT: Converted documents are saved in WordPerfect 6.0 format unless they are converted ASCII files. WordPerfect saves converted ASCII files as ASCII files by default. See *Save and Save As* for instructions on changing the default save format.

- 8 Choose **OK**.

Changing the Code Page

You can change the code page when opening or saving a document (see *Code Pages* under *Additional Information* later in this section).

Changing the Code Page While Opening a Document

- 1 From the **File Format** dialog box, choose **Code Page** (see *Converting a file to WordPerfect 6.0 Format* earlier in this section.)
- 2 Highlight a code page, then choose **Select**.

Changing the Code Page While Saving a Document

- 1 Choose **Save As** from the **File** menu.
- 2 Choose **Code Page**.
- 3 Highlight a code page and choose **Select**.

About Conversion

Conversion is a powerful tool, but your document won't always look exactly the same after it has been converted. For best results, keep the formatting in your files simple. If you know you will be converting a document file, use only the formatting features that are available in both WordPerfect and the other application. While you may lose some formatting when you convert a document file, you will not lose any text.

ConvertPerfect

You can convert only one file at a time using WordPerfect. If you want to convert several files at once, you can use ConvertPerfect, the conversion utility that was installed with WordPerfect 6.0. ConvertPerfect can be run as a stand-alone application.

To access ConvertPerfect, go to the DOS prompt, change to the C:\WP60 directory (or the directory where you installed WordPerfect), and type **CV**. To view a list of the formats you can convert, select **Insert Job** and then tab to the **Source File Format** list box. You can choose word processing, graphics, or spreadsheet formats from the **Insert Job** dialog box. For more information about ConvertPerfect, see the ConvertPerfect online help.

Saving Documents in Other WordPerfect Formats

You can save your documents in WordPerfect 4.2, 5.0, 5.1, or 5.2 format when you want to edit them using a previous version of WordPerfect. In addition, some software applications accept WordPerfect files only in these older formats.

Keep in mind that anything in a WordPerfect 6.0 document that uses features new to WordPerfect 6.0 will be lost when the document is converted to a previous version format.

Converting WordPerfect Character Sets

Some of the characters in the WordPerfect character sets are not supported in other applications. If a character is not supported in the file format you are converting your document to, it is replaced by a space (ASCII Text character 32).

Editing System Files

If you use WordPerfect to edit your CONFIG.SYS file or AUTOEXEC.BAT file (or other special files with a .BAT or .TXT extension), save the files in **ASCII Text (Standard)** format.

If you save a file as a WordPerfect document, DOS will no longer recognize it as a batch or system file. If you accidentally save a system file as a WordPerfect file, retrieve the file into WordPerfect again and resave it in **ASCII Text (Standard)** format.

Code Pages

A *code page* is a table in the DOS operating system that defines which ASCII character set is used in a document. Different ASCII character sets are used for different languages. When you save a document, you can change the code page, and thus the character set, for the document.

DOS Delimited Text

Use the **DOS Delimited Text** format to retrieve spreadsheet or database files as a WordPerfect merge data file. The **DOS Delimited Text** format contains delimiters, or characters that mark the beginning and end of each field or record. See *Merge* for information about WordPerfect data files. See *Setup: Environment* for more information on setting delimited text defaults.

Convert Case

Use **Convert Case** to convert text to uppercase or lowercase letters.

What's in this section?

- Concepts
- Using Convert Case
- See Also

Concepts

Case Sensitivity

When you convert text to lowercase, the following words remain capitalized:

- The word “I”
- Words starting with “I” followed by an apostrophe (such as “I’m” and “I’d”)
- The first word in each sentence

Converting to Initial Caps

The **Initial Caps** option capitalizes the first letter in each word of blocked text, except words like *and* and *the*.

A file called WPxx.ICR (where xx is a language code) contains the list of exceptions for each language. See *Language* for more information about languages.

Using Convert Case

- 1 Block the text to be converted.
- 2 Choose **Convert Case** from the **Edit** menu.
Or Press Shift+F3
- 3 Choose **Uppercase**, **Lowercase**, or **Initial Caps**.

See Also

- Block

Counters

Use **Counters** to count or number anything in your document. **Counters** can display numbers, letters, and Roman numerals anywhere in your document.

What's in this section?

- Concepts
- Creating a Counter
- Displaying a Counter
- Incrementing (or Decrementing) a Counter
- Incrementing and Displaying Counters in One Step
- Editing Counters
- Setting the Numbering Method
- Setting the Value of Counters
- Helps and Hints
- See Also

Counters and Numbering

WordPerfect has features that can automatically number things like pages, graphics boxes, paragraphs, and footnotes. However, if you want to control how and when numbers display, increment, and decrement, use **Counters**.

IMPORTANT: **Counters** do not work automatically. You must set values and insert codes into your document where you want each of the numbers to appear. **Auto Code Placement** does not affect **Counters**.

Counter Codes

When you define, display, and increment counters and set counter values, you insert four types of codes into your document. These codes are described below.

Code	Description
Counter Method [Count Meth]	Defines numbering method (numbers, letters, Roman numerals)
Counter Display [Count Disp]	Displays the number in your document
Counter Increment [Count Inc]	Increases the number by 1
Counter Decrement [Count Dec]	Decreases the number by 1
Set Counter Value (optional) [Count Set]	Sets the value of the counter to a new number

How to Use Counters

There are three basic steps involved in using **Counters**. Each step is explained in detail later in this section.

- Create the counter.
- Specify where in your document you want the numbers to increment or decrement.
- Specify where in your document you want the numbers to display.

Creating Counters

To use **Counters**, you must first create the counter and give it a name. You can use numbers, letters, or Roman numerals, and you can set a starting value (usually 1, a, or i). You can also define several numbering levels.

Incrementing and Decrementing Counters

When you use **Counters**, you must decide where to increment (or decrement) the numbers in your document. Common places to increment a counter might be at the beginning of sections or chapters. To increment (or decrement) numbers you must move your cursor to each location where you want the number to change then increment (or decrement) it. See *Incrementing (or Decrementing) a Counter* later in this section.

Displaying Counters

You can decide where numbers will be displayed in your document. Common places to display a counter might be in captions or as paragraph numbers. To display numbers, you must move your cursor to each place you want a number to appear and then display it. See *Displaying a Counter* later in this section.

IMPORTANT: Display and Increment (or Decrement) functions are independent. You can increment a counter without displaying it, and vice-versa.

Counter Levels

You can create counters with several numbering levels (such as l, i, a). When you use several numbering levels, you must increment (or decrement) and display each level individually. However, when you increment, decrement, or set a value for one level of a counter, the value for all subordinate levels is reset to 1.

For example, a three-level counter has been incremented to 2,4,5. When Level 1 is incremented to 3, Levels 2 and 3 are reset to 1. When all three levels of the counter are next displayed, the numbers will be 3,1,1.

Predefined Counters

WordPerfect uses five predefined system counters to number the various boxes used in the **Graphics** and **Equations** features. When you use those features, the counters are displayed and incremented automatically.

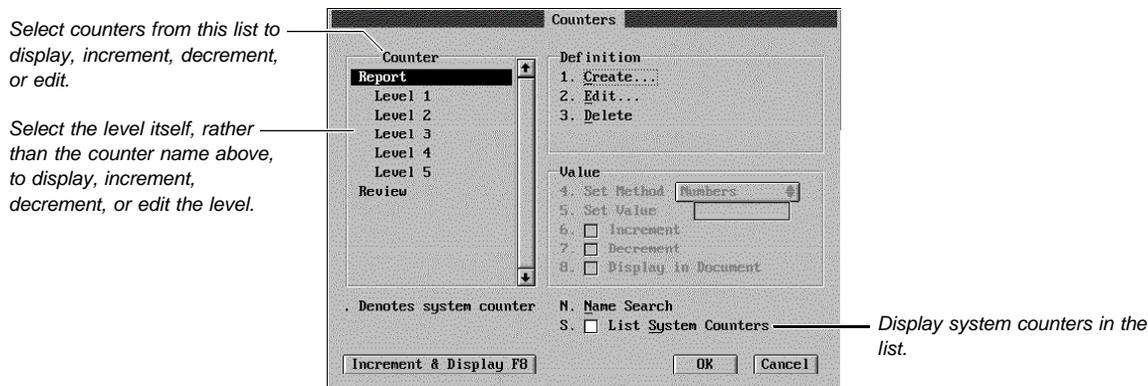
You can edit these system counters if you wish to change the numbering level or the numbering method (see *Editing Counters* later in this section).

Creating a Counter

- 1 Choose **Character** from the **Layout** menu, then choose **Counters**.
Or Press Shift+F8, 6, 4
- 2 Choose **Create**.
- 3 Type a name for the counter.
- 4 If you want more than one level for the counter, choose **Levels** and type the number of levels you want.
- 5 If you want to change the numbering method (numbers, letters, Roman numerals), choose **Numbering Method**, then choose the method you want.

If you specify more than one level, each level will have the same numbering method. You can change the numbering method for a level using **Edit** (see *Editing Counters* in this section).

- 6 Choose **OK** until you return to your document.



Displaying a Counter

- 1 Place the cursor where you want to display a counter number.
- 2 Choose **Character** from the **Layout** menu, then choose **Counters**.
Or Press Shift+F8, 6, 4
- 3 If you want to use a predefined counter, select **List System Counters**.
- 4 Select a counter or counter level from the **Counter** list.
- 5 Select **Display in Document**, then choose **OK**.

Incrementing (or Decrementing) a Counter

When you create a counter, the counter value starts at 1 (or A, or i) unless you set a different value (see *Setting the Value of Counters* later in this section).

- 1 Place the cursor where you want to increment (or decrement) the counter number.
- 2 Choose **Character** from the **Layout** menu, then choose **Counters**.
Or Press Shift+F8, 6, 4
- 3 If you want to use a predefined counter, select **List System Counters**.
- 4 Select a counter or counter level from the **Counter** list.
- 5 Select **Increment** (or **Decrement**), then choose **OK**.

IMPORTANT: You should display at least one counter number before you increment (or decrement) the counter number. Otherwise, the first number displayed will have incremented (or decremented) one up (or down) from the starting value.

Incrementing and Displaying Counters in One Step

You can increment and then display a counter number in one step.

- 1 Place the cursor where you want to increment and display a counter number.
- 2 Choose **Character** from the **Layout** menu, then choose **Counters**.
Or Press Shift+F8, 6, 4
- 3 If you want to use a predefined counter, select **List System Counters**.
- 4 Select a counter or counter level from the **Counter** list.
- 5 Choose **Increment & Display**.

Editing Counters

- 1 Choose **Character** from the **Layout** menu, then choose **Counters**.
Or Press Shift+F8, 6, 4

- 2 If you want to edit a predefined counter, select **List System Counters**.
- 3 Select a counter or counter level from the **Counter** list.

IMPORTANT: To change the number of levels (step 6 below), you must select the counter name. Changes made to the counter name will affect all levels of that counter throughout the document.

- 4 Choose **Edit**.
- 5 If desired, edit the name of the counter.
- 6 If you want to change the number of levels for the counter, choose **Levels** and type the number of levels you want.
- 7 If you want to change the numbering method, choose **Numbering Method** and choose the method you want.
- 8 Choose **OK** until you return to your document.

Setting the Numbering Method

You can change the numbering method for a counter. The change will be in effect from the cursor position on.

- 1 Place the cursor where you want to change the numbering method.

- 2 Choose **Character** from the **Layout** menu, then choose **Counters**.
Or Press Shift+F8, 6, 4
- 3 If you want to edit a predefined counter, select **List System Counters**.
- 4 Select a counter or counter level from the **Counter** list.
- 5 Choose **Set Method**, then choose the numbering method you want.
- 6 Choose **OK**.

Setting the Value of Counters

When you create a counter, its value is 1. You can set (change) the value of a counter anywhere in your document. All display, increment, and decrement functions that are inserted after you set the value will reflect the new value.

If the value of a counter in your document is 3 and you use **Set Value** to change the value to 7, then the counter's value will be 8 when it is next incremented.

- 1 Place the cursor where you want to set (change) the value of a counter.
- 2 Choose **Character** from the **Layout** menu, then choose **Counters**.
Or Press Shift+F8, 6, 4
- 3 If you want to set the value for a predefined counter, select **List System Counters**.
- 4 Select a counter or counter level from the **Counter** list.
- 5 Select **Set Value**, then specify a new value.

IMPORTANT: You can use numbers to specify a value regardless of the Numbering Method. For example, typing "10" will cause a counter with a numbering method of "Upper Roman" to display "X."

- 6 Choose **OK**.

Helps and Hints

Counter Example

To have a counter put the numbers 1, 2, and 3 on three consecutive pages, follow these steps:

- 1 Create a counter.
- 2 Display the counter on the first page.
- 3 Increment the counter, then display it on the second page.
- 4 Increment the counter, then display it on the third page.

See Also

- Line Numbering • Outline • Page Numbering

Cross-Reference

Use **Cross-Reference** to refer your reader to other pages, figures, and notes. For example, a report might include the following cross references:

Cross-reference

Despite advice to the contrary, Metcalf has always maintained that employees should be given direction instead of management. To that end, he has worked to give employees a voice in both their job description and the goals of this company.

Maximizing the Organization
However, in all the attention to employees, the goal of providing quality merchandise at discount prices (see figure 4) continues to give purpose and direction to the company.

As indicated in the Operating Expenses table (again, see page 12), that goal contributes to the recent venture into retail outlets. After the opening of several retail stores in 1990, sales increased by 50% in the last quarter. However, as demonstrated by the table figures, operating expenses were often more than twice those of the third quarter.

Operating Expenses			
1990			
Expense	Fourth Quarter	Third Quarter	Change

References such as figure numbers, page numbers, or footnote numbers may change as you edit the document. The **Cross-Reference** feature lets you create references that can be updated as your document changes.

What's in this section?

- Concepts
- Creating Cross-References
- Generating Cross-References
- Helps and Hints
- Additional Information
- See Also

Concepts

Creating cross-references involves two processes:

- Setting up references, targets, and target names
- Generating (compiling) the cross-references (see *Generate*)

References, Targets, and Target Names

The *reference* is the place in your document where you direct a reader to other parts of the document. The examples shown at the beginning of this section are references.

The *target* is the place you are telling the reader to look.

The *target name* is a unique identifier that ties a reference and target together. When WordPerfect generates your cross-references, it uses the target name to match a reference with a target.

The target name is used only when you generate cross-references. It is not printed and is displayed only in **Reveal Codes**.

Marking References and Targets

You can mark both the reference and the target in one operation. This is often the easiest way to mark references and targets.

When creating a document, however, you might write text for a page with a target (or reference) before you have written the text that will contain the corresponding reference (or target). If this is the case, you can mark the reference and the target separately.

Creating Cross-References

Marking Both Reference and Target

- 1 Place the cursor where you want to create the reference.
- 2 Type any introductory text (such as *See page*), then press the space bar to add a space between the introductory text and the reference number, letter, or character.
- 3 Choose **Cross-Reference** from the **Tools** menu, then choose **Both**.
Or Press Alt+F5, 1, 6
- 4 Select a reference type from the **Tie Reference to** list (see *Reference Types* below).
- 5 Select **Target Name**, then type a name in the entry field.
or
If you have already created targets, choose **Targets**, then highlight a target and choose **Select**.
- 6 Choose **OK**.
- 7 Move the cursor to the position immediately *after* the target, then press **Enter**.

You may want to use **Reveal Codes** to make sure the cursor is in the right place.

Marking a Reference Only

- 1 Place the cursor where you want to create the reference.
- 2 Type any introductory text for the cross-reference (such as *See page*), then press the space bar to add a space between the introductory text and the reference number, letter, or character.
- 3 Choose **Cross-Reference** from the **Tools** menu, then choose **Reference**.
Or Press Alt+F5, 1, 4
- 4 Select a reference type from the **Tie Reference to** list (see *Reference Types* below).
- 5 Select **Target Name**, then type a name in the entry field.
or
If you have already created targets, choose **Targets**, then highlight a target and choose **Select**.
- 6 Choose **OK**.

IMPORTANT: The target name must be the same for the reference and corresponding target.

A question mark (?) will appear in the text at the reference until you use **Generate**.

Marking a Target Only

- 1 Place the cursor immediately after the target.

You may want to use **Reveal Codes** to make sure your cursor is in the right place.

- 2 Choose **Cross-Reference** from the **Tools** menu, then choose **Target**.
Or Press Alt+F5, 1, 5
- 3 Type a name in the entry field.
or
If you have already created targets, choose **Targets**, then highlight a target and choose **Select**.

4 Choose **OK**.

IMPORTANT: The target name must be the same for the target and the corresponding reference.

Generating Cross-References

When you have marked all your references and targets, you are ready to generate the cross-references.

1 Choose **Generate** from the **Tools** menu.

Or Press Alt+F5, 4

2 Choose **OK** to continue.

Be sure to generate the cross-references again whenever you edit your document (see *Generate*).

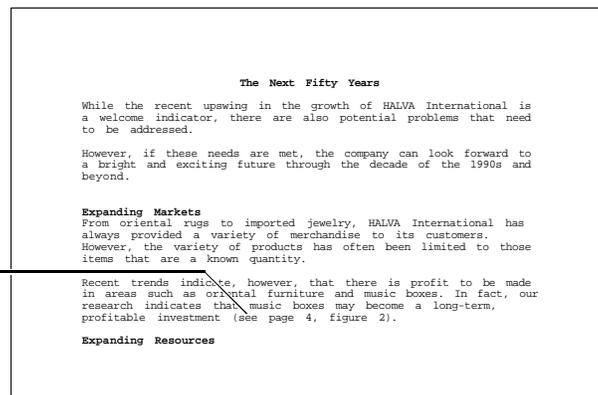
Helps and Hints

Creating More Complex Cross-References

You can cross-reference the same target with one or more different reference types (for example, *See page 23, figure 2*). You can also cross-reference one or more targets with the same reference type (for example, *See pages 10, 24, 29*).

Multiple References • To cross-reference a target with two or more references, you need to mark a separate reference for each reference type (for example, pages, figures, or tables). However, you only need to mark one target for all the references. For example, in the cross-reference shown below, you should mark two references—one a page number reference and one a graphics box reference.

One target with several references

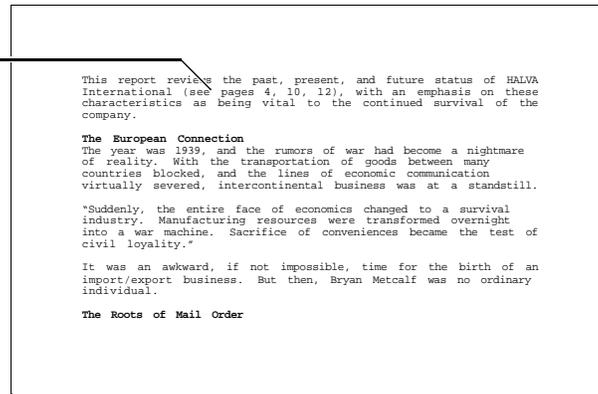


As long as all references use the same target name, you need to mark the target only once.

Multiple Targets • To cross-reference several targets with one reference, you need to mark the reference only once. Then mark each target separately, using the same

target name. For example, in the cross-reference shown below, you should mark one reference.

One reference with several targets



Then you should mark each of the targets. When you generate the cross-references, each one will be separated by a comma and a space.

Additional Information

Reference Types

You can cross-reference footnotes and endnotes, pages and secondary pages, counters, paragraphs, chapters, volumes, outlines, figures, and captions for graphics boxes (see *Graphics: Adding to a Document*).

To mark a target for most of these items, move the cursor to the immediate right of that item, then mark the target. To mark a graphics box, for example, move the cursor to the immediate right of the graphics box code you want to cross-reference, then mark the target.

The following are exceptions:

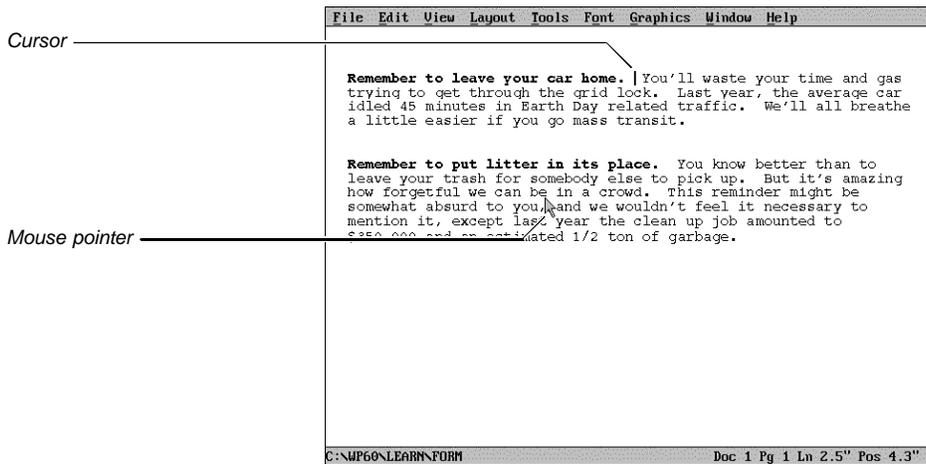
- If you are marking a page number, simply move to the text on the page that you want to cross-reference, then mark the target. Make sure you mark the target within the text you are referencing. This ensures that the cross-reference will be correct even if the text is moved to a different page.
- If your reference is located in a substructure (such as header, footer, endnote, footnote, or graphics box caption), you must mark the reference and the target in separate operations.

See Also

- Counters • Footnotes and Endnotes • Generate • Graphics • Headers and Footers
- Outline • Page Numbering • Paragraph Numbering

Cursor Movement

The cursor is the blinking bar that shows you where you are in your document.



What's in this section?

- Concepts
- Helps and Hints
- Additional Information
- See Also

Concepts

Moving the Cursor Using the Keyboard

The cursor automatically moves to the right of text as you type.

You can use the arrow keys to move the cursor *through* text one character, word or line at a time. You can also use keystrokes to move the cursor to either side of the screen or to the beginning or end of your document. See *Cursor Movement Keystrokes* below.

Moving the Cursor Using the Mouse

To move the cursor with a mouse, move the mouse pointer to the place where you want the cursor to appear and then click.

Cursor Movement Keystrokes

The following table lists the keystrokes you can use to move the cursor through text.

Location	Cursor Keys
Left One Character	Left Arrow (-)
Right One Character	Right Arrow (-)
Left One Word	Word Left (Ctrl+ -)
Right One Word	Word Right (Ctrl+ -)
Left Side of Screen	Home, Left Arrow (-)
Right Side of Screen	Home, Right Arrow (-)
Far Left of Line (even when the line extends beyond the left edge of the screen)	Home, Home, Left Arrow (-)
Far Right of Line (even when the line extends beyond the right edge of the screen)	End or Home, Home, Right Arrow (-)
Up One Line	Up Arrow (↑)

Location	Cursor Keys
Down One Line	Down Arrow (↓)
Up One Paragraph	Ctrl+Up Arrow (↑) (on keyboards with enhanced BIOS)*
Down One Paragraph	Ctrl+Down (↓) Arrow (on keyboards with enhanced BIOS)*
First Line on the Previous Page	Page Up (Pg Up)
First Line on the Next Page	Page Down (Pg Dn)
Top of Screen (then up one screen at a time)	Home, Up Arrow (↑) or minus sign (-) on the number keypad (turn Num Lock off)
Bottom of Screen (then down one screen at a time)	Home, Down Arrow (↓) or plus sign (+) on the number keypad (turn Num Lock off)
Beginning of a Document	Home,Home,Up Arrow (↑)
End of a document	Home,Home,Down Arrow (↓)
End of the last code on that line.	Home,Home,Home, Right (-)
Beginning of first code on that line	Home,Home,Home, Left Arrow (-)
End of a Document (<i>after</i> any formatting codes)	Home,Home,Home,Down Arrow (↓)
Beginning of a Document (<i>before</i> any formatting codes)	Home,Home,Home,Up Arrow (↑)

* See *Mapping Keyboard Functions* later in this section.

Helps and Hints

Repeat

You can use the **Repeat** feature to move the cursor a specified number of characters, lines, paragraphs or pages. To use **Repeat**, press **Ctrl+r**, type the number of times you want the movement repeated, then press the cursor movement keystroke(s) that you want repeated. See *Repeat*.

Go To

You can choose **Go To** from the **Edit** menu to move the cursor to a specific page, to the top or bottom of the current page, through columns in a table, or back to its last position. See *Go To*.

Additional Information

Mapping Keyboard Functions

If you do not have a computer with an enhanced BIOS, some of the keystrokes listed with an "*" in the above table will not work. You can, however, map these functions to your keyboard. See *Setup: Keyboard Layout*.

5.1 Cursor Movement

You can use the cursor movement keystrokes used in WordPerfect 5.1. See *Setup: Environment*.

See Also

• Go To • Repeat • Reveal Codes • Setup: Environment • Setup: Mouse

Cut, Copy, Paste

Use **Cut** to move blocked text or graphics from your document to a *buffer* (a temporary storage area in your computer's memory). Use **Copy** to copy blocked information to a buffer without removing it from your document. Use **Paste** to insert cut or copied information into any document or editing area at the cursor.

What's in this section?

- Cutting and Copying Information
- Pasting Information
- Pasting with the Enter Key
- Helps and Hints
- See Also

Cutting and Copying Information

- 1 Block the text or graphics box you want to cut or copy.

If you need help blocking text, see *Block*.

- 2 Choose **Cut** or **Copy** from the **Edit** menu.

Or Press Ctrl+x (Cut) or Ctrl+c (Copy)

The information remains in the buffer until you cut or copy something else, or until you exit WordPerfect. You can now paste the information.

Pasting Information

Once you have cut or copied information,

- 1 Place the cursor where you want to insert the information.
- 2 Choose **Paste** from the **Edit** menu.

Or Press Ctrl+v

You can also press **Ctrl+F4**, then choose **Paste Block**.

Pasting with the Enter Key

You can cut or copy information, then quickly paste it by pressing **Enter**.

- 1 Block the text or graphics box you want to cut or copy.

If you need help blocking text, see *Block*.

- 2 Choose **Cut and Paste** or **Copy and Paste** from the **Edit** menu.

Or Press Ctrl+Del (Cut and Paste) or Ctrl+Ins (Copy and Paste)

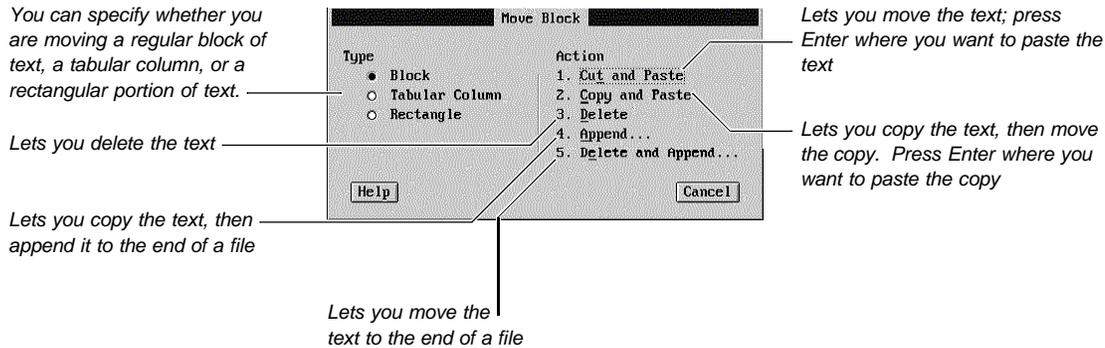
- 3 Place the cursor where you want to insert the information, then press **Enter**.

Helps and Hints

Using Ctrl+F4

If you are familiar with past versions of WordPerfect, you may be accustomed to using Ctrl+F4 to move information.

- 1 Block the information you want to move. If you need help, see *Block*.
- 2 Press **Ctrl+F4**, then use any of the options explained in the illustration below.



See *Select* if you need information about selecting a tabular column or a rectangular portion of text. See *Append* if you need information about appending text to the end of a file.

See Also

- Block

Date

Use **Date** to place the current date and time in your documents and to change the date format.

What's in this section?

- Concepts
- Inserting Date Text
- Inserting a Date Code
- Selecting a Predefined Date Format
- Editing a Date Format
- Helps and Hints
- Additional Information
- See Also

Concepts

Date Text and Date Codes

You can insert the date as *text* or as a *code*. Once you insert date text, it doesn't change. A date code, however, is updated to reflect the current date each time you retrieve, print, or reformat the document.

Date and Time Format

Normally, WordPerfect inserts the date as *month day, year* (July 9, 1996). You can use **Date Format** to change the way the date is displayed. Choose from several predefined date formats, or create your own. Below are examples of the predefined formats:

```
7/9/96
9 July 1996
Tuesday, July 9, 1996
09July96
```

The date format can also include the time, added punctuation, and even text.

Inserting Date Text

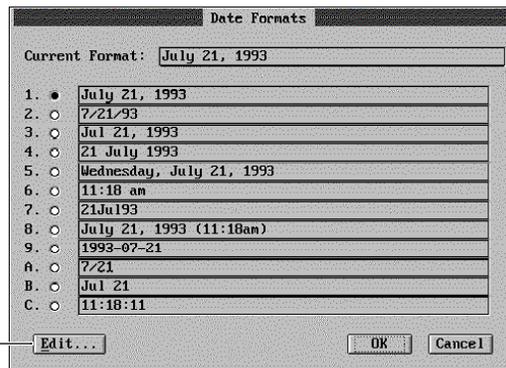
- 1 Place the cursor where you want to insert the date.
- 2 Choose **Date** from the **Tools** menu, then choose **Text**.
Or Press Shift+F5, 1

Inserting a Date Code

- 1 Place the cursor where you want to insert the Date code.
- 2 Choose **Date** from the **Tools** menu, then choose **Code**.
Or Press Shift+F5, 2

Selecting a Predefined Date Format

- 1 Choose **Date** from the **Tools** menu, then choose **Format**.
Or Press Shift+F5, 3

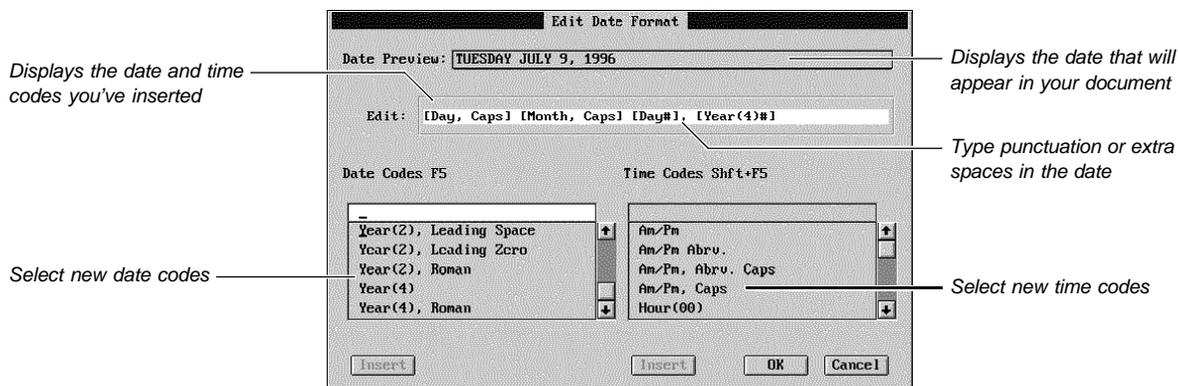


To create a customized format, choose Edit.

- 2 Select a predefined format, then choose **OK**.

Editing a Date Format

- 1 Choose **Date** from the **Tools** menu, choose **Format**, choose the format you want to edit, then choose **Edit**.
Or Press Shift+F5, 3, 9
- 2 Select and insert codes from the **Date Codes** and **Time Codes** list boxes to create a new date and time format.
- 3 Type any punctuation, spaces, and text you want to include with the date in the **Edit** entry field.



- 4 Choose **OK** to return to your document.

WordPerfect uses the new format for all dates you insert in your document from that point forward.

Helps and Hints

Wrong Date and Time

Your computer, not WordPerfect, sets the date and time. If the date and time are wrong, you must reset your computer clock. See your DOS manual for information on DOS date and time commands.

Additional Information

Default Date Format

If you want to insert the same date format for all documents, insert a date format into **Initial Codes Setup** (see *Initial Codes*).

Language

If you have selected a different language, the date displays according to the conventions of that language (see *Language* and *Language Resource File*).

Including the DATE Command in Merge Files

You can include a DATE command in a form file or a data merge file. WordPerfect then inserts the current date when you perform the merge (see *Merge*).

See Also

- Language
- Language Resource File

Delay Codes

Use **Delay Codes** to list codes that will take effect a specified number of pages after the current page.

What's in this section?

- Concepts
- Creating Delay Codes
- Editing a Delay Code
- Helps and Hints
- See Also

Concepts

Auto Code Placement

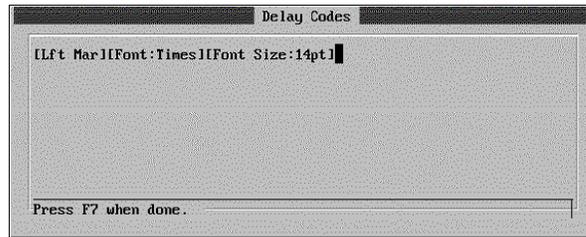
Delay Codes works best when **Auto Code Placement** is on. For information about using **Delay Codes** with **Auto Code Placement** off, see *When Auto Code Placement Is Off* under *Helps and Hints* below.

How Delay Codes Works

When **Auto Code Placement** is on, all delayed codes are placed at the top of your document (or at a previous **Hard Page** if one exists). This means that you can enter formatting codes for subsequent pages on the first page of your document.

For example, if you are using letterhead for the first page of your document, but you are using normal paper for rest of the document, you can set the paper size/type for both

pages on the first page. After you set up the paper size/type for the first page, you can then place a second paper size/type in **Delay Codes**.



Codes You Can Delay

You can delay any *open* code. An open code takes effect from the code forward in your document, or until another open code of the same type is encountered. Features that use open codes include **Paper Size/Type**, **Justification**, **Line Numbering**, **Font**, and **Margins**.

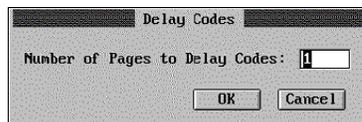
You cannot delay *paired* codes. A paired code requires a beginning and an ending code. Features that use paired codes include **Bold**, **Italics**, and **Tables**. You can choose features that use paired codes in the delay codes editing window, but paired codes for these features are taken out when the delay code is inserted into your document.

In addition, you cannot delay codes that take visible space on your screen (such as **Tab**, **Indent**, **Center**, and **Flush Right**).

Creating Delay Codes

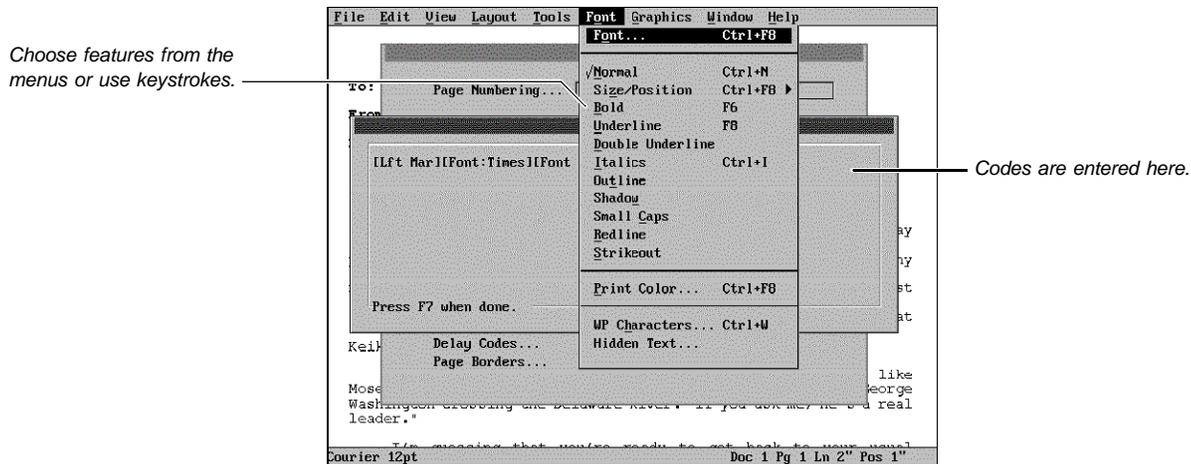
You can create delayed codes from any page in your document. When **Auto Code Placement** is on, the delay code is placed at the top of your document (or at a previous **Hard Page**).

- 1 Place the cursor on any page in your document.
- 2 Choose **Page** from the **Layout** menu, then choose **Delay Codes**.
Or Press Shift+F8, 3, d



- 3 Specify the number of pages you want to delay codes, then choose **OK**. (For example, if you are on page 3 and you specify 2, changes will begin on page 5).

- 4 Choose font and formatting options as if you were using them in a document.



- 5 When you have finished entering codes, choose **Exit** from the **File** menu.

Or Press F7

- 6 Choose **OK** and **Close** until you return to your document.

IMPORTANT: If a hard page break is located before the cursor, the delay code will be placed after the hard page break instead of at the top of the document.

Editing a Delay Code

WordPerfect places one delay code at the top of your document (or after a hard page break) for each page affected by delayed codes. When **Auto Code Placement** is on, you can edit any of the delay codes you have already created.

When you delay codes for a page that is already affected by delay codes, the existing delay code displays in the **Delay Codes** dialog box. You can then add to or edit the delayed codes for that page.

If you want to edit a specific delay code, it is easiest to find that code by returning to the beginning of your document or to a previous hard page break.

- 1 Return to the top of your document or previous hard page break.
- 2 Choose **Reveal Codes** from the **View** menu, then place the cursor on the [Delay] code you want to edit. (Notice the number in the [Delay] code.)
- 3 Choose **Page** from the **Layout** menu, then choose **Delay Codes**.
Or Press Shift+F8, 3, d
- 4 Type the number of pages from the [Delay] code you want to edit.
- 5 Make font or formatting changes, then choose **Exit** from the **File** menu.
Or Press F7
- 6 Choose **OK** and **Close** until you return to your document.

Helps and Hints

Delay Codes Entered For You

When **Auto Code Placement** is on, WordPerfect sometimes enters a delay code automatically. For example, if you want to enter a second paper size/type code on a certain page, simply go to that page and enter the code. The new paper size/type code is entered into a delay code at the top of the document, as long as there are no previous **Hard Page** breaks. Codes are then delayed from the top of the document to the current cursor position.

Delay Codes in Initial Codes

If you want to delay certain codes for all future documents, you can place the delay code in **Initial Codes Setup**. See *Initial Codes*.

When Auto Code Placement Is Off

When **Auto Code Placement** is off, the delay code is placed at the cursor position. This means that your document may contain conflicting delay codes. When this happens, the delay code that occurs last in your document takes precedence.

You cannot edit a delay code when **Auto Code Placement** is off. To delete a delay code, choose **Reveal Codes** from the **View** menu, then delete the [Delay:] code.

See Also

- Auto Code Placement
- Initial Codes

Delete

Use **Delete** to remove text and codes from a document in a variety of ways.

What's in this section?

- Deleting Text
- Deleting Codes
- Helps and Hints
- See Also

Deleting Text

1 Block the text you want to delete. If you need help, see *Block*.

2 Press **Delete** or **Backspace**.

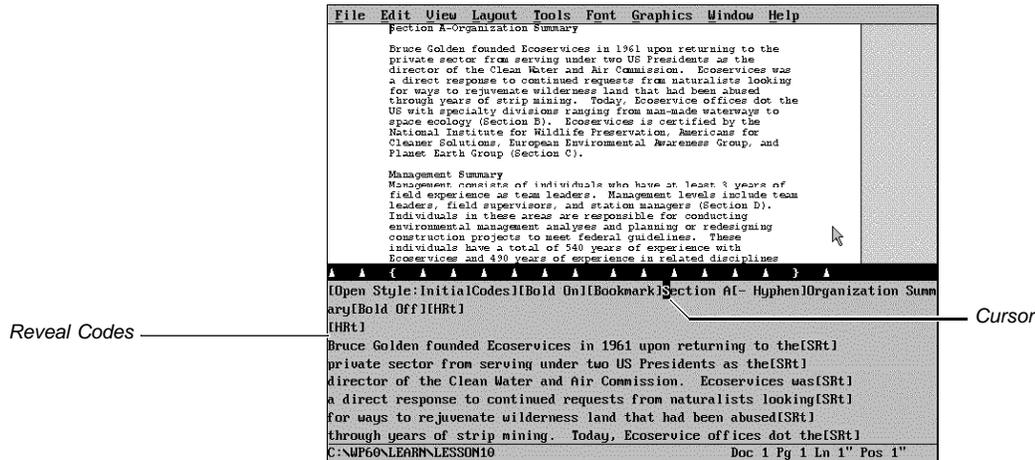
You can also delete text without blocking it. Press one of the keystrokes listed below.

Keystroke	Deletes
Backspace	Character to the left of the cursor
Delete	Character at the cursor
Ctrl+Backspace or Ctrl+Delete	Word at the cursor
Home, Backspace	From the cursor to the beginning of the current word
Home, Delete	From the cursor to the beginning of the next word
Ctrl+End	From the cursor to the end of the line
Ctrl+Page Down	From the cursor to the end of the page

Deleting Codes

- 1 If the code you want to delete is not visible in the document window, choose **Reveal Codes** from the **View** menu.

Or Press Alt+F3 or F11



- 2 Place the cursor on or to the immediate right of the code you want to delete.
- 3 Press **Delete** to delete the code highlighted by the cursor.
or
Press **Backspace** to delete the code to the left of the cursor.

Helps and Hints

Undeleting Information

You can undelete any of your last three deletions. The restored text is placed at the current cursor position. See *Undelete*.

You can also use **Undo** to restore your last deletion in its original location. See *Undo*.

Searching for Codes

You can search for codes you want to delete. For information, see *Search and Replace*.

Deleting Graphics

For information about deleting graphics, see *Deleting a Graphics Box* under *Graphics: Adding to a Document*.

Deleting Files

See *File Manager* if you need information about deleting files.

See Also

- Cut, Copy, Paste • File Manager • Reveal Codes • Search and Replace • Undelete • Undo

Directories

This section contains general information about using directories.

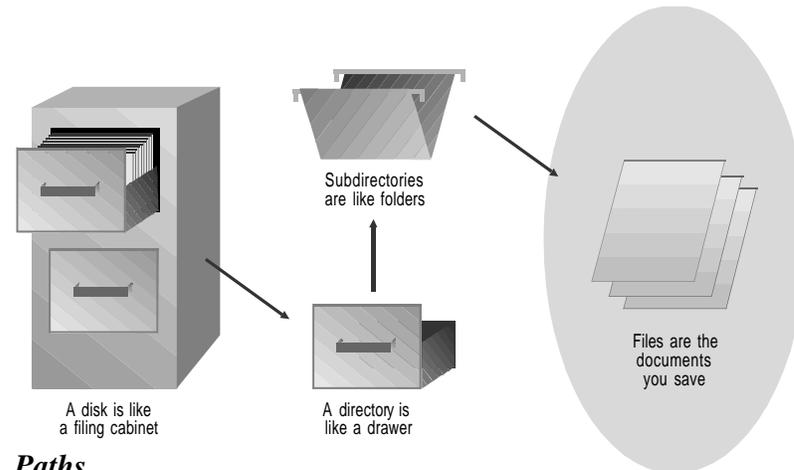
What's in this section?

- Concepts
- Helps and Hints
- See Also

Concepts

Directories and Subdirectories

You can save hundreds of files on a hard disk, which works like a large filing cabinet. To group similar files, you can create “file drawers” called *directories*.



Paths

The path for a file includes a drive letter and usually at least one directory. For example, in C:\WORK\LETTERS\JONES, the path for the file named JONES is C:\WORK\LETTERS. C: is the drive letter (the root directory), WORK is the directory, LETTERS is a subdirectory, and the LETTERS subdirectory contains the file named JONES.

Default Directories

During installation, you are prompted to assign specific directories for storing file types such as documents, macros, and graphics. These directories are called *default directories*. You can use the **Location of Files** feature to reassign the directories that are used as default directories for each file type. See *Setup: Location of Files*.

Helps and Hints

Creating and Deleting Directories

You can add and delete directories using **File Manager**. See *File Manager*.

File Manager, QuickList

If you are not sure of a document or directory name you are trying to find, you can use **File Manager** or **QuickList** to locate, view, and open the document you want. See *File Manager* and *QuickList*.

See Also

- Directory Tree
- DOS and WordPerfect
- File Manager
- Open and Retrieve
- QuickList
- Save and Save As
- Setup: Location of Files

Directory Tree

Use **Directory Tree** to display the hierarchy of directories on a drive. When you are using a feature that requires you to specify a directory (such as **File Manager**), you can select the directory from **Directory Tree**. If you need general information about directories, see *Directories*.

What's in this section?

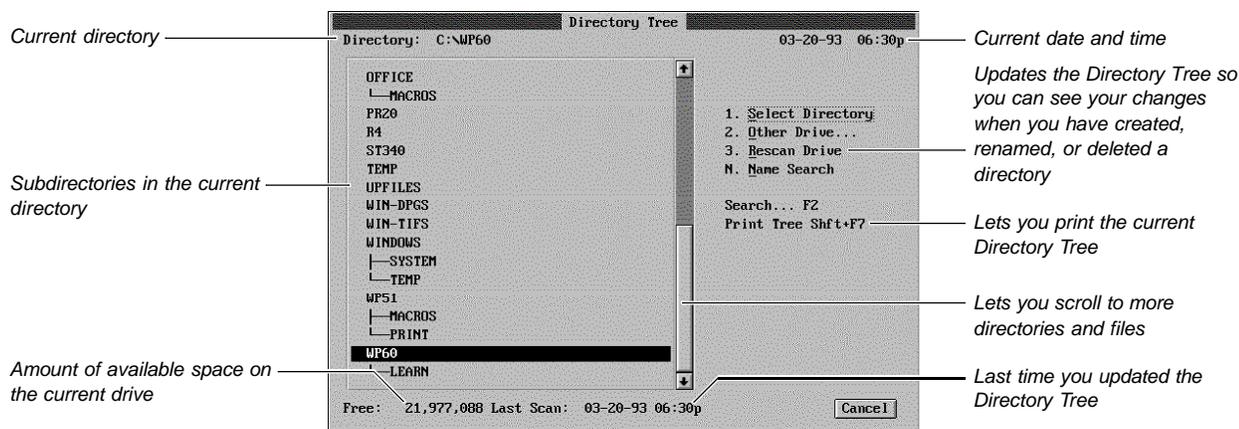
- Specifying a Directory
- See Also

Specifying a Directory

- 1 Choose the **Directory Tree** button in a dialog box that contains it.

Or Press F8

Dialog boxes containing this button appear when you use **File Manager**, **Location of Files** and other features that require you to specify a file or directory.



- 2 If you need to change to a different drive, choose **Other Drive**, highlight the drive you want, then choose **Select**.

- 3 If you need to search for a directory in the current directory (or in a subdirectory of the current directory), choose **Name Search**, then start typing the path of the directory without the drive letter (for example, type WORK\LETTERS). Press **Enter** when the directory you want is highlighted.

or

Choose **Search**, then specify the directory name (without its path). If you want to search above the highlighted directory in the tree, select **Backward Search**. Then choose **Search**.

- 4 When the directory you want is highlighted, choose **Select Directory**.

or

Choose **Use as Pattern** to insert the path of the directory into the dialog box mentioned in step 1.

For example, suppose you are using **File Manager** to open a document in a directory named LETTERS. If you choose **Directory Tree**, highlight **LETTERS**, and choose **Use as Pattern**, you will be returned to the **Specify File Manager List** dialog box and **C:\WORK\LETTERS** will be specified in the entry field. At that point, you can choose **OK** to list the files in the LETTERS directory and open the one you want.

See Also

• Directories • File Manager • Open and Retrieve • QuickFinder • QuickList • Save and Save As

Display Pitch

Use **Display Pitch** to adjust the text in your document window so that characters do not overlap or display outside the document window. Display pitch affects only the text in the document window, not printed text.

What's in this section?

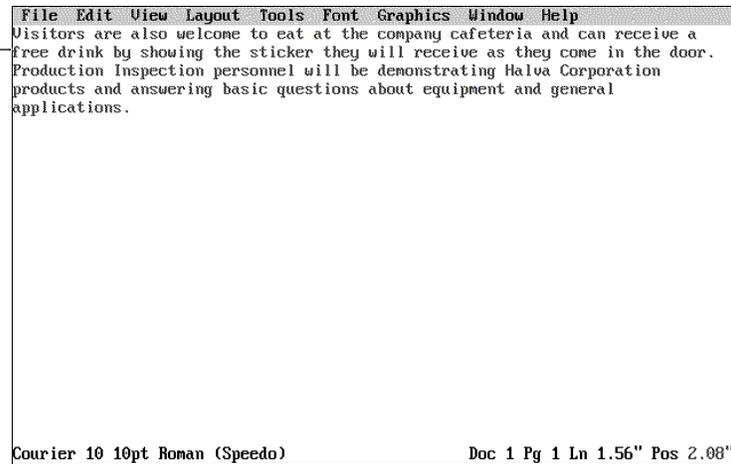
- Concepts
- Manually Adjusting the Display Pitch
- Returning to Automatic Display Pitch
- Helps and Hints
- Additional Information

Concepts

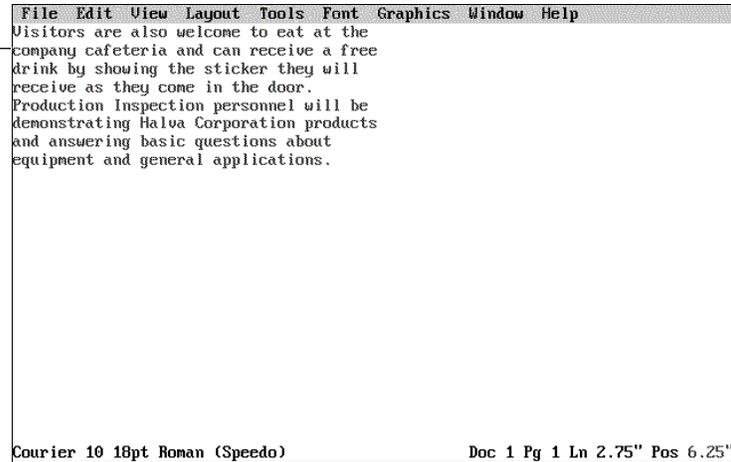
What is Display Pitch?

When you use WordPerfect in **Text Mode**, the characters on your screen are always displayed the same size regardless of the font you are using. WordPerfect doesn't change the size of the characters on the screen, but it accurately represents the number of characters that will fit on one line of the page when the text is printed.

This text will be printed in a 10-point font.



This text will be printed in an 18-point font.



Pitch refers to the number of characters per inch. *Display pitch* is a number that determines how many "character-widths" are allocated (on the screen only) to formatting options such as indents, tabs, table margins, graphics box margins, and column margins.

For example, if you specify a display pitch value of 0.2", a 1-inch indent will occupy a space on the screen only five characters wide.

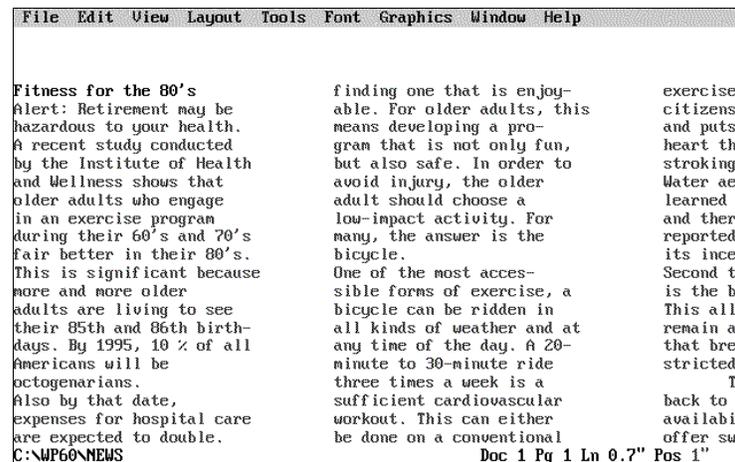
Interpreting the Display Pitch Value

The display pitch value is a measurement that specifies how many character widths something will occupy on the screen. The smaller the value, the more spread-out the text will appear on the screen. The larger the value, the more compressed the text will appear on the screen.

For example, if the display pitch is 0.1", a 1" indent occupies the same space as 10 characters (1" indent divided by 0.1" = 10 characters). If you decrease the display pitch to 0.05", the same indent occupies the same space as 20 characters (1" divided by 0.05" = 20).

Preventing Screen "Run-off"

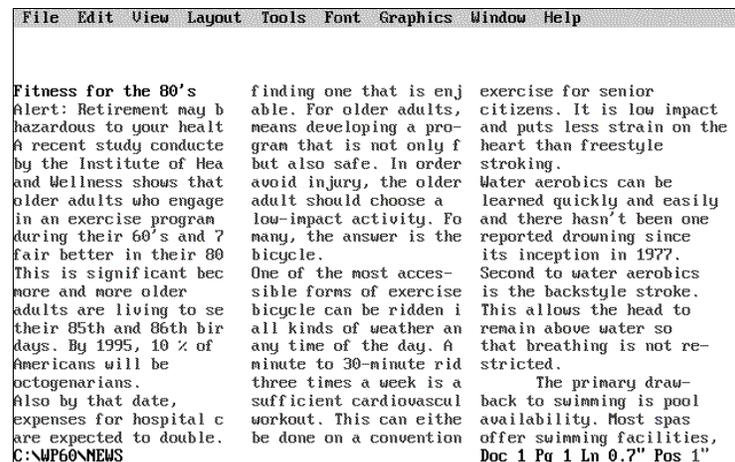
Suppose you have a document with three columns and the third column runs off the right side of the screen.



Text runs off screen

Text runs off the screen because WordPerfect automatically adjusts the display pitch to prevent text from overlapping on the screen. In this case, the space between columns increases and the columns expand horizontally so that they go off the right side of the screen.

You can adjust the display pitch *manually* to bring the text back on your screen in most cases. The example below shows the same three columns with a manually adjusted display pitch:



Adjusted Display Pitch

Increasing the display pitch value too much may cause the text to overlap. Experiment with different display pitch values to find one that works for your document.

Manually Adjusting the Display Pitch

- 1 Choose **Document** from the **Layout** menu.
Or Press Shift+F8, 4
- 2 Choose **Display Pitch** and type in a value (for example, **.2**).
- 3 Select **Manual**.
- 4 Choose **OK** and **Close** until you return to the document.

Returning to Automatic Display Pitch

- 1 Choose **Document** from the **Layout** menu.
Or Press Shift+F8, 4
- 2 Select **Automatic**.
Or Press 7, Enter, 1
- 3 Choose **OK** and **Close** until you return to the document.

Helps and Hints

The display pitch setting can be changed anywhere in your document and affects the entire document.

Additional Information

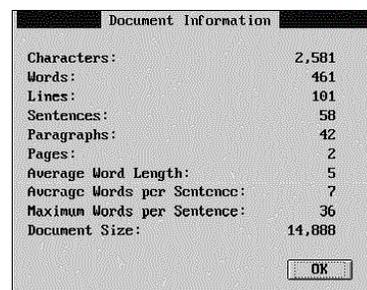
Tables and Graphics Boxes

Display Pitch can increase or decrease the on-screen space allotted to table cells and graphics boxes in **Text Mode**. The setting affects the *displayed* width of the cells and boxes on the screen, not the amount of text in a cell or the appearance of the printed table or box.

Document Information

Use **Document Information** to quickly see statistics for your entire document or for a portion of your document. At a glance you can see how many characters, words, lines, sentences, paragraphs, and pages your document (or the designated portion) contains.

Document Information also displays information about word length, words per sentence, and the size of your document (in bytes).



What's in this section?

- Viewing Information for the Entire Document
- Viewing Information for Part of the Document
- See Also

Viewing Information for the Entire Document

- 1 Choose **Writing Tools** from the **Tools** menu, then choose **Document Information**.
Or Press Alt+F1, 4
- 2 Choose **OK** to return to your document.

Viewing Information for Part of the Document

- 1 Block the text you want to see document information for.
- 2 Choose **Writing Tools** from the **Tools** menu, then choose **Document Information**.
Or Press Alt+F1, 4

Most of document information you see will reflect the blocked text. However, the statistic listed for **Document Size** will reflect the size of the entire document.
- 3 Choose **OK** to return to your document.

See Also

- Characters

Document Summary

Use **Document Summary** to create a general overview of a document. **Document Summary** helps you organize and quickly locate documents stored in directories on disk.

What's in this section?

- Concepts
- Creating a Summary
- Printing a Summary
- Saving a Summary as a Separate Document File
- Deleting a Summary
- Customizing the Summary Fields
- Automating Summary Tasks with Setup Options
- Additional Information
- See Also

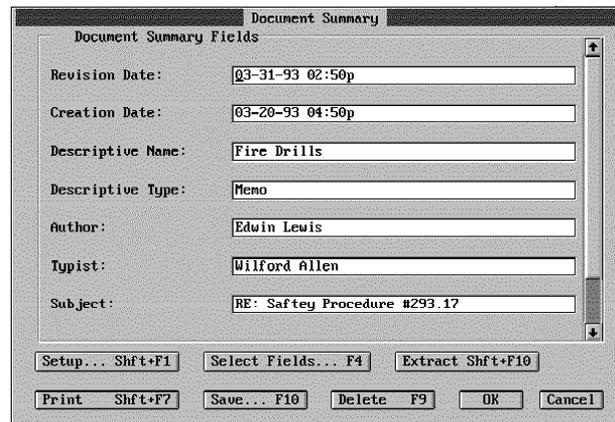
Concepts

How Summaries Relate to Documents

When you create a document summary, the information is saved as part of the document. The summary information is visible in the **Document Summary** dialog box or in **File Manager**. A document summary is not usually printed, although it can be. If you like, you can save the information in a summary as a separate document file.

Customizable Summaries

You can include a wide variety of information in a document summary.



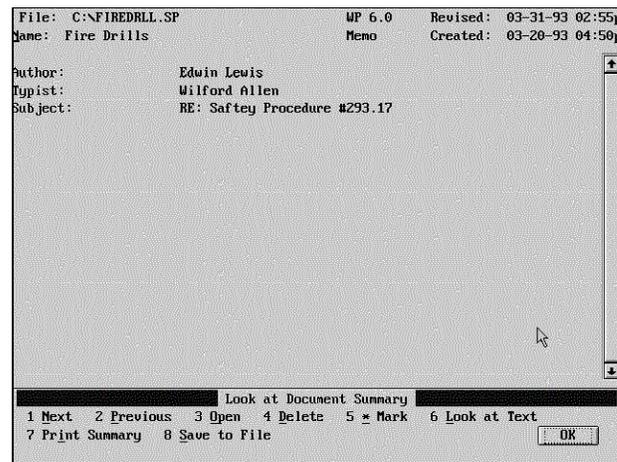
The screenshot shows a dialog box titled "Document Summary" with a sub-header "Document Summary Fields". It contains several text input fields with the following values: Revision Date: 03-31-93 02:50p, Creation Date: 03-20-93 04:50p, Descriptive Name: Fire Drills, Descriptive Type: Memo, Author: Edwin Lewis, Typist: Wilford Allen, and Subject: RE: Saftey Procedure #293.17. Below the fields are buttons for "Setup... Shift+F1", "Select Fields... F4", "Extract Shift+F10", "Print Shift+F7", "Save... F10", "Delete F9", "OK", and "Cancel".

Document Summaries and File Manager

If you create a summary for a document, the summary is displayed when you look at the contents of the file in **File Manager**.

When you create document summaries for your files, you don't have to scroll through the text of each file to determine what the file contains.

Instead, you are presented with a brief on-screen synopsis of each document.



The screenshot shows a window titled "Look at Document Summary" with a menu bar containing "1 Next", "2 Previous", "3 Open", "4 Delete", "5 * Mark", "6 Look at Text", "7 Print Summary", and "8 Save to File". The main area displays the following information: File: C:\FIREDRLL.SP, Name: Fire Drills, Author: Edwin Lewis, Typist: Wilford Allen, Subject: RE: Saftey Procedure #293.17, MP 6.0, Memo, Revised: 03-31-93 02:55p, and Created: 03-20-93 04:50p. An "OK" button is visible at the bottom right.

Look at Document Summary in File Manager

Document summaries also let you narrow the scope of a search when you use **Find** in **File Manager** (see *File Manager*).

Creating a Summary

- 1 Choose **Summary** from the **File** menu.
Or Press Shift+F8, 4, 4
- 2 Choose **Extract**, then choose **Yes** to fill in some of the summary fields (namely Author, Typist, Abstract, and Subject) by extracting information from the document.
- 3 Select summary fields as necessary, then type or edit the information in them.
- 4 Choose **OK** and **Close** until you return to your document.

Printing a Summary

- 1 Choose **Summary** from the **File** menu.
Or Press Shift+F8, 4, 4
- 2 Choose **Print**, then choose **Yes**.
- 3 Choose **OK** and **Close** until you return to your document.

Saving a Summary as a Separate Document File

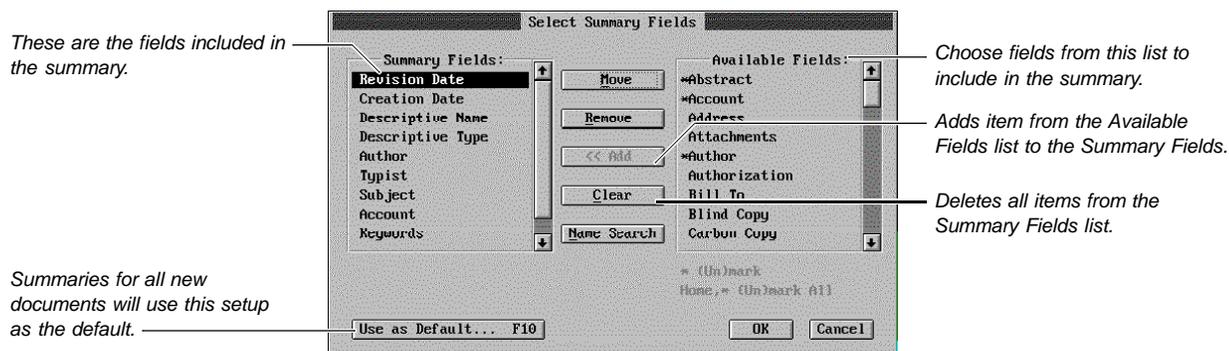
- 1 Choose **Summary** from the **File** menu.
Or Press Shift+F8, 4, 4
- 2 Choose **Save**, then choose **Yes**.
- 3 Type a filename in the **Filename** entry field.
- 4 Choose **OK** and **Close** until you return to your document.

Deleting a Summary

- 1 Choose **Summary** from the **File** menu.
Or Press Shift+F8, 4, 4
- 2 Choose **Delete**, then choose **Yes**.
- 3 Choose **OK** and **Close** until you return to your document.

Customizing the Summary Fields

- 1 Choose **Summary** from the **File** menu.
Or Press Shift+F8, 4, 4
- 2 Choose **Select Fields**.
- 3 Use the buttons on the **Select Summary Fields** dialog box to arrange the **Summary Fields** as desired. Add fields from the **Available Fields** list as desired.



- 4 Choose **OK** and **Close** until you return to your document.

Automating Summary Tasks with Setup Options

- 1 Choose **Summary** from the **File** menu.
Or Press Shift+F8, 4, 4
- 2 Choose **Setup**.
- 3 Choose options as desired (see the table below).
- 4 Choose **OK** and **Close** until you return to your document.

Option	Description
Subject Search Text	Specifies text to appear in the Subject summary field. See <i>Subject Search Text</i> later in this section.
Default Descriptive Type	Specifies text to appear in the Descriptive Type summary field. See <i>Default Descriptive Type</i> later in this section.
Create Summary on Exit/Save	Displays the Document Summary dialog box when you save or exit a document.

Additional Information

Subject Search Text

WordPerfect can search for subject text when it extracts information from your document.

For example, many memos or letters include a line that begins with “RE:” or “Subject:” to indicate the subject of the document. If you specify “RE:” as the subject text, WordPerfect places the text immediately following “RE:” in the **Subject** summary field when it extracts information from your document.

Default Descriptive Type

If you use the **Descriptive Type** field in your summary and most of your documents are of a single type (such as memo, letter, or invoice), you can have WordPerfect fill in the field for you with a default type.

See Also

- File Manager

DOS and WordPerfect

This section contains information about using DOS and WordPerfect.

What's in this section?

- Concepts
- Additional Information
- See Also

Concepts

Disk Operating System (DOS)

The Disk Operating System (DOS) is software that directs the operations your computer performs. It serves as a link between applications software (such as WordPerfect) and the hardware inside your computer. Therefore, DOS must be started before any other program can be used.

There are different versions of DOS for different computers. The most common disk operating system is MS-DOS, manufactured by Microsoft Corporation. Most computer companies have adapted MS-DOS, with the permission of Microsoft Corporation, to run on their machines. DOS is constantly being improved, with new releases being introduced regularly. WordPerfect 6.0 currently runs on IBM computers or 100% compatibles that use DOS version 3.1 or higher.

Because DOS serves as a link between WordPerfect and your computer, we say WordPerfect runs *under* DOS. It is important to remember, however, that DOS software is not manufactured by WordPerfect Corporation. WordPerfect and DOS are two entirely different software products.

If you are having problems formatting, copying, saving files, and in some cases printing, the problems may be occurring because of DOS and not because of WordPerfect.

To use WordPerfect effectively, you should know how to use the following DOS commands and features:

Command	Function
CD	Change directory
CHKDSK	Check a disk
COPY	Copy files from one diskette/directory to another
DIR	Display the files in a directory
FORMAT	Format a diskette
MD	Make a directory

For information about these commands, see your DOS manual.

Some of the operations these commands perform can also be accomplished using the **File Manager** feature. See *File Manager*.

Backup

You should keep extra copies of your files to protect against diskette corruption or loss which may cause you to lose hours or days of work. These copies are called *backups*.

To minimize losses due to power and machine failures, WordPerfect has provided you with **Backup** features. The **Backup** features, however, do not ensure against lost work due to damaged or worn out disks (see *Backup*). The BACKUP command in DOS allows you to back up in a number of ways. In addition, there are many other software products on the market that perform backup functions.

Batch Files and AUTOEXEC.BAT

Batch files (designated with a .BAT extension) hold a series of DOS commands that are executed when you type the name of the file at the DOS prompt. If you frequently type the same series of commands at DOS, you may want to put them in a batch file so that you can execute them without typing the commands each time. See your DOS manual for more information on batch files.

The AUTOEXEC.BAT file is a special batch file containing commands that are executed each time you start your computer. The AUTOEXEC.BAT file must reside in the root directory. See *Root Directory* under *Additional Information* later in this section.

You may already have an AUTOEXEC.BAT file. To check,

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Type the full pathname of the root directory of your hard disk plus ***.bat** (for example, **c:*.bat**), then choose **OK**.

If you have an AUTOEXEC.BAT file, it will appear in the list of files.

There are several commands you may want to have in an AUTOEXEC.BAT file. For example, you may want to include a path command (see *Path Command* under *Additional Information* later in this section). You can also include **prompt \$p\$g** to display the current directory at the DOS prompt. See your DOS manual for other commands you may want in your batch file.

Creating an AUTOEXEC.BAT File

- 1 In a new document window, choose **Margins** from the **Layout** menu.
Or Press Shift+F8, 2
- 2 Specify **0** (zero) for both left and right margins, then choose **OK** and **Close** to return to the document window.

Setting the margins to zero reduces (but may not prevent) wrapping when you retrieve the AUTOEXEC.BAT file. If your file continues to wrap, select a wide paper size or edit the file until it does not wrap.

Some printers do not allow you to set margins at zero. If the selected printer does not, the minimum margin for the printer replaces the zero.

- 3 Enter the commands you want in the file.
- 4 When you are finished, choose **Save As** from the **File** menu.
Or Press F10
- 5 Type **c:\autoexec.bat** in the **Filename** entry field, select **ASCII Text (Standard)** from the **Format** list box, then choose **OK**.

IMPORTANT: If you save the file in any format other than ASCII Text format, the file can not be read or executed.

Once you have created the AUTOEXEC.BAT file, you must restart the computer for the commands to take effect.

- 6 Choose **Exit WP** from the **File** menu, then choose **Exit**.
Or Press Home, F7
- 7 Restart your computer.

Editing an AUTOEXEC.BAT File

- 1 Choose **Retrieve** from the **File** menu.
Or Press Shift+F10, Shift+F10
- 2 Type **c:\autoexec.bat** (or a directory other than c:\ if the root is located elsewhere) in the **Filename** entry field, then choose **OK**.
- 3 Highlight **ASCII Text (Standard)** from the list box, then choose **Select**.
- 4 Enter the commands you want in the file.
- 5 When you are finished, choose **Save As** from the **File** menu.
Or Press F10

IMPORTANT: If you save the file in any format other than ASCII Text format, the file can not be read or executed.

- 6 Choose **OK**, then choose **Yes**.

Once you have edited the AUTOEXEC.BAT file, you must restart the computer for the commands to take effect.

- 7 Choose **Exit WP** from the **File** menu, then choose **Exit**.
Or Press Home, F7, F7
- 8 Restart your computer.

Date and Time

When you start DOS, you may be asked to enter the current date and time. This information is important for some WordPerfect features, such as **File Manager** and **Date**, which use it to label files or insert the date and time in your documents. If you do not enter the correct date and time, they will be incorrect when you use these WordPerfect features.

DOS Prompt

After you start DOS and before you start another program, the DOS prompt appears on the screen to mark the command line. Although you can change the appearance of this prompt, the default appearance is A>, B>, C>, and so forth. Programs such as WordPerfect can be started from the command line.

Go to DOS

If you are working in WordPerfect and need to quickly execute a DOS command (for example, FORMAT or COPY), you can go to DOS without exiting WordPerfect (see *Go to Shell*).

Naming Files

Every operating system has its own rules for naming files. DOS allows up to eight characters followed by an optional period and three-character extension. For more information, see *Save and Save As*.

Additional Information

Root Directory

Every disk (hard or floppy) has a *root* directory designated by a single backslash (\). The full pathname of a root directory includes the drive (for example, C:\).

For more information about directories, see *Directories*.

Path Command

In general, you cannot start WordPerfect from a directory other than C:\WP60 (or the directory to which you installed WordPerfect) unless you specify a pathname (which includes the drive, root, and subdirectory names). However, you can use a DOS path command to give DOS a list of directories to search through for executable program files. This allows you to start a program from any subdirectory, not just the subdirectory containing software.

The order of the directories in the path command determines the order in which the directories are searched. For example, if you type **path c:\;c:\wp60** at the DOS prompt, DOS will search for a program file in the root directory (C:\), then the WordPerfect directory (\WP60). When you use a path command, separate each directory in the list with a semicolon (;).

Startup Options

Many programs that can be started from DOS (including WordPerfect and several other utility programs that come with WordPerfect) have optional commands you can use when you start the program. Often these options are for your convenience. Sometimes they are necessary to run the software on your particular hardware.

Startup options are entered with the name of the program at a DOS command line. They usually consist of a slash (/), then a letter or letters, then other information pertaining to the option.

If you regularly use startup options with WordPerfect, you may want to include them in a batch file (see *Batch Files and AUTOEXEC.BAT* above).

See *Appendix O: Startup Options* for more information about startup options for WordPerfect. For a list of startup options for other utility programs that come with WordPerfect, see the sections on those programs.

See Also

• Backup • Directories • Document Summary • File Manager • Go to Shell • Save and Save As • Appendix O: Startup Options

Drag and Drop Text

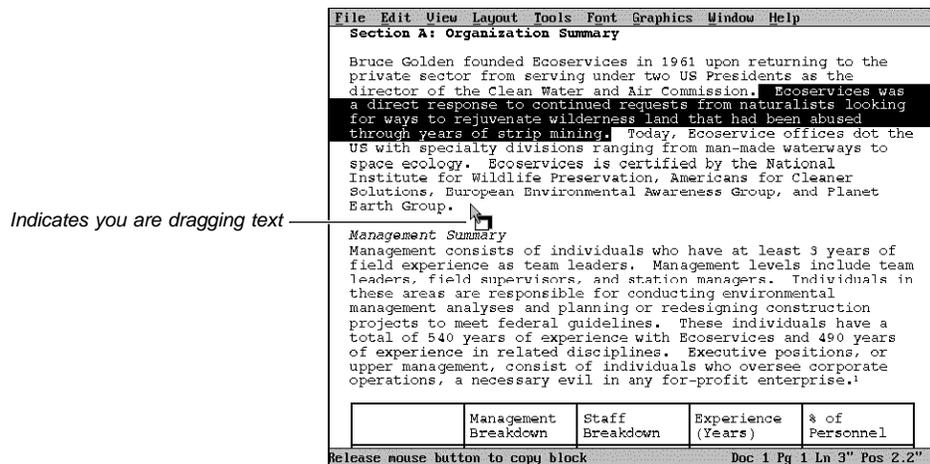
Use the **Drag and Drop Text** feature to move or copy blocked text using your mouse.

What's in this section?

- Moving or Copying Text
- Helps and Hints
- See Also

Moving or Copying Text

- 1 Block the text you want to move or copy.
- 2 Place the mouse pointer anywhere in the blocked text, then drag to move the cursor where you want the text.



- 3 If you want to move the text to the cursor location, release the mouse button.
or
If you want to move the text to the cursor location and keep it blocked, hold **Alt** while you release the mouse button.
or
If you want to copy the text at the cursor, hold **Ctrl** while you release the mouse button.

Helps and Hints

Moving Graphics

You can also use the mouse to move graphics images to new locations in your document. See *Moving a Box* under *Graphics: Editing the Box Position and Size*.

See Also

- Block
- Cut, Copy, Paste

Envelopes

Use the **Envelope** feature to create an envelope using the mailing address in your current document or using the return and mailing addresses you specify. If you are creating an envelope to go with your current document, WordPerfect can enter the mailing address for you. To generate multiple envelopes from a list of addresses, see *Merge*.

What's in this section?

- Concepts
- Creating an Envelope
- Changing Address Positions
- Changing Bar Code Creation Options
- Changing the Default Envelope Definition
- Creating an Envelope Paper Definition
- Editing and Deleting Envelope Definitions
- Helps and Hints
- See Also

Concepts

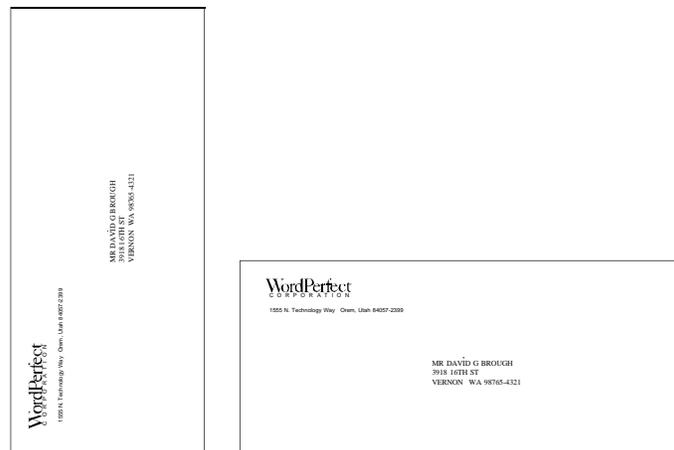
Envelope Paper Definition

To create an envelope, WordPerfect uses an envelope paper definition. This definition includes such things as the paper size and font orientation.

WordPerfect comes with several predefined paper definitions for each printer and includes an envelope definition for most printers. If the envelope paper definition you want is not available, you can create one. See *Creating an Envelope Paper Definition* later in this section.

Font and Paper Orientation

Depending on the capabilities of your printer, you can insert either the narrow or wide edge of an envelope into your printer. For most printers, WordPerfect can print on the paper in either *portrait* or *landscape* font orientation.



When you print with a portrait font, information comes out of the printer in the orientation that you actually read text. When you print with a landscape font, the information comes out of the printer rotated 90 degrees.

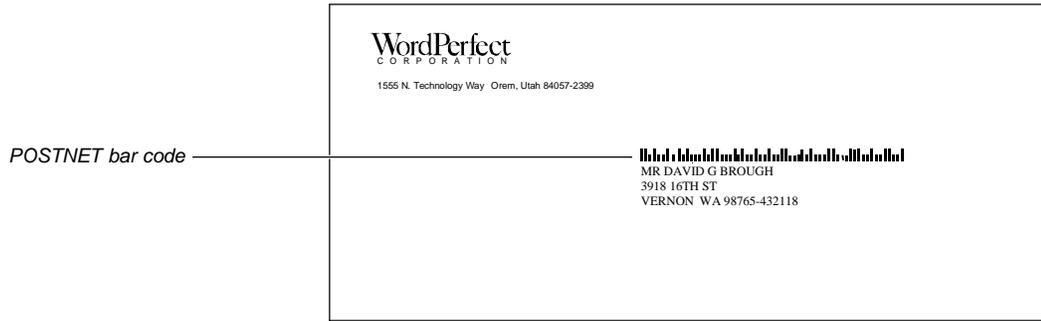
Fonts

The **Envelope** feature lets you choose fonts and attributes (such as bold and italics). Unless you change font settings while in the **Envelope** dialog box, WordPerfect uses the font specified in **Document Initial Codes**. For information on changing fonts in **Document Initial Codes**, see *Initial Codes*. The address and return address entry boxes are independent of each other. You can customize the font for each by accessing the **Font** menu from within the entry box. For more information on changing fonts, see *Font*.

POSTNET Bar Codes

When printing envelopes, you can add a POSTNET bar code. The bar code is used by the US Postal Service when routing mail. The POSTNET bar code feature uses a 5-, 9- or 11-digit ZIP Code to create the bar code. For more information on bar codes, see *Bar Code*.

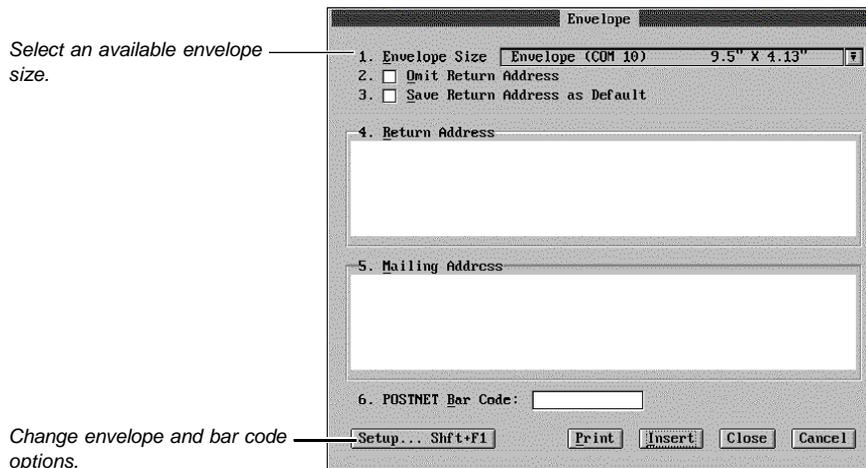
IMPORTANT: WordPerfect 6.0 for DOS has been POSTNET Bar Code certified by the U.S. Postal Service. POSTNET bar code specifications are regulated by the U.S. Postal Service. In order to realize the benefits of using bar codes, please contact the U.S. Postal Service Business Center, Account Representative, or Postmaster in your area.



Creating an Envelope

- 1 If you want to create an envelope for an existing letter, open the letter in the current document window.
- 2 Choose **Envelope** from the **Layout** menu.
Or Press Shift+F8, 3, 7

IMPORTANT: If no envelope paper definitions are available, you will be prompted to define one. See *Creating an Envelope Paper Definition* later in this section.



- 3 Select an envelope from the **Envelope Size** drop-down list.
or
Choose **Setup** and create an envelope size. See *Creating an Envelope Paper Definition* below.
- 4 If you want to omit the default return address, select **Omit Return Address**. (This option may be useful when printing on pre-printed envelopes.)

- 5 If you want to use the same return address each time you create an envelope, select **Save Return Address as Default**.

This option ensures that the current return address is saved as the default even if you choose **Close** and do not finish creating the envelope.

- 6 Choose **Return Address**, type the return address, then press **F7** (or click **Press F7 when done**).
- 7 Choose **Mailing Address**, type a mailing address if one does not display, then press **F7** (or click **Press F7 when done**).

If your current document is a letter with an address, WordPerfect tries to enter the mailing address for you.

- 8 If you want to include a bar code, type the 5-, 9-, or 11-digit ZIP Code information in the **POSTNET Bar Code** entry field.

To have the bar code entered automatically from the mailing address in the current document, see *Changing Bar Code Creation Options* later in this section.

- 9 Choose **Print** to print the envelope without inserting it into your document.

or

Choose **Insert** to insert the envelope at the end of your document where you can print or save it.

If the **Prompt to Load** option has been turned on in your envelope paper definition, you will be prompted to load the envelope into your printer when you print. See *Paper Size/Type*.

IMPORTANT: When you insert an envelope paper definition into your document, the envelope definition takes effect from that point on in your document. If you plan to continue typing in your document, you will need to change the paper size and the margins back to the size you want (for example, 8.5" x 11" paper size and 1" margins).

Changing Address Positions

You can change the position of the return and mailing addresses on the envelope.

- 1 Choose **Envelope** from the **Layout** menu, then choose **Setup**.
Or Press Shift+F8, 3, 7, Shift+F1
- 2 Choose **Envelope Size**, highlight the desired envelope definition, then choose **Address Positions**.

IMPORTANT: This procedure changes the selected envelope definition. All envelopes you create with this definition will use the address positions you specify in the **Envelope Address Positions** dialog box.

- 3 Type a horizontal and vertical position for the **Return Address**.
- 4 Type a horizontal and vertical position for the **Mailing Address**.
- 5 Choose **OK** twice, finish creating the envelope, then choose **Print** or **Insert**.
or
Choose **OK** and **Close** until you return to your document without creating an envelope at this time.

When you insert the envelope into your document, you can choose either **Page Mode** from the **View** menu or **Print Preview** from the **File** menu to see how the envelope will look when it is printed. See *View Modes* and *Print Preview*.

Changing Bar Code Creation Options

You can enter the POSTNET bar code manually, or you can have WordPerfect enter the bar code for you.

- 1 Choose **Envelope** from the **Layout** menu, then choose **Setup**.

Or Press Shift+F8, 3, 7, Shift+F1

- 2 Choose one of the following **Bar Code Creation** options:

Option	When to Use It
Automatically Create Bar Code	When you want WordPerfect to create a bar code from the mailing address found in your current document
Manually Create Bar Code	When you want to manually enter a bar code
Remove Bar Code Option	When you want to remove the bar code option from the Envelope dialog box

- 3 Choose **OK** and **Close** until you return to the document window.

Changing the Default Envelope Definition

The Default envelope definition is the one selected each time you open the **Envelope** dialog box. If you often use a particular envelope definition, you can change it to the default.

- 1 Choose **Envelope** from the **Layout** menu, then choose **Setup**.

Or Press Shift+F8, 3, 7, Shift+F1

- 2 Choose **Envelope Size**, highlight the envelope definition you want, then choose **Select**.

- 3 Choose **OK** and **Close** until you return to your document.

Creating an Envelope Paper Definition

If the envelope definition you want is not listed in the **Envelope** dialog box, you can create one. The range of envelope definitions you can create depends upon the capabilities of your printer.

- 1 Choose **Envelope** from the **Layout** menu, then choose **Setup**.

Or Press Shift+F8, 3, 7, Shift+F1

- 2 Choose **Envelope Size**, then choose **Create** to open the **Paper Size/Type** dialog box.

- 3 Choose **Create**, type a **Paper Name**, then press **Enter**.

- 4 Choose **Paper Type**, then choose **Envelope**. This ensures that the definition will be listed in the **Envelope** dialog box.

- 5 Choose **Paper Size**, highlight an envelope size, then choose **Select**.

or

Choose **Paper Size**, choose **Other**, specify envelope measurements, then choose **OK**.

- 6 Specify settings for the other options you want, then choose **OK** and **Close** until you return to your document. (For more information on using options in this dialog box, see *Paper Size/Type*.)

Editing and Deleting Envelope Definitions

You can edit or delete existing envelope paper definitions from your list of available definitions. You can do this using either the **Paper Size/Type** feature or the **Envelope** feature.

Using the Envelope Feature

- 1 Choose **Envelope** from the **Layout** menu, then choose **Setup**.
Or Press Shift+F8, 3, 7, Shift+F1
- 2 Choose **Envelope Size**, then choose **Create** to open the **Paper Size/Type** dialog box.
- 3 Highlight the definition you want to delete, choose **Delete**, then choose **Yes**.
or
Highlight the definition you want to edit, choose **Edit**, then specify settings for the paper size options you want.
- 4 Choose **OK** and **Close** until you return to your document.

Using the Paper Size/Type Feature

- 1 Choose **Page** from the **Layout** menu, then choose **Paper Size/Type**.
Or Press Shift+F8, 3, 4
- 2 Choose options as described in steps 3 and 4 above.

Helps and Hints

Inserting a Mailing Address Using Block

If you have more than one mailing address in your current document, you can block the mailing address you want, then choose **Envelope** from the **Layout** menu. The selected address displays as the mailing address in the **Envelope** dialog box.

Printer Not Selected

You must first select a printer before you can open the **Envelope** dialog box. Usually you select a printer when you install WordPerfect. However, if you have changed printers, or if you did not select one during installation, you will need to select the correct printer before using the **Envelope** feature (see *Print: Select Printer*).

See Also

- Bar Code
- Initial Codes
- Merge
- Paper Size/Type

Equations: Create

Use the Equation Editor to create and edit mathematical, scientific, or business formulas and expressions then include them in your WordPerfect documents.



IMPERADOR GEMS, LTD.

TOKYO • NEW YORK • RIO DE JANEIRO • LONDON • PARIS

From the point after which nucleation ceases, the "beryl box" enamel matured after an estimated 10 to 12 months, the average incubation period for synthetic emeralds. It is apparent the "beryl box" contributes little to the field of synthetic emerald manufacturing.

Location	Share of Production	Value of Production	Revenue
Canada	25%	\$10,000,000	\$2,500,000,000
France	15%	\$6,000,000	\$1,500,000,000
Japan	10%	\$4,000,000	\$1,000,000,000
USA	5%	\$2,000,000	\$500,000,000
Other	45%	\$18,000,000	\$4,500,000,000

40% of the world's synthetic emerald production.



The Beryline Laboratories would likely not offer any more on an investment. Since its foundation, the Beryline Laboratories, whose primary task is to produce artificial emeralds, has failed to introduce a viable product. Imperador Gems, Ltd. could become the world's leading supplier of emeralds by acquiring the Beryline Mining Group and could expect to capture 21% of the emerald market.

Beryline Laboratories' latest failure is an apparent indication that the "beryl box" enamel matured after the recently revealed "beryl box" failed to produce synthetic emeralds. However, the application of the nucleation rate equation (A) during the crystallization process after the "beryl box" enamel matured was the achievement of nucleation.

Because of inaccuracies which often occur when measuring the crystallization interval of synthetic emeralds, the emerald's growth rate was also studied.

Proposed: The Beryline Mining Group is being sold for \$600,000 U.S. dollars per share and the Beryline Laboratories is being sold for \$3.00 per share. Since Petrovich, who is currently a partner in the Beryline Mining Group, should present a bid of \$400,000 per share for the Beryline Mining Group and pay the asking price for Beryline Laboratories. Once the acquisition has been made, Imperador Gems, Ltd. could sell Beryline Laboratories to one of its interested buyers: Family Division, or Cyclic Chemicals.

The equations below are a few examples of what is possible using the Equation Editor.

$$\frac{3a + 4b}{6a + b} \\ \frac{6a + b}{9a + 5b}$$

$$\sum_{i=1}^m a_i$$

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

$$W_i^j = \left[\frac{1}{N_i} + \frac{(X_i - X_0)^2}{\sigma^4} \left\{ (\Delta X_0)^2 + \frac{(X_i - X_0)}{\sigma^2} (\Delta \sigma)^2 \right\} \right]^{-1}$$

IMPORTANT: The Equation Editor does not solve equations for you.

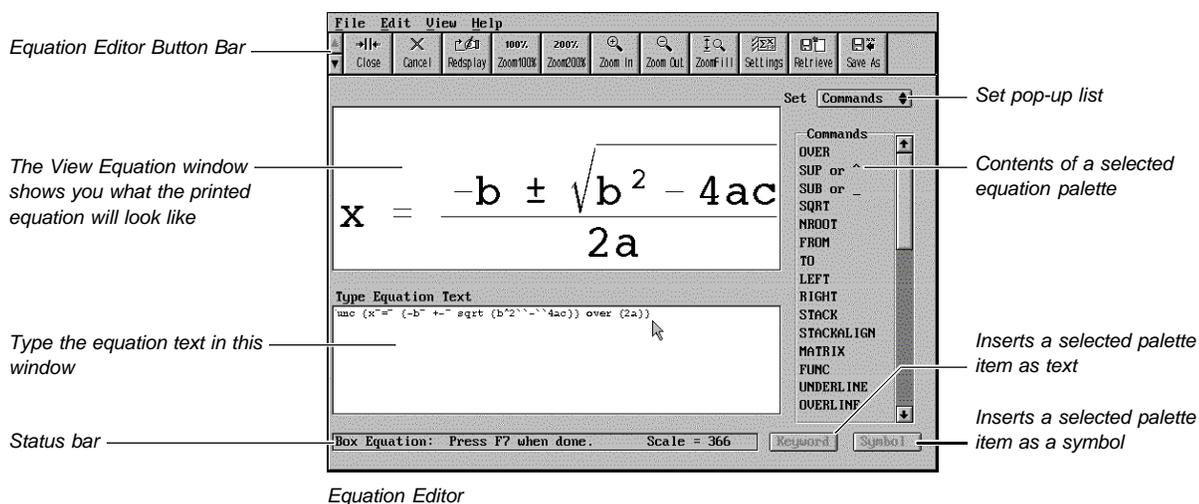
What's in this section?

- Concepts
- Creating an Equation
- Inserting Commands and Symbols
- Changing the View in the View Equation Window
- Adding a Caption to an Equation
- Deleting an Equation in a Document
- Adding an Equation to a Line of Text
- Helps and Hints
- Additional Information
- See Also

Concepts

The Equation Editor

You can create and edit equations and expressions in the equation editor.



The Equation Palettes

You can select items from an equation palette and then include them in your equation. Eight equation palettes are available. You can choose a palette from the **Set** pop-up list.

The following table describes the contents of each of the eight equation palette sets.

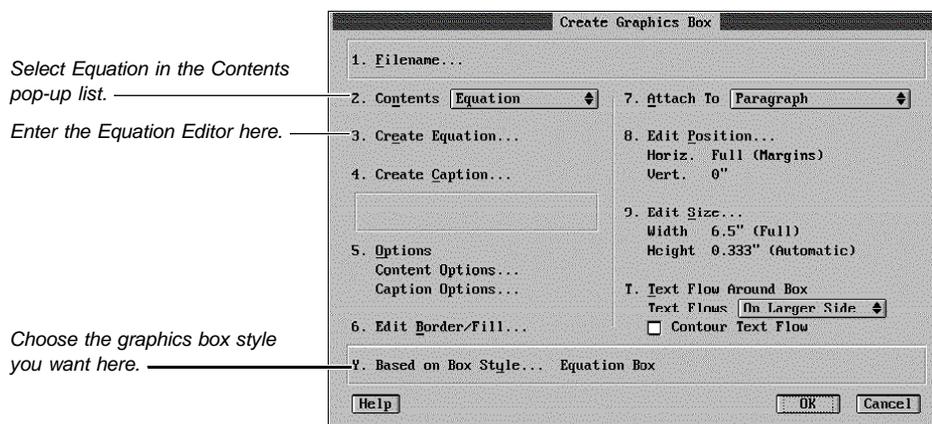
Palette	Contents
Commands	Displays a set of commands that are represented by keywords. All commands have some formatting function, such as drawing a line or arranging variables.
Large	Displays mathematical, scientific, bracket, and brace symbols in two sizes—large and small
Symbols	Displays a variety of commonly used symbols
Greek	Displays uppercase and lowercase Greek characters, as well as some variants. Keywords typed in the window are differentiated only by the case. For example, SIGMA and Sigma create Σ , while sigma creates σ .
Arrows	Displays a variety of arrow styles as well as several hollow and solid figures such as triangles, squares, and circles
Sets	Displays set symbols, relational operators, and some commonly used Fraktur and hollow letters. Some symbols have a keyword that can be typed in the window.
Other	Displays thirteen types of diacritical marks (accents) and four orientations of ellipses
Functions	Displays commands recognized as mathematical functions (such as cos, sin, and log). All Functions can be typed from the keyboard.

See *Appendix C: Equation Commands* for a complete list of the commands, symbols, and mathematical functions.

Creating an Equation

- 1 Place the cursor where you want the equation to appear.
- 2 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Create**.

Or Press Alt+F9, 1, 1



- 3 Choose **Based on Box Style**, highlight **Equation Box**, then choose **Select**.
- 4 Make sure **Equation** is selected in the **Contents** pop-up list.
- 5 Choose **Create Equation** to enter the Equation Editor.

- 6 To create equation text, type variables and insert commands and symbols from the Equation palette in the **Type Equation Text** window.

or

To retrieve an equation, choose **Retrieve** from the **File** menu, type the path and filename of the file or select it from the **File Manager** or **QuickList**, then choose **OK**.

Or Press Shift+F10

For information on how to insert commands and symbols in the **Type Equation Text** window, see *Inserting Commands and Symbols* in this section.

- 7 Choose **Redisplay** from the **View** menu to see how the equation looks in the **View Equation** window.

Or Press Ctrl+F3 or F9

- 8 When you are finished, choose **Close** from the **File** menu.

Or Press F7

- 9 Choose **OK** to return to your document.

WordPerfect automatically formats and aligns the equation box in your document. To view the equation in the document window, you must be in **Graphics Mode** or **Page Mode**.

For a variety of equation examples (and information about how to create them), see *Equations: Examples*.

For information about editing equations, see *Equations: Edit*.

Inserting Commands and Symbols

An equation or expression can be composed of numbers, letters, commands, symbols, and mathematical functions.

Numbers and letters (also called *variables*) are typically inserted into the **Type Equation Text** window by typing them from the keyboard.

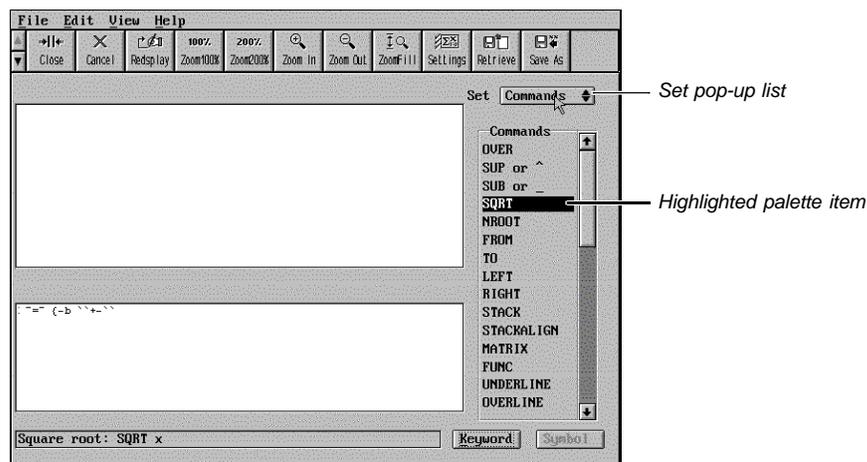
There are several ways to insert commands, symbols, and mathematical functions into the **Type Equation Text** window. The three most common methods are described below.

For more information about setting up equation text so that it displays and prints correctly, see *Formatting an Equation* under *Equations: Edit* and see *Equations: Examples*.

Using the Equation Palette

To insert commands and symbols using the Equation palette,

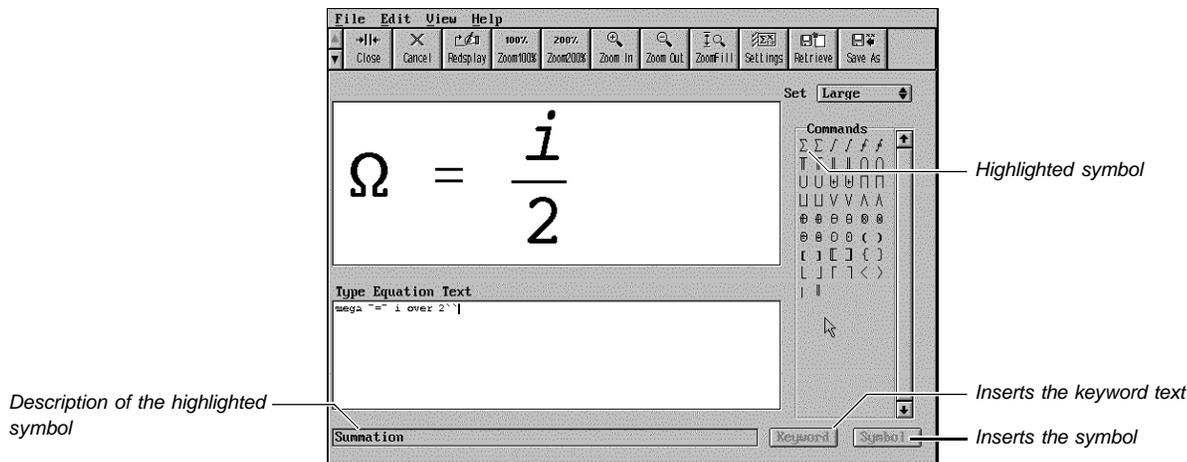
- 1 Select an Equation palette from the **Set** pop-up list.
Or Press F5 twice, highlight a palette, then press Enter



- 2 Double-click on a palette item to insert it into your equation.
Or Use the arrow keys to highlight the palette item you want, then press Enter

Using the Keyword and Symbol Buttons

Many items on the Equation palette contain both a symbol and a corresponding keyword (such as \sum and SUM). You can choose the **Keyword** button to insert the keyword "SUM" into your equation or you can choose the **Symbol** button to insert the symbol \sum .



To insert commands and symbols using the **Keyword** or **Symbol** button,

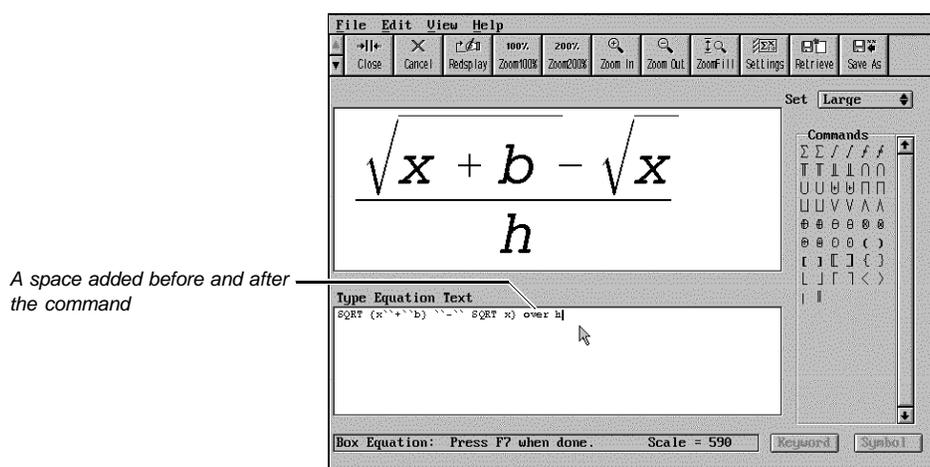
- 1 Select an Equation palette from the **Set** pop-up list.
Or Press F5 twice, highlight a palette, then press Enter
- 2 Click on the palette item you want.
Or Use the arrow keys to highlight the palette item you want
- 3 Choose **Keyword** or **Symbol** to insert the command or symbol into the **Type Equation Text** window. If a button is dimmed, it is not available.

Typing Commands and Symbols

Once you become familiar with the equation commands and their syntax, it may be easier to type keywords directly into the **Type Equation Text** window than to insert them from an equation palette.

In most cases, you can type the keyword for a command, symbol, or mathematical function in either uppercase, lowercase, or mixed case. For example, typing “SQRT,” “Sqrt,” and “sqrt” all produce the same result.

If you type a command in the **Type Equation Text** window, you should add a space before and after it as in the following illustration.



Additional Methods

You can also insert mathematical and scientific symbols using the **Compose** feature, the WordPerfect character sets, or the Equation keyboard (see *Characters* or *Setup: Keyboard Layout*).

Changing the View in the View Equation Window

To update the display in the **View Equation** window, choose **Redisplay** from the **View** menu. (You can also press **Ctrl+F3** or **F9**.)

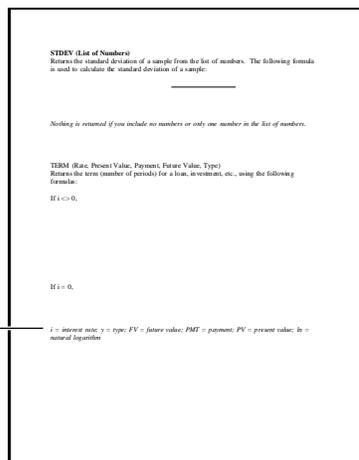
You can adjust the size of an equation in the **View Equation** window. The viewing options available in the Equation Editor are described below.

Note that enlarging, reducing, or moving an equation in the window does *not* affect the alignment or size of the printed equation. It only changes the view in the window.

From the View menu, choose	When you want to
100%	Display the equation at its printed size
200%	Display the equation at twice its printed size
Zoom In	Increase the display size of an equation
Zoom Out	Decrease the display size of an equation
Zoom Area	“Zoom in” on any portion of the equation
Zoom Fill	Increase or decrease the display size of an equation so that it fills the View Equation window

Adding a Caption to an Equation

You can create a caption for an equation graphics box. This is particularly useful if you need to describe the variables used in an equation.



A caption describing the equation variables

- 1 In a document window, choose **Graphics Boxes** from the **Graphics** menu, then choose **Edit**.

Or Press Alt+F9, 1, 2

- 2 Specify the **Document Box Number** of the equation.

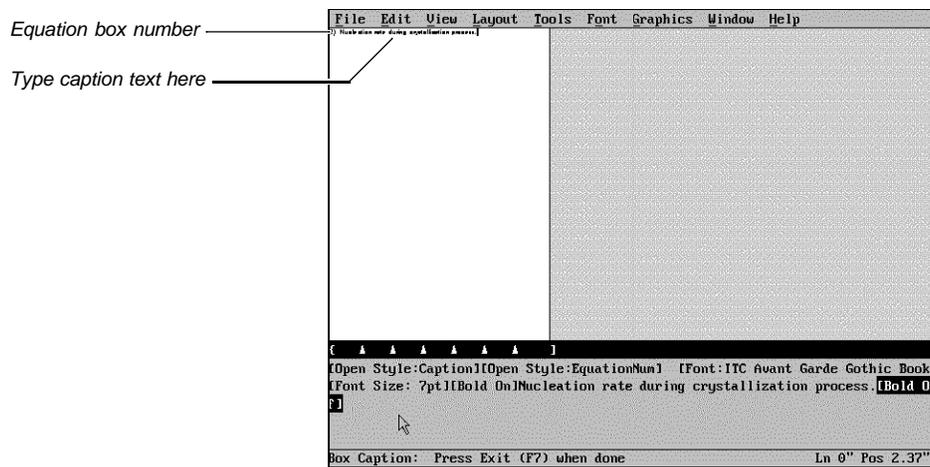
or

Select **Next Box** or **Previous Box**.

- 3 Choose **Edit Box**.

In **Graphics Mode** or **Page Mode**, you can double-click on an equation in the document window to bypass steps 1 through 3 above.

- 4 Choose **Create Caption** to enter the Caption Editor.



Caption Editor

- 5 Type the caption text. If you do not want to include the caption number, you can delete it.

The Caption Editor functions just like the document window. You simply type the caption text. You can change the appearance of caption text using features from the pull-down menus.

6 Choose **Exit** from the **File** menu.

Or Press F7

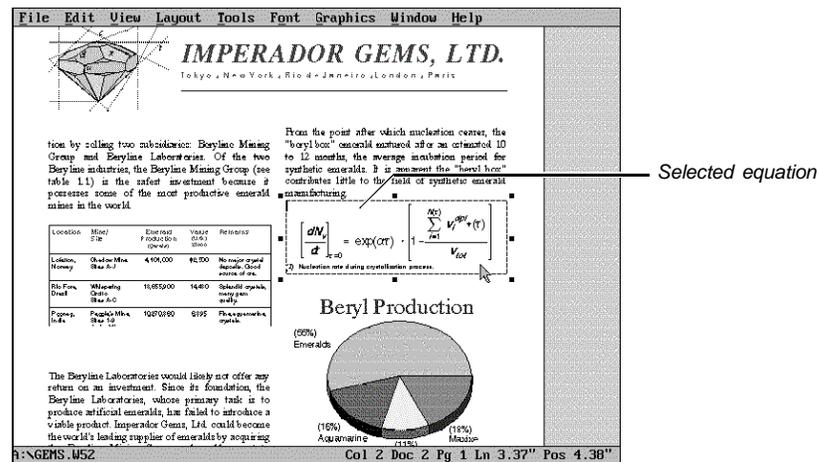
7 Choose **OK**.

For additional information on captions see *Graphics: Creating and Editing Captions*.

Deleting an Equation in a Document

In **Graphics Mode** or **Page Mode**,

1 Select the equation you want to delete in your document by clicking on the equation.



2 Press **Delete**, then choose **Yes** to confirm the deletion.

In **Text Mode**, you can delete an equation by deleting the [Para Box:#;Equation Box] code in the **Reveal Codes** window. See *Reveal Codes* for more information.

To restore an equation you just deleted,

1 Choose **Undelete** from the **Edit** menu, then choose **Restore**.

Or Press Esc, 1

Adding an Equation to a Line of Text

You can create an equation and insert it in a line of text.

1 Place the cursor in the line of text where you want the equation to appear.

2 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Create**.

Or Press Alt+F9, 1, 1

3 Choose **Based on Box Style**, highlight **Inline Equation Box**, then choose **Select**.

4 Make sure **Equation** is selected in the **Contents** pop-up list.

5 Choose **Create Equation** to enter the Equation Editor.

- 6 To create the equation text, type variables and insert commands and symbols from the Equation palette in the **Type Equation Text** window.
or
To retrieve an equation, choose **Retrieve** from the **File** menu, type the path and filename of the equation or select it from the **File Manager** or **QuickList**, then choose **OK**.
Or Press Shift+F10
- 7 Choose **Close** from the **File** menu.
Or Press F7
- 8 Choose **OK** to return to your document.

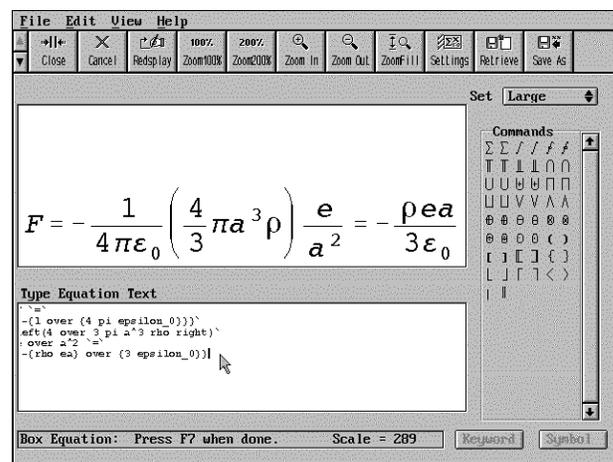
Helps and Hints

Viewing the Equation

As you create an equation, you should periodically use **Redisplay** (or press Ctrl+F3 or F9) to update the appearance of the equation in the **View Equation** window.

Creating Complex Equations

If you are creating a large, complex equation, type each major expression on a separate line in the **Type Equation Text** window (see the following illustration). This will make it easier for you to edit the equation and to correct syntax errors.



Additional Information

Text Files and Image Files

When you are in the Equation Editor, you can save an equation as a text file or as an image (.WPG file).

When you save an equation as an image (.WPG file), you can use the Image Editor to rotate, scale, or move the equation inside the graphics box.

IMPORTANT: If you save your equation as an image (.WPG file), you will not be able to edit the equation in the Equation Editor. You may want to save the original equation twice: as a text file, then as an image file.

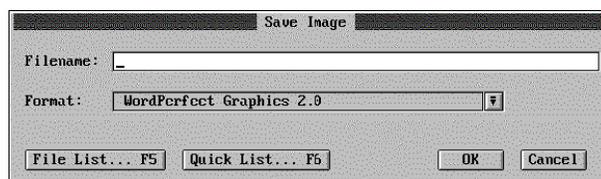
Saving an Equation as a Text File •

- 1 From the Equation Editor, choose **Save As** from the **File** menu.
Or Press F10
- 2 Type a filename in the **Filename** entry field, then choose **OK**.

If you want to save only a portion of an equation, block the equation text you want to save before you choose **Save As** from the **File** menu.

Saving an Equation as a Graphics File •

- 1 From the Equation Editor, choose **Save As Image** from the **File** menu.



- 2 Select **WordPerfect Graphics 2.0** from the **Format** drop down list.
- 3 Type a filename in the **Filename** entry field, then choose **OK**.

Retrieving an Equation Saved as a Text File

- 1 In the document window, place the cursor where you want the equation to appear.

- 2 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Create**.

Or Press Alt+F9, 1, 1

- 3 Choose **Based on Box Style**, highlight **Equation Box**, then choose **Select**.

- 4 Choose **Create Equation**.

- 5 Choose **Retrieve** from the **File** menu.

Or Press Shift+F10

- 6 Type the path and filename of the equation text file or select it from the **File Manager** or **QuickList**, then choose **OK**.

- 7 Choose **Redisplay** from the **View** menu to view the equation in the **View Equation** window.

Or Press Ctrl+F3 or F9

You can edit the equation using the Equation Editor, or you can close the Equation Editor and return to your document.

Retrieving an Equation Saved as a Graphics File

- 1 In the document window, place the cursor where you want the equation to appear.

- 2 Choose **Retrieve Image** from the **Graphics** menu or choose **Retrieve** from the **File** menu.

Or Press Alt+F9, Shift+F10 or press Shift+F10 twice

- 3 Type the path and filename of the equation image file or select it from the **File List**, **File Manager**, or **QuickList**, then choose **OK**.

You can edit the equation graphic in the Image Editor. For more information on the Image Editor, see *Graphics: Editing Images*.

Using the Equation Box Style

If the pre-defined equation box style does not meet your needs, you can edit it or create a new equation box style. A new equation box style can include attributes such as an equation font, point size, and color. You can use the new or edited box style in future documents. See *Styles: Graphics*.

See Also

- Characters
- Equations: Edit
- Equations: Examples
- Graphics: Adding to a Document
- Graphics: Creating and Editing Captions
- Graphics: Editing Images
- Graphics: Editing the Box Appearance
- Graphics: Editing the Box Position and Size
- Reveal Codes
- Setup: Keyboard Layout
- Styles: Graphics
- Appendix A: Character Sets
- Appendix C: Equation Commands

Equations: Edit

After creating or retrieving an equation, you can modify the equation text and appearance.

The Equation Editor does not solve equations for you.

Before you attempt any of the equation editing tasks in this section, you should first learn how to select an equation to edit.

What's in this section?

- Selecting an Equation to Edit
- Deleting Equation Text in the Equation Editor
- Formatting an Equation
- Using Cut, Copy, and Paste
- Adjusting the Position of an Equation Inside the Graphics Box
- Changing the Font, Font Size, and Color for the Current Equation
- Adding Border Lines Around an Equation Box Style
- Helps and Hints
- See Also

Selecting an Equation to Edit

You can use your keyboard or mouse to select an equation to edit.

Using the Keyboard

The following steps work in any viewing mode.

1 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Edit**.

Or Press Alt+F9, 1, 2

2 Specify a **Document Box Number**.

or

Select **Next Box** or **Previous Box**.

3 Choose **Edit Box**.

Using a Mouse

The following step works in **Graphics Mode** or **Page Mode**.

1 Double-click on an equation in the document window to enter the **Edit Graphics Box** dialog box.

Deleting Equation Text in the Equation Editor

1 Select an equation to edit (see *Selecting an Equation to Edit* above).

2 Choose **Edit Equation**.

3 In the **Type Equation Text** window, block the part of the equation that you want to delete.

4 Press **Delete**.

You can also position the cursor next to the equation text you want to delete, then use **Delete** or **Backspace**.

If you delete equation text by mistake,

1 Choose **Undelete** from the **Edit** menu, then choose **Restore**.

Or Press Esc, 1

Formatting an Equation

Most of the information you need to format an equation is found in *Equations: Examples*. This section, however, includes suggestions to help you accomplish some of the more common equation formatting tasks.

Starting a Variable with a Subscript or a Superscript

If your equation or expression includes a variable that is preceded by a subscript or a superscript, use the start group ($\{$) and end group ($\}$) commands with a thin space ($\$) command.

To create	Type
${}^{238}U$	$\{\}^{238}$ func U
${}_{23}^{51}V$	$\{\}_{23}^{51}$ func V
${}_n^{31}$	$\{\}_n^{31}$ func n 31

Printing Commands and Symbols as Text

Insert a backslash (\backslash) before a command to print the command or symbol as literal text in an equation.

To create	Type
$x=\{a+b+c\}$	$x = \backslash\{a+b+c\}$
$grad^2\varphi=-p/\epsilon$	$\backslashgrad^2 \backslashvarphi = -p/ \backslashepsilon$
$\sigma_p = \sqrt{\frac{p(1-p)}{n}}$	$\backslashsigma_p = \sqrt{\backslashpi \{(1 - \backslashpi)\} \text{ over } n}$

Without the backslash command, the three equations would look like the following:

$$x=a+b+c$$

$$\nabla^2\phi=-\rho/\epsilon$$

$$\sigma_p=\sqrt{\pi\frac{(1-\pi)}{n}}$$

Turning Off Italics in an Equation

You can use the FUNC command from the Commands palette to turn off italics in an entire equation or part of an equation.

To turn off italics in an entire equation, type **func** before the equation text and enclose the text in french braces (**{}**).

To turn off italics for a single variable, type **func** before the variable. See the examples below.

Equation text

Func {{d over dx} (au) = a {du over dx}}

{d over dx} (au) = func {a {du over dx}}

{d over dx} (au) = func a {du over dx}

Resulting equation

$$\frac{d}{dx}(au)=a\frac{du}{dx}$$

$$\frac{d}{dx}(au)=a\frac{du}{dx}$$

$$\frac{d}{dx}(au)=a\frac{du}{dx}$$

Adding a Hard Return to an Equation

To insert a true hard return into your equation, you can use the pound sign command (**#**) by itself or combine the normal space command () with the pound sign to get hard return variations.

Description	To create	Type
Single space	143 569 143	143 # 569
Double space	569 143	143 # # 569
Triple space	569	143 # # # 569

Adjusting the Horizontal Spacing in an Equation

You can use the space bar on the keyboard to add spaces to equation text in the **Type Equation Text** window. These spaces, however, do not appear in the actual printed equation.

For example, when you type **a + b = x** in the **Type Equation Text** window, the resulting printed equation appears as **a+b=x**.

To insert spaces in your printed equation, you must use the backward accent (**^**) or tilde (**~**) commands. The following table summarizes several spacing variations you can use.

Description	Equation text	Resulting equation
No space	a+b=x	$a+b=x$
One-quarter space	a`+`b`= `x	$a + b = x$
Half space	a``+``b``=``x	$a + b = x$
Three-quarter space	a```+```b```=```x	$a + b = x$
Normal space	a + b = x	$a + b = x$

Using Cut, Copy, and Paste

You can use the **Cut**, **Copy**, and **Paste** features when you edit your equations.

Cutting or Copying Equation Text

- 1 Select an equation to edit (see *Selecting an Equation to Edit* earlier in this section).
- 2 Choose **Edit Equation**.
- 3 In the **Type Equation Text** window, block the part of the equation that you want to cut or copy.
- 4 Choose **Cut** or **Copy** from the **Edit** menu.

Or Press Ctrl+x or Ctrl+c

Pasting Equation Text

- 1 Place the cursor where you want to paste the cut or copied text.
- 2 Choose **Paste** from the **Edit** menu.

Or Press Ctrl+v

You can also choose **Cut and Paste** or **Copy and Paste** from the **Edit** menu.

Undoing Cut, Copy, or Paste

You can use the **Undo** feature to reverse your most recent editing action.

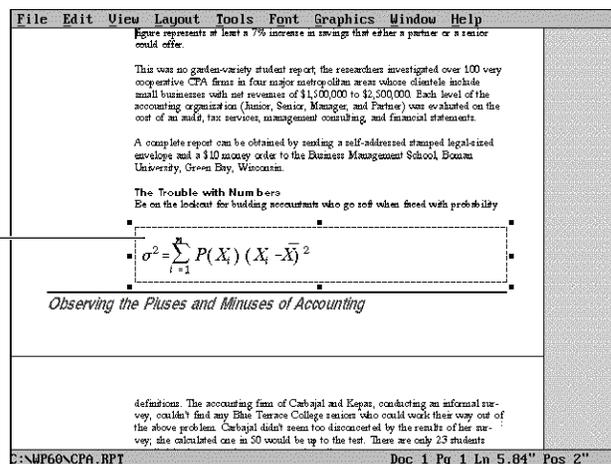
- 1 Choose **Undo** from the **Edit** menu.

Or Press Ctrl+z

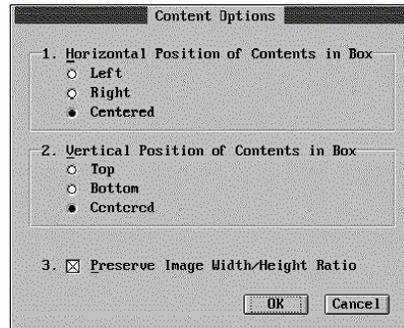
Adjusting the Position of an Equation Inside the Graphics Box

Equations are normally centered top to bottom and left to right inside the Equation graphics box style. You can, however, adjust the horizontal and vertical position of the equation.

An equation positioned on the left



- 1 Select an equation to edit (see *Selecting an Equation to Edit* earlier in this section).
- 2 Select **Options** from the **Edit Graphics Box** dialog box, then choose **Content Options**.



- 3 Select a horizontal and vertical position for your equation.

Note that the vertical position of the equation inside the Equation Box style displays differently only when you increase the *height* of the equation box in the document window.

- 4 Choose **OK** until you return to your document.

Changing the Font, Font Size, and Color for the Current Equation

- 1 Select an equation to edit (see *Selecting an Equation to Edit* earlier in this section).
- 2 Choose **Edit Equation**.
- 3 Choose **Settings** from the **File** menu.

Or Press Shift+F1

- 4 Select the options you want. See the table below for an explanation of each available option.
- 5 When you are finished, choose **OK** until you return to the Equation Editor.
- 6 Choose **Close** from the **File** menu, then choose **OK** to return to your document.

Or Press F7, Enter

Option	Lets You
Initial Font Size	Specify a font size for the equation or select Default to use the font size of the Initial Font
Select Font	Specify a font style and font size
Color	Select the color of the equation and a percentage of shade (0 to 100)
Keyboard	Select a keyboard layout (see <i>Setup: Keyboard Layout</i>)

Adding Border Lines Around an Equation Box Style

The Equation Box style has an appearance that is common for equations—it has no visible border lines. You can, however, add lines to the box style.

- 1 Select an equation to edit (see *Selecting an Equation to Edit* earlier in this section).
- 2 Choose **Edit Border/Fill** from the **Edit Graphics Box** dialog box, then choose **Lines**.
- 3 Choose **Select All**, highlight a line style, then choose **Select**.
or

Select an individual line, highlight a line style, then choose **Select**.

4 Choose **Close** and **OK** until you return to your document.

If you want to add border lines to the equation graphics box style, create a new equation box style (to avoid overwriting the original box style) with the border options you want (see *Styles: Graphics*).

Helps and Hints

Changing the Numbering Style of Equation Boxes

You can change the numbering style used for the Equation Box style (see *Graphics: Creating and Editing Captions*).

See Also

- Cut, Copy, Paste
- Equations: Create
- Equations: Examples
- Graphics: Adding to a Document
- Graphics: Creating and Editing Captions
- Graphics: Editing the Box Appearance
- Graphics: Editing the Box Position and Size
- Setup: Keyboard Layout
- Styles: Graphics

Equations: Examples

This section describes each command from the Commands palette followed by a table of sample equation text, and the resulting printed equation. You can use this information to help you understand the correct syntax for a particular command. The examples show you how to create and format certain expressions in the **Type Equation Text** window of the Equation Editor.

For additional information about equations and expressions see *Equations: Create* and *Equations: Edit*.

OVER

Use **OVER** to generate fractions. The horizontal bar expands or contracts according to the length of the expression.

Type

$x = \left\{ \left\{ \frac{A}{B} \right\} C \right\} \text{ OVER } \left\{ D \left\{ \frac{E}{F} \right\} \right\}$

$\frac{d}{dx} \left[x^{\left(\frac{1}{n} \right)} \right] = \frac{1}{n} x^{\left(\frac{1}{n} - 1 \right)}$

To create

$$x = \frac{\frac{A}{B}C}{D\frac{E}{F}}$$

$$\frac{d}{dx} \left[x^{\frac{1}{n}} \right] = \frac{1}{n} x^{\left(\frac{1}{n} - 1 \right)}$$

SUP or ^

Use **SUP** or **^** to generate superscripts.

Type

$x^2 + y^2 = r^2$

10 SUP 10 SUP 100

$\int_0^1 x^n dx = \frac{1}{(n+1)}$

To create

$$x^2 + y^2 = r^2$$

$$10^{10^{100}}$$

$$\int_0^1 x^n dx = \frac{1}{(n+1)}$$

SUB or _

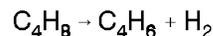
Use **SUB** or **_** to generate subscripts.

Type

Func {C_4H_8 ``+`` C_4H_6``+``H_2}

A SUB {j SUB 1``dotsaxis``j SUB s}^{i
SUB 1``dotsaxis``i SUB r}

S = {r_1 r_2} over {r_12``-``r_ch}

To create

$$A_{j_1 \dots j_s}^{i_1 \dots i_r}$$

$$S = \frac{r_1 r_2}{r_{12} - r_{ch}}$$

SQRT

Use **SQRT** to create a square root radical sign for the accompanying variable. The sign expands or contracts according to the length of the expression.

Type

SQRT {1``-``x^2}

{SQRT {x``+``h} ``-`` SQRT x} over h

z = nroot 3 {{-q over 2}}``+``SQRT
{{q^2 over 4}}``+``{p^3 over 27}}

SQRT {{SQRT {a_1}} ``+`` SQRT
{a_2}} ``+`` SQRT {{a_1 a_2}}

To create

$$\sqrt{1 - x^2}$$

$$\frac{\sqrt{x+h} - \sqrt{x}}{h}$$

$$z = \sqrt[3]{-\frac{q}{2} + \sqrt{\frac{q^2}{4} + \frac{p^3}{27}}}$$

$$\sqrt{\sqrt{a_1} + \sqrt{a_2} + \sqrt{a_1 a_2}}$$

NROOT

Use **NROOT** to create a *n*th root radical sign for the accompanying variable. The sign expands or contracts according to the length of the expression.

Type

x = NROOT 3 {0.72561}

NROOT 3 { left({sqrt 2} + NROOT 5 3
right) } over sqrt 5

NROOT m {NROOT n a} = NROOT
{m``cdot``n} a

To create

$$x = \sqrt[3]{0.72}$$

$$\frac{\sqrt[3]{\sqrt{2} + \sqrt[5]{3}}}{\sqrt{5}}$$

$$\sqrt[m]{\sqrt[n]{a}} = \sqrt[m \cdot n]{a}$$

FROM

Use **FROM** with the **TO** command to give the beginning and ending limits of a symbol. These limits are always positioned below and above the symbol.

Type

sum FROM {i=1} to m a_i

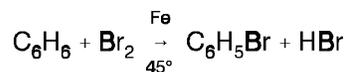
omega = i over 2``sum FROM {i,k}
h_ik dz_i``and``d z_bar_k

Func {C_6H_6``+``Br_2 - FROM {45
deg} to Fe C_6H_5Br``+``HBr}

To create

$$\sum_{i=1}^m a_i$$

$$\omega = \frac{i}{2} \sum_{i,k} h_{ik} dz_i \wedge d\bar{z}_k$$



TO

Use **TO** with the **FROM** command to give beginning and ending limits of a symbol. These limits are always positioned below and above the symbol.

Type

cap from {i=1} TO inf

$E = 3RT \int_0^{x_m} \frac{x^3 dx}{e^x - 1}$

To create

$$\int_{i=1}^{\infty}$$

$$E = 3RT \int_0^{x_m} \frac{x^3 dx}{e^x - 1}$$

LEFT

The **LEFT** and **RIGHT** commands insert delimiters that expand or contract according to the size of the subgroup they enclose. **LEFT** and **RIGHT** must always be used together; however, the delimiters do not need to be identical or form a matched pair. The command expands or contracts according to the size of the expression.

Type

$dU = \left[\frac{1}{2} \epsilon_0 E(cB) + \frac{1}{\mu_0} B \left(\frac{E}{c} \right) \right] Adx$

To create

$$dU = \left[\frac{1}{2} \epsilon_0 E(cB) + \frac{1}{\mu_0} B \left(\frac{E}{c} \right) \right] Adx$$

RIGHT

The **LEFT** and **RIGHT** commands insert delimiters that expand or contract according to the size of the subgroup they enclose. **LEFT** and **RIGHT** must always be used together; however, the delimiters do not need to be identical or form a matched pair.

Type

$P(A) = \left[\frac{A(1+\theta)}{A} \right]^\theta \exp \left\{ \frac{-A(1+\theta)}{A} \right\}$

To create

$$P(A) = \left[\frac{A(1+\theta)}{A} \right]^\theta \exp \left\{ \frac{-A(1+\theta)}{A} \right\}$$

STACK

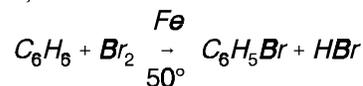
Use **STACK** to vertically align a set of groups or subgroups.

Type

left. STACK {x#y#x} right\} = a + b

$C_6H_6 + Br_2 \xrightarrow{50^\circ} C_6H_5Br + HBr$

To create

$$\left. \begin{array}{l} x \\ y \\ x \end{array} \right\} = a + b$$


STACKALIGN

Use **STACKALIGN** to align a stack of equations or expressions on an arbitrary symbol or symbols. Be sure you include the & (ampersand) command to indicate the alignment point.

Type

STACKALIGN {685.&2 # 4.&672 # 29.&51} over {719.382}

STACKALIGN {CH₃CHO =& 1 - x_A # CO =& x_A # CH₄ =& x_A # func {Total moles} =& overline {1 + x_A}}

To create

$$\begin{array}{r} 685.2 \\ 4.672 \\ \hline 29.51 \\ \hline 719.382 \end{array}$$

$$\begin{array}{l} CH_3CHO = 1 - x_A \\ CO = x_A \\ CH_4 = x_A \\ \hline \text{Total moles} = 1 + x_A \end{array}$$

MATRIX

Use **MATRIX** to create a matrix in the equation. The # sign is used as a hard return in rows and the & is used to separate matrix columns.

Type

A = left[MATRIX {2& -3& 1 # 1& 1& -2
3& 1& 5} right]

To create

$$A = \begin{bmatrix} 2 & -3 & 1 \\ 1 & 1 & -2 \\ 3 & 1 & 5 \end{bmatrix}$$

A = left[MATRIX {a_1& a_2&
dotslow& a_n # b_1& b_2& dotslow&
b_n # dotsvert& phantom x& phantom
x& dotsvert # c_1& c_2& dotslow& c_n}
right]

$$A = \begin{bmatrix} a_1 & a_2 & \dots & a_n \\ b_1 & b_2 & \dots & b_n \\ \vdots & & & \vdots \\ c_1 & c_2 & \dots & c_n \end{bmatrix}$$

A_tau^{(E)} = left[MATRIX {A_1& O&
&.&.& O # O& A_2& phantom x&
phantom x& phantom x& O # &.&.&.&.&
O& O& &.&.&.& A_r} right]

$$A_{\tau}^{(E)} = \begin{bmatrix} A_1 & O & . & . & . & O \\ O & A_2 & & & & O \\ . & . & . & . & . & . \\ O & O & . & . & . & A_r \end{bmatrix}$$

FUNC

Use **FUNC** to remove italics from a single variable or a group enclosed in left and right French braces ({}).

Type

dline`FUNC bold v (t) dline = FUNC
{speed at time}`t

To create

$\|v(t)\| = \text{speed at time } t$

n FUNC CO_2 `+` n FUNC {H_2O} `+`
FUNC light `→` (FUNC {CH_2O})_n `+` n
FUNC O_2



FUNC {radius of nucleus} over FUNC
{radius of atom}`sim`10^{-5}

$\frac{\text{radius of nucleus}}{\text{radius of atom}} \sim 10^{-5}$

UNDERLINE

Use **UNDERLINE** to place a bar under a variable.

Type

UNDERLINE x = UNDERLINE {A cos}
(omega t `+` phi)

To create

$$x = \underline{A \cos}(\omega t + \phi)$$

stackalign {\$12.&84 # 3.&63} over
UNDERLINE {UNDERLINE {\$16.47}}

$$\begin{array}{r} \$12.84 \\ 3.63 \\ \hline \underline{\underline{\$16.47}} \end{array}$$

OVERLINE

Use **OVERLINE** to place a bar over a variable.

Type

func {OVERLINE x = {b`-`1} over v_2}

To create

$$\bar{x} = \frac{b-1}{v_2}$$

a bar^{1}`left[x`+`1 over 2 right]`+`1 over
2`OVERLINE {;u-x-1}

$$\bar{a}^1 \left[x + \frac{1}{2} \right] + \frac{1}{2} \overline{u-x-1}$$

{ (left French brace)

Use a left French brace to indicate the beginning of a group. It must be used with the } (right French brace), which indicates the end of a group.

Type

$$\{n!\} \text{ over } \{(n-k)!k!\} x^{\{n-k\}} y^k$$

$$E_{\text{th}} = m_0 c^2 \sqrt{1 - \frac{1}{n^2 - 1}}$$

$$F = \frac{1}{4\pi\epsilon_0} \left(\frac{4}{3} \pi a^3 \rho \right) \frac{\rho}{a^2} = \frac{\rho a}{3\epsilon_0}$$

To create

$$\frac{n!}{(n-k)!k!} x^{(n-k)} y^k$$

$$E_{\text{th}} = m_0 c^2 \left\{ -1 + \sqrt{1 + \frac{1}{n^2 - 1}} \right\}$$

$$F = \frac{1}{4\pi\epsilon_0} \left(\frac{4}{3} \pi a^3 \rho \right) \frac{\rho}{a^2} = \frac{\rho a}{3\epsilon_0}$$

} (right French brace)

Use a right French brace to indicate the ending of a group. It must be used with the { (left French brace), which indicates the beginning of a group.

Type

$$f'(x) = \lim_{h \rightarrow 0} \frac{f(x+h) - f(x)}{h}$$

$$f(x) = \frac{1}{\sqrt{2\pi}\sigma} e^{-\frac{1}{2}\left(\frac{x-\mu}{\sigma}\right)^2}$$

$$z = \frac{(\bar{x}_1 - \bar{x}_2) - D_0}{\sqrt{\frac{s_1^2}{n_1} + \frac{s_2^2}{n_2}}}$$

To create

$$f'(x) = \lim_{h \rightarrow 0} \frac{f(x+h) - f(x)}{h}$$

$$f(x) = \frac{1}{\sqrt{2\pi}\sigma} e^{-\frac{1}{2}\left(\frac{x-\mu}{\sigma}\right)^2}$$

$$z = \frac{(\bar{x}_1 - \bar{x}_2) - D_0}{\sqrt{\frac{s_1^2}{n_1} + \frac{s_2^2}{n_2}}}$$

HORZ

Use **HORZ** to manually adjust the horizontal spacing of an equation or expression by specifying a percentage of the font size you are using. Positive numbers move expressions to the right; negative numbers move expressions to the left.

Type

$$\text{left} \left(\frac{n+k}{2} \right)$$

$$M(x) = \left[\begin{array}{c|c} M_{11}(x) & 0 \\ \hline M_{12}(x) & M_{22}(x) \end{array} \right]$$

To create

$$\left(\frac{n+k}{2} \right)$$

$$M(x) = \left[\begin{array}{c|c} M_{11}(x) & 0 \\ \hline M_{12}(x) & M_{22}(x) \end{array} \right]$$

VERT

Use **VERT** to manually adjust the vertical spacing of an equation or expression by specifying a percentage of the font size you are using. Positive numbers move expressions up; negative numbers move expressions down.

Type

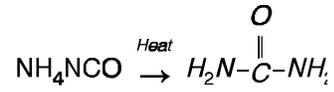
$$\# \text{ scalesym } 150 \text{ } \bigcirc \text{ } \{ \text{VERT } 20 \text{ horz } -130 \text{ } 31 \}$$

To create

$$\bigcirc$$

Type

Func {NH_4NCO VERT 20 stack {func
 VERT -40 scalesym 65 Heat # scalesym
 250 -} VERT -20 H_2N- VERT 90
 stack {O # dline # C} VERT -90 -NH_2}
 VERT 90

To create**(tilde)**

Use a tilde to insert a normal space. For information about making fine spacing adjustments, see ` (backward accent) below.

Type

Func alignl
 {\ln the case of} # # alignr
 {\sum 1 over {(log`k)^k},
 # # # func alignl {we have}
 # # alignc {(a_k)^{1/k} =
 1 over {log`k}}`{vert -30
 scalesym 175 -}`0.}

To create

In the case of

$$\sum \frac{1}{(\log k)^k},$$

we have

$$(a_k)^{1/k} = \frac{1}{\log k} \rightarrow 0.$$

W_i' = left[1 over N_i`+`
 {(x_i`-x_0)^2 over
 sigma^4 left \{(Delta x_0)^2
 `+` {(x_i`-x_0)^2 over
 sigma^2 (Delta sigma)^2
 right \} right]^{-1}

$$W_i' = \left[\frac{1}{N_i} + \frac{(x_i - x_0)^2}{\sigma^4} \left\{ (\Delta x_0)^2 + \frac{(x_i - x_0)^2}{\sigma^2} (\Delta \sigma)^2 \right\} \right]^{-1}$$

` (backward accent)

Use a backward accent to insert thin (one-quarter) spaces in an equation or expression.

Type

Func {{}`^238 U}

Func {{}`_23^51 V}

Func {{}`_2^3 He `+` {{}`_0^1 n `+`
 {{}`_1^3 H `+` {{}`_1^1 p}

To create

²³⁸U

⁵¹/₂₃V

³₂He + ¹₀n - ³₁H + ¹₁p

BINOM

Use **BINOM** to create a binomial construction. The left and right parentheses expand or contract according to the size of the expression.

Type

scalesym 105 smallsum`BINOM alpha
 k`x^k

BINOM 4 2 over BINOM 9 2 = 1/6

To create

$$\sum \binom{\alpha}{k} x^k$$

$$\frac{\binom{4}{2}}{\binom{9}{2}} = 1/6$$

& (ampersand)

This symbol has two functions. When used in the MATFORM or MATRIX commands, it is a matrix column separator. When used in STACKALIGN, it marks the alignment character you want to use.

See *STACKALIGN*, *MATRIX*, and *MATFORM* for additional examples of the & command.

Type

left. $\left\{ \sum_{n=-\infty}^{\infty} f(t-n\delta t) \frac{1 - e^{j\pi n}}{n} \right\}$
 $\left\{ \sum_{n=-\infty}^{\infty} f(t-n\delta t) \frac{\sin^2(\pi n/2)}{n} \right\}$

To create

$$f^*(t) = \frac{1}{\pi} \sum_{n=-\infty}^{\infty} f(t-n\delta t) \frac{1 - e^{j\pi n}}{n}$$

$$= \frac{2}{\pi} \sum_{n=-\infty}^{\infty} f(t-n\delta t) \frac{\sin^2(\pi n/2)}{n}$$

(pound sign)

Use a pound sign to insert a hard return in your equation. It also indicates a line break (or new subgroup) in the MATRIX, STACK, and STACKALIGN commands. See *MATRIX* or *STACKALIGN* for additional examples of the # command.

Type

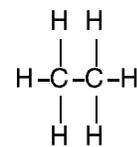
Func If $ax^2 + bx + c = 0$, # # func
 then $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$
 over $\{2a\}$.

To create

If $ax^2 + bx + c = 0$,

then $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$.

Func {H - stack {H # line # C # line # H} -
 stack {H # line # C # line # H} - H}



stack {lim # n - inf} P [left line
 $\{X_1 + \dots + X_n\}$ over n] -
 right line $\geq \epsilon$] = 0, # # #
 alignl func {for every} $\epsilon > 0$.

$$\lim_{n \rightarrow \infty} P \left| \frac{X_1 + \dots + X_n}{n} - p \right| \geq \epsilon = 0,$$

for every $\epsilon > 0$.

MATFORM

Use **MATFORM** with the MATRIX command to indicate the alignment formats within the matrix columns. The first alignment format is paired with the first element in each row, the second alignment format with the second element, and so on. The number of alignments should match the number of matrix columns in MATRIX.

Type

matrix {MATFORM {alignl & alignc &
 alignr} aaaa_1 & bbbb_2 & cccc_3 #
 a_1 & b_2 & c_3}

To create

$$aaaa_1 \quad bbbb_2 \quad cccc_3$$

$$a_1 \quad b_2 \quad c_3$$

delta `=` left line matrix {MATFORM
 {alignc & alignc & alignc} 2 & 4 & -2 # 4
 & 6 & 1 # -2 & 1 & -12} right line `=` 6
 `!`= 0

$$\delta = \begin{vmatrix} 2 & 4 & -2 \\ 4 & 6 & 1 \\ -2 & 1 & -12 \end{vmatrix} = 6 \neq 0$$

ALIGNL

Use **ALIGNL** to align information on the left margin of the current subgroup or matrix column. Use it with the OVER, FROM, and TO commands, and with matrices.

Type

$x^2 = \{(n-1)S^2\}$ over ALIGNL
 $\{\sigma^2\}$

To create

$$x^2 = \frac{(n-1)S^2}{\sigma^2}$$

ALIGNR

Use **ALIGNR** to align information on the right margin of the current subgroup or matrix column. Use it with the OVER, FROM, and TO commands, and with matrices.

Type	To create
<pre>linespace 95 stack {ALIGNR 425 # 4 longdiv 1700 # ALIGNR underline 1600 # ALIGNR 100 # ALIGNR underline 80 # ALIGNR 20 # ALIGNR underline 20 # ALIGNR 0}</pre>	$\begin{array}{r} 425 \\ 4 \overline{)1700} \\ \underline{1600} \\ 100 \\ \underline{80} \\ 20 \\ \underline{20} \\ 0 \end{array}$
<pre>x^2 = ALIGNR sum {(o`-`e)^2} over ALIGNR e</pre>	$x^2 = \sum \frac{(o-\theta)^2}{e}$

ALIGNC

Use **ALIGNC** to align information in the center of the current subgroup or matrix column. Because center alignment is preset for the **MATFORM** command, **ALIGNC** is useful only in matrices. See **MATFORM** for additional examples of the **ALIGNC** command.

Type	To create
<pre>left line``matrix {matform {ALIGNC & alignr & alignr} x & y & 1 # x_1 & y_1 & 1 # x_2 & y_2 & 1}``right line</pre>	$\begin{array}{ c c c } \hline x & y & 1 \\ \hline x_1 & y_1 & 1 \\ \hline x_2 & y_2 & 1 \\ \hline \end{array}$

PHANTOM

Use **PHANTOM** to align elements in a stacked equation when there are an unequal number of elements.

Type	To create
<pre>stack {3a``+``4b # 6a``+``PHANTOM 1 b} over {9a``+``5b}</pre>	$\begin{array}{r} 3a + 4b \\ \underline{6a + b} \\ 9a + 5b \end{array}$
<pre>stackalign {723& `# times 413& `# overline {2169}& `# 723 PHANTOM 0& `# 2892 PHANTOM {69}& `# overline {298599}& `}</pre>	$\begin{array}{r} 723 \\ \times 413 \\ \underline{2169} \\ 723 \\ 2892 \\ \underline{298599} \end{array}$

.(period)

Use a period with the **LEFT** or **RIGHT** command to indicate that there is no corresponding opening or closing delimiter.

Type	To create
<pre>kB = left. dL over dE right]_e``scalesym 185/ left. dL over dx right]_propto</pre>	$kB = \left. \frac{dL}{dE} \right]_e \left/ \frac{dL}{dx} \right]_\alpha$
<pre>E_func\in = left\{ stack {E (t>=0) # 0 (t<0)} right.</pre>	$E_{in} = \begin{cases} E & (t \geq 0) \\ 0 & (t < 0) \end{cases}$

\ (backslash)

Use a backslash to indicate that the symbol or command is treated as text, not as a command.

Type	To create
<pre>\sigma_p = sqrt {\pi {(1 - \pi)} over n}</pre>	$\sigma_p = \sqrt{\frac{\pi(1-\pi)}{n}}$

Type

$Y = \beta_0 + \beta_1 X + \epsilon$

$x = \{a + b + c\}$

To create

$Y = \beta_0 + \beta_1 X + \epsilon$

$x = \{a + b + c\}$

BOLD

Use **BOLD** to bold information.

Type

$(\mathbf{r} \times \mathbf{F}) dV = 0$
 $\mathbf{B} = \mu_0 \mathbf{H} + \mu_0 \mathbf{M}$

To create

$(\mathbf{r} \times \mathbf{F}) dV = 0$
 $\mathbf{B} = \mu_0 \mathbf{H} + \mu_0 \mathbf{M}$

ITAL

Use **ITAL** to italicize functions (such as arctan), symbols (such as INT, SUM), or numbers.

Type

$\sum_{k=2}^7 (7k + 2)$

$(\bar{x}, \bar{y}) = \left(\frac{4r}{3\pi}, \frac{4r}{3\pi} \right)$

$\tan^{-1} \gamma = \sin A = \cos \beta \cos B$
 $\sin^2 A = \cos^2 \beta \cos^2 B$

To create

$\sum_{k=2}^7 \frac{7k+2}{2k^5+7}$

$(\bar{x}, \bar{y}) = \left(\frac{4r}{3\pi}, \frac{4r}{3\pi} \right)$

$\tan^{-1} \gamma = \sin A = \cos \beta \cos B$

OVERSM

This command functions just like the OVER command except that the information is printed in the next smallest font size.

Type

$V = -\frac{1}{4\pi\epsilon_0} \frac{q}{R}$

$s = \sqrt{\frac{\sum x^2 - \frac{(\sum x)^2}{n}}{n-1}}$

To create

$V = -\frac{1}{4\pi\epsilon_0} \frac{q}{R}$

$s = \sqrt{\frac{\sum x^2 - \frac{(\sum x)^2}{n}}{n-1}}$

BINOMSM

This command functions just like the BINOM command except that the information is printed in the next smallest font size.

Type

$\sum_{k=0}^n \binom{\alpha}{k} x^k$

$\frac{\binom{4}{2}}{\binom{9}{2}} = \frac{1}{6}$

To create

$\sum_{k=0}^n \binom{\alpha}{k} x^k$

$\frac{\binom{4}{2}}{\binom{9}{2}} = \frac{1}{6}$

LINESPACE

Use **LINESPACE** to adjust the vertical line spacing *only* within a STACK, STACKALIGN, or MATRIX structure. The command must be placed before any of these structures. If you use the # sign by itself to indicate a stacked equation, LINESPACE has no effect.

Type

LINESPACE 200 stack {a_1 + b_1 =
 LINESPACE 100 stack {a^2 + z^2 #
 b^2 + y^2} # a_3 + b_3}

LINESPACE 175 stackalign {sum from
 {i=1} to n (x_i + y_1) =& sum from
 {i=1} to n y_1 # sum from {i=1} to
 n k times x_1 =& k times sum from
 {i=1} to n x_1 # sum from {i=1} to n k
 =& k times n}

left(LINESPACE 125 matrix {a_1 a_2 &
 dotslow & a_r # b_1 b_2 & dotslow & b_r #
 c_1 c_2 & dotslow & c_r} right)

To create

$$a_1 + b_1 = \frac{a^2 + z^2}{b^2 + y^2}$$

$$a_3 + b_3$$

$$\sum_{i=1}^n (x_i + y_1) = \sum_{i=1}^n y_1$$

$$\sum_{i=1}^n k \times x_1 = k \times \sum_{i=1}^n x_1$$

$$\sum_{i=1}^n k = k \times n$$

$$\begin{pmatrix} a_1 & a_2 & \dots & a_r \\ b_1 & b_2 & \dots & b_r \\ c_1 & c_2 & \dots & c_r \end{pmatrix}$$

LONGDIV

Use **LONGDIV** to create a long division character over the accompanying variable. The character expands or contracts according to the length of the expression.

Type

x + 1 LONGDIV {x^2 - 3x - 1}

To create

$$x + 1 \overline{)x^2 - 3x - 1}$$

LONGDIVS

This command functions just like the LONGDIV command except that a square-shaped long division character is used. The character expands or contracts according to the length of the expression.

Type

x + 1 LONGDIVS {x^2 - 3x - 1}

To create

$$x + 1 \overline{)x^2 - 3x - 1}$$

SCALESYM

Use **SCALESYM** to enlarge or reduce any symbol, letter, number, or text by a percentage of the normal size. You can also enlarge or reduce the size of an entire equation by specifying a font size in the Equation Editor (see *Equations: Edit*).

Type

SCALESYM 300 int from a to b f(x) dx
 over {b - a} over 6 SCALESYM 300
 [f(a) + 4f((a + b)/2) + f(b)]
 over 2 SCALESYM
 300) + f(b) right]

To create

$$\int_a^b f(x) dx = \frac{b-a}{6} \left[f(a) + 4f\left(\frac{a+b}{2}\right) + f(b) \right]$$

See Also

- Equations: Create
- Equations: Edit
- Appendix C: Equation Commands

Exit and Close

Use **Exit** or **Close** to exit the current document. Use **Exit WP** to save or discard changes you have made to any open documents and exit WordPerfect.

What's in this section?

- Exiting a Document
- Closing a Document
- Exiting WordPerfect
- Helps and Hints
- See Also

Exiting a Document

Exit prompts you to save the document, even if you haven't made changes since the last time you saved it. Unlike **Close**, **Exit** lets you choose whether or not you want to stay in the current document window.

- 1 Choose **Exit** from the **File** menu.

Or Press F7

- 2 If you need to name the document or save this version of the document with a new name, choose **Save As** to name it and save it on disk. See *Save and Save As* if you need help.

or

If you have already named the document, choose **Yes** to have WordPerfect overwrite the previous version of the document.

or

Choose **No** if you don't want to save your work.

- 3 If only one document was open when you began these steps, choose **Yes** to exit WordPerfect or choose **No** to stay in WordPerfect.

or

If more than one document was open when you began these steps, choose **Yes** to exit the current document or choose **No** to stay in the document window.

Closing a Document

Close prompts you to save the document only if you have made changes since the last time you saved it. Unlike **Exit**, **Close** automatically closes the current document window.

- 1 Choose **Close** from the **File** menu.

- 2 If you need to name the document or save this version of the document with a new name, choose **Save As** to name it and save it on disk before closing it. See *Save and Save As* if you need help.

or

If you have already named the document, choose **Yes** to have WordPerfect overwrite the previous version of the document and close the document.

or

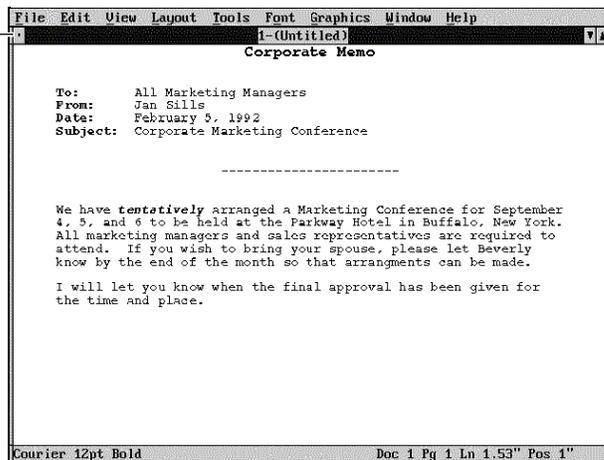
Choose **No** to close the document without saving your changes.

Closing a Document in a Framed Window

When you are using a framed window, you can click on the dot in the upper-left corner of the current window to close the current document. This is the same as choosing **Close**

from the **File** menu. See *Windowing* if you need information about using a framed window.

Click here to close the current document



A framed window

Exiting WordPerfect

1 Choose **Exit WP** from the **File** menu.

Or Press Home, F7

WordPerfect displays a list of all open documents. The **Save** checkbox is selected for each document you have modified. If you have not named an open document, you can do so now.

Make sure Save is selected for each document you want saved.



You can type a different filename for any document you have already named.

Three documents were open.

2 If you need to name or rename any of the documents, specify a filename in the appropriate entry field(s).

3 Make sure the **Save** check box is selected for any document you want to save.

or

Clear the **Save** check box for any document you don't want to save.

If any check boxes are selected, you can choose **(Un)mark All** to clear them all. If no check boxes are selected, you can choose **(Un)mark All** to select them all.

4 Choose **Save and Exit** to save the specified documents and exit WordPerfect.

or

If you have cleared the **Save** check boxes for all documents, choose **Exit** to exit WordPerfect.

Helps and Hints

Cancel

If you change your mind during the exiting process, you can choose **Cancel** to return to the document window. All documents that were open before you began exiting remain open.

Exiting Multiple Dialog Boxes

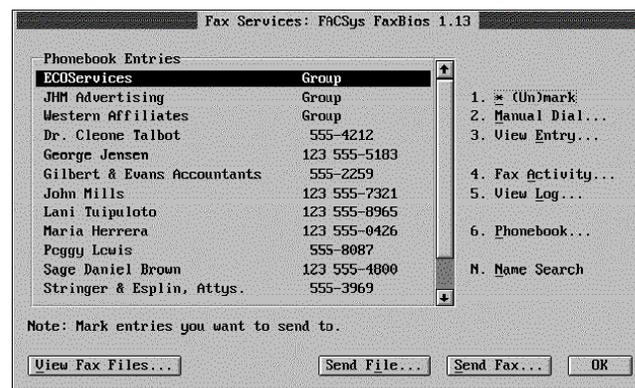
If you have opened multiple (nested) dialog boxes, you can save your changes in all the dialog boxes and exit them quickly by pressing **Home, F7**.

See Also

- Save and Save As
- Windowing

Fax Services

You can use **Fax Services** to fax WordPerfect documents directly from your computer using a fax modem or a fax server on a network. You can also view or print faxes you have received.



IMPORTANT: WordPerfect cannot send a fax unless you have previously installed a FaxBios-compatible fax program on your machine or on a network server. **Fax Services** accesses the capabilities of FaxBios programs, allowing you to fax documents you have created in WordPerfect.

What's in this section?

- Concepts
- Sending a Fax
- Sending a Fax on Disk
- Using the Phonebook
- Viewing Fax Files
- Sending a File
- Helps and Hints
- Additional Information
- See Also

Concepts

Getting Set Up to Fax

You cannot use the **Fax Services** feature in WordPerfect until a fax program has been installed, either on your machine or on a network server.

Only fax programs that are FaxBios-compatible will work with WordPerfect. See *Appendix S: WordPerfect Fax Driver Installation* for information about installing fax drivers, including FaxDirect which is included with WordPerfect 6.0 for DOS.

IMPORTANT: Fax Services is designed to take advantage of the wide range of capabilities available with the various faxing packages. As a result, some **Fax Services** options may not be available due to the limitations of your particular fax program.

Printing and Faxing

Faxing a document and printing a document are similar processes. The fundamental difference between sending a document to a printer and sending a document to a fax device is that the faxed document must be rasterized before it is sent (see *Rasterization* below).

Rasterization

Rasterization is the process of converting text in a document into a faxable format that can be transmitted over phone lines, and then received and printed by another fax device. Documents within WordPerfect must be rasterized before they can be faxed. (See *Sending a Fax on Disk* later in this section for information about saving a rasterized file.)

Binary File Transfer

Binary File Transfer (BFT) is a process that enables you to send unrasterized files with a fax modem or a fax server on a network. In order to send unrasterized files, your particular fax program must have BFT capability. The fax device that receives the unrasterized files must also have BFT capability (see *Rasterization* above for more information).

Sending a Fax

- 1 Open the document you want to fax, then choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Fax Services** from the **Print/Fax** dialog box. (**Fax Services** will not be available unless you have previously installed fax software.)
- 3 Mark the phonebook entries you want with an asterisk (*), then choose **Send Fax**.
or
Choose **Manual Dial** if the phone number to which you want to send is not listed in the phonebook entries. Type in the requested information, then choose **OK**.
- 4 Select the options you want from the **Send Fax** dialog box, then choose **Send Fax**. (See the table below for a description of the available options.)

Option	Lets You
Full Document, Page, Document on Disk, Multiple Pages, Blocked Text	Specify how much of a document to fax. For more information, see <i>Print Document</i> .
Fax on Disk	Send previously rasterized files that you have saved using Save as an image for Fax on Disk. (See <i>Sending a Fax on Disk</i> later in this section.)
Save as an image for Fax on Disk	Save and name rasterized fax files. Use this option to save files you will send more than once. (See <i>Sending a Fax on Disk</i> later in this section.)
Coversheet	Create a coversheet for your document.
Send Time	Specify a delivery date and delivery time.
Resolution	Specify the print quality with which the fax will be rasterized and sent.
Priority, Routing, Billing	Designate a priority for your fax, the line on which it will be routed, and how it will be billed.

Sending a Fax on Disk

Fax on Disk allows you to send previously rasterized files that have been saved on disk. Use **Save as an image for Fax on Disk** to save and name rasterized fax files that you want to send more than once.

When a document is faxed, the rasterized copy of the document is automatically renamed and given a .FAX extension. As a result, it can be difficult to locate a particular fax file. **Save as an image for Fax on Disk** allows *you* to rename the file, thus avoiding a time consuming search when you need to resend a fax file.

To send a fax on disk,

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Fax Services** from the **Print/Fax** dialog box.
- 3 Mark the **Phonebook Entries** you want with an asterisk (*), then choose **Send Fax**.
or
Choose **Manual Dial** if the phone number to which you want to send is not in the list of phonebook entries. Type in the requested information, then choose **OK**.
- 4 Choose Fax on Disk.
- 5 Type the name of the fax file you want to send in the **Filename** entry field, or select it from the **File List** or **QuickList**.
- 6 Choose **Send File**.

You can send as many files as you want. The files you select are listed in the **Files to Send** list box.

Specify a delivery date and a delivery time for your files with **Date to Send**. This is very useful when you need to delay the send time of a file. The file will be sent automatically when your computer or network calendar and clock match the time you have specified.

Use **Coversheet** to select a coversheet for the file(s) you are sending.

Use **Remove from list** to remove a file you have added to your list. This option does not delete the file; it only removes it from the list of files that will be sent.

Using the Phonebook

Once you have created entries for the **Phonebook**, you can simply mark the person or group to whom you want to send a fax in your list of **Phonebook Entries**.

To use the phonebook,

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Fax Services** from the **Print/Fax** dialog box.
- 3 Choose **Phonebook**.
- 4 Select the options you want from the **Phonebook** dialog box. (See the table below for a description of the options available with the **Phonebook** dialog box.)

Option	Lets You
Create Entry	Create a Phonebook entry. If your system supports more than standard resolution, you can select a resolution from the list in the Destination Fax Machine group box.

Option	Lets You
Create Group	Create a group from your list of Phonebook entries. Type a name for the group, then add the names of the people you want included in the group using Add to Group.
Edit	Edit a Phonebook entry.
Delete	Delete a Phonebook entry.
Select different Phonebook	Select a different Phonebook.

IMPORTANT: Some fax programs will not allow you to add phonebook entries in WordPerfect. These programs do, however, let you create phonebook entries from outside WordPerfect. Phonebook entries created within your fax program will be listed in the **Phonebook Entries** list box in WordPerfect.

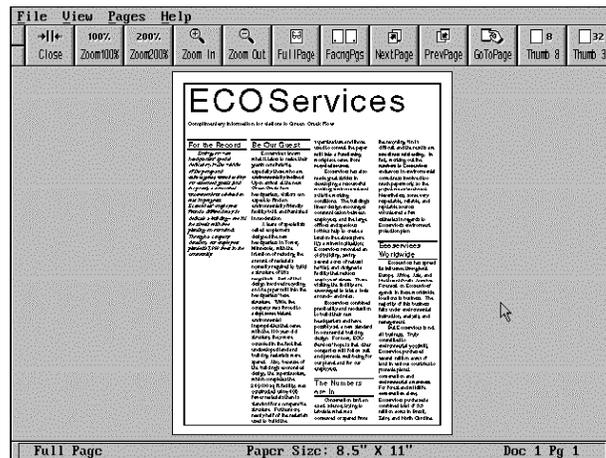
Viewing Fax Files

Use **View Fax Files** to see how your document will look when it is faxed. **View Fax Files** allows you to view footnotes, fonts, headers and footers, and other formats that are not otherwise displayed in the document window.

To view a fax file,

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Fax Services** from the **Print/Fax** dialog box.
- 3 Choose **View Fax Files**.
- 4 Type the name of the fax file you want to view and choose **View**, or select it from **File List** or **QuickList**.

For a complete description of how to use the options available with **View Fax Files**, see *Print Preview*.



View Fax Files offers many options for viewing your document.

Sending a File

If your fax modem has the capability to do binary file transfer (BFT), use **Send Files** to send un rasterized files to a fax device with similar capabilities. See *Binary File Transfer* in *Concepts* for more information.

To send an unrasterized file,

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Fax Services** from the **Print/Fax** dialog box.
- 3 Mark the **Phonebook Entries** you want with an asterisk (*).
or
Choose **Manual Dial** if the phone number to which you want to send is not in the list of phonebook entries. Type in the requested information, then choose **OK**.
- 4 Choose **Send File**.
- 5 Type the name of the file you want to send in the **Filename** entry field, or choose it from the **File List** or **Quick List**.
- 6 Choose **Send File**.

You can send as many files as you want, depending on the capabilities of your fax program. The files you select are listed in the **Files to Send** list box.

Specify a delivery date and a delivery time for your files with **Date to Send**. The file will be sent automatically when your computer or network calendar and clock match the time you have specified.

Use **Remove from list** to remove a file you have added to your list. This option does not delete the file, it only removes it from the list of files that will be sent.

Helps and Hints

Canceling a Fax

If you need to cancel a fax you are sending,

- 1 Choose **Fax Activity** from the **Fax Services** dialog box.
- 2 Choose **Cancel Current Fax**.

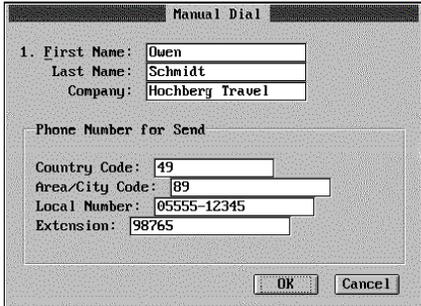
Inverting a Page

If a fax file you are viewing is currently displayed in white text against a black background, use **Invert Page** to make the text appear as black against a white background. **Invert Page** is available on the **View** menu when you are viewing a fax file with **View Fax Files**.

Additional Information

Manual Dial

Use **Manual Dial** to send a fax to a number that is not found in your **Phonebook Entries** list box.



Fill in each of the entry fields with the appropriate information.

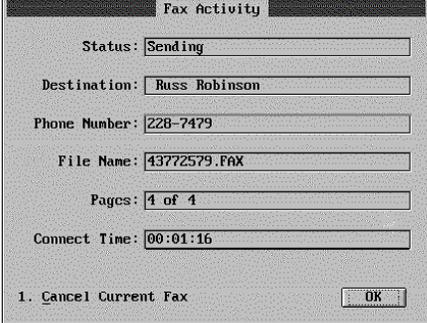
The **Manual Dial** dialog box that appears may be different than the one shown above, depending on the capabilities of your fax program.

View Entry

Use **View Entry** to view the names and numbers you have entered for a particular phonebook entry. This is helpful when you want to confirm a fax number or check the resolution setting.

Fax Activity

Use **Fax Activity** to view the status of a fax job that is currently in progress.



View Log

Use **View Log** to view records of the faxes you have sent and received. Choose **Send Log** to view the faxes you have sent. Choose **Receive Log** to view the faxes you have received. Both options allow you to print a fax.

Send Log

Send Log lists all the faxes you have sent; their destination, filename, status, and the date they were sent. To see additional information about a fax file on your list, highlight the file, then choose **Show Detail**. Once inside the **Send Log Details** dialog box, choose **View Fax** to view the contents of a fax file. To print a fax file, highlight the file, then choose **Print Fax**.

Receive Log

Receive Log lists all the faxes you have received; the date you received them, the phone numbers of the senders, and other details. To view the contents of a fax file, highlight the file, then choose **View Fax**. To print a fax file, highlight the file, then choose **Print Fax**.

Name Search

Use **Name Search** to quickly locate a specific entry in the **Phonebook Entries** list box.

See Also

• Print Document • Print Job Control • Print Preview • Appendix S: WordPerfect Fax Driver Installation

File List

Use **File List** to search for a single filename, use a search pattern to find files, change the current directory, or access **File Manager**. **File List** is a simplified version of **File Manager**.

What's in this section?

- Using File List
- See Also

Using File List

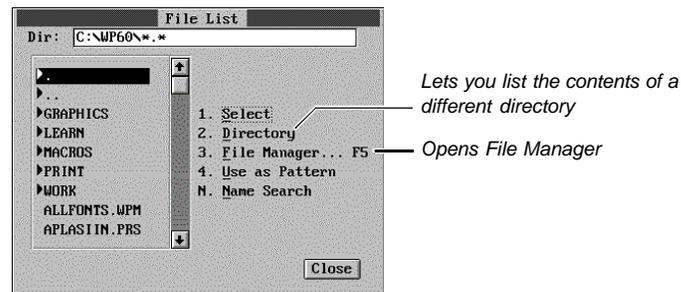
1 Choose the **File List** button in a dialog box that contains it.

Or Press F5 in a dialog box that contains a File List button

Dialog boxes containing this button appear when you use **Save As**, **Retrieve Image**, and other menu items that require you to specify a filename.

2 Type the directory and file pattern (such as `c:\sales*.*`) that will list the files you want, then choose **OK**.

If you need information about specifying file patterns, see *Using Wildcards* and *Specifying Patterns in Filenames* in *File Manager*.



3 Click on the file you want or use the `↓` or `↑` keys until the file is highlighted.

If you need to search for a file, you can choose **Name Search**, then start typing the filename. Press **Enter** when the file you want is highlighted.

4 Choose **Select**.

or

Choose **Use as Pattern** to insert the full path and name of the highlighted file into the dialog box mentioned in step 1.

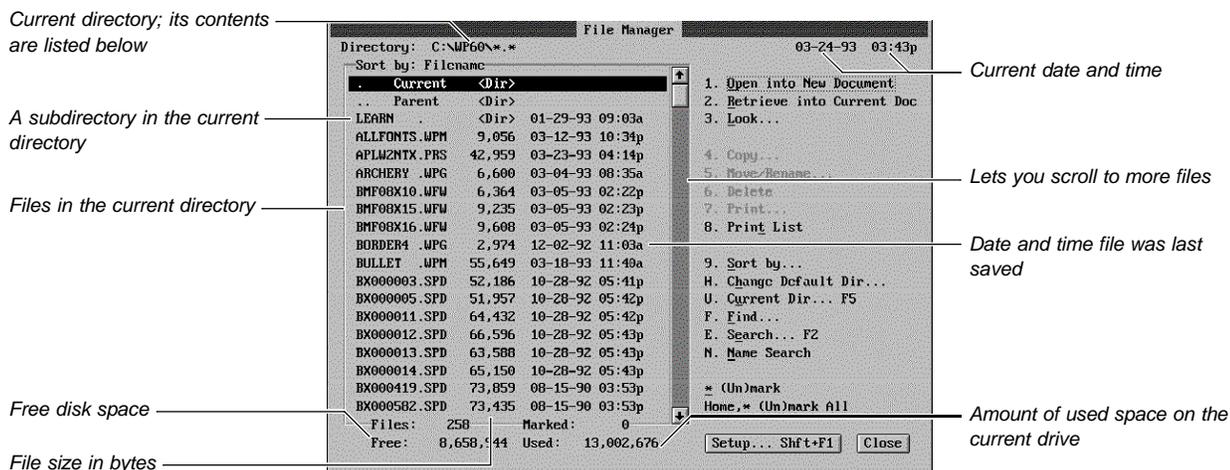
For example, suppose you want to save a new December sales report with the name SALESDEC.RPT. You already have a file named SALESNOV.RPT. Highlighting that file and choosing **Use as Pattern** would return you to the **Save Document** dialog box with SALESNOV.RPT specified in the entry field. At that point, you could change NOV to DEC in the entry field, then choose **OK** to save the file with its new name.

See Also

- Directories
- Directory Tree
- File Manager
- QuickList

File Manager

Use **File Manager** to list and search for files, temporarily change the default directory, and create and delete directories. When you select a file in File Manager, you can open, retrieve, look at, copy, move, rename, delete, or print the file. If you need general information about directories and files, see *Directories*.



What's in this section?

- Listing the Contents of a Directory
- Selecting Files
- Looking at a File
- Opening or Retrieving a File
- Copying Files
- Moving/Renaming Files
- Deleting a File
- Printing a File
- Printing the File List
- Creating a New Directory
- Changing the Default Directory for the WordPerfect Session
- Changing to Another Directory Temporarily
- Setting up File Manager
- Helps and Hints
- Additional Information
- See Also

Listing the Contents of a Directory

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.

You can also choose **Use QuickFinder** to create indexes that you can use to search for words, word patterns, or phrases. See *QuickFinder* for details.

If you want to list the same directory you listed last time you opened **File Manager**, you can choose **Redo** (unless that directory is on the A or B drive). Also, if you want to change the default directory for the WordPerfect session, type = before you type the name of the directory.

Selecting Files

When you select a file, you can open, retrieve, look at, copy, move, rename, delete, or print it.

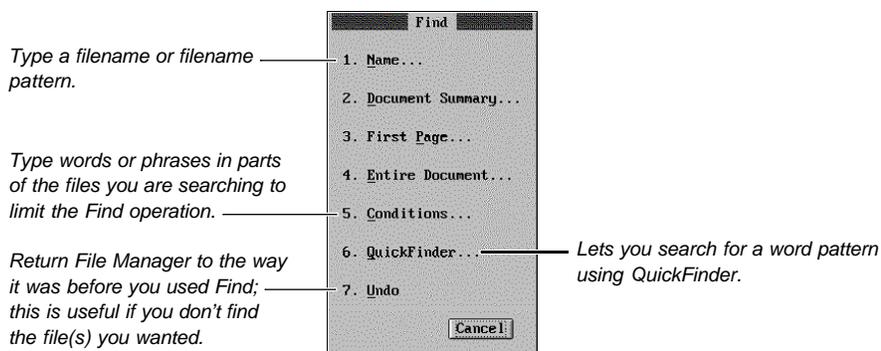
- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 3 If you are selecting a single file, click on it or use the ↓ or ↑ keys until the file is highlighted.
or
If you are selecting several files, move to each file, then choose **(Un)mark**. **(Un)mark All** lets you mark or unmark all files in the current directory.

If the current directory contains many files, you may want to use **Find**, **Search**, or **Name Search** to quickly find the files you want.

Using Find

Use **Find** to find files by specifying filenames or a word or phrase found in the files.

- 1 If you want **Find** to search only certain files, select those files using **(Un)mark**.
- 2 Choose **Find**, then use one of the options described below.



To search for a pattern of words, enclose the pattern in quotation marks. To search for an exact phrase, include a space between the last letter and the closing quotation mark.

To find out how you can make your **Find** operations more specific, see *Specifying Patterns in File Text* and *Specifying Patterns in Filenames* later in this section. Also, for information about the document summary fields that you can search when you use **Conditions**, see *Document Summary*.

Using Search

Use **Search** to find a single filename quickly.

- 1 Choose **Search**.
- 2 Type a filename pattern or type a word, word pattern, or phrase found in the descriptive name or type of the file you want. See *Specifying Patterns in Filenames* and *Specifying Patterns in File Text* later in this section.
- 3 If you want to search backward through the list of files, select **Backward Search**.
- 4 Choose **Search**.

Using Name Search

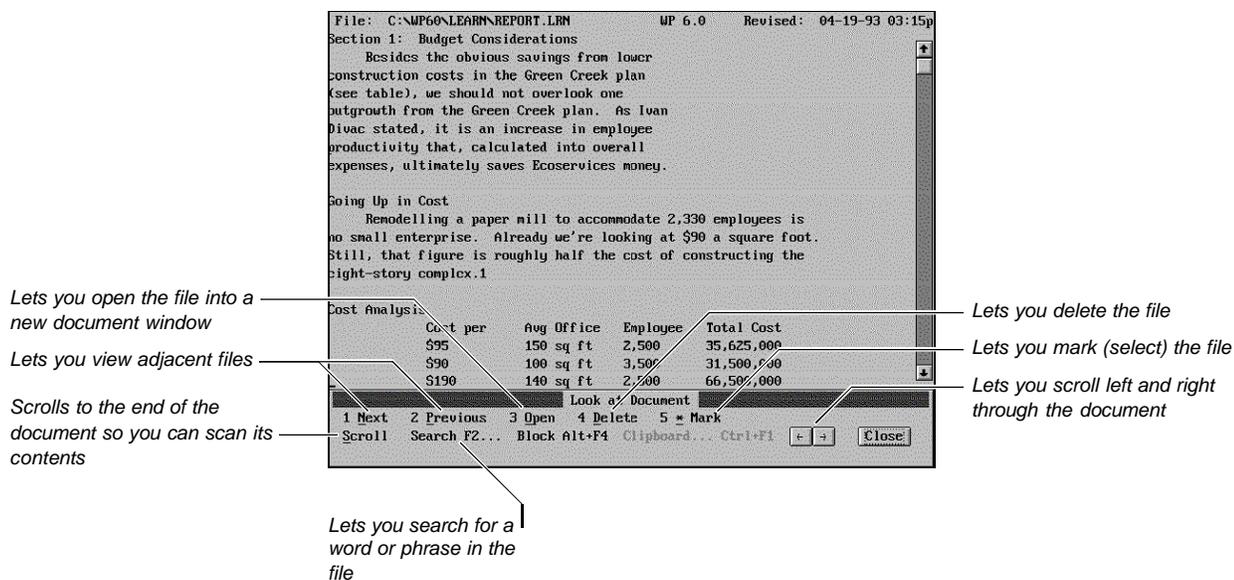
Name Search lets you select a file or directory by typing the first few characters in its name.

- 1 Choose **Name Search**, then start typing the filename or type a backslash (\), then start typing the directory name.
- 2 Press **Enter**, **↑**, or **↓** to turn off **Name Search**.

Looking at a File

Use **Look** to view a document, view a graphics file, or hear a sound file.

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 3 Select the file you want, then choose **Look**.



- 4 Choose **Close** when you're finished with **Look**.

Opening or Retrieving a File

- 1 If you are retrieving a file into another document, place the cursor where you want the file to be retrieved.
- 2 Choose **File Manager** from the **File** menu.
Or Press F5
- 3 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 4 Select the document you want.
or
Select several documents (see *Selecting Files* earlier in this section).

- 5 To open the document into a new document window, choose **Open into New Document**.
or
To retrieve the document into a document you already have on screen, choose **Retrieve into Current Doc**.

Copying Files

You can copy selected files to another directory. If you specify a new filename for a copy, you can copy to the same directory.

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 3 Follow the appropriate steps below.

Copying a Single File

- 1 Select the file, then choose **Copy**.
- 2 To place a copy of the file in another directory, specify the directory, then choose **OK**.
or
To copy the file to its original directory, specify a new filename, then choose **OK**.

Copying Multiple Files

- 1 Use **(Un)mark** to mark the files you want to copy, choose **Copy**, then choose **Yes**.
- 2 Specify the directory to which you want to copy the files, then choose **OK**.

Moving/Renaming Files

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 3 Follow the appropriate steps below.

Moving or Renaming a Single File

- 1 Select the file, then choose **Move/Rename**.
- 2 To move the file, specify a different directory, then choose **OK**.
or
To rename the file, specify a new filename, then choose **OK**.

If you want to move *and* rename the file, specify both a new directory and a new filename.

Moving Multiple Files

- 1 Use **(Un)mark** to mark the files you want to move, choose **Move/Rename**, then choose **Yes**.
- 2 Specify the directory to which you want to move the files, then choose **OK**.

Deleting a File

- 1 Choose **File Manager** from the **File** menu.
Or Press F5

- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 3 Follow the appropriate steps below.

Deleting a Single File

- 1 Select the file, then choose **Delete**.
- 2 Choose **Yes** if you're sure you want to delete the file.

Deleting Multiple Files

- 1 Use **(Un)mark** to select several files, then choose **Delete**.
- 2 Choose **Yes** twice if you're sure you want to delete the files.

Printing a File

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 3 Follow the appropriate steps below.

Printing a Single File

- 1 Select the file to print, then choose **Print**.
 - 2 Specify the settings you want in the **Print Multiple Pages** dialog box, then choose **OK**.
- See *Print Document* if you need more information.

Printing Multiple Files

- 1 Use **(Un)mark** to select several files, choose **Print**, then choose **Yes**.
 - 2 Specify the settings you want in the **Print Multiple Pages** dialog box, then choose **OK**.
- See *Print Document* if you need more information.

Printing the File List

- Use **Print List** to print the displayed file list.
- 1 Choose **File Manager** from the **File** menu.
Or Press F5
 - 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
 - 3 Choose **Print List**.

Creating a New Directory

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 3 Choose **Change Default Dir**.
- 4 Type the full path and name of the new directory, choose **OK**, then choose **Yes**.

Changing the Default Directory for the WordPerfect Session

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 3 Choose **Change Default Dir.**
- 4 Type the full path and name of the directory or choose it from **Directory Tree** or **QuickList**, then choose **OK** twice.

You can also press **F5**, type **=**, then type the name of the directory you are changing to.

Changing to Another Directory Temporarily

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 3 Choose **Current Dir.**
- 4 Type the full path and name of the directory or choose it from **QuickList** or **Directory Tree**.
- 5 Choose **OK**.

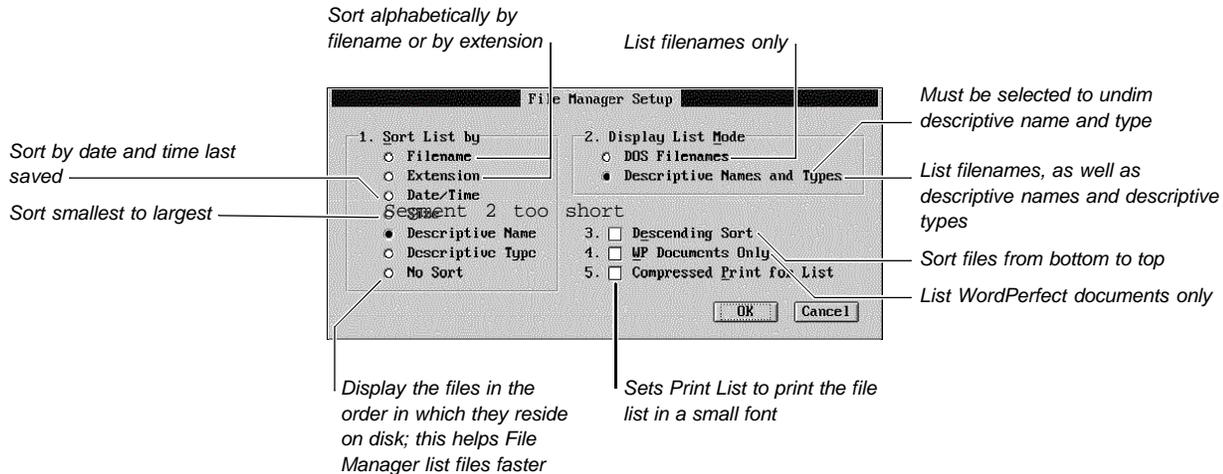
You can also list the contents of any directory in the file list by double-clicking its name or by highlighting the name and pressing **Enter**. To list the contents of the directory containing the current directory, highlight **Parent** (the second item in the file list), then press **Enter**.

Setting up File Manager

Normally the file list in **File Manager** is arranged alphabetically by filename, but you can list the files other ways.

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **OK** to list the contents of the current directory. You can also type the name of a different directory or choose it from **QuickList** or **Directory Tree**, then choose **OK**.
- 3 Choose **Sort by** or **Setup**.

4 Use the options you want, then choose **OK**. The illustration below explains the options.



Descriptive Directory Names and File Types

Using **Descriptive Names and Types** lets you add another level of organization to your files. For example, you can give the same type name to a group of similar files, then use **Find** to display the files with that document type. See *Document Summary*.

File Manager can also display descriptive directory names which are longer than the normal limit of eight characters. For example, rather than the directory name **REPORTS**, you could have **File Manager** display the more descriptive name **1993 PERSONAL REPORTS**.

To assign descriptive names to directories, you must create a document named **WP{WPC}.DLN** in your root directory. This file must contain both the directory names and their descriptive equivalents.

- 1 Open a new document window.
- 2 Type the full path of a directory, press **Tab**, type the descriptive name for that directory, then press **Enter**. Repeat this step for each descriptive name you want to add.
- 3 Choose **Exit WP** from the **File** menu, then type **C:\WP{WPC}.DLN** in the **Filename** entry field.
- 4 Make sure the Save check box is selected, then choose **Save and Exit** to save the document and exit WordPerfect.

WordPerfect searches for **WP{WPC}.DLN** when it is started.

- 5 Start WordPerfect again, choose **File Manager** from the **File** menu, make sure the desired directory is displayed in the **Directory** entry field, then choose **OK**.
- 6 Choose **Sort by**, then select **Descriptive Names and Types** from **Display List Mode**.
- 7 Choose **OK** to return to **File Manager**.

Helps and Hints

Location of Files

You can use **Location of Files** to specify the default directory for your documents. See *Setup: Location of Files*.

Shortcut for Changing the Default Directory

To quickly change the default directory for the WordPerfect session, you can press **F5**, type **=**, then type a name of the directory.

Shortcut for Creating a New Directory

To quickly create a new directory, you can press **F5**, type **=**, then type a name for the directory.

Using Wildcards

You can use wildcards to find files with similar filenames or files that contain the same words or phrases. A wildcard can be an asterisk (*) or a question mark (?). An asterisk stands for any number of characters, while a question mark stands for exactly one character.

Specifying Patterns in Filenames

You can display files with similar filenames by typing a file *pattern* that contains wildcards when you use the **Name** feature in **Find**.

For example, typing C:\FILES*.LTR would display all files with a .LTR extension, such as ALFONSO.LTR and SANDRA.LTR. Typing C:\????SALES would display any filename beginning with any three characters, followed by SALES, such as OCTSALES and NOVSALES.

Specifying Patterns in File Text

The following list gives some examples of **Find** patterns. Some of them include wildcards.

Pattern	WordPerfect finds
book	Files containing the word "book"
d?sk	Files containing words that match the <i>d?sk</i> pattern (for example, desk, disk, dusk)
"replace disk "	Files containing the exact phrase "replace disk"
"replace disk*"	Files containing patterns such as "replace disks" and "replace diskette"

You can also combine words with the following logical operators: the semicolon (;) or the space (), the comma (,), and the dash (-). The semicolon (;) or space () selects files containing both words it joins. The comma (,) selects files containing either word it joins. When you type a dash (-), WordPerfect excludes all files matching any pattern that follows the dash. To search for an actual dash (-), enclose the dash within quotation marks (for example, "-").

The following list gives a few examples of using logical operators:

Operator	WordPerfect finds
Bill Sue	All files containing both Bill <i>and</i> Sue.
Bill,Sue	All files containing either Bill <i>or</i> Sue.
Bill,Sue;Ted	All files containing either Bill <i>or</i> Sue <i>and also</i> Ted.
Bill "replace disk "	All files containing Bill <i>and</i> the phrase "replace disk." Bill can occur before or after the phrase.
-way	Only the files that do not contain way.
four-way	Files that contain four, but do not contain way.
"four-way"	Files containing <i>four-way</i> .

Printing Part of a Document

If you specify a range of pages you want to print from a document listed in **File Manager**, you must do so in numerical order. For example, if you want to print pages 3 and 7, you would specify **3 7**, not **7 3**. See *Print Document* if you need information about printing part of a document.

Additional Information

Language

Certain aspects of File Manager (such as the thousands separator and the date) are displayed according to the language specified in the .LRS file. If you need information about changing the language, see *Language* and *Language Resource File*.

QuickFinder

QuickFinder lets you create indexes that you can use to search for words, word patterns, or phrases. See *QuickFinder* for details.

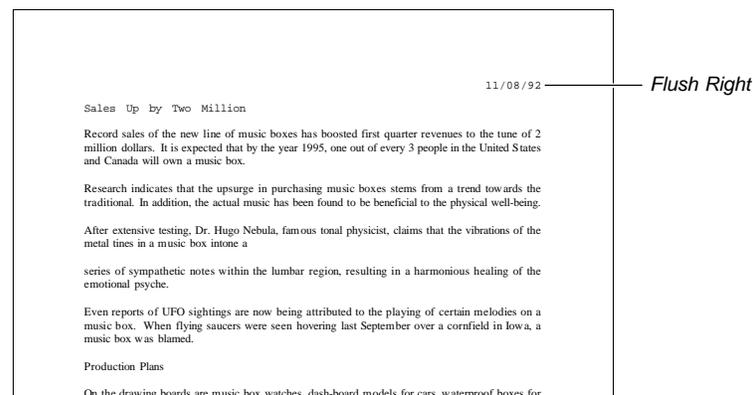
See Also

• Delete • Document Summary • Setup: Location of Files • Open and Retrieve • Print Document • QuickFinder

Flush Right

Use **Flush Right** to align a single line of text with the right margin, to align several lines of text, to move part of a line to the right margin, or to insert dot leaders.

Flush Right is used to align the date in the example below.



What's in this section?

- Concepts
- Aligning Text Using Flush Right
- Inserting a Dot Leader
- Helps and Hints
- See Also

Concepts

Flush Right and Right Justification

Flush Right is best used to align a single line of text. **Right Justification** is commonly used to align several lines of text. See *Justification*.

Aligning Text Using Flush Right

- 1 Choose **Alignment** from the **Layout** menu, then choose **Flush Right**.
Or Press Alt+F6
- 2 Type the text you want aligned at the right margin. The text should be one line or shorter.
- 3 Press **Enter** to end the flush-right alignment and begin a new line.

Inserting a Dot Leader

- 1 Choose **Alignment** from the **Layout** menu, then choose **Flush Right**.
- 2 Repeat the step above, then type text.
Or Press Alt+F6, Alt+F6, type text

The following example shows dot leaders in a table of contents.

The diagram shows a table of contents titled "Contents" enclosed in a rectangular box. The text is as follows:

Preface	iii
Chapter 1.	2
Chapter 2.	14
Chapter 3.	27
Chapter 4.	34
Chapter 5.	46
Appendix A	54
Appendix B	59
Appendix C	63
Index	

Labels with arrows point to the "Contents" title, the "Preface" line, and the right-aligned page numbers.

Helps and Hints

Aligning One Line or a Partial Line of Existing Text

To align one line of existing text or a partial line of existing text at the right margin, make sure the line ends with a hard return. Place the cursor at the beginning of the text you want to move, then choose **Flush Right**. See *Return: Soft and Hard*.

Aligning Several Lines of Existing Text

To align several lines of existing text at the right margin, block the lines, then choose **Flush Right**. All lines of blocked text will be aligned at the right margin.

See Also

- Justification

Font

Use **Font** to change the style and size of text in your documents.

WP Courier Bold, 12 Point: FINE, SMALL CAP

WP Courier, 18 Point: *Italic*,
Subscript

Courier font displayed with different size and appearance attributes

What's in this section?

- Concepts
- Changing Fonts Using Initial Font
- Changing Fonts Using the Font Dialog Box
- Changing Fonts Using the Ribbon
- Additional Information
- See Also

Concepts

Font

The font is the basic typeface in which your document is printed. The font in any document consists of three elements: typeface (such as Times Roman), appearance (such as Bold or Italic), and size (such as 10cpi or 10pt).

Your printer comes with the built-in capability to print at least one font. You can supplement your printer's built-in fonts with cartridges, soft fonts, and print wheels (see *Font: Printer Fonts* for more information). In addition, if your printer supports graphics, it can print *graphics fonts* (see *Graphics Fonts* later in this section). You can see a list of available fonts by selecting **Font** in the **Font** dialog box.

Color

In WordPerfect 6.0, you can print your document's text in color by choosing **Print Color** from the **Font** menu, highlighting the color you want to use, then choosing **Select**. While WordPerfect offers 16 million different colors to choose from, the actual appearance of the colors on screen and in print is determined by the capabilities of your monitor and printer. See *Setup: Display*, *Setup: Color Printing Palette*, and *Print: Specify Document Settings* for more information.

Existing Text

There are two ways to change the font of existing text. You can insert a font code before the text, or you can block the text and then choose a font.

Scalable and Non-scalable Fonts

Scalable fonts can be selected and printed in almost any point size depending on the capabilities of your printer. While all graphics fonts are scalable, some printer fonts are non-scalable. A non-scalable font is assigned a single point size.

Selecting Fonts

You can select fonts for your document by using **Initial Font**, **Font**, or the **Ribbon**.

Feature	What It Does
Initial Font	Allows you to specify a font that will be used for all documents you create or for the current document only.
Font	Allows you to change a font within a document.
Ribbon	Allows you to change a font within a document.

Changing Fonts Using Initial Font

- 1 Choose **Document** from the **Layout** menu, then choose **Initial Font**.
Or Press Shift+F8, 4, 3
- 2 Choose **Font**, then select the font (typeface) you want.
- 3 Choose **Size** and select a point size.
- 4 To specify a font that will be used for all the documents you create, select **All New Documents**.
or
To specify a font for the current document only, select **Current Document Only**.

IMPORTANT: The fonts that are available depend on the printer you select. If you select a different printer, you may have a different initial font for new documents. *Font Setup* explains how you can control which font WordPerfect will choose if you change to a different printer.

5 Choose **OK** to confirm your selections and return to your document.

Your document will be printed in the font and size you have selected unless you change these settings with the **Font** dialog box or the **Ribbon**.

Changing Fonts Using the Font Dialog Box

1 Place the cursor where you want to change the font in your document.

2 Choose **Font** from the **Font** menu.

Or Press Ctrl+F8

3 Choose **Font**, then select a font (typeface) from the list.

For information about adding more fonts to the list box, see *Font: Graphics Fonts* and *Font: Printer Fonts*.

4 Choose **Size** and select a point size from the list. You can also specify **Appearance**, **Relative Size**, **Position**, and **Underline** attributes. See *Attributes* below for more information.

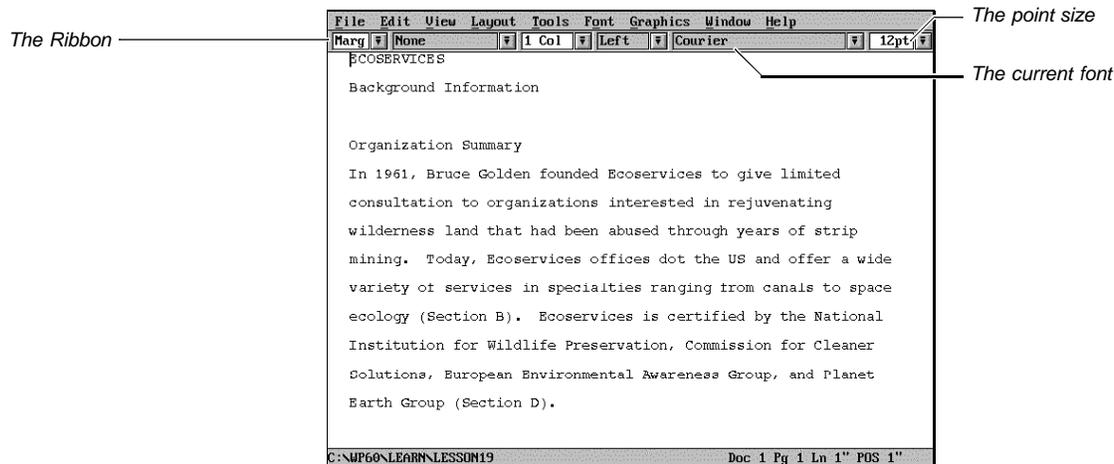
5 Choose **OK** to confirm your selections and return to your document.

If you specify any **Appearance**, **Relative Size**, or **Position** attributes and you want to remove all of them, select **Normal**. You can do this on the **Font** dialog box, the on pull-down menu, or by pressing **Ctrl+n**.

Changing Fonts Using the Ribbon

IMPORTANT: You must use a mouse to change fonts with the **Ribbon**.

1 If the **Ribbon** is not displayed, choose **Ribbon** from the **View** menu.



2 Click on the font to see the list of available fonts. Select a font from the list by double-clicking it.

3 Click on the point size, then type in a point size or select a point size from the list by double-clicking it.

Additional Printer Fonts

You can supplement the built-in fonts of most printers by purchasing interchangeable font cartridges, print wheels, or downloadable soft fonts. See *Font: Printer Fonts* for more information.

Graphics Fonts

Graphics fonts are generated graphically and are scalable (see *Scalable and Non-scalable Fonts* earlier in this section). They can be printed in both landscape and portrait orientation. They will take longer to print than printer fonts. See *Font: Graphics Fonts* for more information about graphics fonts, including how to control which graphics fonts display in your list of available fonts.

Attributes

You can use *attributes* to modify how a font prints and displays. The attribute categories offered in the **Font** dialog box are **Appearance**, **Relative Size**, **Position**, and **Underline**.

Appearance • Use **Appearance** to enhance the appearance of text or to set off portions of text from the rest of a document. Examples of appearance attributes include **Bold**, Underline, and *Italics*. You can select these from the **Font** dialog box or from the pull-down menu. You can also press **F6** or **Ctrl+b** to turn Bold on and off, press **F8** or **Ctrl+u** to turn Underline on and off, or press **Ctrl+i** to turn Italics on and off.

Relative Size • Use **Relative Size** to make text proportionally larger or smaller than the selected font. See *Font Setup* for information about adjusting the size ratios for your fonts.

Position • Use **Position** to place text or characters above or below the standard text baseline. **Superscript** places text slightly above the baseline: x^2 . **Subscript** places text slightly below the baseline: H_2O . See *Font Setup* for information about adjusting the relative size of **Superscript** and **Subscript**. The default is a smaller point size.

Underline • Use **Underline** to specify how underlined text appears. The default setting is **Spaces**, which means underlining will be continuous across spaces, but not across tabs. Select **Tabs** if you would like underlining to be continuous across ___ tabs.

Equation Editor

You can change the font and point size for text in **Equation Editor**. See *Changing the Font, Font Size, and Color for the Current Equations in Equations: Edit*.

Headers, Footers, Footnotes and Endnotes

If you use the **Font** dialog box to insert a font code in a header, footer, footnote, or endnote, the font code affects only the text within that specific header, footer, footnote or endnote. If you do not insert a font code in other headers, footers, footnotes, or endnotes, they will print in the initial font. If you have specified a font in the system header, footer, footnote, or endnote style, this font will override the initial font (see *System Styles* under *Styles*).

Landscape and Portrait Printer Fonts

The current paper size determines whether portrait fonts or landscape printer fonts display in the **Font** list box (see *Paper Size/Type* for more information on paper orientation).

When specifying an initial font, you must specify a portrait printer font.

Printer Selection and Fonts

If you create a document using one printer, and then select another printer, an asterisk may appear in the font code (in **Reveal Codes**) for the document (for example, [Font:*Tms Rmn]). This means that the new printer does not have the font you initially selected. WordPerfect finds the closest available font for printing the document (see *Font Setup* for more information). Graphics fonts will print exactly the same on different printers.

See Also

• Equations Edit • Font Setup • Font: Graphics Fonts • Font: Printer Fonts • Paper Size/Type • Print • Appendix E: Font Installer

Font Setup

Use **Font Setup** to select an initial font, to edit or generate automatic font changes, to edit font mapping tables, to install fonts, or to change relative size settings.

What's in this section?

- Concepts
- Editing Automatic Font Changes for Printer Fonts
- Editing Automatic Font Changes for Graphics Fonts
- Generating Automatic Font Changes for New Fonts
- Editing the Document Font Mapping Table
- Editing the Screen Font Mapping Table
- Installing Fonts
- Changing Relative Size Settings
- See Also

Concepts

Automatic Font Changes

An automatic font change occurs when WordPerfect automatically chooses a font for an attribute you select. From the **Font** menu, you can select a number of different appearance attributes (for example, Italics and Bold). Printer drivers (.PRS files) and the .DRS file contain information about the font WordPerfect chooses for each attribute. For example, if the current font is Courier 10 point and you select the Bold attribute, WordPerfect automatically chooses the Courier Bold 10 point font. (See *Print: Select Printer* for more information about .PRS files and see *Print: Specify Document Settings* for more information about the .DRS file.)

Graphics Fonts

If your printer supports graphics, then it can print *graphics fonts* (see *Font: Graphics Fonts* for more information).

Printer Fonts

Each printer has its own built-in fonts which can be supplemented by cartridges, print wheels, and soft fonts. Both the built-in fonts and supplemental fonts are called *printer fonts* (see *Font: Printer Fonts* for more information).

Font Mapping Table

A font mapping table is a preset selection of the fonts WordPerfect will use if the originally selected font is not available (see *Editing the Document Font Mapping Table* and *Editing the Screen Font Mapping Table* below).

Initial Font

You can use **Initial Font** to specify a font that will be used for every document or for one document only. See *Font* for information about using **Initial Fonts**.

Editing Automatic Font Changes for Printer Fonts

You can change the automatic font changes that are set up in WordPerfect for printer fonts. After you have selected a printer, follow these steps.

- 1 Choose **Font** from the **Font** menu, then choose **Setup**.
Or Press Ctrl+F8, Shift+F1
- 2 Choose **Edit Automatic Font Changes for Printer Fonts**.

- 3 Select the printer font for which you want to edit the automatic font changes, then choose **Edit**.
- 4 Select the attribute you want to edit, then choose **Edit**.
- 5 Highlight the font you want to use for the new automatic font change, then choose **Select**.

IMPORTANT: You cannot use graphics fonts to replace an automatic font change for a printer font.

- 6 Choose **OK** to save your changes.
- 7 Choose **OK** until you return to your document.

Editing Automatic Font Changes for Graphics Fonts

You can change the automatic font changes that are set up in WordPerfect for graphics fonts.

- 1 Choose **Font** from the **Font** menu, then choose **Setup**.
Or Press Ctrl+F8, Shift+F1
- 2 Choose **Edit Automatic Font Changes for Graphics Fonts**.
- 3 Select the graphics font for which you want to edit the automatic font changes, then choose **Edit**.
- 4 Select the attribute you want to edit, then choose **Edit**.
- 5 Highlight the font you want to use for the new automatic font change, then choose **Select**.

IMPORTANT: You cannot use a printer font to replace an automatic font change for a graphics font.

- 6 Choose **OK** to save your changes.
- 7 Choose **OK** until you return to your document.

Generating Automatic Font Changes for New Fonts

If you have installed fonts using the WordPerfect Font Installer from outside WordPerfect, the automatic font changes for these new fonts may not have been generated. You can generate them by using an option in the **Font Setup** dialog box.

- 1 Choose **Font** from the **Font** menu, then choose **Setup**.
Or Press Ctrl+F8, Shift+F1
- 2 Choose **Update Graphics Fonts (Generate New AFCs for WP.DRS)**.
- 3 Choose **OK** until you return to your document.

Editing the Document Font Mapping Table

The fonts available for you to use in a document are determined by the printer you select. For example, you can select a printer (Printer A) and choose a certain font when you create a document. Later, however, you may want to print to a different printer (Printer B). If the same font is not available in Printer B, WordPerfect is preset to select a font that is close to the one you originally selected for Printer A. (If you reselect Printer A, WordPerfect reselects the font you originally selected.) You can change which font WordPerfect selects.

IMPORTANT: You must open a document to use this option. The changes you make will affect all the documents that are created with Printer A selected and then printed to Printer B.

- 1 Choose **Font** from the **Font** menu, then choose **Setup**.
Or Press Ctrl+F8, Shift+F1
- 2 Choose **Edit Document Font Mapping Table**.
- 3 Highlight the document font you want to edit in the **Document Font** list box, then choose **Select Font for Printing**.
- 4 Select the new font you want.

The graphics font WordPerfect will use to display the document in the **Graphics Mode** or **Page Mode** is displayed next to the word *Screen* in the **Font for Printing** group box. (See *Editing the Screen Font Mapping Table* below for more information.)

- 5 Choose **OK** until you return to your document.

IMPORTANT: If at any time you wish to return to the font selections WordPerfect originally used, choose **Auto Map Font** in the **Document Font Mapping Table** dialog box, then choose **OK**.

Editing the Screen Font Mapping Table

WordPerfect gives you the option of viewing your document in **Text Mode**, **Graphics Mode**, or **Page Mode** (see *View Modes* for more information). In **Graphics Mode** or **Page Mode**, WordPerfect uses a graphics font to display your document on the screen. If you have selected a printer font, WordPerfect is preset to select a graphics font that is close to the printer font you selected. (The document will print in the printer font you selected.) You can change which graphics font WordPerfect selects for each printer font.

- 1 Choose **Font** from the **Font** menu, then choose **Setup**.
Or Press Ctrl+F8, Shift+F1
- 2 Choose **Edit Screen Font Mapping Table**.
- 3 Highlight the printer font that you want to edit in the **Printer Font** list box, then choose **Select Screen Font**.
- 4 Select the new font you want.
- 5 Choose **OK** until you return to your document.

IMPORTANT: If at any time you wish to return to the font selections WordPerfect originally used, choose **Auto Map Font** in the **Screen Font Mapping Table** dialog box.

Installing Fonts

The **Install Fonts** option in the **Font Setup** dialog box starts the WordPerfect Font Installer. You can use the Font Installer to install printer and graphics fonts. See *Appendix E: Font Installer* for more information.

This option will be unavailable to you if you are running WordPerfect without Launcher. (See *Appendix M: Program Files* for more information.)

Changing Relative Size Settings

The settings for size font attributes (Fine, Small, Large, and so forth) are specified as a percentage of the selected font point size. For example, the default setting for Fine is 60% of the selected font point size. You can change these settings.

- 1 Choose **Font** from the **Font** menu, then choose **Setup**.
Or Press Ctrl+F8, Shift+F1
- 2 Choose **Size Ratios (% of Point Size)**.
- 3 Select the relative size you want to edit, then change the percentage.
- 4 Choose **OK** until you return to your document.

IMPORTANT: If you are using a printer with non-scalable fonts, you should update your .PRS file for relative size changes to take effect. Update the file by choosing **Print/Fax** from the **File** menu, then **Select**, then **Update**.

See *Font* for information on using relative size font attributes.

See Also

• Font • Font: Graphics Fonts • Font: Printer Fonts • Print: Select Printer • Print: Specify Document Settings • View Modes • Appendix E: Font Installer

Font: Graphics Fonts

You can use both printer fonts and graphics fonts in WordPerfect. See *Font: Printer Fonts* for information about printer fonts.

If your printer supports graphics, then it can print *graphics fonts*. You can use any graphics font type supported by WordPerfect 6.0: TrueType, CG Intellifont, Bitstream Speedo, and Type 1. Several Type 1 and Bitstream Speedo graphics fonts are included with WordPerfect 6.0. Graphics fonts take longer to print than printer fonts.

What's in this section?

- Concepts
- Select Graphics Fonts
- Removing a Graphics Font Type
- See Also

Concepts***Graphics Fonts***

Graphics fonts are generated graphically and are scalable (they can print in almost any size). While a printer font might be limited to 10 point, 12 point, 14 point, and so forth, graphics fonts can be printed in any size, such as 10.1 point or 15.3 point. Graphics fonts can be printed in both landscape and portrait orientation.

If you are in **Graphics Mode** or **Page Mode**, graphics fonts are also used as the screen font. This allows you to see the exact size and font in which your document will print. See *View Modes* for more information about these modes.

Font List Box

The **Font** list box in the **Font** dialog box lists all of the fonts that you can use in your document (see *Font* for information about selecting a font). Graphics fonts are listed automatically. These include the graphics fonts shipped with WordPerfect 6.0 and any TrueType, CG Intellifont, Bitstream Speedo, and Type 1 fonts you have installed using **Font Installer** (see *Appendix E: Font Installer*). You can control which fonts display in the list box by using the **Select Graphics Fonts** option, explained below.

As you scroll through the list of fonts, the **Type** field in the **Font** dialog box displays **Graphics Font** if the highlighted font is a graphics font.

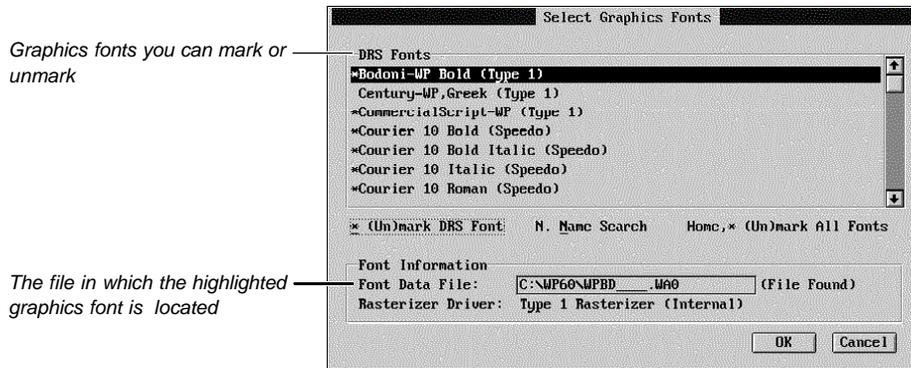
Select Graphics Fonts

To control which graphics fonts display in the **Font** list box in the **Font** dialog box, follow these steps.

- 1 Choose **Font** from the **Font** menu, then choose **Setup**.

Or Press Ctrl+F8, Shift+F1

2 Choose **Select Graphics Fonts**.



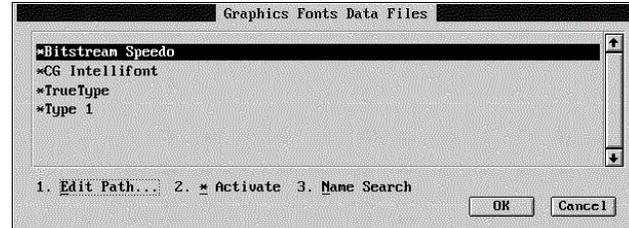
- 3 Mark the fonts you want to display with an asterisk (*) (or unmark the fonts you do not want to display), then choose **OK** to save your selection.

You can mark or unmark *all* of the listed fonts by pressing **Home, ***.

Removing a Graphics Font Type

You can unmark an entire graphics font type (for example, all TrueType graphics fonts) if you do not want that type to display in the **Select Graphics Fonts** dialog box or in the **Font** list box of the **Font** dialog box.

- 1 Choose **Setup** from the **File** menu, then choose **Location of Files**.
Or Press Shift+F1, 5
- 2 Choose **Graphics Fonts Data Files**.



- 3 Unmark the graphics font type you do not want to display by removing the asterisk (*), then choose **OK** until you return to the document screen.

See Also

- Font • Font Setup • Font: Printer Fonts • Print • Appendix E: Font Installer

Font: Printer Fonts

You can use both graphics fonts and printer fonts in WordPerfect. See *Font: Graphics Fonts* for information about graphics fonts.

Each printer has its own built-in fonts which can be supplemented by cartridges, soft fonts, and print wheels. Both the built-in fonts and supplemental fonts are called *printer fonts*. The printer fonts available to you depend on several different factors: what kind of printer you are using, how much memory is installed in your printer, and which supplemental font products you purchase.

What's in this section?

- Concepts
- Select Cartridges/Fonts/Print Wheels
- Helps and Hints
- Additional Information
- See Also

Concepts

Built-In Fonts

Built-in fonts are the fonts that are provided with your printer. These fonts become available when you select a printer in WordPerfect.

Font Cartridges

Font cartridges let you add fonts or change fonts by inserting a font cartridge directly into your printer. For information about installing a font cartridge, see the documentation that came with the font cartridge.

Soft Fonts

Soft fonts are sold as software on diskettes. When you install soft fonts, make sure to specify a directory in WordPerfect for the soft fonts, or you will be prompted to specify one later. To specify the directory, choose **Print** from the **File** menu, choose **Select**, highlight the printer you are using, choose **Edit**, and then choose **Directory for Soft Fonts: (and Printer Command Files)**. Type in the correct directory. For information about installing soft fonts, see the documentation that came with the soft fonts.

Before you can use soft fonts, they must be downloaded to the printer. The number of soft fonts you can select to use at one given time depends on the amount of printer memory (K) available (see *Quantity* below). For some dot matrix printers, WordPerfect measures the available memory by the number of *font slots* rather than by the actual amount of memory. If a printer has two font slots, only two soft fonts can be downloaded to the printer at one time. If the printer has two font slots and you download three soft fonts, WordPerfect will replace one of the first two with the third.

IMPORTANT: Font slots are not related to cartridge slots.

Print Wheels

You can purchase additional print wheels to supplement the print wheels that are sold with daisy wheel printers. See the documentation that came with the print wheel for installation instructions.

IMPORTANT: Soft font packages will not work with a daisy wheel printer.

Quantity

Quantity refers to the number of cartridge slots available, the amount of printer memory available for soft fonts, the number of font slots available for soft fonts, or the number of print wheels available. If you have added memory to your printer, you can change the quantity number. (The quantity for print wheels will always be 1.)

IMPORTANT: You should increase the quantity number for soft fonts in WordPerfect only if you have installed more memory in your printer. If you select more fonts than can be downloaded to your printer's memory, documents will not print properly.

Font List Box

The **Font** list box in the **Font** dialog box lists all of the fonts that you can immediately use in your document (see *Font* for information on selecting a font). You can control which fonts display in the list box by marking or unmarking any font in the **Select Fonts** dialog box (see *Select Cartridges/Fonts/Print Wheels* below). WordPerfect automatically marks built-in printer fonts once you select a printer; they will display in the **Font** list box without you having to mark them.

As you scroll through the list of fonts, the **Type** field in the **Font** dialog box displays the font type (Built-In, Cartridge, and so forth). If you have marked a soft font with an asterisk

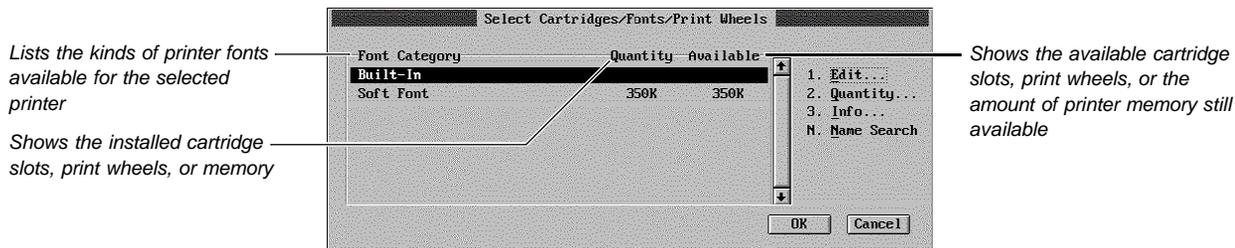
(*), plus sign (+), or both, this also displays in the **Type** field (see *Select Cartridges/Fonts/Print Wheels* below).

Select Cartridges/Fonts/Print Wheels

Once a supplemental font package is installed, WordPerfect will display the fonts in the **Font** list box of the **Font** dialog box *only if* you mark them in the **Select Fonts** dialog box.

To select fonts in the **Select Fonts** dialog box,

- 1 Choose **Print/Fax** from the **File** menu, then choose **Select**.
Or Press Shift+F7, s
- 2 Highlight your printer, then choose **Edit**.
- 3 Choose **Font Setup**, then choose **Select Cartridges/Fonts/Print Wheels**.



- 4 Select **Cartridge**, **Soft Font**, or **Print Wheel**, then choose **Edit**.

If you choose **Soft Font** and the selected printer has font slots, they are listed as **Soft Font 4**, **Soft Font 5**, and so forth. (If you choose a font other than Soft Font, skip to step 6.)

- 5 If you choose **Soft Font**, depending on what printer is selected, the **Font Groups** dialog box may appear. (If it does not appear, skip to step 6.) Highlight the font group that contains the fonts you want, then choose **Edit**.
- 6 Highlight the font you want to display in the **Font** list box, then choose * **Present When Job Begins** or + **Can be Loaded/Unloaded During Job**. Unmark the font if you do not want it to display in the **Font** list box. (See *Selecting Cartridges, Fonts, and Print Wheels* under *Additional Information* later in this section.)

You can mark or unmark all of the fonts with an asterisk (*) by pressing **Home**, *, and you can mark or unmark all of the fonts with a plus sign (+) by pressing **Home**, +.

IMPORTANT: Depending on the printer driver you are using and the kind of font you selected, **Present When Job Begins** may be the only option available in the **Select Fonts** dialog box.

- 7 Choose **OK** to save your selections. (If the **Font Groups** dialog box appears, choose **Close**.)
- 8 To continue marking fonts, repeat steps 4-7.
or
- 9 Choose **OK** until you return to your document.

IMPORTANT: Do not mark fonts you do not have. WordPerfect does not create printer fonts—it only accesses the font capabilities of your printer.

Helps and Hints

Conserving Memory

You cannot select additional fonts with either an * or a + if the available quantity in the **Select Fonts** dialog box is zero. (Or, for soft fonts, if the available quantity is less than the soft font you want to select.) You may, however, be able to select more fonts if you mark some of them with both an * and a +. WordPerfect can then swap fonts to free up some printer memory. See *Using Both Settings* under *Selecting Cartridges, Fonts, and Print Wheels* later in this section.

Additional Information

Downloading and Installing Soft Fonts

To download soft fonts that you have marked with an asterisk (*) from your computer to your printer, you need to initialize the printer each time you turn it on by choosing **Print** from the **File** menu, then choosing **Initialize Printer**. If you have selected a network printer, the **Initialize Printer** option may be unavailable. See your system administrator.

Soft fonts must be installed and set up in WordPerfect so you can use them with your WordPerfect printer drivers. For some soft fonts, WordPerfect adds the names of the fonts and information about those fonts to your WordPerfect printer drivers automatically. Many soft font packages have installation programs that also add this information to your WordPerfect printer drivers. See the documentation that came with your soft font package for information about installing soft fonts.

You can use the WordPerfect Font Installer program to install both soft fonts and some cartridge fonts. See *Appendix E: Font Installer*.

Selecting Cartridges, Fonts, and Print Wheels

You can select which supplemental printer fonts are available for your printer using two possible settings: * **Present When Job Begins** or + **Can be Loaded/Unloaded During Job**. Cartridges can be marked only with an asterisk.

If you have one print wheel you use more than any other, select that print wheel with an asterisk (*). Otherwise, you will be prompted to insert it every time you print.

The number of soft fonts you can select depends on the amount of available printer memory or the number of available font slots. Similarly, the number of cartridges you can select is governed by the number of available cartridge slots in the printer. The total space available and the total space used by each font you select are displayed in the upper right corner of the **Select Fonts** dialog box and are updated each time you make a selection. You can select additional cartridges, fonts, or print wheels until the total quantity is reached (or until the soft font you want to select is larger than the remaining memory).

Present When Print Job Begins • If you have pre-loaded a supplemental font (put the cartridge in a slot, downloaded a soft font, or installed a print wheel), select it with an asterisk (*) in the **Select Fonts** dialog box. Selecting a cartridge, soft font, or print wheel with this option decreases the available quantity.

IMPORTANT: You must initialize your printer every time you mark or unmark soft fonts with this option. See *Downloading and Installing Soft Fonts* above.

Can be Loaded/Unloaded During Job • Select a print wheel using a plus sign (+) if you want to be prompted to change the print wheel. Select a soft font this way if you want WordPerfect to load and unload the soft font during a print job. Because fonts selected with a plus sign are loaded only when needed, selecting a font or print wheel with this option does not decrease the available quantity; however, you cannot select a font with a plus sign if that font is larger than the available quantity.

Some printers cannot load and unload soft fonts during a print job. If your printer does not allow fonts to be loaded and unloaded, the **+ Can be Loaded/Unloaded During Job** option does not appear in the dialog box, and the fonts you intend to use during a print job must be selected with an asterisk.

Some printers cannot unload a font once it has been loaded to print a document until after the printing is completed. If the selected printer cannot unload the font, the plus sign (+) only signifies **Can be Loaded During Job**.

Using Both Settings • Fonts on some printers can be selected with both an asterisk (*) and a plus sign (+). If a font is selected with both settings, it is considered “swappable.” WordPerfect will unload it if the space is needed in the printer’s memory to download another font that is marked with a plus sign (+). Fonts that are swapped out during a print job are reloaded when the job is completed.

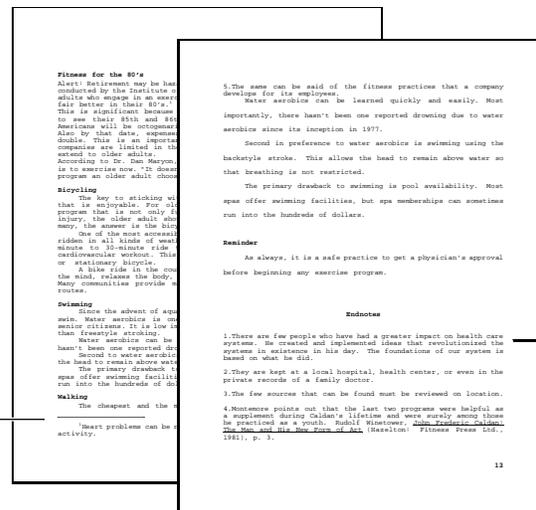
Any fonts selected with both settings remain selected as initially present (*) each time WordPerfect is started.

See Also

- Font • Font Setup • Font: Graphics Fonts • Print • Appendix E: Font Installer

Footnotes and Endnotes

Use **Footnote** or **Endnote** to list sources or provide detailed information about items in your text. When you edit, add, or delete footnotes or endnotes, WordPerfect rennumbers and reformats them as necessary.



Footnotes can be printed at the bottom of any page.

Endnotes are usually printed at the end of a document.

What's in this section?

- Creating a Footnote or Endnote
- Editing a Footnote or Endnote
- Specifying Footnote Options
- Changing the Footnote Separator Line
- Specifying Endnote Options
- Renumbering Footnotes or Endnotes Manually
- Positioning Endnotes Manually
- Helps and Hints
- Additional Information
- See Also

Creating a Footnote or Endnote

- 1 Place the cursor where you want to insert the number for a new footnote or endnote.
- 2 Choose **Footnote** or **Endnote** from the **Layout** menu, then choose **Create**.
Or Press Ctrl+F7, 1, 1 or Ctrl+F7, 3, 1

3 Type the text of the note.

You can also paste information you have cut or copied, or you can retrieve a file into the note. See *Cut, Copy, Paste* or *Open and Retrieve* for more information.

- 4 Choose **Exit** from the **File** menu.

Or Press F7

You can see your note in the document if you are using **Page Mode** and your document contains enough text to extend to page 2.

Editing a Footnote or Endnote

- 1 Choose **Footnote** or **Endnote** from the **Layout** menu, then choose **Edit**.

Or Press Ctrl+F7, 1, 2 or Ctrl+F7, 3, 2

- 2 Type the number of the note you want to edit, then choose **OK**.

3 Edit the text of the note.

You can also paste information you have cut or copied, or you can retrieve a file into the note. See *Cut, Copy, Paste* or *Open and Retrieve* if you need more information.

- 4 Choose **Exit** from the **File** menu.

Or Press F7

Specifying Footnote Options

- 1 Place the cursor before the footnotes you want to change.

- 2 Choose **Footnote** from the **Layout** menu, then choose **Options**.

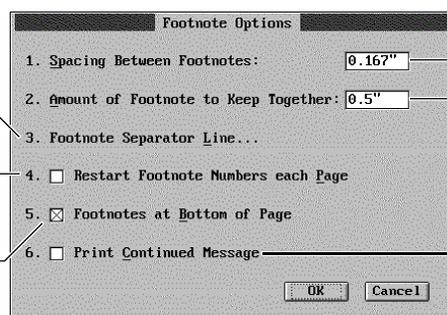
Or Press Ctrl+F7, 1, 4

- 3 Make any changes, then choose **OK** until you return to your document. Each option is explained in the illustration below.

Lets you change the line separating footnotes from text.

Restarts footnote numbering at 1 on every page.

Specifies whether footnotes print at the bottom of the page or immediately below the last line of text.



Determines the amount of space between footnotes.

If this much space is not available for a footnote near the bottom margin of a page, it is forced to the next page.

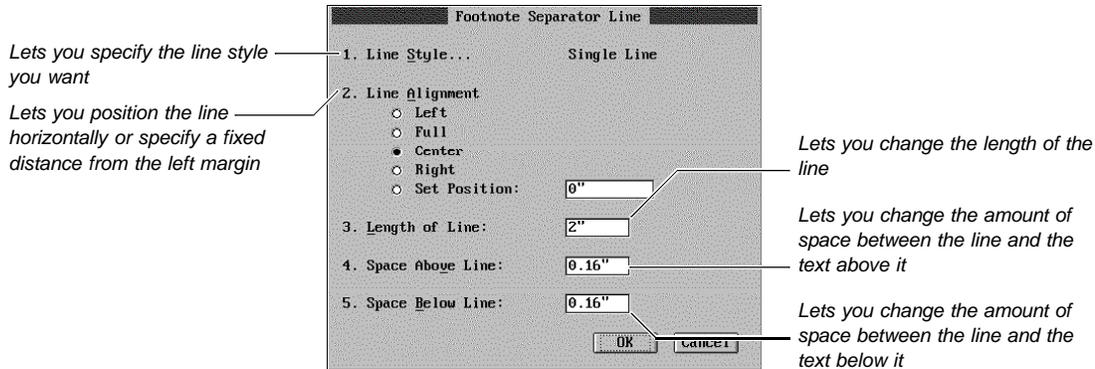
Prints "continued..." on the last footnote line of each page and the first footnote line of each subsequent page.

Changing the Footnote Separator Line

Normally, WordPerfect prints a two-inch line to separate text from footnotes. To change this separator line,

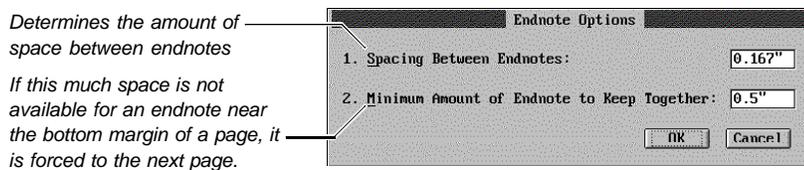
- 1 Place the cursor before the footnotes you want to change.

- 2 Choose **Footnote** from the **Layout** menu, then choose **Options**.
Or Press Ctrl+F7, 1, 4
- 3 Choose **Footnote Separator Line**.
- 4 Make any changes, then choose **OK**. Each option is explained in the illustration below.



Specifying Endnote Options

- 1 Place the cursor before the endnotes you want to change.
- 2 Choose **Endnote** from the **Layout** menu, then choose **Options**.
Or Press Ctrl+F7, 3, 4
- 3 Make any changes, then choose **OK** until you return to your document. Both options are explained in the illustration below.

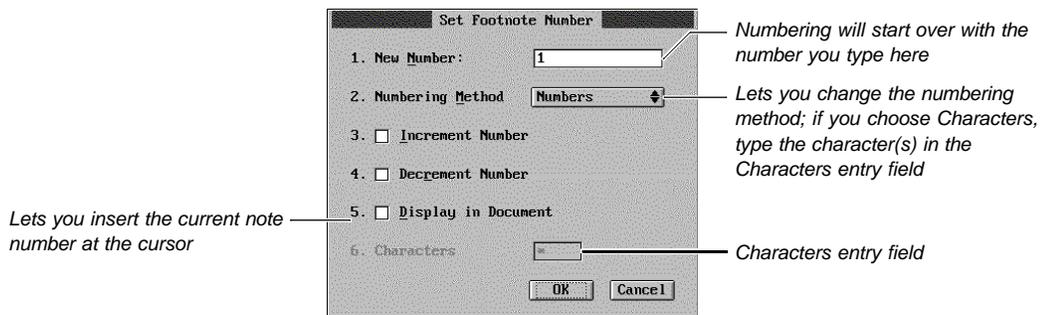


Renumbering Footnotes or Endnotes Manually

You can restart note numbering at any number. This option is useful, for example, if you need to restart numbering at 1 for every chapter of a book.

- 1 Place the cursor where you want to start renumbering footnotes or endnotes.
- 2 Choose **Footnote** or **Endnote** from the **Layout** menu, then choose **New Number**.
Or Press Ctrl+F7, 1, 3, or Ctrl+F7, 3, 3

- 3 Make any changes, then choose **OK** until you return to your document. Each option is explained in the illustration below.



If you specify one character for your numbering method, it is used once for the first number, then doubled, tripled, and so on for subsequent numbers.

If you specify more than one character, the first character is used once, the second character is used once, and so on. When all the characters have been used, WordPerfect starts again with the first character doubled, the second character doubled, and so on.

You can specify any WordPerfect character (see *Characters*).

Positioning Endnotes Manually

Normally, WordPerfect prints endnotes at the end of your document. However, you can specify different endnote locations. This is useful, for example, if you want to print all the endnotes in each chapter of a book at the end of the chapter.

- 1 Position the cursor where you want the endnotes to be placed.
- 2 Choose **Endnote** from the **Layout** menu, then choose **Placement**.
Or Press Ctrl+F7, 4
- 3 If you want subsequent endnotes to start over at number 1, choose **Yes**.

Unless you are using **Page Mode**, a comment box appears in the document window showing where your endnotes will print. A hard page break separates the endnotes from the next page. If you are using **Page Mode**, you can see the endnotes in the document window.

Helps and Hints

Formatting All Note Numbers at Once

You can change the format for footnote or endnote numbers in the main text of your document.

- 1 Choose **Footnote** or **Endnote** from the **Layout** menu, then choose **Edit Style in Document**.
Or Press Ctrl+F7, 1, 5 or Ctrl+F7, 3, 5
- 2 Edit the style by adding or deleting any formatting codes. Press **F7** when you are finished.
- 3 Choose **OK** if necessary.

Your changes affect all occurrences of footnote or endnote numbers throughout your document. If you want to copy the edited style back into your system styles library so that note numbers you create in new documents will use the style, see *Copying Styles* in *Styles*.

Formatting All Notes at Once

You can format footnotes or endnotes the same way throughout your document.

- 1 Choose **Footnote** or **Endnote** from the **Layout** menu, then choose **Edit Style in Note**.
Or Press **Ctrl+F7, 1, 6** or **Ctrl+F7, 3, 6**
- 2 Edit the style by adding any formatting codes. Press **F7** when you are finished.
- 3 Choose **OK** if necessary.

Your changes affect all occurrences of footnotes or endnotes throughout your document. If you want to copy the edited style back into your system styles library so that notes you create in new documents will use the style, see *Copying Styles* in *Styles*.

Font

If you want a different font for your notes than the one you are using for normal text, you can use **Styles** (see *Formatting All Notes at Once* above) or you can use **Document Initial Font**. To use **Document Initial Font**, specify the font you want for your notes as an initial code, then return to the document window and specify a different font for the normal text in the document. See *Initial Codes*.

Moving from One Footnote or Endnote to Another

When you are editing a footnote or endnote, you can move to the previous or next note by pressing **Home, Page Up** or **Home, Page Down**.

If You Delete the Note Number

If you accidentally delete the footnote or endnote number while you are creating a note, you can restore it by pressing **Ctrl+F7**, then choosing **Insert Style in Note**.

Language of “continued...” Message

You can change the language in which the “continued...” message is printed. This is the message that you can have WordPerfect print on the last footnote line of each page and the first footnote line of each subsequent page. See *Language*.

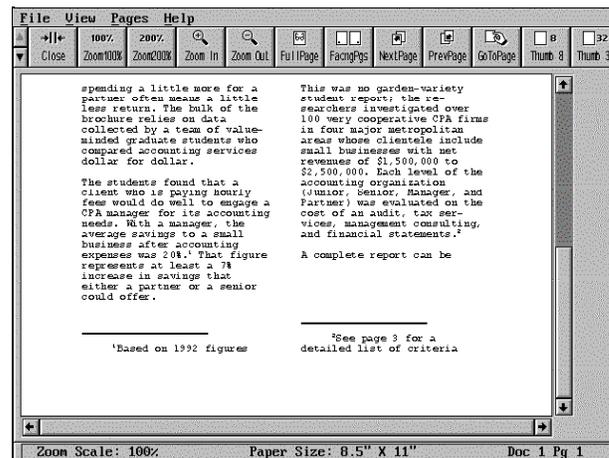
Additional Information

Footnotes in Tables

You can place footnotes in tables, but you cannot place them in table header rows. If you create a footnote in a table header row, WordPerfect will change it to an endnote when you close the Footnote window.

Footnotes in Columns

If you place a footnote in a column, the note will display in the same column you place the number. For example, each of the columns in the illustration below contains a footnote.



Master Documents

If your document is extremely long, you may want to use the **Master Document** feature to divide it into smaller files. Footnotes and endnotes are numbered consecutively throughout a master document (unless you restart numbering at some point in a subdocument). See *Master Document*.

See Also

- Generate
- Styles

Generate

Use **Generate** to update tables of contents, tables of authorities, lists, cross-references, and indexes in your document.

What's in this section?

- Concepts
- Generating
- See Also

Concepts

Marking Text and Preparing Definitions

Before you can use **Generate**, you must mark the text you want to include in tables, lists, references, and indexes. Then you need to define the format (appearance) and designate the location of those elements.

Generating

Once you have marked the text and defined the format, you can use **Generate**.

Depending on the number and length of the elements you have included in your document (tables of contents, tables of authorities, lists, references, and indexes), WordPerfect will pass through the document a number of times.

Each time you use the **Generate** feature, *everything* that can be generated will be replaced. For example, after you have generated both an index and a table of contents for your document, you may decide to mark a few more words to be included in the index.

When you generate again, both the index and the table of contents will be replaced, and the index will include the new information.

Generating

- 1 Choose **Generate** from the **Tools** menu.

Or Press Alt+F5, 4

Generate will also update any generated items (such as cross-references) that exist in subdocuments.

- 2 If you are using subdocuments, and do not want WordPerfect to take the time to generate and save them, deselect **Save Modified Subdocuments**.
- 3 Choose **OK** to continue.

See Also

- Cross References • Footnotes and Endnotes • Index • List • Master Document
- Table of Authorities • Table of Contents

Go to

Use the **Go to** feature to quickly move the cursor to a specific location in your document.

What's in this section?

- Moving to a Location in Your Document
- Helps and Hints
- See Also

Moving to a Location in Your Document

- 1 Choose **Go to** from the **Edit** menu.

Or Press Ctrl+Home

- 2 Press one of the keystrokes listed below. Where you see a comma (,), you can use a period (.), a semi-colon (;), or a colon (:).

To move to

The next occurrence of a character (see *Going to a Character* below)

The next hard return

The top of the current page or column

The bottom line of the current page or column

The top of a specific page

The top of a page in a chapter

The top of a page in the current chapter

The top of a page in a volume

The beginning of a chapter in a volume

The beginning of a volume

The beginning of text you have blocked (this will "unblock" the text)

Your previous cursor position

Press

character

Enter

|

|

page number (then press Enter)

volume number,chapter number,page number

chapter number,page number

volume number,,pagenumber

volume number,chapter number,

volume number,,

Alt+F4

Ctrl+Home

To move to	Press
One column to the right in columns or a table	→
One column to the left in columns or a table	←
First column in columns or a table	Home, -
Last column in columns or a table	Home, -
A cell in a table (you must be editing the table structure)	cell name (see <i>Tables: Edit</i>)

Helps and Hints

Going to a Character

You must type the correct case of a character you want to go to. For example, if you want to go to the next occurrence of uppercase A, you must type an uppercase A, not a lowercase A (a).

Also, if the cursor is not within 2,000 characters of the character you specify, your computer beeps, indicating that the cursor is too far from the character. If this happens, move your cursor down a page or so and try again.

Note that you cannot use **Go to** to move to numeric characters.

See Also

- Cursor Movement
- Search and Replace

Go to Shell

Use **Go to Shell** to switch to the WordPerfect Shell, to save or retrieve information from the clipboard, to go to DOS, or to execute a DOS command. If you are using WordPerfect Shell 4.0, which is installed with WordPerfect 6.0, **Go to Shell** lets you switch to another active program or send your document as a mail message.

What's in this section?

- Concepts
- Using Go to Shell
- Helps and Hints
- Additional Information
- See Also

Concepts

Clipboard

A clipboard is a special file that Shell uses to hold the information you transfer from program to program. If you are using Shell 4.0, you can use up to 80 clipboards (numbered from 0 to 79). If you are using Shell 3.x, you have access to one clipboard.

When you run WordPerfect under Shell, you can save or append blocked text, selected graphics, or the current document to a clipboard. You can also retrieve the contents of a clipboard at the cursor.

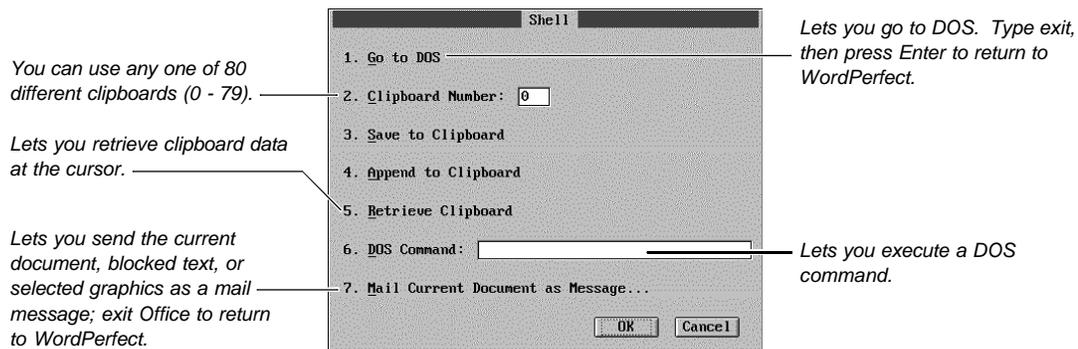
Using Go to Shell

- 1 Choose **Go to Shell** from the **File** menu.
Or Press Ctrl+F1

The dialog box that appears depends on whether you are running WordPerfect from Shell 4.0, Shell 3.x, or DOS. Each dialog box is described below.

Running WordPerfect from DOS

If you are running WordPerfect from DOS (instead of running it under Shell), choosing **Go to Shell** opens the dialog box below.

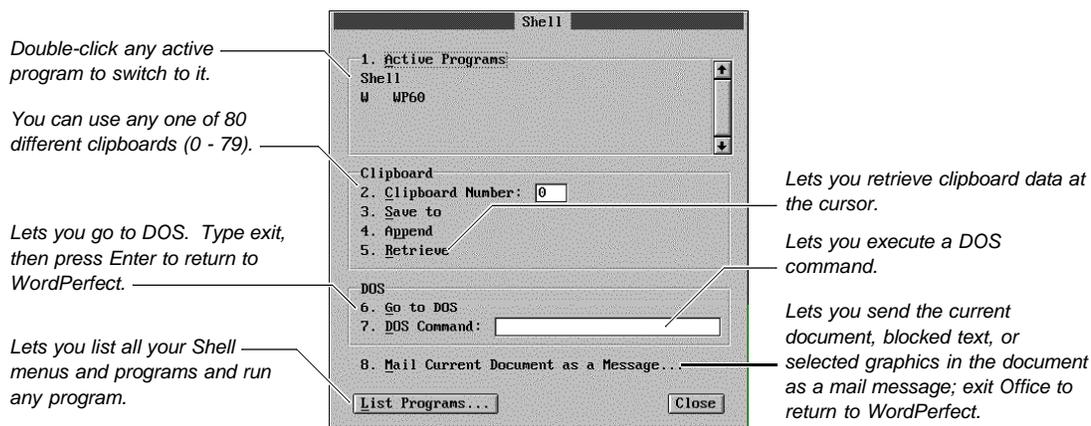


Appears when you choose **Go to Shell** with **Launcher** running.

For information about what you need to do in order to send text or graphics as a mail message, see *Before You Can Send Text or Graphics as a Mail Message* later in this section.

Running WordPerfect from Shell 4.0

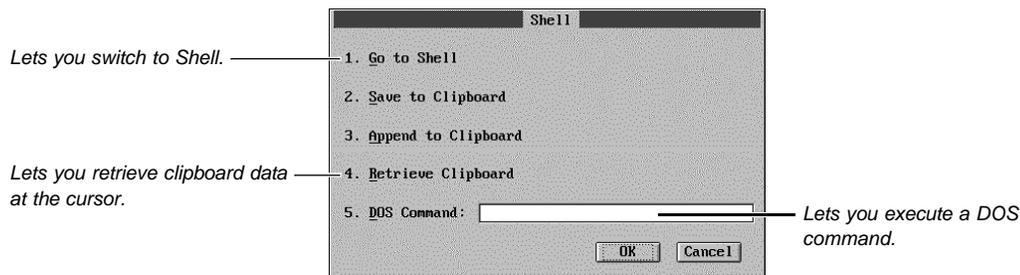
If you are running WordPerfect from Shell 4.0, choosing **Go to Shell** opens the dialog box illustrated below.



For information about using **List Programs**, see *Listing Your Shell 4.0 Menus and Programs* later in this section. For information about setting up your DOS path so you can send text or graphics as a message, see *Before You Can Send Text or Graphics as a Mail Message* later in this section.

Running WordPerfect from Shell 3.x

If you are running WordPerfect from Shell 3.x, choosing **Go to Shell** opens the dialog box illustrated below.



If you need information about using Shell 3.x, see *Shell Reference* in the *WordPerfect Library* or *WordPerfect Office* manual.

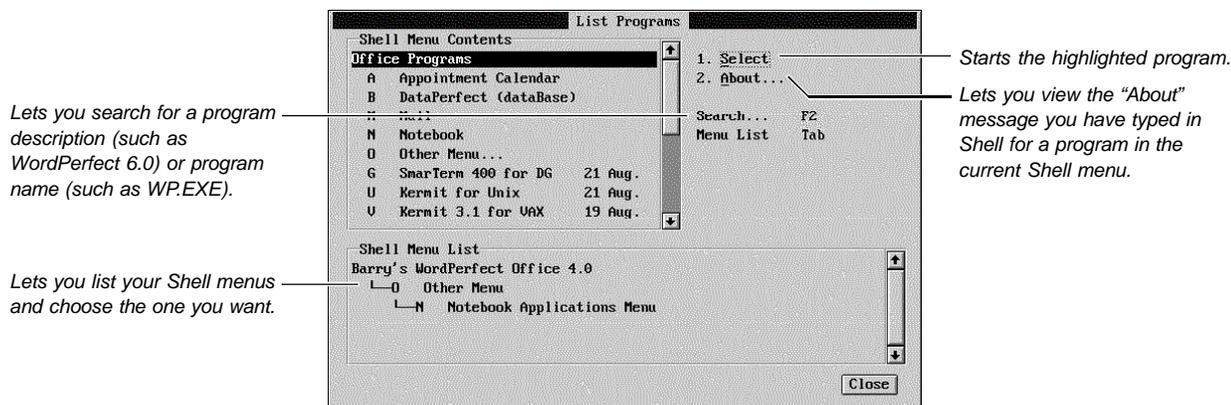
Helps and Hints

Shortcut Switch to Shell

You can switch to Shell quickly by pressing **Ctrl+Alt+space bar**.

Listing Your Shell 4.0 Menus and Programs

When you are running WordPerfect from Shell 4.0, you can choose **List Programs** to list your Shell menus and their programs and run any one of those programs.



If you need information about typing an "About" message for a program in a Shell menu, see the *WordPerfect Shell User's Guide*.

Additional Information

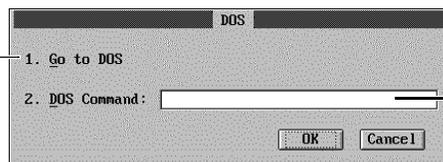
Before You Can Send Text or Graphics as a Mail Message

Before you can send blocked text, selected graphics, or the current document as a mail message, you must use the PATH command at DOS to specify the path of the Office program. For example, type `PATH=X:\OFFIC4\OFDOS40` at the DOS prompt, or add `X:\OFFIC4\OFDOS40` to the path in your AUTOEXEC.BAT file.

When Launcher is Not Running

If you are running WordPerfect from DOS and you have deleted the Launcher (WP.COM) file, the following dialog box appears when you use **Go to Shell**. See *WP.COM* in *Appendix M: Program Files* if you need information about the Launcher file.

Lets you go to DOS. Type exit, then press Enter to return to WordPerfect.



Lets you execute a DOS command.

Appears if you choose Go to Shell when Launcher is not running.

See Also

- Append • WordPerfect Shell User's Guide

Grammatik

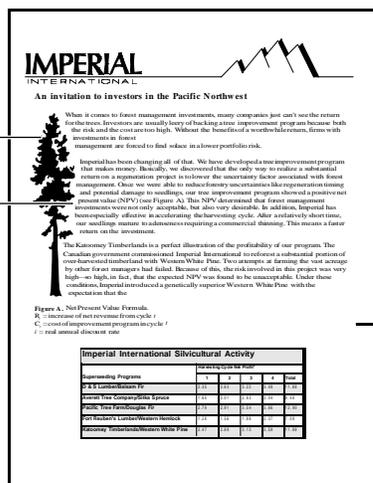
See *Appendix F: Grammatik*

Graphics: Adding to a Document

Use **Graphics** to import clip art images, logos, charts, or drawings into your document. You can also use **Graphics** to add tables, quotes, text, sidebars, or equations.

Clip art image

Contoured text flow



Equation box

What's in this section?

- Concepts
- Retrieving an Image Directly into a Document
- Adding a Graphics Box
- Deleting a Graphics Box
- Helps and Hints
- Additional Information
- See Also

Adding a Graphic to a Document

There are two ways to add a graphic to a document. The first method is to create a graphics box using the style you want and then put text, a clip art image, a chart, a drawing, or an equation inside the box.

The second method is to retrieve a clip art image, a chart, or a drawing directly into a document.

Graphics Box Styles

You can choose from eight different graphics box styles: **Figure Box**, **Table Box**, **Text Box**, **User Box**, **Equation Box**, **Button Box**, **Watermark Image Box**, or **Inline Equation Box**. Each box has different style options (such as border and fill type, corner style, and line color assigned to it).

Style options affect the way graphics boxes appear on screen and in your printed document, but they have no effect on what you can put inside each box. You can, therefore, put an image, text, or an equation into any graphics box style you want. The name of each graphics box simply indicates which category of boxes in your document the box belongs to.

Note that you are not limited to the eight predefined graphics box styles that come with WordPerfect. You can create your own graphics box styles with the border, fill, position, and size options you want (see *Graphics: Editing the Box Appearance* and *Styles: Graphics*).

Choosing a Graphics Box Style

The **Figure Box** style is typically used for clip art images, charts, logos, or drawings.

IMPERIAL INTERNATIONAL

An invitation to investors in the Pacific Northwest

When it comes to forest management investments, many companies just can't see the return for the risk. Investors are usually leery of backing a tree improvement program because both the risk and the cost are too high. Without the benefit of a worthwhile return, firms with investments in forest management are forced to find other, less favorable, investments.

Imperial has been changing all of that. We have developed a tree improvement program that makes money. Basically, we discovered that the only way to realize a substantial return on an investment project is to lower the uncertainty factor associated with forest management. Once we were able to reduce forestry investment risk, the investment program proved profitable. In fact, our tree improvement program showed a positive net present value (NPV) over 10 years.

This NPV, determined from forest management investments, were not only acceptable, but also very desirable. In addition, Imperial has been especially effective in accelerating the harvesting cycle. After a relatively short time, our seedling mature to a diameter requiring a commercial thinning. This means a faster return on the investment.

The Klamath Timberlands is a perfect illustration of the profitability of our program. The Canadian government commissioned Imperial International to reduce a substantial portion of even-aged timberland with Western White Pine. This attempt at forcing the tree to change to other forest management failed. Because of this, the risk involved in this project is very high—so high, in fact, that the expected NPV was found to be unacceptable. Under these conditions, Imperial introduced a genetically superior Western White Pine with the expectation that the

Imperial International Silvicultural Activity					
Investing Program	1	2	3	4	5
NPV Contribution	1.00	1.00	1.00	1.00	1.00
NPV Contribution	1.00	1.00	1.00	1.00	1.00
NPV Contribution	1.00	1.00	1.00	1.00	1.00
NPV Contribution	1.00	1.00	1.00	1.00	1.00
NPV Contribution	1.00	1.00	1.00	1.00	1.00

Figure Box

Suggested use for the Figure Box style

The **Table Box** style is typically used for a table, spreadsheet, statistical data, or text.

Table Box

CPAction

262 North Street, Woodland Hills, CA 91367

Hunting for Bargains in the CPA Firm

The Boston University Business Management School recently published a brochure that may make CPAs more aware of their own firms. The school's findings show that

The students found that a client who is paying hourly fees would do well to engage a CPA manager for financial accounting needs. With a manager, the average savings to a small business after accounting expenses was 20%. That figure represents at least a 7% increase in savings that either a partner or a senior could offer.

This was no guesswork; rather, student report. The researchers investigated over 100 very cooperative CPA firms in four

major metropolitan areas whose clients include small businesses with net revenues of \$1,500,000 to \$2,500,000. Each level of the accounting organization (Owner, Senior, Manager, and Partner) was evaluated on the cost of an audit, tax services, management consulting, and financial statements.

Acceptable report can be obtained by sending a self-addressed stamped legal-size envelope and a \$30 recovery order to the Business Management School, Boston University, Green Bay, Wisconsin.

The Trouble with Numbers
Be on the lookout for bad accounting firms who go soft when faced with probability definitions. The accounting firm of

Role	Hours	Hourly Fee	Total Cost	Hours Per Month	Hours Per Year
Partner	10	\$100	\$1,000	10	\$12,000
Manager	10	\$75	\$750	10	\$9,000
Senior	10	\$50	\$500	10	\$6,000
Owner	10	\$25	\$250	10	\$3,000

Observing the Pluses and Minuses of Accounting

Suggested use for the Table Box style

The **Text Box** style is typically used for quotes, sidebars, or any other textual information you want to set off from the main document.

Text Box

INSIDER'S REPORT

November, April 10, 1994 Prepared for Summit Enterprises by Robert

Summit Enterprises Helps Employees Take the First Step on Climb to the Top

A strong work force... keeps Summit an industry leader.

Summit Enterprises, a leading manufacturer of industrial machinery, has long been known for its commitment to employee development. Last year the company announced its new career improvement program to all

employees. The program is designed to help employees take the first step on their climb to the top. The program is designed to help employees take the first step on their climb to the top. The program is designed to help employees take the first step on their climb to the top.

Category	Q1	Q2	Q3	Q4	Total
Production	100	105	110	115	430
Quality	95	100	105	110	410
Customer Satisfaction	90	95	100	105	390
Employee Retention	95	100	105	110	410

with Summit at least 3 years after the program. The fact that the program was successful is a good testament to the long-term benefits of the program.

Welcome

Bob Harmon
Senior Consultant
Junior Board



Suggested use for the Text Box style

The **User Box** style is typically used for clip art images, drawings, charts, text, equations, or tables.

INSIDER'S REPORT
 Monday, April 30
 Published for Summit Enterprises Employees

Summit Enterprises Helps Employees Take the First Step on Climb to the Top

Employees on the 3rd floor of Summit Enterprises are busy with their work. They are also busy with their personal lives. They are busy with their families. They are busy with their friends. They are busy with their hobbies. They are busy with their dreams.

"A strong work force... keeps Summit an industry leader."

Summit Enterprises is a leading manufacturer of... The company's success is due to the hard work and dedication of its employees. The company's success is also due to the support of its customers and the industry.

1992 Financial Performance	1991	1990	1989	1988
Revenue	\$12.5M	\$11.8M	\$11.2M	\$10.5M
Net Income	\$1.2M	\$1.1M	\$1.0M	\$0.9M
Assets	\$15.0M	\$14.5M	\$14.0M	\$13.5M
Equity	\$8.0M	\$7.5M	\$7.0M	\$6.5M

Summit Enterprises is a leading manufacturer of... The company's success is due to the hard work and dedication of its employees. The company's success is also due to the support of its customers and the industry.

Welcome...

John Lambert
 Summit Enterprises



User Box-contains invisible borders

Suggested use for the User Box style

The **Equation Box** style is typically used with mathematical, scientific, or business formulas and expressions. See *Creating an Equation in Equations: Create* for instructions on using the **Equation Box** style.

CPAAction
 262 North Street, Woburn MA, OR 97122

Hunting for Bargains in the CPA Firm

The Boston University Business Management School recently published a brochure that says that CPAs are in high demand. The school's findings show that...

Category	Hours	Hours	Hours	Hours
	Pre-1980	1980-1985	1985-1990	1990-1995
Senior	1,200	1,500	1,800	2,100
Manager	800	1,000	1,200	1,400
Partner	400	500	600	700

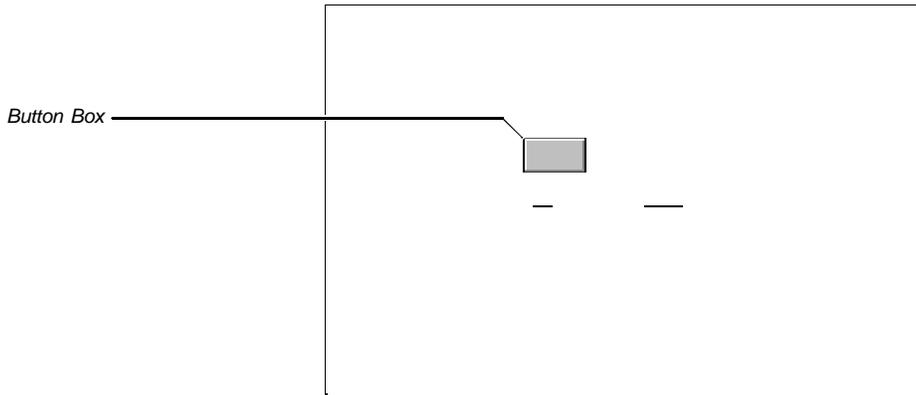
...observing the pluses and minuses of accounting.

Equation Box-contains invisible borders

Suggested use for the Equation Box style

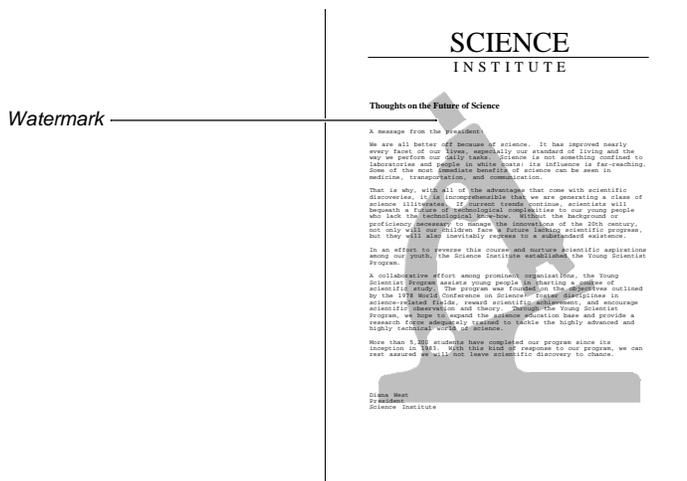
The **Button Box** is typically used as a Hypertext link (see *Hypertext*). You can also use a **Button Box** to graphically document a keystroke, pushbutton, or icon in your document.

The box is similar in appearance to 3-D pushbuttons seen in dialog boxes in **Graphics Mode** and **Page Mode**. The suggested **Button Box** contents are text, clip art images, or drawings.



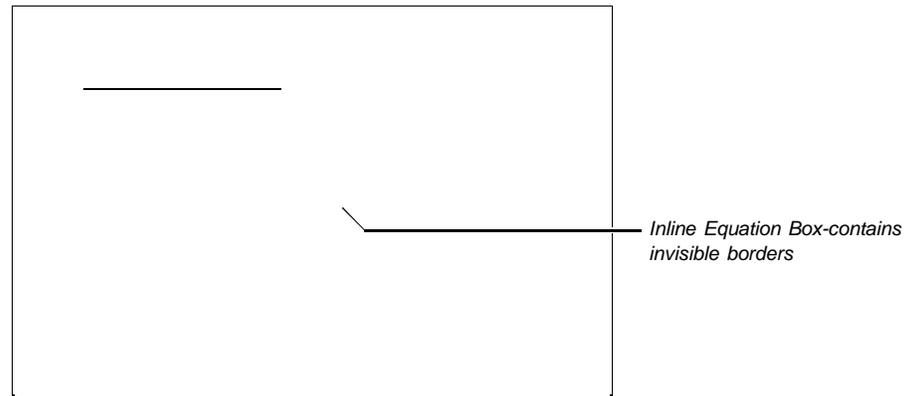
Suggested use for the **Button Box** style

A **Watermark** is an image (such as a drawing, organization logo, or clip art image) that is printed behind the text in your document. See *Creating a Watermark* in *Watermarks* for instructions on using the **Watermark Image Box** style.



Suggested use for the **Watermark Image Box** style

The **Inline Equation Box** is typically used to insert an equation or expression in a line of text. See *Adding an Equation to a Line of Text* in *Equations: Create* for instructions on using the **Inline Equation Box** style.



Suggested use for an Inline Equation Box style

Retrieving an Image Directly into a Document

You can retrieve an image created in WordPerfect (.WPG), or another supported graphics format, directly into your document. (WordPerfect applies the last graphics box style used in the document.)

- 1 Place the cursor where you want the image to appear.
- 2 Choose **Retrieve Image** from the **Graphics** menu.
Or Press Alt+F9, Shift+F10
- 3 Type the path and filename of the image or select it from the **File List** or **QuickList**.

If you are retrieving a graphic from a format other than WordPerfect, the **File Format** dialog box appears and allows you to specify the format the graphic was created in.

- 4 Choose **OK** to insert the image into your document.

Adding a Graphics Box

The following steps apply to the **Figure Box**, **Table Box**, **Text Box**, **User Box**, and **Button Box** styles.

To create an **Equation Box** or an **Inline Equation Box**, see *Equations: Create*. To create a **Watermark Image Box**, see *Creating a Watermark* in *Watermarks*.

- 1 Place the cursor where you want the graphics box to appear.
- 2 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Create**.
Or Press Alt+F9, 1, 1
- 3 Choose **Based on Box Style**, highlight **Figure Box**, **Table Box**, **Text Box**, **User Box**, or **Button Box**, then choose **Select**.
- 4 Select **Image**, **Image on Disk**, or **Text** from the **Contents** pop-up list. For information about **Image on Disk**, see *Additional Information* later in this section.
- 5 If you selected **Image** or **Image on Disk** from the **Contents** pop-up list, choose **Filename**, then type the path and filename of the image file or select it from the **File List** or **QuickList**.
- 6 Choose **Image Editor** to edit the image, or choose **OK** to return to your document.
or

Choose **Create Text** to enter the Text Editor, then type the text you want, create a table, or retrieve an existing text file.

- 7 To return to your document from the Image Editor or Text Editor, choose **Close** from the **File** menu, then choose **OK**.

Or Press F7, Enter

Deleting a Graphics Box

The following steps apply in **Graphics Mode** or **Page Mode**.

- 1 In the document window, click on the graphics box you want to delete.
- 2 Press **Delete**, then choose **Yes** to confirm the deletion.

You can also delete a graphics box in **Text Mode** by deleting the code in the **Reveal Codes** window using **Backspace** or **Delete**.

To restore a graphics box that was just deleted,

- 1 Choose **Undelete** from the **Edit** menu, then choose **Restore**.

Or Press Esc, 1 or Ctrl+z

Helps and Hints

Rotating Text in the Text Editor

If you want to rotate the text you are creating in the Text Editor, press **Alt+F9**, choose **Rotate Box Contents**, select an angle of rotation, then choose **OK**.

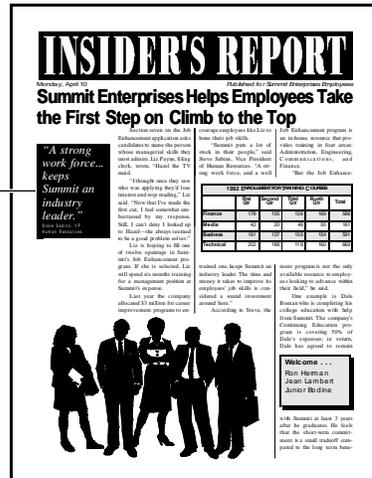
Creating Columns or a Table Inside the Text Editor

Before you create columns or a table in the Text Editor, you should edit the box size (to accommodate the Columns or Table) in the **Create Graphics Box** dialog (see *Graphics: Editing the Box Position and Size*).

Additional Information

Creating Reversed Text in a Text Box

Reversed text



To create a box that contains reversed text,

- 1 In **Text Mode**, place the cursor where you want the graphics box to appear. See *View Modes*.
- 2 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Create**.

Or Press Alt+F9, 1, 1

- 3 Choose **Based on Box Style**, highlight **Text Box**, then choose **Select**.
- 4 Make sure **Text** is selected from the **Contents** pop-up list.
- 5 Choose **Edit Border/Fill**, then choose **Fill**.
- 6 Choose **Fill Style**, highlight **100% Shaded Fill**, choose **Select**, then choose **OK** and **Close** to return to the **Create Graphics Box** dialog box.
- 7 Choose **Create Text** to enter the Text Editor.
- 8 Choose **Print Color** from the **Font** menu, highlight a light color, then choose **Select**.
- 9 Type the text you want.

Note that if you select **White** and you are in **Graphics Mode** or **Page Mode**, you must use **Reveal Codes** to see the text you type or edit.

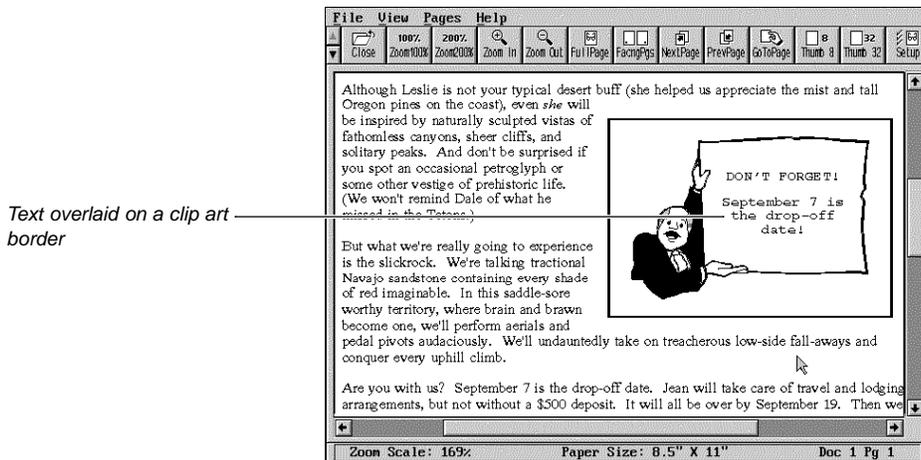
- 10 When you are finished, choose **Exit** from the **File** menu, then choose **OK** to return to your document.

Or Press F7, Enter

You can print reversed text on printers that do not support this feature, by selecting **Print Job Graphically** in the **Print** dialog box.

Overlaying Text on an Image

You can position text inside an image such as a cartoon balloon or a clip art border.



To overlay text on an image,

- 1 In **Graphics Mode** or **Page Mode**, place the cursor where you want the graphics box to appear.
- 2 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Create**.
Or Press Alt+F9, 1, 1
- 3 Choose **Based on Box Style**, highlight a box style, then choose **Select**.
- 4 Select **Text** from the **Contents** pop-up list, then choose **Create Text** to enter the Text Editor.
- 5 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Create**.
Or Press Alt+F9, 1, 1

- 6 Choose **Based on Box Style**, highlight **User Box**, then choose **Select**.
- 7 Choose **Edit Position**, select **Horizontal Position**, select **Full**, then choose **OK**.
- 8 Choose **Text Flow Around Box**, select **Text Flows**, then select **Through Box**.
- 9 Choose **Filename**, type the path and filename of the image file or select it from the **File List** or **QuickList**, then choose **OK**.
- 10 Choose **OK** to exit the **Create Graphics Box** dialog box and return to the **Text Editor**.
- 11 Display the **Reveal Codes** window.
Or Press Alt+F3
- 12 Place text inside the image using spaces, tabs, hard returns, or the **Advance** feature (see *Advance*).
- 13 When you are finished, choose **Exit** from the **File** menu, then choose **OK**.
Or Press F7, Enter

IMPORTANT: The text overlaid on the image is not visible in **Graphics Mode** or **Page Mode**. However, when you print the document or use **Print Preview**, the text will appear as it should.

Changing the Text Flow Around a Graphics Box

You can specify how you want the document text to flow around a graphics box. You can also choose to have document text follow the contour of an image.

Text flowing on the larger side of image

Text flowing on neither side of the image

Text flowing on the left side of the image

Text flowing on both sides of the image

When you create or edit a graphics box, select the type of text flow you want from the Text Flows pop-up list. The text flow option **On Larger Side** will make the document text flow on the side of the image that has the most white space.

Note that when a graphics box is attached to a character position (such as the **Button Box** or the **Inline Equation Box**), **Through Box** and **Both Sides** are the only appropriate text flow options. See *Graphics Box Attachment* in *Graphics: Editing the Box Position and Size*.

You can eliminate excessive white space around an image by selecting **Contour Text Flow**. Left, right, top, and bottom lines associated with a graphics box, and any fill style, are removed to allow the text to wrap around the image.

IMPORTANT: If a graphics box has rounded corners, text will be contoured to the box border, not the box contents. Also, if the graphics box has only top and bottom lines, those lines remain intact and the text follows the contour of the left or right side of the image.

To adjust the spacing between the contoured document text and the image, see *Adjusting the Outside and Inside Spacing of a Graphics Box* in *Graphics: Editing the Box Position and Size*.

Text Editor

The Text Editor functions just like a document window. You can do the following:

- Type text
- Define columns
- Create tables
- Change the font color, style and point size
- Cut, copy, and paste text
- Retrieve an existing document file
- Add graphics boxes with images or text

Dimmed features on the pull-down menus are not available.

Image Editor

You can crop, scale, rotate, make color adjustments, or change the fill type of an image in the Image Editor (see *Graphics: Editing Images*).

Image on Disk

Use **Image on Disk** if the file size of your image (particularly a scanned image) is very large and you do not want to substantially increase the file size of your document.

You can also use **Image on Disk** if you intend to edit the image in a different graphics program. For example, you can specify an image as an **Image on Disk**, then exit WordPerfect and edit the image in WordPerfect Presentations. When you return to your document in WordPerfect, the edited image will automatically replace the old image (see *WordPerfect Presentations* in *Graphics: Editing Images*).

Attaching a Graphics Box to Text

When you attach a graphics box to text (such as a single character, a paragraph, or a page), it moves with that text.

You can change the attachment type for any graphics box. When you create or edit a graphics box, select the attachment type you want from the **Attach To** pop-up list.

For more information, see *Graphics Box Attachments* in *Graphics: Editing the Box Position and Size*.

Supported Graphics Formats

The graphics formats supported by WordPerfect are listed in ConvertPerfect, the conversion utility that was installed with WordPerfect 6.0. ConvertPerfect can be run as a stand-alone application.

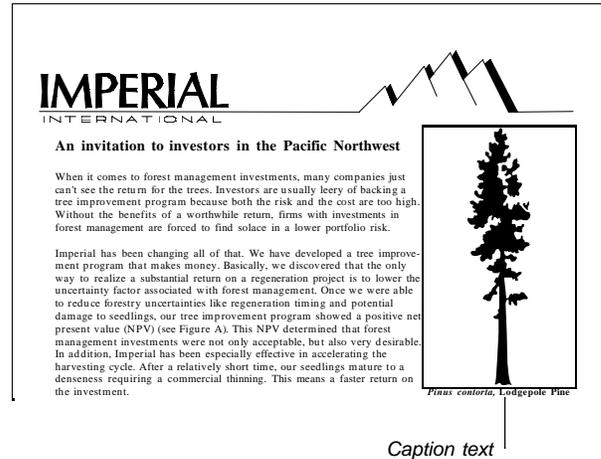
To access ConvertPerfect, go to the DOS prompt C:\WP60 (or the directory where you installed WordPerfect) and type **CV**. To view a list of the graphics formats you can convert, select **Insert Job**, tab to the **Source File Format** list box, then choose **Graphics**. For more information about ConvertPerfect, see the ConvertPerfect online help.

See Also

- Equations: Create
- Equations: Edit
- Graphics: Creating and Editing Captions
- Graphics: Editing Images
- Graphics: Editing the Box Appearance
- Graphics: Editing the Box Position and Size
- Graphics: Lines
- Hypertext
- Tables: Create
- Tables: Edit
- Tables: Spreadsheet and Floating Cell
- Watermarks
- Appendix G: Graphics Images

Graphics: Creating and Editing Captions

You can add caption text to any graphics box in your document. Captions are an effective way to add explanatory information about the box contents.



IMPORTANT: Before you attempt any of the caption editing tasks in this section, you should first learn how to select a graphics box (see *Selecting a Graphics Box to Edit* below).

What's in this section?

- Selecting a Graphics Box to Edit
- Adding a Caption to an Existing Graphics Box
- Deleting a Caption
- Editing a Caption
- Changing the Position of a Caption
- Rotating a Caption
- Adjusting the Caption Width
- Renumbering Existing Graphics Boxes in a Document
- Editing Text in a Caption Number Style
- Additional Information
- See Also

Selecting a Graphics Box to Edit

You can use the keyboard or a mouse to select a graphics box to edit.

Using the Keyboard

The following steps work in any viewing mode.

- 1 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Edit**.

Or Press Alt+F9, 1, 2

- 2 Specify a **Document Box Number**.

or

Select **Next Box** or **Previous Box**.

- 3 Choose **Edit Box** to enter the **Edit Graphics Box** dialog box.

Using the Mouse

The following step works in **Graphics Mode** or **Page Mode**.

- 1 Double-click on an image in the document window to enter the **Edit Graphics Box** dialog box.

Adding a Caption to an Existing Graphics Box

- 1 Select the graphics box you want (see *Selecting a Graphics Box to Edit* above).
- 2 Choose **Create Caption** to enter the Caption Editor.

The Caption Editor functions just like the document window. You can edit the text you type using any of the available WordPress features. For example, you can do the following:

- Change the font color, style, and point size
 - Cut, copy, and paste text
 - Change text justification, alignment, and spacing
 - Turn on **Reveal Codes**
- 3 If you do not want a number in the caption, press **Backspace** to delete the number style.

If you delete the number style by mistake, press **Esc**, then choose **Restore**. Or, you can press **Alt+F9**, choose **Caption Number Style**, then choose **Insert**.
 - 4 Type the caption text you want, then choose **Exit** from the **File** menu.

Or Press F7
 - 5 Choose **OK** to return to your document.

Deleting a Caption

- 1 Select the graphics box with the caption you want to delete (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Choose **Based on Box Style**.
- 3 Choose **Reset to Style**.

Or Press Ctrl+Home
- 4 Select **Caption Options (Clears Caption)**.
- 5 Choose **OK** until you return to your document.

Editing a Caption

- 1 Select the graphics box with the caption you want to edit (see *Selecting a Graphics Box* earlier in this section).
- 2 Choose **Edit Caption**.
- 3 Edit the caption text using any of the available WordPress editing features.
- 4 Choose **Exit** from the **File** menu.

Or Press F7
- 5 Choose **OK** to return to your document.

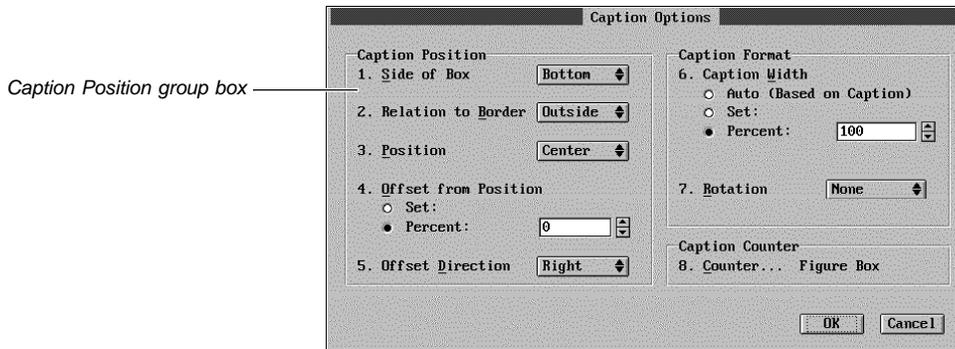
To edit just the caption number style, see *Editing Text in a Caption Number Style* later in this section.

Changing the Position of a Caption

You can use the **Caption Options** dialog box to specify how the caption text is positioned with a graphics box.

- 1 Select the graphics box with the caption you want to reposition (see *Selecting a Graphics Box to Edit* earlier in this section).

2 Select **Options**, then choose **Caption Options**.

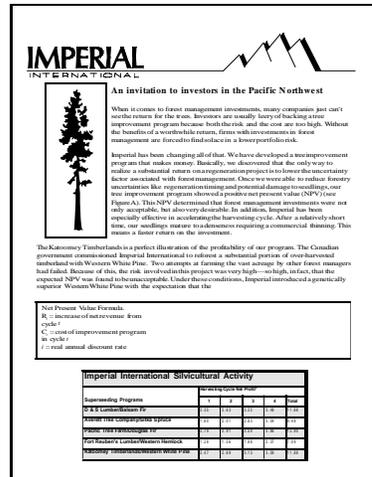


- 3 Select **Caption Position** option you want (see the table below).
4 Choose **OK** until you return to your document.

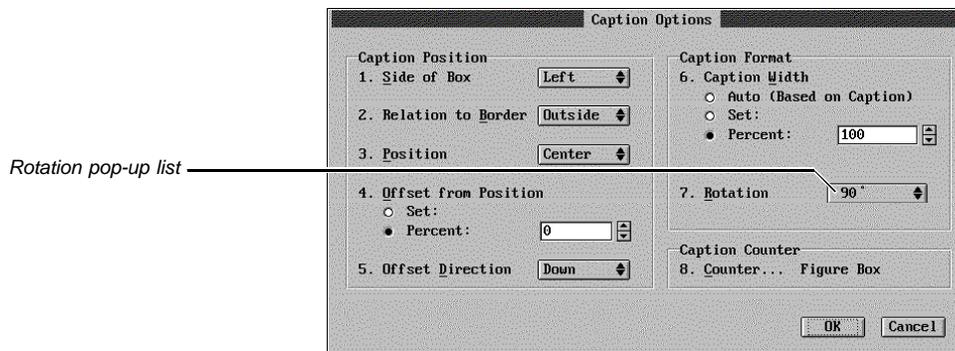
Option	What it Does
Side of Box	Lets you choose the side of the graphics box where the caption is placed.
Relation to Border	Lets you choose to display the caption outside the box, inside the box, or on the box border.
Position	Lets you specify the alignment of a caption in conjunction with the Side of Box option above.
Offset from Position, Set	Lets you specify the distance you want to shift the caption text from the Position. Use with the Offset Direction option.
Offset from Position, Percent	Lets you specify a percentage (0 to 100) of distance you want to shift the caption text from the Position based on the width or height of the box. Use with the Offset Direction option.
Offset Direction	Specify the direction that you want the Offset from Position to move.

Rotating a Caption

You can rotate a caption 90 , 180 , or 270 .



- 1 Select the graphics box with the caption you want to rotate (see *Selecting a Graphics Box* earlier in this section).
- 2 Select **Options**, then choose **Caption Options**.

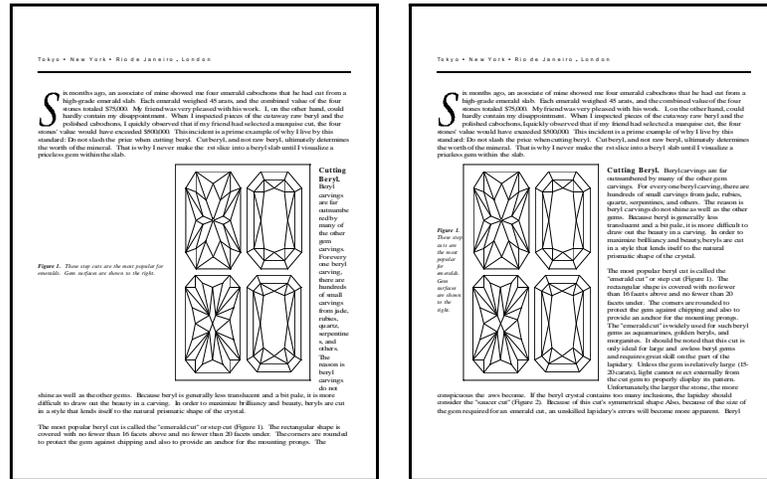


- 3 Choose a degree of rotation you want from the **Rotation** pop-up list.
A caption rotates counter-clockwise around its center.
- 4 Choose **OK** until you return to your document.

Adjusting the Caption Width

You can adjust the caption width to avoid excessive white space above or below the caption.

This feature is most useful if your caption is positioned on the right or left side of the graphics box and is rotated 0 ° or 180 ° or if your caption is positioned on the top or bottom of the graphics box and is rotated 90 ° or 270 °.



Before adjusting the caption width...

... and after adjusting the caption width.

- 1 Select the graphics box with the caption you want to adjust (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Select **Options**, then choose **Caption Options**.
- 3 Select the options you want (see the table below).
- 4 Choose **OK** until you return to your document.

Option

Caption Width, Auto (Based on Caption)

Caption Width, Set

Caption Width, Percent

What it Does

Lets you automatically adjust the width of a caption based on the caption length and the width or height of the box.

Lets you specify a caption width measurement no greater than the width or height of the box.

Lets you adjust the caption width by specifying a percentage (0-100) based on the width or height of the box.

Renumbering Existing Graphics Boxes in a Document

When you add a caption to an **Equation Box**, **Figure Box**, **Table Box**, **Text Box**, or **User Box**, WordPerfect numbers the boxes consecutively according to the box style you use. For example, all Figure boxes in a document are numbered Figure 1, Figure 2, Figure 3, and so forth.

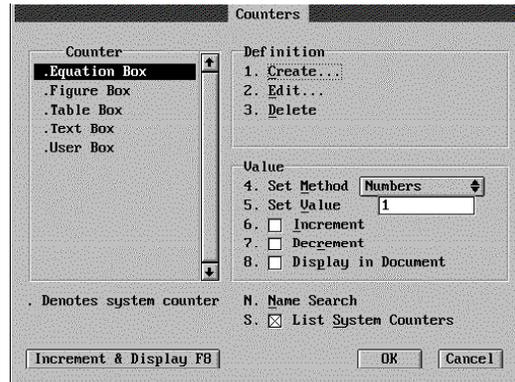
You can specify a new caption number for any particular box style at any point in your document.

- 1 To renumber all boxes with a particular box style from a specific location to the end of the document, place the cursor *before* the graphics box you want to renumber.

or

To renumber all boxes with a particular box style from the beginning to the end of a document, press **Home, Home, Home, Up Arrow** to place the cursor at the beginning of your document.

- 2 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Numbering**.
Or Press **Alt+F9**, 1, 3



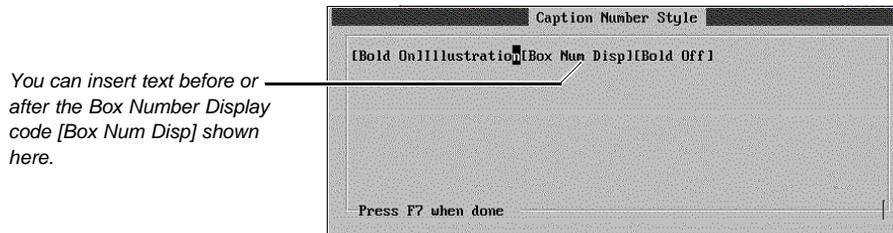
- 3 Select the box style you want to renumber from the **Counter** list box.
- 4 Choose numbers, letters, or Roman numerals from the **Set Method** pop-up list.
- 5 Specify the number or letter you want to begin numbering with in the **Set Value** entry field.
- 6 Choose **OK** to return to your document.

Editing Text in a Caption Number Style

When you add a caption to a **Figure Box** or a **Table Box**, the word “Figure” or “Table” followed by a number appears at the beginning of the caption. You can add, delete, or edit this text using the **Caption Number Style** dialog box.

When you add a caption to a **Text Box**, **User Box**, or an **Equation Box**, only a number appears at the beginning of the caption. However, you can also add, delete, or edit text using the **Caption Number Style** dialog box.

- 1 Select a graphics box with the caption numbering you want to edit (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Choose **Edit Caption**, then press **Alt+F9**.
- 3 Choose **Caption Number Style**.
- 4 Choose **Edit**, then make the changes you want.



You can type text from the keyboard and use available WordPerfect features to change the text and text appearance.

- 5 Choose **Exit** from the **File** menu.
Or Press **F7**

- 6 Choose **Close**.
- 7 Choose **Exit** from the **File** menu.
Or Press F7
- 8 Choose **OK** until you return to your document.

Additional Information***Adding Chapter Numbers to a Caption***

You can have up to five numbering levels in a caption. For example, if you are working with a document that contains several sections or chapters, the captions for figure boxes could be numbered Figure 1.1, Figure 1.2, and so on. See *Counters* for more information.

Creating a List of Boxes in a Document

You can create a list of boxes in a document using the **List** feature. See *List* for more information.

See Also

- Counters • List • Styles: Graphics

Graphics: Editing Images

When you retrieve a bitmap image or vector image into a graphics box, you can use the Image Editor to crop, rotate, scale, or adjust the color of the image. You can also change the fill type of a vector image.

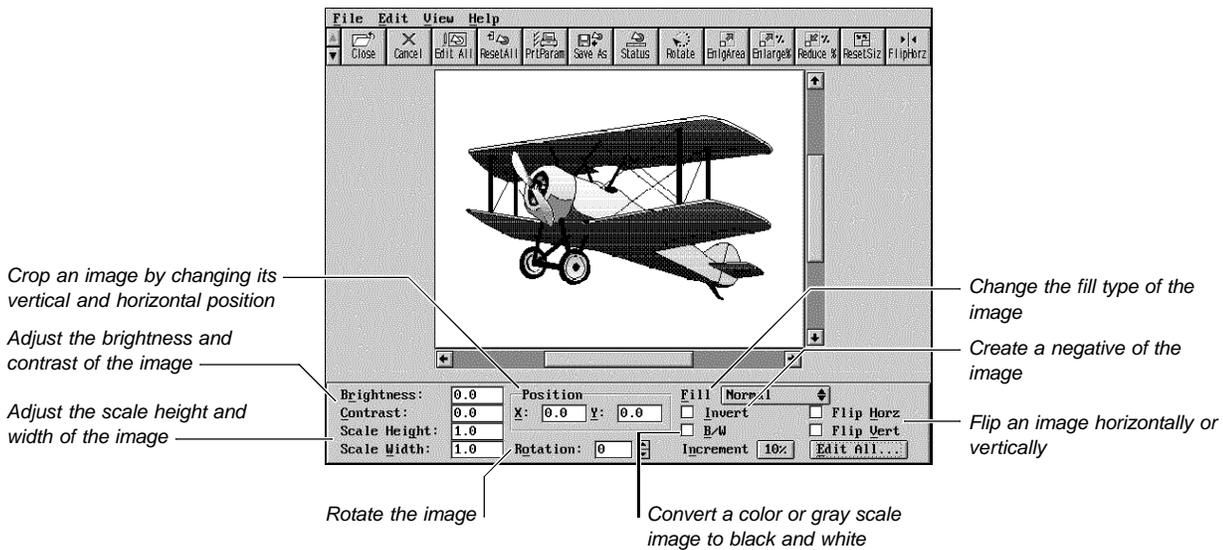
What's in this section?

- Concepts
- Entering the Image Editor
- Cropping an Image
- Scaling an Image
- Rotating an Image
- Changing the Appearance of an Image
- Adjusting the Brightness of an Image
- Adjusting the Contrast of an Image
- Changing the Way an Image is Filled
- Adjusting the Sharpness of a Printed Image
- Resetting an Image
- Saving an Image in the Image Editor
- Helps and Hints
- Distorting an Image
- Additional Information
- See Also

Concepts

Image Editor

In most cases, you need to be in the Image Editor to edit an image.



You can also change the dithering method used for generating printed images. *Dithering* is a technique of combining several different colored pixels (or dots) to create a new color. See *Image Examples* in *Additional Information*.

IMPORTANT: Before you attempt any of the editing tasks in this section, you should first learn how to select an image and enter the Image Editor. See *Entering the Image Editor* below.

Entering the Image Editor

You can use the keyboard or a mouse to select an image and enter the Image Editor.

Using the Keyboard

The following steps work in any viewing mode.

- 1 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Edit**.
Or Press Alt+F9, 1, 2
- 2 Specify a **Document Box Number**.
or
Select **Next Box** or **Previous Box**.
- 3 Choose **Edit Box** to enter the **Edit Graphics Box** dialog box.
- 4 Choose **Image Editor**.

Using a Mouse

The following steps work in **Graphics Mode** or **Page Mode**.

- 1 Double-click an image in the document window to enter the **Edit Graphics Box** dialog box.
- 2 Choose **Image Editor**.

To edit images in Watermarks, see *Editing a Watermark Image* in *Watermarks*.

Cropping an Image

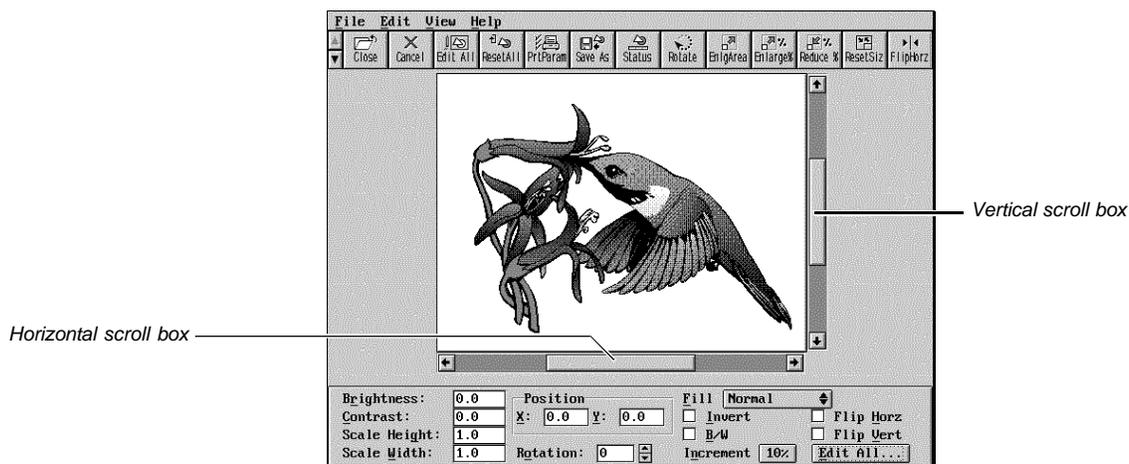
You can move an image within its graphics box without changing the size or position of the box itself.

[Illustration not shown]

- 1 From the Image Editor, press the **Left Arrow** (-), or **Right Arrow** (=) keys (or drag the horizontal scroll bar) to crop the left or right side of the image (see *Entering the Image Editor* above).

or

Press the **Up Arrow** (^), or **Down Arrow** (v) keys (or drag the vertical scroll box) to crop the top or bottom of the image.



To reset the horizontal and vertical position of the image inside the box,

- 1 Choose **Position** from the **Edit** menu, then choose **Reset Size and Position**.

To exit the Image Editor,

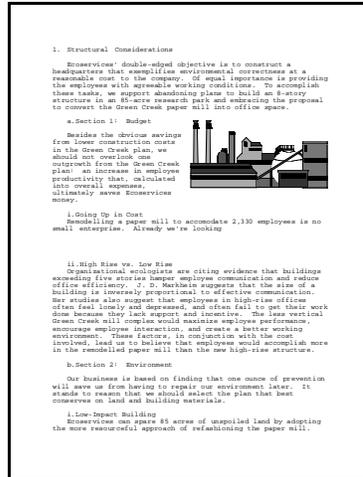
- 1 Choose **Close** from the **File** menu.

Or Press F7

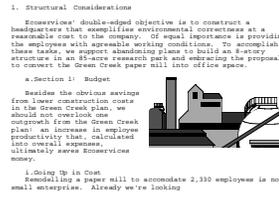
- 2 Choose **OK** to return to your document.

Scaling an Image

You can enlarge or reduce the image inside a graphics box.



An image before...



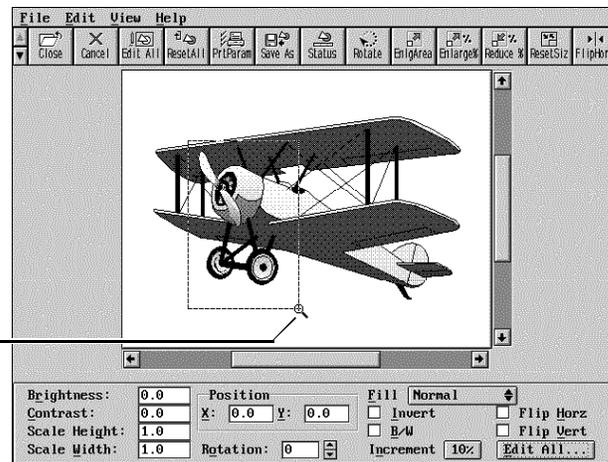
...and after scaling

Scaling the Entire Image

- 1 From the Image Editor, press **Page Up** to enlarge the image size, or press **Page Down** to reduce the image size (see *Entering the Image Editor* earlier in this section).

Scaling a Specified Area of an Image

- 1 From the Image Editor, choose **Position** from the **Edit** menu, then choose **Enlarge Area** (see *Entering the Image Editor* earlier in this section).



Drag the magnifying glass icon to enlarge an area of the image.

- 2 Drag the magnifying glass icon to define a specific area of the image that you want to enlarge.

or

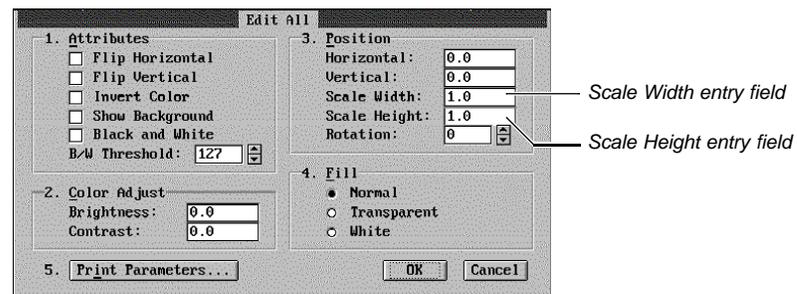
Use the **Arrow Keys** to place the magnifying glass where you want the enlargement to begin, then press **Enter**. Use the **Arrow Keys** to specify the area you want to enlarge, then press **Enter** again.

Specifying the Scale Height and Width for an Image

Depending on the scale height and width you specify, the image may appear distorted.

[Illustration not shown]

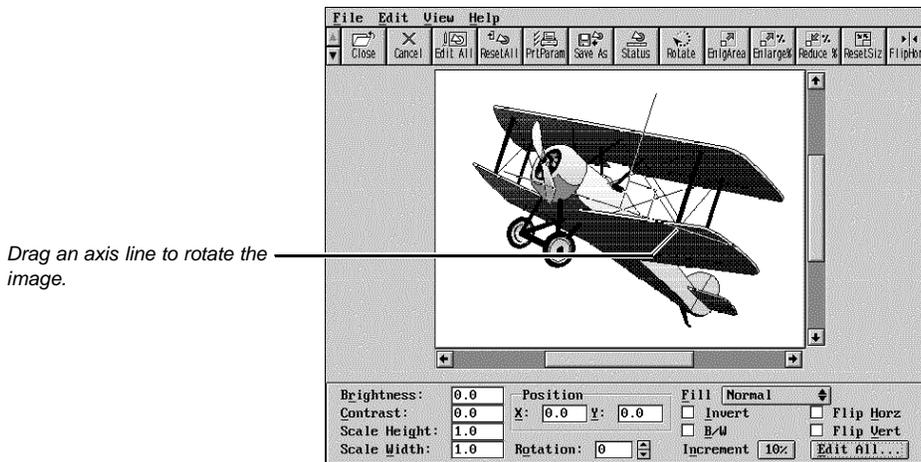
- 1 From the Image Editor, choose **Edit All** from the **Edit** menu (see *Entering the Image Editor* earlier in this section).



- 2 Choose **Position**, then specify the scale width you want in the **Scale Width** entry field.
- 3 Choose **Position**, then specify the scale height you want in the **Scale Height** entry field.
- 4 Choose **OK**.

Rotating an Image

You can rotate an image inside a graphics box.



Rotating an Image Using the Keyboard

- 1 From the Image Editor, press **+** to rotate the image clockwise or, press **-** to rotate the image counter-clockwise (see *Entering the Image Editor* earlier in this section).

Rotating an Image Using a Mouse

- 1 From the Image Editor, choose **Position** from the **Edit** menu, then choose **Rotate** (see *Entering the Image Editor* earlier in this section).
- 2 Drag a horizontal axis line to rotate the image.

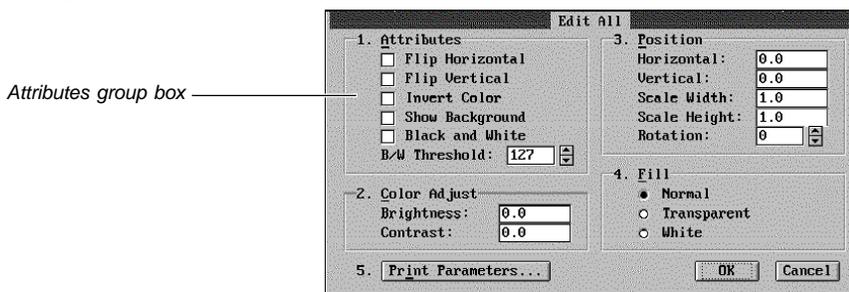
When the Status Box is displayed at the bottom of the Image Editor, you can view the degree of rotation as you drag the axis line.

Specifying the Degree of Image Rotation

- 1 From the Image Editor, choose **Edit All** from the **Edit** menu (see *Entering the Image Editor* earlier in this section).
- 2 Choose **Position**, specify the degree of counter-clockwise rotation you want (0 to 359) in the **Rotation** entry field, then choose **OK**.

Changing the Appearance of an Image

- 1 From the Image Editor, choose **Edit All** from the **Edit** menu (see *Entering the Image Editor* earlier in this section).



- 2 Choose the image appearance options you want from the **Attributes** group box. The table below explains each option.

- 3 Choose **OK** to exit the **Edit All** dialog box.

Attribute	What it does
Flip Horizontal	Lets you flip or reverse the image on its horizontal axis.
Flip Vertical	Lets you flip or reverse the image on its vertical axis.
Invert Color	Lets you change the colors of the image to their respective complementary colors. The appearance is similar to a photograph negative.
Show Background	Lets you toggle on or off any background colors or gradients that were saved with the original image.
Black and White	Lets you convert a color image to black and white. This option works in conjunction with the B/W Threshold option.
B/W Threshold	Lets you convert colors with a luminosity value <i>below</i> the B/W Threshold value or any grays <i>below</i> the B/W Threshold value to black; converts colors with a luminosity value <i>above</i> or equal to the B/W Threshold value or grays that are <i>above</i> or equal to the B/W Threshold value to white. The B/W Threshold entry field accepts a range from 1 to 255. The preset value is 127. This option works in conjunction with the Black and White option.

Adjusting the Brightness of an Image

You can adjust the brightness (or saturation) of a color or black and white image in a graphics box.

[Illustration not shown]

Adjusting Image Brightness

- 1 From the Image Editor, press , to darken the image or press . to lighten the image (see *Entering the Image Editor* earlier in this section).

When the Status Box is displayed at the bottom of the Image Editor, you can view the brightness value as you press the , or the . key.

Specifying a Brightness Value

- 1 From the Image Editor, choose **Color Adjust** from the **Edit** menu, then choose **Brightness** (see *Entering the Image Editor* earlier in this section).
- 2 Specify a brightness value in the **Value** entry field (-1.0 = all black, 1.0 = all white).

- 3 Choose **OK** to exit the **Brightness** dialog box.

Adjusting the Contrast of an Image

Contrast refers to the difference in appearance between the light and dark areas of a color image.

[Illustration not shown]

Adjusting Image Contrast

- 1 From the Image Editor, press < to decrease image contrast or press > to increase image contrast (see *Entering the Image Editor* earlier in this section).

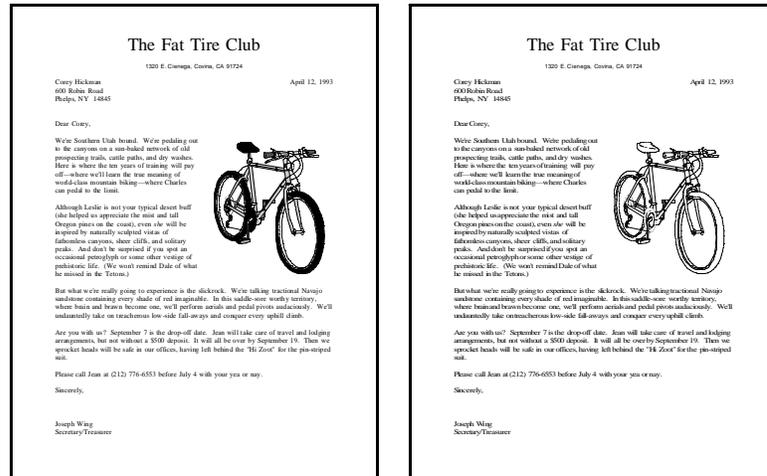
When the Status Box is displayed at the bottom of the Image Editor, you can view the contrast value as you press the < or the > keys.

Specifying a Contrast Value

- 1 From the Image Editor, choose **Color Adjust** from the **Edit** menu, then choose **Contrast** (see *Entering the Image Editor* earlier in this section).
- 2 Specify a contrast value in the **Value** entry field (-1.0 = slight contrast, 1.0 = substantial contrast).
- 3 Choose **OK** to exit the **Contrast** dialog box.

Changing the Way an Image is Filled

You can make an image transparent so the background shows through the image, or you can convert the image to a white fill.



An image with a normal fill...

... and with a white fill

- 1 From the Image Editor, choose **Fill** from the **Edit** menu, then choose the fill type you want for the image (see *Entering the Image Editor* earlier in this section).

or

Choose **Edit All** from the **Edit** menu, select the fill type you want from the **Fill** group box, then choose **OK**.

Adjusting the Sharpness of a Printed Image

You can specify one of three dithering methods for an image, or you can use lines per inch (lpi) to give you more control over the sharpness of a printed halftone. *Dithering* is a method of combining several different colored pixels (or dots) to create a new color. See *Image Examples* and *Halftoning* under *Additional Information*.

- 1 From the Image Editor, choose **Print Parameters** from the **Edit** menu (see *Entering the Image Editor* earlier in this section).
- 2 Select the dithering options you want from the **Image Print Parameters** dialog box. The tables below explain each option.
- 3 Choose **OK** to exit the **Image Print Parameters** dialog box.

Dither Method	Description
Ordered Dither	<ul style="list-style-type: none">• Use when you want to sort the pixels of an image to create ordered <i>patterns</i> of simulated colors or grays.• Use with bitmap images or vector images that have a lot of shading.
Error Diffusion	<ul style="list-style-type: none">• Use when you want a random pattern of dots to create smoother gradient transitions in color and gray-scale images.• Use with bitmap images.• Provides good image detail.

Dither Method	Description
Halftoning	<ul style="list-style-type: none"> • Use when you want evenly spaced dots of variable diameter to give a color or gray-scale image the illusion of varying shades of gray or hues of color. • Use with bitmap images or vector images. • Use in conjunction with the LPI option. • Provides good image detail. • The original produces good photocopies. • Requires the least time to print.

For examples of dithering, see *Image Examples* under *Additional Information*.

Dither Source	Description
WordPerfect	Use when you want WordPerfect to convert the image into the final format for printing.
Device	Use when you want WordPerfect to send the original image to a PostScript printer and have the printer convert the image into the final format for printing.
Optimized	If your printer supports this method, it is automatically selected when you define your printer file and will always appear dimmed in WordPerfect.

Halftone Options	Description
LPI	Use when you want to specify the lines per inch of a halftone image.
Angle	Use when you want to specify the line angle of a halftone printed on a PostScript printer.

For an explanation of halftoning, see *Halftoning* under *Additional Information*. For examples of halftone lpi and halftone angle, see *Image Examples* under *Additional Information*.

The resolution of your printer determines the accuracy of a printed halftone image. An increase in printer resolution will improve the image appearance.

Resetting an Image

You can restore an image to the preset image options specified in the graphics box style you are using by removing any attributes, color adjustments, fills, or positioning options you assigned to it in the Image Editor.

- 1 From the Image Editor, choose **Reset All** from the **Edit** menu (see *Entering the Image Editor* earlier in this section).

Or Press Ctrl+Home

Saving an Image in the Image Editor

You can save an image in a different graphics file format or to another disk or directory.

IMPORTANT: Any attributes, color adjustments, fills, or positioning options you apply in the Image Editor are saved with the current document; these options, however, are not saved with an image when you use **Save As** in the Image Editor.

- 1 From the Image Editor, choose **Save As** from the **File** menu (see *Entering the Image Editor* earlier in this section).

Or Press F10

- 2 Type the directory and filename for the image file in the **Filename** entry field.

- 3 Choose the file format you want to save the original image in from the **Format** pop-up list.
- 4 Choose **OK** to save the image.
- 5 Choose **Close** from the **File** menu.
Or Press F7
- 6 Choose **OK** to return to your document.

Helps and Hints

Changing the Increment Percentage

The **Increment** percentage box on the Status Bar at the bottom of the **Image Editor** screen determines the amount that an image is enlarged or reduced when you choose **Enlarge %** or **Reduce %** from the **Edit** menu. It also determines the amount an image is altered when you use keystrokes to rotate an image, move an image, or adjust its brightness and contrast.

To adjust the increment percentage, click the **Increment** percentage box to select 1%, 5%, 10%, or 25%.

Saving Time Editing an Image

The **Image Editor Button Bar** is automatically displayed across the top of the screen each time you enter the Image Editor. The **Button Bar** gives you quick access to many of the features on the pull-down menus. See *Button Bar* for more information.

The Status Box, which is automatically displayed at the bottom of the Image Editor screen, allows you to quickly perform a variety of common image editing functions. Use both features to save time editing an image.

Rotating an Image

When you choose **Position** from the **Edit** menu, then choose **Rotate**, you can click on the vertical axis line to rotate the image counter-clockwise in 90° increments, or click on the left horizontal axis line to rotate the image counter-clockwise in 180° increments, or click on the right horizontal axis line to rotate the image in 1° increments.

Distorting an Image

You can distort an image inside a graphics box.

If you have repositioned or scaled an image in the Image Editor, WordPerfect may not be able to automatically distort the image so that it fills the graphics box. Instead, you must

retrieve the image into the document, distort it, then move or scale the image in the Image Editor.

[Illustration not shown]

- 1 Retrieve an image into the document. See *Retrieving an Image Directly into a Document* or *Adding a Graphics Box* in *Graphics: Adding to a Document*.
- 2 Follow the first three steps under *Entering the Image Editor* earlier in this section.
- 3 Choose **Options** from the **Edit Graphics Box** dialog, then choose **Content Options**.
- 4 Deselect the **Preserve Image Width/Height Ratio** check box, then choose **OK**.
- 5 Choose **Edit Size**, specify a new width and height for the box, then choose **OK** twice.
or
Choose **OK** to return to the document window, click the graphics box, then drag any handle to resize the box and distort the image (you must be in **Graphics Mode** or **Page Mode**).

Additional Information

Image Examples

[Illustration not shown]

[Illustrations not shown]

Bitmap Images and Vector Images

A *bitmap image* is composed of tiny on-screen or printed dots called *pixels*. Each pixel in the image is treated as an individual object. When a bitmap is printed or enlarged, the edges may look jagged. See the illustration below.

A *vector image* is one complete object and is treated that way. When printed or enlarged, it maintains a high resolution.

[Illustration not shown]

Halftoning

Halftoning is a printing process that uses evenly spaced dots of variable diameter to give the image varying shades of gray or hues of color. The black and white or color photographs in a newspaper are examples of halftoning.

Depending on the resolution (or dots per inch) of your printer, you can adjust the lines per inch (lpi) in the **Print Parameters** dialog box to increase or decrease the sharpness of a halftone image.

The following table summarizes the quality of a halftone image when you increase or decrease the lpi.

LPI	Image Sharpness	Gray Shades
Increase	Higher	Fewer
Decrease	Lower	More

Generally, the lpi to use on a halftone will depend on the complexity of the image and on your own personal preference. The eye easily distinguishes individual dots at an lpi of 30; however, it tends to integrate dots at an lpi of 60 into shades of gray.

As a general rule, an optimum lpi yields many shades of gray without sacrificing image sharpness. You can use the following table as a guideline for helping you determine the lpi you want.

If the halftone image has	Use
Many different shades and highlights	Lower lpi
Very few shades and many solids	Higher lpi
Many light shades and highlights	Lower lpi
Gradients	Lower lpi

WordPerfect Presentations

If you have a path specified for WordPerfect Presentations in your AUTOEXEC.BAT file, you can quickly access it from the Image Editor (choose **WP Presentations** from the **File** menu) to make a variety of enhancements to your image. When you are finished, save the file and exit Presentations. You will return to the Image Editor with the edited image.

To use this option, you must add the directory that contains the PR.EXE file to your PATH command in the AUTOEXEC.BAT file (please refer to your DOS documentation for information about the *PATH* command and the *AUTOEXEC.BAT* file). For example, when you specify the path, it might look something like this:

PATH=C:\DOS;C:\WP60;C:\PR20

The PR20 at the end of the path statement above is the directory where you installed WordPerfect Presentations. See *Directories* and *DOS and WordPerfect*.

Go To Shell

Use the **Go To Shell** option in the Image Editor to switch to WordPerfect Shell, save an image to the Clipboard, or retrieve image data from the Clipboard into the Image Editor. See *Go to Shell* for more information.

See Also

- Go to Shell
- Graphics: Adding to a Document
- Graphics: Editing the Box Appearance
- Graphics: Editing the Box Position and Size

Graphics: Editing the Box Appearance

You can use the **Edit Graphics Box Border/Fill** dialog box to change the appearance of each graphics box you insert into your document.

[Illustration not shown]

IMPORTANT: Before you begin editing the appearance of a graphics box, you should first learn how to select a graphics box in a document. See *Selecting a Graphics Box to Edit* below.

What's in this section?

- Selecting a Graphics Box to Edit
- Changing the Style of a Box
- Changing or Deleting Box Lines
- Changing the Color of Box Lines
- Adding a Drop Shadow to a Box
- Changing the Corner Style of a Box
- Changing the Fill Style and Fill Color Inside a Box
- Helps and Hints
- Additional Information
- See Also

Selecting a Graphics Box to Edit

You can use the keyboard or a mouse to select a graphics box to edit.

Using the Keyboard

The following steps work in any viewing mode.

- 1 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Edit**.

Or Press Alt+F9, 1, 2

- 2 Specify a **Document Box Number**.
or
Select **Next Box** or **Previous Box**.
- 3 Choose **Edit Box** to enter the **Edit Graphics Box** dialog box.

Using a Mouse

The following steps work in **Graphics Mode** or **Page Mode**.

- 1 Double-click on a graphics box in the document window to enter the **Edit Graphics Box** dialog box.

To edit images in Watermarks, see *Editing a Watermark Image in Watermarks*.

Changing the Style of a Box

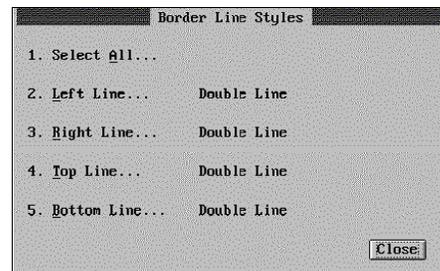
You can change the box style of a graphics box in your document (for example, from a Figure Box to a User Box).

- 1 Select a graphics box to edit (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Choose **Based on Box Style**, highlight the box style you want, then choose **Select**.
- 3 Choose **OK** to return to your document.

See *Graphics: Adding to a Document* for information about graphics box styles.

Changing or Deleting Box Lines

- 1 Select a graphics box to edit (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Choose **Edit Border/Fill**, then choose **Lines**.



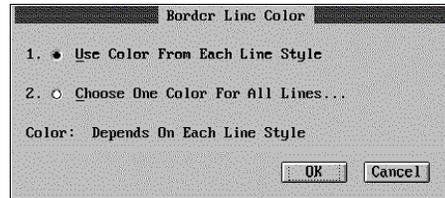
- 3 Choose **Select All**, highlight a line style for all the sides of the graphics box, or highlight **None** to remove all the lines, then choose **Select**.
or
Choose a line, highlight a line style, or highlight **None** to remove the line, then choose **Select**.
- 4 Choose **Close** and **OK** until you return to your document.

To change the lines for all boxes of a particular box style, you must edit the graphics box style.

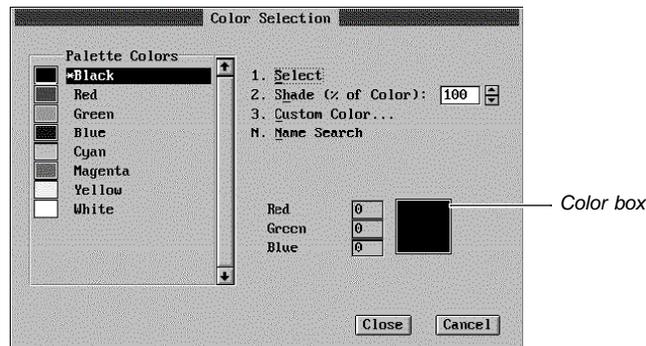
Changing the Color of Box Lines

- 1 Select a graphics box to edit (see *Selecting a Graphics Box to Edit* earlier in this section).

- 2 Choose **Edit Border/Fill**, then choose **Color**.



- 3 Select **Choose One Color For All Lines**.
- 4 Highlight the color you want from the **Palette Colors** list.



- 5 Specify the shade percentage you want (0 to 100) in the **Shade** entry field, then press **Enter** or the right mouse button to view the resulting shade in the color box.

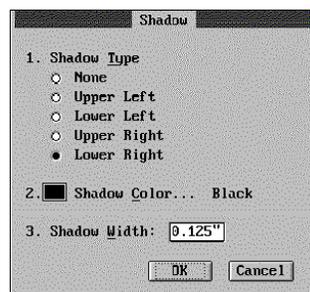
IMPORTANT: You must be in **Graphics Mode** or **Page Mode** to view the shade in the color box. Choose **Graphics Mode** to switch modes.

- 6 Choose **Select**.
- 7 Choose **OK** and **Close** until you return to your document.

Adding a Drop Shadow to a Box

You can specify the color, placement, and width of a shadow behind a graphics box.

- 1 Select a graphics box to edit (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Choose **Edit Border/Fill**, then choose **Shadow**.



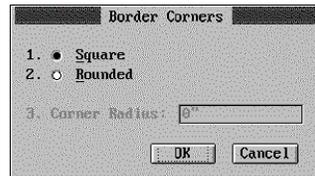
- 3 Select the shadow type you want.

- 4 To change the shadow color, choose **Shadow Color**, then highlight a color from the **Palette Colors** list. Specify the shade percentage you want (0 to 100) in the **Shade** entry field, then choose **Select**.
- 5 To change the shadow width, specify a width in the **Shadow Width** entry field.
- 6 Choose **OK** and **Close** until you return to the document window.

Changing the Corner Style of a Box

You can choose rounded corners or square corners for a graphics box that has identical line styles on all sides.

- 1 Select a graphics box to edit (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Choose **Edit Border/Fill**, then choose **Corners**.



- 3 Select **Square** for square box corners.
or
Select **Rounded**, then specify the radius of the box corners in the **Corner Radius** entry field.
- 4 Choose **OK** and **Close** until you return to your document.

Changing the Fill Style and Fill Color Inside a Box

Use the **Fill** feature to fill a graphics box with a pattern or color. You can choose a pattern, a pattern color (foreground color), and a color to fill in the spaces between the pattern (background color). You can also choose a gradient fill to blend two colors.

- 1 Select a graphics box to edit (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Choose **Edit Border/Fill**, then choose **Fill**.



- 3 Choose **Fill Style**, choose **Create**, then specify the path and filename for the list of styles.

See *Styles: Graphics* for information about Fill styles.

- 4 Choose **Pattern** or **Gradient** from the **Fill Type** pop-up list.
- 5 Choose a **Foreground Color**, a **Background Color**, and a **Fill Pattern**.

If you selected a **Pattern** fill type, you can select a pre-defined pattern.

If you selected a **Gradient** fill type, you can select gradient options. Gradient options are explained in the table below.

- 6 Choose **OK** until you return to the **Fill Styles** dialog box.
- 7 Choose **Select**, then choose **OK** and **Close** until you return to your document.

To view a gradient fill on screen, you must be in **Graphics Mode** or **Page Mode**.

Gradient Option	What it Does
Gradient Type	Lets you choose a linear, radial, or rectangular gradient.
Rotation Angle	Lets you rotate a linear or rectangular gradient counter-clockwise inside the border.
Horizontal Offset	Lets you specify the horizontal center of a radial or rectangular gradient. You can specify a Horizontal Offset for a linear gradient only if it's rotated.
Vertical Offset	Lets you specify the vertical center of a radial or rectangular gradient, or the top of a linear gradient.
Number of Shades	Lets you specify how smoothly the foreground and background colors are blended. For example, specifying three shades in a linear gradient creates three gradations of color. This feature is available only when Calculate Number of Shades is deselected.
Calculate Number of Shades	Automatically calculates the number of shades for a given gradient type.

Helps and Hints

Changing the Appearance of Several Boxes

To change the appearance of all boxes of a particular style within your document, edit the graphics box style (see *Styles: Graphics*).

Moving Quickly to Other Graphics Boxes

When you are in the **Edit Graphics Box** dialog box, you can use **Home, Page Up** to move to the previous graphics box in your document or **Home, Page Down** to move to the next graphics box in your document.

Specifying a Unit of Measurement

You can type fractions in the **Corner Radius** and **Shadow Width** entry fields and WordPerfect will convert them into decimals. For example, if you type 1/4, WordPerfect converts it into 0.25" (see *Setting the Units of Measure* in *Setup: Environment*).

Additional Information

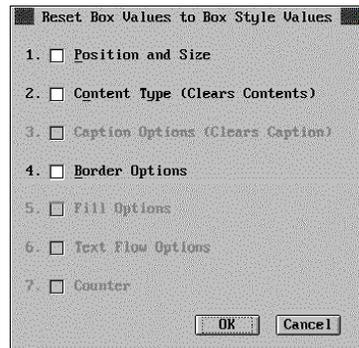
Resetting Box Options to Box Style Options

You can automatically reset any values you assigned to the graphics box (such as border options, fill options, content type, box position, and box size) to the original preset value.

- 1 From a document window, select a graphics box to edit (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Choose **Based on Box Style**.

3 Choose **Reset to Style**.

Or Press Ctrl+Home



4 Select the value(s) you want to reset to the original preset value.

5 Choose **OK** until your return to your document.

Using Rounded Corners Without Lines

Your graphics boxes can have rounded corners without lines. Set the line style to **None** for all the border lines, and select **Rounded** corners (see *Changing or Deleting Box Lines* and *Changing the Corner Style of a Box* earlier in this section). The fill will be rounded.

See Also

- Graphics: Adding to a Document
- Graphics: Editing the Box Position and Size
- Setup: Color Palette
- Styles: Graphics

Graphics: Editing the Box Position and Size

When you add a graphics box to a document, you can use the **Edit Graphics** dialog box to make choices about how the box will look.

Before you attempt any of the editing tasks in this section, you should first learn how to select a graphics box. See *Selecting a Graphics Box to Edit* later in this section.

What's in this Section?

- Concepts
- Moving and Sizing a Graphics Box with a Mouse
- Selecting a Graphics Box to Edit
- Moving a Graphics Box by Specifying the Position
- Sizing a Graphics Box by Specifying the Dimension
- Adjusting the Outside and Inside Spacing of a Graphics Box
- Helps and Hints
- See Also

Concepts

Moving and Sizing a Graphics Box

There are two methods you can use to move or size a graphics box in a document. The first and easiest method is to use a mouse in **Graphics Mode** or **Page Mode**. You can move a box by dragging it to a new location. You can size a box by dragging one of the box handles. See *Moving and Sizing a Graphics Box with a Mouse* later in this section.

[Illustration not shown]

The second method is to specify an exact position or size using a dialog box. This is the only method available in **Text Mode**. To move a graphics box, specify the exact position you want using the **Box Position** dialog box (see *Moving a Graphics Box by Specifying the Position* later in this section). Or to size a graphics box, specify the exact dimension you want using the **Graphics Box Size** dialog box (see *Sizing a Graphics Box by Specifying the Dimension* later in this section).

Graphics Box Attachment

Because the contents of graphics boxes are typically associated with something in the text of your document, such as an explanatory paragraph, graphics boxes are attached to text. You can attach a graphics box to a paragraph, a page, or a character position. Attaching a graphics box serves two purposes. First, it positions the graphics box relative to the paragraph, page, or character position. Second, it causes the graphics box to move with its associated text as you edit your document.

You can change the attachment option for any graphics box style when you create or edit the box.

Graphics Box Style	Default Attachment
Figure	Paragraph
Table	Paragraph
Text	Paragraph
User	Paragraph
Equation	Paragraph
Button	Character Position
Watermark Image	Page
Inline Equation	Character Position

Paragraph • When a graphics box is attached to a paragraph, the box stays with that paragraph as you add and delete text. If you add so much text *before* the graphics box that it no longer fits on the page, the box will move to the following page.

The graphics box is positioned vertically relative to the top of the paragraph, and horizontally relative to the paragraph margins.

Page • When a graphics box is attached to a page, you can specify that the box either stay on that page or move from page to page with the surrounding text. If the box can move from page to page, it will stay on the page where you created it until you add so much text *before* the graphics box that the box no longer fits on the page. Then the box will move to the following page.

There are several options for positioning a graphics box that is attached to a page. You can position the box vertically relative to either the left or right margins or the top edge of the page, and you can position the box horizontally relative to margins, columns, or the left edge of the page. The graphics box can also occupy the full page.

If you set a specific horizontal and vertical position for the graphics box, the attachment option changes from **Page** to **Fixed Page Position**.

Fixed Page Position • A graphics box attached to a fixed page position is like any other box attached to a page, except that it can be positioned only relative to the top and left edges of the page.

Character Position • When a graphics box is attached to a character position, the box is treated as a single character in the text line. When you add text *before* the graphics box, the box moves from left to right as any text character would.

The bottom of the graphics box aligns with the baseline of the document text unless you specify otherwise.

Moving and Sizing a Graphics Box with a Mouse

Moving a Box

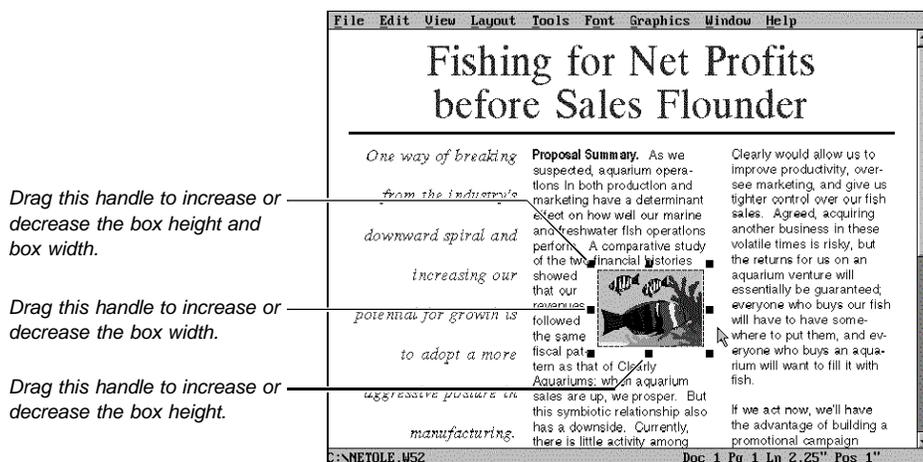
- 1 Place the pointer anywhere inside the box, then drag the graphic to the new location on the page.

Be sure not to drag one of the handles on the corners or sides of the box; this will resize the box rather than move it.

If you move or resize the box by mistake, just choose **Undo** from the **Edit** menu (you can also press **Ctrl+z**).

Sizing a Box

- 1 Place the pointer anywhere inside the graphics box you want to resize, then click.



- 2 Drag one of the handles to enlarge or reduce the size of the graphics box.

Be sure to place the mouse pointer directly on a handle when you drag; otherwise, you will move the entire box rather than resize it.

If you size or move the box by mistake, choose **Undo** from the **Edit** menu (you can also press **Ctrl+z**).

Selecting a Graphics Box to Edit

You can use the keyboard or a mouse to select a graphics box to edit.

Using the Keyboard

The following steps work in any viewing mode.

- 1 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Edit**.
Or Press Alt+F9, 1, 2
- 2 Specify a **Document Box Number**.
or
Select **Next Box** or **Previous Box**.
- 3 Choose **Edit Box** to enter the **Edit Graphics Box** dialog box.

Using a Mouse

The following step works in **Graphics Mode** or **Page Mode**.

- 1 Double-click on a graphics box in the document window to enter the **Edit Graphics Box** dialog box.

To edit images in Watermarks, see *Editing a Watermark Image* in *Watermarks*.

Moving a Graphics Box by Specifying the Position

The position options you use to move a graphics box are determined by how the box is attached to text in your document. See *Graphics Box Attachment* under *Concepts* earlier in this section.

- 1 Select a graphics box to edit (see *Selecting a Graphics Box to Edit* above).
- 2 Choose **Edit Position**.
- 3 Specify the box positioning options you want.
- 4 Choose **OK** until you return to your document.

The table below explains the options for each box attachment type.

If the Box is Attached to a

Fixed Page Position

Paragraph

Page

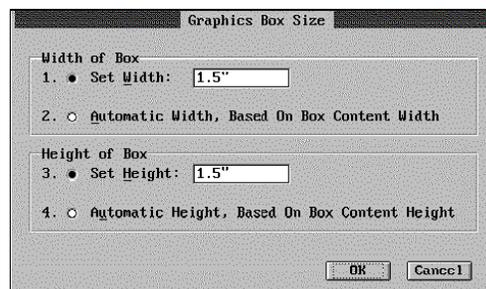
Character Position

You Can Specify

- The distance from the left of the page
- The distance from the top of the page
- The horizontal position (specify a measurement from the left edge of the page or select a position relative to the paragraph margins)
- The distance you want to shift the graphics box to the left or right from the horizontal position using Offset from Position
- The vertical distance from the top of the paragraph
- Whether the box can overlap other boxes attached to paragraphs or pages
- The horizontal position (specify a measurement from the left edge of the page or select a position relative to the left and right page margins)
- Whether the box position is relative to the left and right margins, to two specified columns, or to one specified column
- The distance that you want to shift the graphics box to the left or right from the horizontal position using Offset from Position
- The vertical position (specify a measurement from the top edge of the page or select a position relative to the top and bottom page margins)
- The amount of space you want to shift the graphics box up or down from the vertical position using Offset from Position
- Whether the box moves from page to page with its surrounding text
- Whether the box can overlap boxes attached to paragraphs
- Whether the box automatically fills the entire page by selecting **Full Page**
- The position of the graphics box relative to the text baseline
- Whether the height of the current text line is based on the top to bottom height of the box

Sizing a Graphics Box by Specifying the Dimension

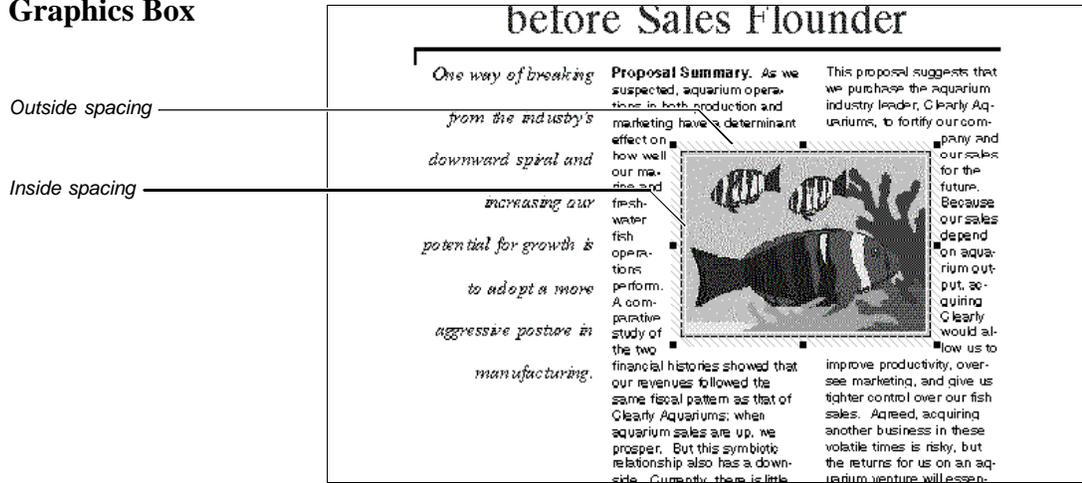
- 1 Select a graphics box to edit (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Choose **Edit Size** to enter the **Graphics Box Size** dialog box.



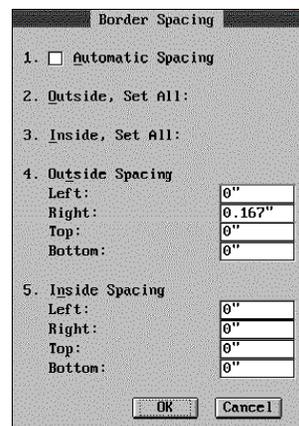
- 3 Select **Set Width**, then type a measurement in the entry field.
OR
Select **Automatic Width, Based On Box Content Width**.
- 4 Select **Set Height**, then type a measurement in the entry field.
OR
Select **Automatic Height, Based On Box Content Height**.
- 5 Choose **OK** twice to return to your document.

Adjusting the Outside and Inside Spacing of a Graphics Box

You can adjust the space between the box borders and the document text or the box borders and the box contents.



- 1 Select a graphics box to edit (see *Selecting a Graphics Box to Edit* earlier in this section).
- 2 Choose **Edit Border/Fill**, then choose **Spacing**.



- 3 Select **Automatic Spacing**.
OR

Deselect **Automatic Spacing**, then specify the measurements for the outside and inside spacing.

- 4 Choose **OK** and **Close** until you return to your document.

Helps and Hints

Moving Paragraph Boxes with a Mouse

If you use the mouse to move a graphics box that is attached to a paragraph, the box may be attached to a different paragraph after you drag it to its new location.

See Also

- Graphics: Adding to a Document
- Graphics: Creating and Editing Captions
- Graphics: Editing Images
- Graphics: Editing the Box Appearance
- Watermarks

Graphics: Lines

You can use **Graphics Lines** to separate text or graphics by placing horizontal and vertical lines in your document.



A vertical graphics line

You can also change the thickness, length, style, color, or spacing of a graphics line.

What's in this Section?

- Creating a Graphics Line
- Deleting a Graphics Line
- Moving and Sizing a Graphics Line with a Mouse
- Moving and Sizing a Graphics Line by Specifying the Position
- Creating Custom Line Styles
- Helps and Hints
- Additional Information
- See Also

Creating a Graphics Line

- 1 Place the cursor on the page where you want to add a graphics line.
- 2 Choose **Graphics Lines** from the **Graphics** menu, then choose **Create**.
Or Press Alt+F9, 2, 1
- 3 Choose the line options you want from the **Create Graphics Line** dialog box (see the table below).
- 4 Choose **OK** to return to your document.

Line Option	What it Does
Line Orientation	Lets you specify a horizontal or vertical line.
Horizontal Position	<p>Lets you specify the horizontal position of a line.</p> <ul style="list-style-type: none"> • If the line orientation is set to Horizontal, select Left, Right, or Centered. Select Set to specify a distance from the left edge of the page. Select Full if you want the horizontal line to extend from the left margin to the right margin. • If the line orientation is set to Vertical, select Left, Right, Centered or Between Columns. Or, select Set, then specify a distance from the left edge of the page.
Vertical Position	<p>Lets you specify the vertical position of a line.</p> <ul style="list-style-type: none"> • If the line orientation is set to Horizontal, select Set, then specify a distance from the top edge of the page. Or, select Baseline if you want to position the bottom edge of the horizontal line along the text baseline. • If the line orientation is set to Vertical, select Top, Bottom, or Centered. Select Set, then specify a distance from the top edge of the page. Select Full if you want the vertical line to extend from the top margin to the bottom margin.
Thickness	<p>Lets you specify the thickness of a line.</p> <ul style="list-style-type: none"> • Select Set if you want to specify a thickness measurement for the line. • Select Auto to use the line thickness specified in the current line style.
Length	Lets you specify the length of a horizontal or vertical graphics line. This option is dimmed when the Horizontal or Vertical Position is set to Full.
Line Style	Lets you select Document, Personal Library, or Shared Library, highlight a pre-defined line style, then choose Select. Or, create a new line style (see <i>Creating Custom Line Styles</i> later in this section).
Color	Lets you use the line color specified in the current line style or choose a new line color.
Spacing	<p>Lets you specify the spacing above and below a horizontal graphics line. Or, specify the spacing between the margin and a left or right aligned vertical line. Note that this option is dimmed when:</p> <ul style="list-style-type: none"> • You specify Set as the Vertical Position for a horizontal graphics line. • You specify Set, Centered, or Between Columns as the Horizontal Position for a vertical graphics line.

Deleting a Graphics Line

- 1 In **Graphics Mode** or **Page Mode**, select the line you want to delete by placing the tip of the mouse pointer directly on the line and clicking.



- 2 Press **Delete**, then choose **Yes** to confirm the deletion.

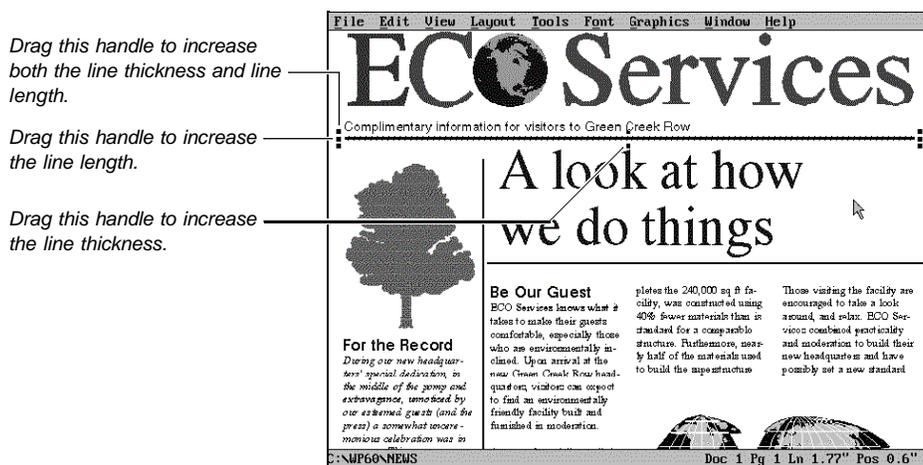
In **Text Mode**, you can delete a graphics line by deleting the code in the **Reveal Codes** window. See *Reveal Codes* for more information.

To restore a graphics line that was just deleted,

- 1 Choose **Undelete** from the **Edit** menu, then choose **Restore**.
Or Press Esc, 1 or Ctrl+2

Moving and Sizing a Graphics Line with a Mouse

- 1 In **Graphics Mode** or **Page Mode**, select the line by placing the tip of the mouse pointer directly on the line and clicking.
- 2 Drag the line to a new location on the page.
or
Drag one of the handles to enlarge or reduce the line.

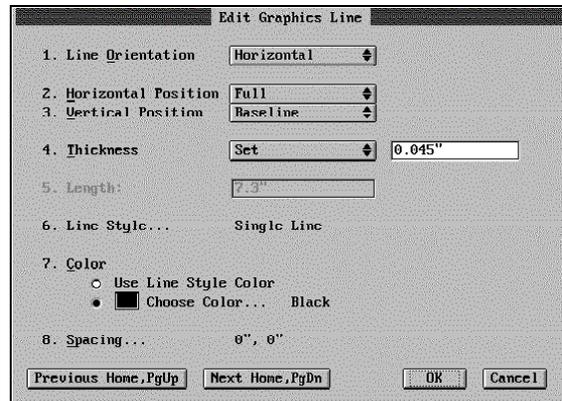


If you move or resize the line by mistake, choose **Undo** from the **Edit** menu (you can also press **Ctrl+z**).

Moving and Sizing a Graphics Line by Specifying the Position

The following steps work in all three viewing modes.

- 1 Choose **Graphics Lines** from the **Graphics** menu, then choose **Edit**.
Or Press Alt+F9, 2, 2
- 2 Specify the number of the graphics line you want in the **Graphics Line Number** entry field.
or
Select **Next Graphics Line** or **Previous Graphics Line**.
- 3 Choose **Edit Line**.



- 4 Move the line using the horizontal or the vertical position options.
or
Size the line using the thickness and length options.
- 5 Choose **OK**.

For information about moving and sizing options, see the table under *Creating a Graphics Line* earlier in this section.

Creating Custom Line Styles

You can create a custom line style if the pre-defined line styles do not fit your needs.

- 1 Choose **Graphics Lines** from the **Graphics** menu, then choose **Styles**.
Or Press Alt+F9, 2, 3
- 2 Highlight a pre-defined line style, then choose **Edit**.
or
Choose **Create**, type a name for the new line style, then choose **OK**.

Now choose from the following line style customizing options:

Choosing a Pattern Type

- 1 Select **Custom** or **Pre-defined** from the **Pattern Type** pop-up list.
- 2 If you select **Custom**, choose **Pattern**, customize dash and space lengths as desired, then choose **OK**.
or
If you select **Pre-defined**, choose **Pattern**, then select a pre-defined line pattern.

- 3 Choose another line customizing option.

or

Choose **OK**, highlight the new or edited line style, choose **Select**, then choose **OK** until you return to your document.

Choosing a Line Color

- 1 Choose **Color**.
- 2 Highlight a color from the **Palette Colors** list box.
- 3 Specify a percentage of shade color (0 to 100), then press **Enter**.
- 4 Choose **Select**.
- 5 Choose another line customizing option.

or

Choose **OK**, highlight the new or edited line style, choose **Select**, then choose **OK** until you return to your document.

Stacking Lines

You can create a line style that contains several line components.



- 1 Choose **Create** to add a new line component.
or
To delete a line component, highlight it, then choose **Delete**.
- 2 Highlight a line component, then edit the pattern, color, thickness, and interline spacing for that component.
- 3 Choose another line customizing option.
or
Choose **OK**, highlight the new or edited line style, choose **Select**, then choose **OK** until you return to your document.

IMPORTANT: The new graphics line style can only be used in your current document. If you want to use the line style in future documents, you should copy it to a **Personal Library** or **Shared Library**. To do this, see *Styles: Graphics*.

Adjusting Line Thickness and Spacing Between Lines

You can modify the thickness of a line and the space between adjacent lines.



- 1 Choose **Thickness** or **Interline Spacing** in the **Create Line Style** or **Edit Line Style** dialog box. (Note that you must have at least two line components to use the **Interline Spacing** option.)
- 2 Specify a measurement.
- 3 Choose another line customizing option.
or

Choose **OK**, highlight the new or edited line style, choose **Select**, then choose **Close** until you return to your document.

Helps and Hints

Selecting Lines with the Mouse

If a graphics line is difficult to select with a mouse, zoom in 300% on the document to enlarge the view of the line. See *Zoom*.

Graphics Lines Between Columns

If an image is positioned between two columns, you can create a vertical graphics line that displays above the image and below the image (not through it).



A vertical graphics line above and below the image.

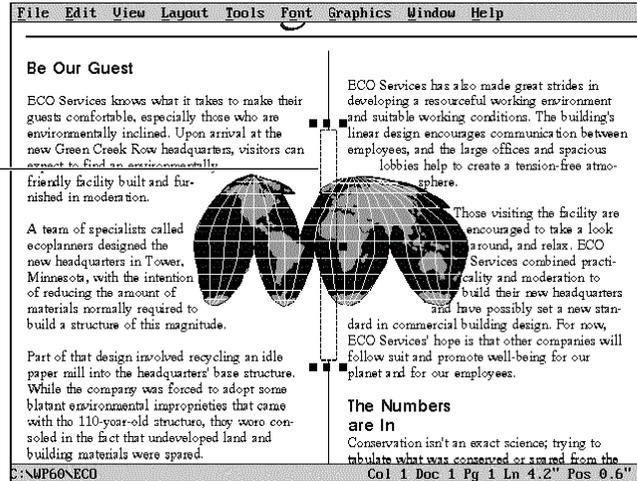
To produce the line described above, you have to create two graphics lines. Be sure you are in **Graphics Mode** or **Page Mode**.

The first graphics line runs through the image.



First, create a vertical graphics line between the columns you want. Or, add a Column Border between the columns you want (see *Adding a Column Border in Borders*). See the illustration above.

A second graphics line, the same color as the background or fill color, overlays on the first graphics line.



Next, create another vertical graphics line, but do not position the line between the columns. For best results, the line should be slightly longer than the top to bottom height of the image and thicker than the line running through the image.

Now drag the new line on top of the existing line, then change the color of the top line to the color of the background. See the illustration above.

Additional Information

Moving a Baseline Graphics Line

If you drag a horizontal line (with the Vertical Position set to **Baseline**), the vertical position of the line changes from **Baseline** to a specific measurement.

A graphics line positioned on the text baseline.



For example, if you use the mouse to move a graphics line that was originally placed on a baseline to a vertical position of 3.5", the graphics line will no longer move with the line of text you originally assigned it to. Rather, it will remain at 3.5" on the page. You can change the vertical positioning back to **Baseline** using the **Edit Graphics Line** dialog box.

Headers and Footers

Use **Headers** and **Footers** to print information such as a chapter title, a date, a person's name, or a company name at the top or bottom of each page in your document, or on alternating pages.

Header—prints just below the top margin



Footer—prints just above the bottom margin

What's in this section?

- Concepts
- Creating a Header or Footer
- Editing a Header or Footer
- Adjusting the Spacing Below a Header or Above a Footer
- Deleting a Header or Footer
- Moving a Header or Footer
- Turning Off a Header or Footer
- Helps and Hints
- Additional Information
- See Also

Concepts

Header A and Header B (Footer A and Footer B)

You can use two different headers and two different footers at any place in your document. Headers and footers are specified as A or B to help you tell them apart. You can have several Header A's and B's and Footer A's and B's in a document, but you can have only two headers and two footers active on any given page. You can create Header B or Footer B before you create Header A or Footer A.

When you want to replace a header or footer, only a Header A can replace another Header A, only a Footer A can replace another Footer A, and so forth.

Changing Header and Footer Text

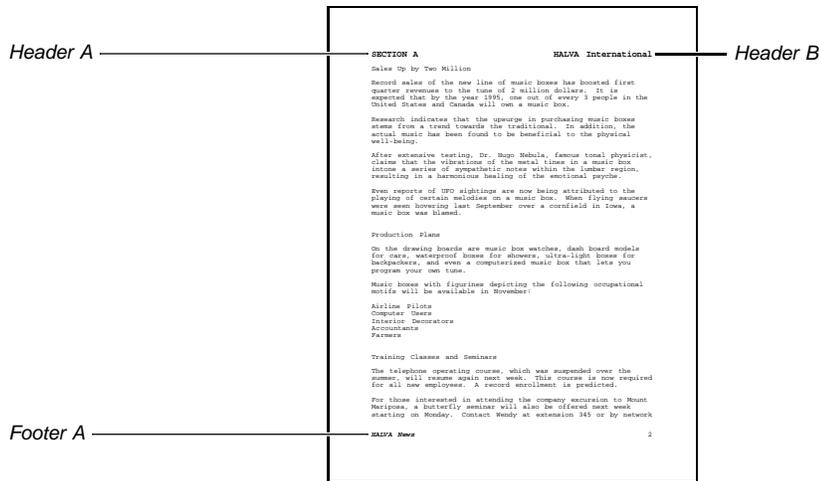
You can change the text in a header or footer as often as you want. To change header or footer text, replace the current header or footer by creating a new one on the first page where you want the new text to appear.

For example, you can create Footer A to give a company's address on page 1 of your document, then create a new Footer A on page 2 giving the company slogan. The new

Footer A is in effect from page 2 to the end of the document, or until you change it again by creating another Footer A.

Specifying Pages for a Header or Footer

A header or footer appears on the pages you specify (all pages, odd pages, or even pages) until you turn it off or replace it with a new header or footer.



Turning Off a Header or Footer

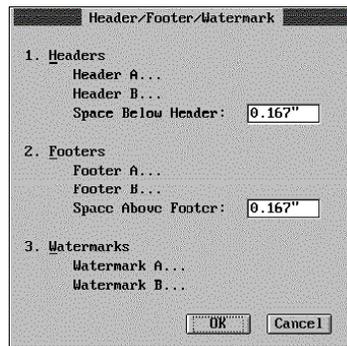
You must turn off each header or footer in your document separately.

For example, if your document contains two Header A's, you can turn off one Header A without turning off the other Header A.

Creating a Header or Footer

- 1 Place the cursor anywhere on the first page on which you want the header or footer to appear.
- 2 Choose **Header/Footer/Watermark** from the **Layout** menu, then choose the header or footer you want to create (**A** or **B**). For information about the **Watermark** feature, see *Watermarks*.

Or Press Shift+F8, 5, 1 or 2, then 1 or 2



- 3 Select the pages where you want the header or footer to appear.
- 4 Choose **Create** to enter the Header or Footer Editor.
- 5 Type the header or footer text as you normally would using any of the available WordPerfect editing features.

- 6 Choose **Exit** from the **File** menu to return to your document.

Or Press F7

If you are using **Text Mode** or **Graphics Mode**, you will not see the header or footer in the document window.

To view the header or footer in the document window, choose **Page Mode** from the **View** menu or choose **Print Preview** from the **File** menu.

Editing a Header or Footer

- 1 Move the cursor to a page where the header or footer you want to edit is in effect.
- 2 Choose **Header/Footer/Watermark** from the **Layout** menu, then choose the header or footer you want to edit.

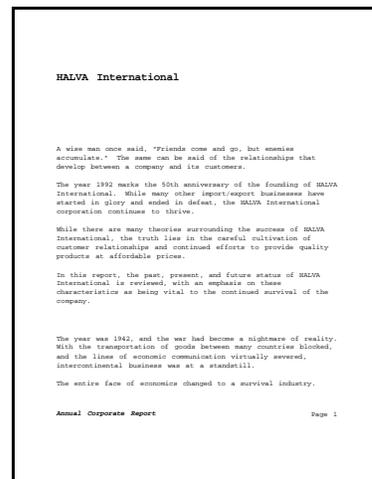
Or Press Shift+F8, 5, 1 or 2, then 1 or 2

- 3 Choose **Edit**.
- 4 Edit the header or footer text as you normally would using any of the available WordPerfect editing features.
- 5 Choose **Exit** from the **File** menu to return to your document.

Or Press F7

Adjusting the Spacing Below a Header or Above a Footer

You can adjust the spacing between a header or footer and the document text.



- 1 Place the cursor on the page where you want the new spacing to take effect.
- 2 Choose **Header/Footer/Watermark** from the **Layout** menu, then choose **Headers or Footers**.

Or Press Shift+F8, 5, 1 or 2

- 3 Specify a measurement in the **Space Below Header** or in the **Space Above Footer** entry field.
- 4 Choose **OK** and **Close** to return to your document.

To view the spacing adjustment in the document window, choose **Page Mode** from the **View** menu or choose **Print Preview** from the **File** menu.

Deleting a Header or Footer

You can use **Reveal Codes** to delete a header or footer from the document window at any time.

If you have more than one Header A or Footer A or more than one Header B or Footer B in your document, make sure you highlight the header or footer code you want to delete.

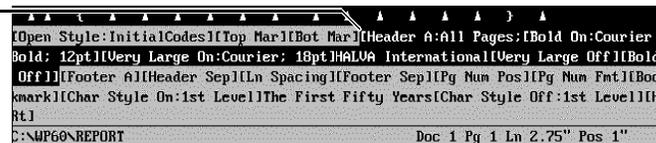
- 1 Choose **Reveal Codes** from the **View** menu.

Or Press Alt+F3

- 2 In the **Reveal Codes** window, highlight a [Header A] or [Header B] code or a [Footer A] or [Footer B] code.

You can use **Search** to locate a header or footer code in the **Reveal Codes** window (see *Search*).

Highlighted Header A code



The screenshot shows the 'Reveal Codes' window with a dark background and white text. The text is a list of codes for various document elements, including 'Header A: All Pages'. The code for 'Header A: All Pages' is highlighted in white. The window title bar at the top shows several window control icons. At the bottom of the window, there is a status bar that reads 'Doc 1 Pg 1 Ln 2.75" Pos 1"'. The file path 'D:\MP60\REPORT' is visible in the bottom left corner of the window.

- 3 Press **Delete** to delete the code.

- 4 Choose **Reveal Codes** from the **View** menu to hide the **Reveal Codes** window.

Or Press Alt+F3

If you delete a header or footer by mistake, choose **Undo** or **Undelete** from the **Edit** menu.

Or Press Ctrl+z or Esc

Moving a Header or Footer

You can change the pages on which a header or footer appears in your document.

- 1 Place the cursor on a page where the header or footer you want to move is in effect.
- 2 Choose **Header/Footer/Watermark** from the **Layout** menu, then choose the header or footer you want to change.

Or Press Shift+F8, 5, 1 or 2, then 1 or 2

- 3 Choose the pages where you want the header or footer to appear, then choose **Edit**.

- 4 Choose **Exit** from the **File** menu to return to your document.

Or Press F7

Turning Off a Header or Footer

You can turn off a header or footer at any point in your document.

- 1 Place the cursor on the page where you want to turn off the header or footer.

or

Block the pages for which you want to turn off the header or footer.

- 2 Choose **Header/Footer/Watermark** from **Layout** menu, then choose the header or footer you want to turn off.

Or Press Shift+F8, 5, 1 or 2, then 1 or 2

- 3 Choose **Off**.

4 Choose **OK** and **Close** to return to your document.

Helps and Hints

Adding Page Numbering to a Header or Footer

You can add page numbering inside a header or footer using the **Page Number** feature (see *Page Numbering*).

Adding a Date Code to a Header or Footer

You can add a date code inside a header or footer so that the current date always displays and prints (see *Date*).

Adding a Filename to a Header or Footer

You can add a filename code inside a header or footer so that the filename always displays and prints (see *Insert Filename*).

Placement of Headers/Footers

If you create two headers or two footers on the same page, you may not want them to print on top of each other. In such a case, try making one flush right or type it on a different line by pressing **Enter** before typing your text.

Type Header A at the left margin

Ecoservices				
Background Information				
Organization Summary In 1981, Bruce Golden founded Ecoservices to provide limited consultation to organizations interested in reforesting wilderness land that had been abused through years of strip mining. Today, Ecoservices offers the US and offer a wide variety of services in specialties ranging from Canada to space ecology (Section B). Ecoservices is certified by the National Pollution for Wildlife Preservation, Commission for Cleanse Solutions, European Environmental Awareness Group, and Planet Earth Group (Section D).				
Management Summary Management consists of individuals with at least three years of field experience as team leaders. Management levels include team leaders, field supervisors, and station managers (Section E). Individuals in these areas are responsible for conducting environmental management analyses and planning or redesigning construction projects to meet federal guidelines. These individuals have a total of 540 years of experience with Ecoservices and 400 years of experience in related disciplines.*				
Staff Summary Our staff employees make up the remaining work force. These individuals include engineers, professionals in public relations, legal consultants, technical writers, accountants, and drafting artists (Section H).				
Management Breakdown	Staff Breakdown	Experience (Yrs.)	% of Personnel	
Env. Study	55	200	2400	40
Regulatory	15	60	400	15
Env. Imp	15	15	200	5
PE	5	40	200	5
Design	15	10	400	5

*This Statement of Qualifications includes the resumes of personnel who specialize in structural developments exceeding 40,000 sq. ft.

Type Header B flush right to avoid printing on top of Header A

Suppressing a Header or Footer on a Page

You can place headers or footers at the very beginning of your document, then use the **Delay Codes** or **Suppress** feature to keep them from appearing on a title page, copyright page, the first page of a chapter, or any other single page in your document (see *Delay Codes* and *Suppress*).

Changing the Spacing Above a Footer and Below a Header

You can change the preset spacing above a footer and below a header (0.167 ") using the **Initial Codes Setup**. The new measurement will affect any new documents you create (see *Initial Codes*).

Moving Quickly Between Headers or Footers

When you are in the Header or Footer Editor, you can press **Home**, **Page Up** or **Home**, **Page Down** to move quickly to the previous or next header or footer in your document.

Additional Information

Header or Footer Editor

The Header or Footer Editor functions just like a document window. For example, you can do any of the following:

- Change the font color, style, and point size
- Cut, copy, and paste text
- Change text justification, alignment, and spacing
- Add graphics lines to separate a header or footer from the main document text
- Add graphics boxes with images or text
- Add page numbering
- Size the window

Dimmed features on the pull-down menus are not available.

Editing Headers and Footers

If you edit a header or footer in a document with several headers or footers, WordPerfect selects the header or footer code (in **Reveal Codes**) before the cursor. If no header or footer code is found before the cursor, WordPerfect will select the first header or footer code after the cursor.

Watermarks

The **Watermarks** feature in the **Header/Footer/Watermark** dialog box is discussed in *Watermarks*.

See Also

- Date
- Delay Codes
- Insert Filename
- Page Numbering
- Print Preview
- Search
- Suppress
- View Modes
- Watermarks

Help

Use WordPerfect's online **Help** system to get immediate information about WordPerfect features and options.

What's in this section?

- Concepts
- Using Help
- Using the Tutorial
- Using the Help Contents
- Moving Around Help
- Using How Do I
- Using the Help Index

- Using the Help Glossary
- Using Coaches
- Exiting Help
- Helps and Hints

Concepts

Help Menu

You can access the full range of **Help** topics using the following items from the **Help** menu:

Choose	To Get
Contents	A list of Help contents and access to the Index, How Do I, Glossary, Template, Keystrokes, Shortcut Keys, Using Help, and Error Messages.
Index	A list of Help topics in alphabetical order.

Choose	To Get
How Do I	Instructions for performing common tasks; for example, the user might ask “How do I <i>Save a Document?</i> ”
Coaches	A list of topics which provide a mini-tutorial to coach you through a feature as you are using it.
Macros	An online macros manual.
Tutorial	A guided tour of WordPerfect basics.
WP Info	Information about your version of WordPerfect, your license number, network setup, memory, and the current printer. You can also edit your license number.

Help Key

You can get help for the feature you are using by pressing the **Help** key. The **Help** key is F1 or F3, depending on the keyboard layout you are using (F1 is the default for WordPerfect 6.0).

If you press the **Help** key in a document window, the **Help Contents** window displays.

If you press the **Help** key in a dialog box, or after selecting an option or menu item, help for that item displays (*context-sensitive Help*).

Using Help

To get basic information about the **Help** system itself, you may want to start with **Using Help**.

- 1 Choose **Contents** from the **Help** menu, select **Using Help**, then choose **Look**.
Or Press F1 in a document window, select Using Help, then choose Look
- 2 When you finish reading about **Help**, choose **Cancel**.
Or Press F7

Using the Tutorial

To get basic information about word processing, you may want to start with the WordPerfect **Tutorial**. The **Tutorial** includes the following word-processing basics: creating, editing, and formatting text; searching and replacing words; spell-checking your document; and printing.

- 1 Choose **Tutorial** from the **Help** menu.
- 2 Follow the directions on screen, keeping in mind that you can only perform tasks as directed by the tutorial.

Using the Help Contents

Use the **Contents** (F1) option for a list of often-used **Help** categories.

- 1 Choose **Contents** from the **Help** menu.
Or Press F1

You can also choose the **Contents** button in any **Help** dialog box.

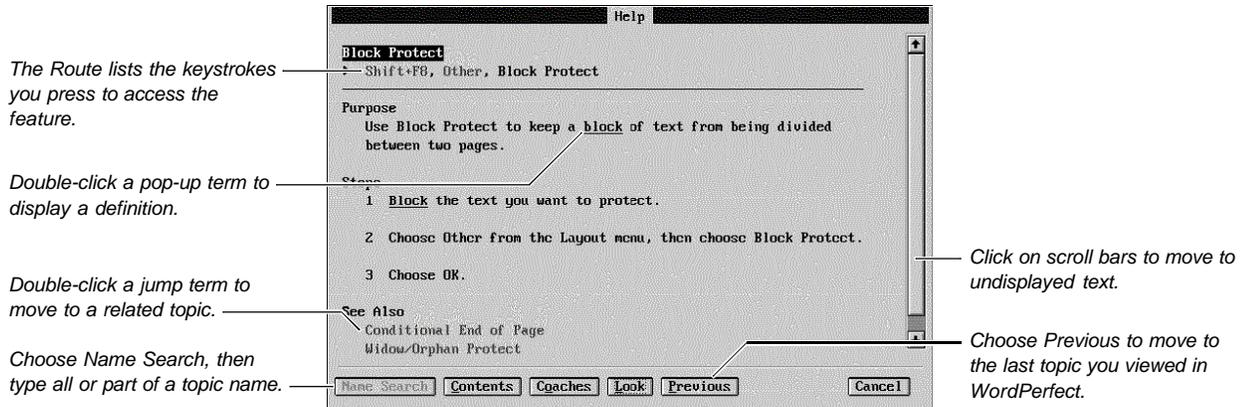
- 2 Choose from the following kinds of **Help**:

Choose	To Get
Index	An alphabetical list of Help topics
How Do I	Information about how to perform common tasks
Glossary	Definitions of terms
Template	A map of function keys and their functions

Choose	To Get
Keystrokes	A list of keystrokes and their functions
Shortcut Keys	A list of shortcut keys and their functions; shortcut keys give you quick access to many features
Using Help	An overview of how to use the Help system
Error Messages	A list of causes and solutions for error messages

Moving Around Help

Once you have opened a **Help** topic, WordPerfect provides several ways for you to find the information you want.



Using Jump Terms

You can look up topics related to the one you are currently reading by selecting a *jump term*. Depending on your monitor and display mode, jump terms are either bolded or highlighted by a particular color.

- 1 Select a jump term in a **Help** topic, then choose **Look** (you can also double-click a jump term).

Or Use arrow keys to highlight a jump term, then press Enter

Using Pop-up Terms

You can choose a *pop-up term* to display a definition or information without leaving the current topic. Depending on your monitor or display mode, pop-up terms are either underlined or highlighted in a particular color.

- 1 Select a pop-up term in a **Help** topic, then choose **Look** (you can also double-click a glossary term).

Or Use arrow keys to highlight a pop-up term, then press Enter

- 2 When you finish reading the definition, choose **OK**.

Using the Route

The **Route** (available under the title of some topics) lists quick steps for accessing and using a feature.

- 1 Choose a jump term in the route of a **Help** topic to jump to a related topic.

Using Name Search

Use **Name Search** to find topics in the **Index**, **Glossary**, and **Error Messages**.

- 1 Open the **Index** or the **Glossary**, then choose **Name Search**.
- 2 Type all or part of the topic title you want.
- 3 Press **Enter** to display the topic.

Using Previous

You can return to any of the previous **Help** topics you have viewed in the current **Help** session. Each time you choose **Previous**, WordPerfect goes back one screen at a time.

- 1 Choose **Previous** from the **Help** dialog box.

Using How Do I

- 1 Choose **How Do I** from the **Help** menu.

Or Press F1, select How Do I, then choose Look

How Do I is organized by categories of topics.

- 2 Click on the scroll bar or use movement keys (such as **Home**, **Up Arrow**, or **Pg Dn**) to move through the topics.
- 3 Select a topic, then choose **Look** (you can also double-click the topic).

Using the Help Index

- 1 Choose **Index** from the **Help** menu.

Or Press F1, select Index, then choose Look

- 2 Scroll through the topics or use **Name Search**.
- 3 Select a **Help** topic, then choose **Look** (you can also double-click the topic).

Using the Help Glossary

- 1 Choose **Contents** from the **Help** menu, select **Glossary**, then choose **Look**.

Or Press F1, select Glossary, then choose Look

- 2 Select a glossary term, then choose **Look** (you can also double-click a glossary term).
- 3 After reading the definition, choose **OK**.

Glossary terms also appear as pop-up terms (underlined or highlighted words) in other **Help** topics.

Using Coaches

Coaches is an interactive tutorial that can guide you through simple and complex tasks. It is like having someone standing at your elbow telling you what to do next.

For example, suppose you want to create a table of contents. **Coaches** can show you how to mark text, define the table location, and generate the table. You can go through the entire tutorial, or skip the parts you already know. Unlike a regular tutorial, which simply shows an example of how to do something, **Coaches** actually helps you create your table as you use the tutorial.

- 1 Choose **Coaches** from the **Help** menu.

- 2 Highlight a task in the **Coaches** dialog box, then choose **Select**.
- 3 Follow the on-screen prompts to complete your task.

Exiting Help

You can exit **Help** at any time by choosing **Cancel** or by pressing **Exit (F7)** or **Esc**.

Helps and Hints

Using a Keyboard

If you are using a keyboard, you can use arrow keys to move to jump terms and glossary terms. To scroll through a **Help** topic you can use other WordPerfect movement keys such as **Home**, **Up Arrow** or **Page Down**.

To move between the controls in the **Help** dialog box, press **Tab** or **Shift+Tab**.

Hidden Text

Use **Hidden Text** to include questions, personal messages, or comments in your document. You can then display, print, or hide the hidden text.

What's in this section?

- Concepts
- Creating Hidden Text
- Hiding (and Showing) All Hidden Text
- Deleting the Hidden Text Code
- Helps and Hints
- Additional Information
- See Also

Concepts

Hidden Text and Comments

Hidden Text and **Comments** are different features that meet different needs. The following table compares the major characteristics of the two features to help you decide which is best.

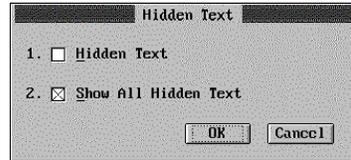
Characteristic	Hidden Text	Comment
Prints with document text	Yes (when displayed)	No
Treated as regular document text	Yes (when displayed)	No
Affects page numbering	Yes (when displayed)	No
Enclosed by a box border	No	Yes
Can be created using existing document text	Yes	Yes
Can be converted to document text	Yes	Yes

See *Comments* for more information.

Creating Hidden Text

- 1 Place the cursor where you want the hidden text to start.
- 2 Choose **Hidden Text** from the **Font** menu.
Or Press Alt+5, then choose Hidden Text

- 3 Select **Hidden Text**, then choose **OK**.



- 4 Type the text you want to hide.
- 5 Choose **Hidden Text** from the **Font** menu.
Or Press Alt+F5, then choose Hidden Text
- 6 Deselect **Hidden Text**, then choose **OK**. You may now continue with your document.

You can also create hidden text by blocking text and using the **Hidden Text** feature (see *Block*).

Hiding (and Showing) All Hidden Text

You can hide or show hidden text from anywhere in your document. When you hide hidden text, the document text moves up to fill the space that the hidden text occupied. When text is hidden, it does not print with the document.

- 1 Choose **Hidden Text** from the **Font** menu.
Or Press Alt+F5, then choose Hidden Text
- 2 Deselect **Show All Hidden Text** to hide all hidden text in your document.
or
Select **Show All Hidden Text** to display all hidden text in your document.
- 3 Choose **OK** to return to your document.

Deleting the Hidden Text Code

When you delete a Hidden Text code, you convert the hidden text to document text. If you delete a [Hidden] code when the hidden text is not displayed in the document window, you will delete the text. To restore the deleted code (which includes the hidden text), choose **Undo** from the **Edit** menu.

To remove a hidden text code without deleting the text,

- 1 Make sure that the hidden text in your document is displayed. See *Hiding (and Showing) All Hidden Text* in this section.
- 2 Display the **Reveal Codes** window.
Or Press Alt+F3
- 3 Highlight a [Hidden On] or a [Hidden Off] code.

You can use **Search** to locate a [Hidden On] or a [Hidden Off] code in the **Reveal Codes** window (see *Search*).

- 4 Press **Delete** to erase the code. When you delete a [Hidden On] code or a [Hidden Off] code, both codes are deleted.

Helps and Hints

Reveal Codes Window

If **Show All Hidden Text** is selected, the codes [Hidden On] and [Hidden Off] will appear in the **Reveal Codes** window. If **Show All Hidden Text** is deselected, these codes will change to [Hidden]. When you hide hidden text, you can still read it by highlighting the [Hidden] code in the **Reveal Codes** window.

You can also increase the size of the **Reveal Codes** window if the text in the [Hidden] code is long. See *Reveal Codes* for more information.

Tests and Hidden Text

The **Hidden Text** feature is especially useful if you want to hide the answers to questions on a printed test. When you need to correct the tests, simply show the hidden text in the document window. You can then print a key that includes the test questions and accompanying answers.

Page Count

If you want the page count in your document to include hidden text, be sure to show all of the hidden text.

Additional Information

Using Writing Tools and Search with Hidden Text

If you want the writing tools (**Thesaurus**, **Grammatik**, **Speller**, and **Document Info**) or the **Search** feature to check or include the hidden text in your document, be sure to show all of the hidden text.

Headers and Footers

You can create hidden text in a header or footer, then you can hide or show the hidden text from the main document window. See *Headers and Footers* for information on creating headers and footers.

See Also

- Comments
- Reveal Codes

Hypertext

Use **Hypertext** to link parts of the current document to other parts of your document, to other documents, or to a macro.

What's in this section?

- Concepts
- Creating a Hypertext Link
- Activating a Hypertext Link
- Activating a Single Jump or Run
- Editing a Link
- Deleting a Link
- Editing Hypertext Style
- Helps and Hints
- Additional Information
- See Also

Concepts

Link

A link is a code that is placed within your document. A link can connect a part of your document to another part of the same document, to part of another document, or to a macro.

Jump

When you choose hypertext that is linked to a bookmark, WordPerfect “jumps” to the bookmark.

Run

When you choose hypertext that is linked to a macro, WordPerfect “runs” the macro.

Creating a Hypertext Link

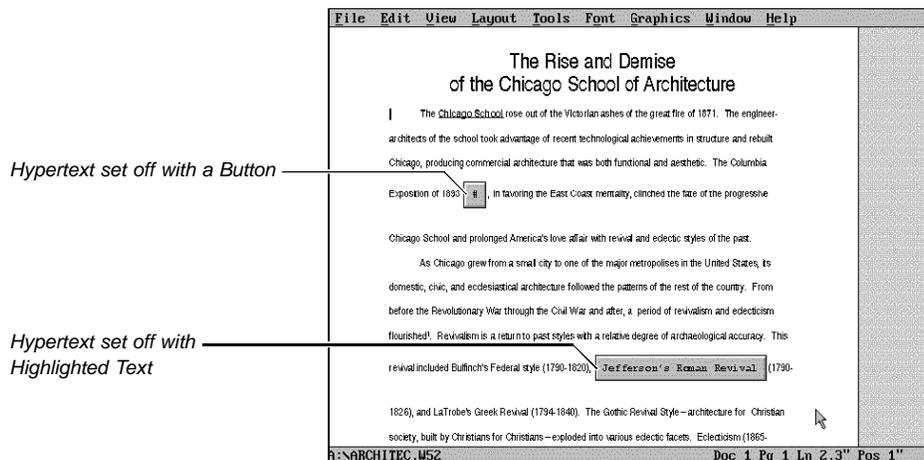
A hypertext link can jump to a bookmark, jump to another document, jump to a bookmark in another document, or run a macro. After you have placed bookmarks in your document or written macros, you are ready to create a hypertext link.

- 1 Block the words or symbols in your document that you want to use as hypertext.
- 2 Choose **Hypertext** from the **Tools** menu, then choose **Create Link**.
Or Press Alt+F5, 6, 1
- 3 Choose one of the following options and type the name of the bookmark or macro to which you would like to create a link. You can also press **List Bookmarks**, **List Documents**, or **List Macros** and select a bookmark, document, or macro.

Option	What It Does
Go to Bookmark	Inserts a Link that will jump to a bookmark within the current document.
Go to Other Document Bookmark	Inserts a Link that will jump to another document or to a bookmark in another document.
Run Macro	Inserts a Link that will run the macro you specify.

- 4 Select **Highlighted Text** or **Button** to specify how you want hypertext to appear in your document.

If you select **Highlighted Text**, you can specify the style of highlighted text you prefer (see *Editing Hypertext Style* later in this section).



If you select **Button**, you can place text or characters inside the button. The **Button** graphic displays only when you are using **Graphics Mode** or **Page Mode**. If you select **Button** while in **Text Mode**, you can view the hypertext only in **Reveal Codes**.

- 5 Choose **OK** to save your settings and return to your document.

Activating a Hypertext Link

Once you have created a hypertext link, you can activate the link.

- 1 Choose **Hypertext** from the **Tools** menu, then select **Hypertext is Active**.
Or Press Alt+F5, 6, 9
- 2 Choose **OK**.
- 3 Click the button or anywhere within the highlighted hypertext.
or
Place the cursor on the button or anywhere within the highlighted hypertext, then press **Enter**.
- 4 To return from a jump, choose **Hypertext** from the **Tools** menu, then choose **Return from Jump**.
Or Press Alt+F5, 6, 5

Activating a Single Jump or Run

If you plan to activate only a single Jump or Run, you can use the **Jump/Run** option to activate hypertext instead of selecting **Hypertext is Active**.

- 1 Place the cursor on the button or anywhere within the highlighted hypertext link you want to activate.
- 2 Choose **Hypertext** from the **Tools** menu, then choose **Jump/Run**.
Or Press Alt+F5, 6, 4
- 3 To return from a jump, choose **Hypertext** from the **Tools** menu, then choose **Return from Jump**.
Or Press Alt+F5, 6, 5

Editing a Link

- 1 Place the cursor on the button or anywhere within the highlighted hypertext link you want to edit.
- 2 Choose **Hypertext** from the **Tools** menu, then choose **Edit Link**.
Or Press Alt+F5, 6, 2
- 3 Make any changes, then choose **OK**.

Deleting a Link

- 1 Place the cursor on the button or anywhere within the highlighted hypertext link you want to delete.
- 2 Choose **Hypertext** from the **Tools** menu, then choose **Delete Link(s)**.
Or Press Alt+F5, 6, 3

Editing Hypertext Style

Changing the **Hypertext** style will change all hypertext links in the document.

- 1 Choose **Hypertext** from the **Tools** menu, then choose **Edit Hypertext Style**.
Or Press Alt+F5, 6, 8

The default style is to bold and underline hypertext.

- 2 Delete the existing format settings in the **Hypertext Style** dialog box, then replace them with the format settings of your choice.

3 Choose **Press F7 when done**.

Or Press F7, then choose OK

Helps and Hints

Enter and Tab in Hypertext

When **Hypertext is Active** is selected, **Enter** activates a hypertext link, **Tab** jumps to the next link in your document, and **Shift+Tab** jumps to the previous link. When hypertext is not active, **Enter** and **Tab** function as they normally do.

Additional Information

Go to Next Link

Use **Go to Next Link** to advance to the next hypertext link in your document.

Go to Previous Link

Use **Go to Previous Link** to move to the previous hypertext link in the document.

See Also

• Bookmarks • Macros

Hyphenation

Normally, when words extend beyond the right margin, WordPerfect wraps them to the next line. Use **Hyphenation** to have WordPerfect divide words at the right margin.

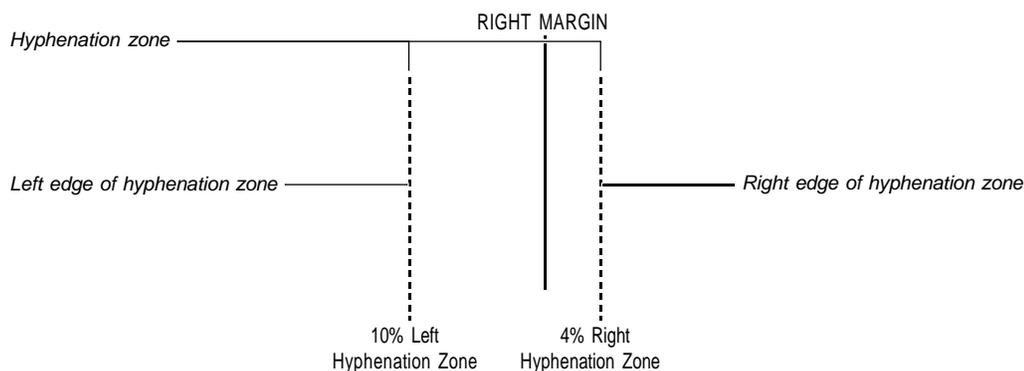
What's in this section?

- Concepts
- Turning on Hyphenation
- Changing the Hyphenation Zone
- Helps and Hints
- Additional Information
- See Also

Concepts

Hyphenation Zone

Hyphenation divides words that start before the left edge of the hyphenation zone and extend past the right edge of the zone.



Any word completely spanning the hyphenation zone is hyphenated.

The hyphenation zone is a percentage of the current line length. For example, if the lines in your document are 6.5 " long, a 10% left hyphenation zone setting begins .65 " (.10 x 6.5) before the right margin. A 4% right hyphenation zone setting extends the zone .26" (.04 x 6.5) past the right margin.

Speller File

When **Hyphenation** is on and a word needs to be divided, WordPerfect uses the Speller file (WPxx.LEX, where xx is a two-letter language code) to determine where to hyphenate the word.

Turning on Hyphenation

- 1 Place the cursor where you want to begin **Hyphenation**.
- 2 Choose **Line** from the **Layout** menu, then select **Hyphenation**.
Or Press Shift+F8, 1, 6
- 3 Choose **OK**.

Changing the Hyphenation Zone

- 1 Place the cursor where you want the change to begin.
- 2 Choose **Line** from the **Layout** menu.
Or Press Shift+F8, 1
- 3 Type new percentages in the **Left** and **Right** entry fields under **Hyphenation Zone**.

Increase the percentages to hyphenate fewer words in your document; decrease the percentages to hyphenate more words.

- 4 Choose **OK**.

If **Hyphenation** was turned on before you changed the hyphenation zone, WordPerfect may prompt you to re-hyphenate some words in the current document. See *Prompt for Hyphenation* and *When You are Prompted for Hyphenation* below.

Helps and Hints

Hyphen

You can type a *hyphen* (–) to connect two words such as “well-known.” **Hyphenation** divides words at the hyphen if they span the hyphenation zone.

Soft Hyphen and Hyphenation Soft Return

Instead of relying on the Speller file to determine where Hyphenation will divide a word, you can type a *soft hyphen* (**Ctrl+–**) where you want the word to be divided if it spans the hyphenation zone. A soft hyphen appears and prints only when the word needs to be divided. If you edit your text so that the word no longer spans the hyphenation zone, the soft hyphen becomes invisible (though you can still see it in **Reveal Codes**).

Or, if you want Hyphenation to divide a word without using a hyphen, press **Home+Enter** to insert a *hyphenation soft return*. This is useful for words separated by slashes (such as “and/or”).

Keeping Words Together

You can use a *hard hyphen* to keep text on either side of a hyphen together. Delete any space between two words you want to keep together, then press **Home, -**.

You also can use a *hard space* to keep dates and names such as “January 21, 1956” and “John Paul Jones, Jr.” together on one line. Delete any space between two words you want kept together, then press **Home, space bar**.

Em Dashes and En Dashes

An *em dash* is a WordPerfect character (4,34) that you can use to join two related phrases. It is the longest dash you can insert (—).

An *en dash* (–) is a WordPerfect character (4,33) that you can insert between numbers to indicate a range of numbers or to separate parts of a phone number. It is shorter than an em dash, but longer than a hyphen.

These two characters do not divide text at the right margin when **Hyphenation** is on. See *Characters* if you need more information.

Prompt for Hyphenation

You can have WordPerfect prompt for hyphenation each time a word spans the hyphenation zone. Also, you can have your computer beep when WordPerfect prompts you to hyphenate a word. See *Setup: Environment* for details.

When You Are Prompted for Hyphenation

When the **Position Hyphen** dialog box prompts you to hyphenate a word, use one of the options described in the table below. Place the cursor where you want to divide the word before you choose **Insert Hyphen**, **Insert Space**, or **Hyphenation SRt**.

Option	Lets you
Insert Hyphen	Divide the word using a soft hyphen. See <i>Soft Hyphen and Hyphenation Soft Return</i> earlier in this section.
Insert Space	Divide the word using a space. See <i>Soft Hyphen and Hyphenation Soft Return</i> earlier in this section.
Hyphenation SRt	Divide the word using a hyphenation soft return instead of a hyphen; useful for words separated by slashes (such as “and/or”).
Suspend Hyphenation	Turn off Hyphenation during spell-checking or during a scrolling command; turns on Hyphenation again when the command is completed.
Ignore Word	Wrap the entire word to the next line. WordPerfect won't try to hyphenate the word again in the current document.

Additional Information

Language

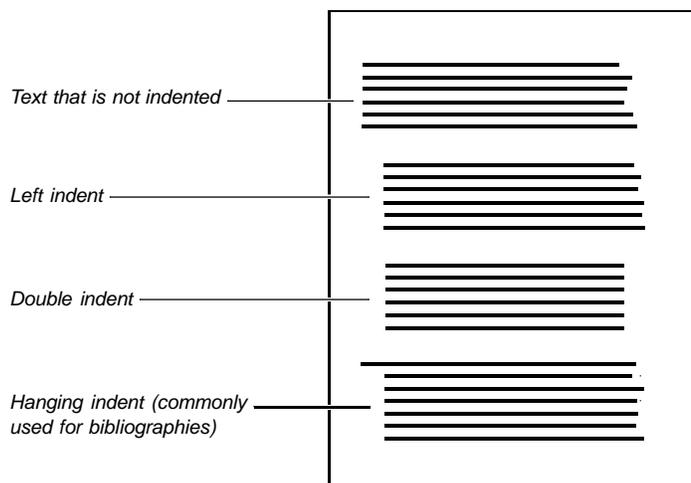
Hyphenation uses the Speller file that matches the current language code (see *Language*).

See Also

- *Language*
- *Setup: Environment*
- *Speller*

Indent

Use **Indent** to move a complete paragraph one tab stop to the right. Use **Double Indent** to move an entire paragraph inward one tab stop from both margins. Use **Hanging Indent** to move all but the first line of a paragraph one tab stop to the right.



Note that a double indent uses the width of the first tab stop from the left margin to indent both sides of the paragraph.

To indent the first line of a paragraph, use **Tab**. See *Tabs* if you need help.

What's in this section?

- Indenting Text
- See Also

Indenting Text

- 1 Choose **Alignment** from the **Layout** menu, then choose **Indent** →, **Indent**↔, or **Hanging Indent**.

Or Press F4 (indent), Shift+F4 (double indent), or F4, Shift+Tab (hanging indent)

- 2 Type the text you want to indent.
- 3 Press **Enter** to end the indentation.

You can indent existing text by placing the cursor on the first character in the text, then choosing the type of indent you want.

See Also

- Margins • Tabs

Index

Use **Index** to create and maintain an index for a document. An index can include both headings and subheadings and you can choose how the page numbers are displayed and printed.

	Index	
Heading (level 1)	Advance (1 1 78) To Line (1 12 156) Append (1 1 22, 1 1 34) Arrow Keys (1 1 11) ASCII	
Subheading (level 2)	Character (1 1 26, 1 3 135) Files (1 6 68, 1 6 135, 1 6 136) Automatic Reference (1 1 11) Backup	
	Automatic (1 1 2, 1 1 33, 1 1 142) Options (1 15 41) Original (1 15 132) Timed (1 2 143)	Page numbering mode
	Backspace (1 2 14, 1 2 15, 1 2 23, 1 2 43) BASIC (1 2 136) Block (1 2 21) Key (1 2 21) Protect (1 2 73) Bold (1 2 2, 1 2 25) Cancel (1 3 15, 1 3 18) Center	
	Page Top to Bottom (1 3 123) Text (1 3 77) Change	
	Directories (1 3 11) ..	

What's in this section?

- Concepts
- Marking Text for the Index
- Defining an Index
- Generating an Index
- Creating a Concordance
- Changing the Page Number Format
- Changing Index Styles
- Additional Information
- See Also

Concepts

Steps for Creating an Index

There are three steps involved in creating an index. Each step is explained later in this section.

- Mark the text that you want to include in the index and, if desired, create a concordance file.
- Define the way you want the index to look.
- Generate the index.

Concordance Files

A concordance file is a WordPerfect document that contains a list of words or phrases that you want to include in an index. Using a concordance file can save time because it eliminates the task of searching for and marking entries throughout the document.

When you use a concordance file, WordPerfect searches the document being indexed for each occurrence of the words or phrases listed in the concordance. These are then included as entries in the index.

You can mark some entries within the document and use a concordance file for others. WordPerfect generates the index using entries from both the concordance file and the text marked in the document.

WordPerfect automatically makes each entry in the concordance file a heading in the index. If you want an entry in the concordance file to be a subheading in the index, mark it in the concordance file using the steps below. If you want a concordance entry to be both a heading and subheading, mark it twice—once as a heading and once as a subheading (see *Marking Text for the Index* below).

Marking Text for the Index

- 1 Block the word or phrase you want to include as an entry in the index.
- 2 Choose **Index** from the **Tools** menu, then choose **Mark**.
Or Press Alt+F5, 4

The blocked text appears in the **Heading** entry field in the **Mark Index** dialog box.

- 3 To mark the blocked text as a heading only, choose **OK**.
or

If you want to include a subheading, choose **Subheading**, type a subheading, then choose **OK**.

or

To mark the blocked text as a subheading only, type the appropriate heading in the **Heading** entry field, then select **Subheading**.

The heading and subheading do not have to be the same as the text you blocked. You can type any heading and any subheading in the entry fields. The index entry will show the heading and subheading text you typed, and the page number will refer to the text you blocked.

- 4 Choose **OK**.

Repeat these steps to make additional index entries.

If you want to include phrases that occur frequently in the document, you may want to include them in a concordance file (see *Creating a Concordance* later in this section).

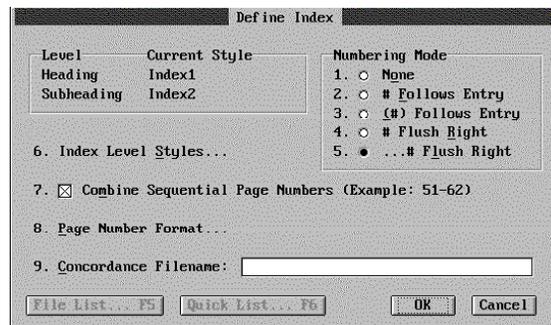
Once you have marked all the entries, you should define the index.

Defining an Index

Once you have marked the appropriate text, you are ready to define where and how you want the index to appear.

- 1 Move the cursor to the place where you want the index to appear (usually at the end of the document).
- 2 If you want the index to start on a new page, press **Hard Page** (Ctrl+Enter) to create a page break.
- 3 Type a title for the index, then press **Enter** a few times to add extra spacing.
- 4 Choose **Index** from the **Tools** menu, then choose **Define**.

Or Press Alt+F5, 2, 4



- 5 Select a **Numbering Mode** (see *Numbering Modes* later in this section).

- 6 If you want to use volume numbers, chapter numbers, and secondary page numbers in your index, choose **Page Number Format** (see *Changing the Page Number Format* later in this section).
- 7 If you want each page number printed out (for example, 4, 5, 6, 7, 8) rather than combined (4-8), deselect **Combine Sequential Page Numbers**.
- 8 If you are using a concordance file, choose **Concordance Filename** and type the filename or select it from the **File List** or **QuickList**. See *Creating a Concordance* below.
- 9 Choose **OK** to close the dialog box.

Generating an Index

After you have marked the text and defined the index, you can generate the index. See *Generate* for instructions.

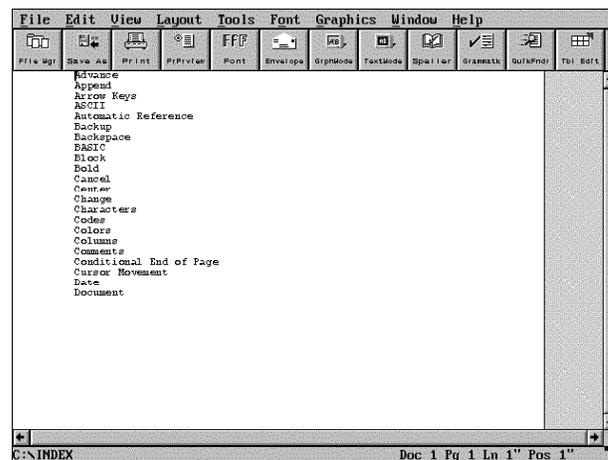
Creating a Concordance

- 1 Choose **New** from the **File** menu to open a blank document.
- 2 Type an entry for the index, then press **Enter**. Repeat this step for each entry you want to include.

Your index will generate faster if you alphabetically sort the entries in the concordance file. Sorting a concordance file is easiest if each entry is only one line long.

- 3 Save the document.

Below is an example of what a concordance file might look like.



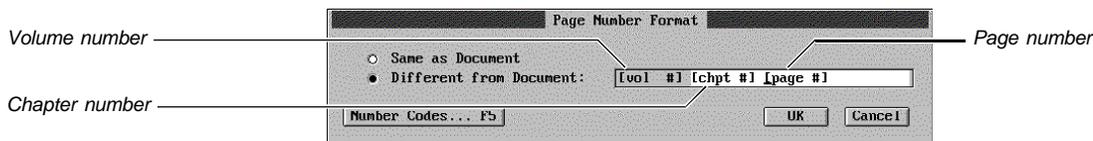
You can edit the concordance file as needed.

Changing the Page Number Format

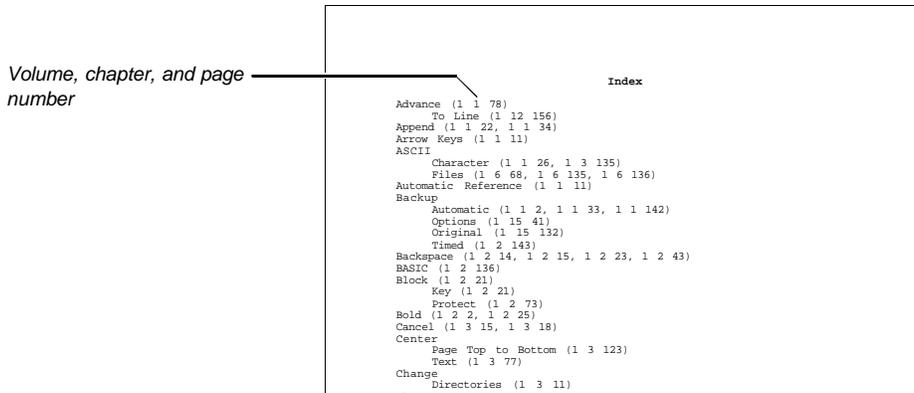
Normally, the page numbers in your index will look like the page numbers in your document. If you have used special numbering like volume, chapter, and secondary page numbers (see *Page Numbering*), you can customize the way the page numbers appear in your index.

- 1 While defining your index, choose **Page Number Format** (see *Defining an Index* earlier in this section).
- 2 Select **Different from Document**.

- 3 Choose **Number Codes**, then choose the types of numbers you want to include in the page number format for your index.



In the example above, the volume, chapter, and page numbers would be shown for each entry in your index.



- 4 Type any text and punctuation that you want to include with the numbers.
- 5 Choose **OK**.

Changing Index Styles

IMPORTANT: You should read and be familiar with *Styles* before you attempt to edit Index styles.

- 1 While defining your index, choose **Index Level Styles** (see *Defining an Index* earlier in this section).
- 2 Highlight the style you want to change.
- 3 To replace the style with an existing style, choose **Select**, then choose a style from the list.

or

To create a style, choose **Create**, type a name for the style, choose **OK**, then use the **Edit Style** dialog box as described in *Styles*.

or

To edit a style, choose **Edit**, then use the **Edit Style** dialog box as described in *Styles*.

While working with an index style, you can choose **Reset to Default** to return to the original Index Level Style.

Additional Information

Index Definition

After you define an index, the index definition [Def Mark] is inserted at the cursor. When you use **Generate**, your index will be inserted at [Def Mark].

If you are using the **Master Documents** feature, [Def Mark] should usually be in the master document and not in one of the subdocuments (see *Master Documents*).

Numbering Modes

The numbering mode you choose determines the way the page numbers display. You can choose one of the following five numbering modes.

Numbering Mode	Description
None	No page numbers
# Follows Entry	Page numbers following the entries (separated by a space)
(#) Follows Entry	Page numbers in parentheses following the entries (separated by a space)
# Flush Right	Flush right page numbers
...# Flush Right	Flush right page numbers with dot leaders

The five options above affect only the placement of page numbers in an index.

See Also

• Generate • Master Documents • Page Numbering • Styles • Table of Contents

Initial Codes

Use **Initial Codes** to predefine a format for a document. If most of the documents you create use the same format, this can save you time. You can edit **Initial Codes** from anywhere in your document.

Insert codes that turn on features every time you start a new document.

Edit initial codes from anywhere in your document.

Codes don't clutter the top of your document.

The screenshot shows a word processing application window with a menu bar (File, Edit, View, Layout, Tools, Font, Graphics, Window, Help) and a document titled "Structural Considerations". The document content includes a paragraph about "Ecoservices' double-edged objective" and a section titled "Section 1: Budget" with a small illustration of a factory. At the bottom, a table of contents is visible, showing the document structure and page numbers. The table of contents is located at the top of the document, below the menu bar.

What's in this section?

- Concepts
- Creating Initial Codes
- Changing or Deleting Existing Initial Codes
- See Also

Concepts

How Initial Codes are Stored

When you select features and specify settings in the **Initial Codes** window, the codes for those features are saved in a style at the top of the document. This **Initial Codes** style affects text within the document, including features such as headers, footnotes, and equations.

Using Features in the Document Window

When you select a feature or specify a setting in the document window, the settings you specify take effect in the document—even if a different setting is specified in **Initial Codes**.

Document Initial Codes and Initial Codes Setup

The **Document Initial Codes** feature lets you specify formatting for the current document only. **Initial Codes Setup** lets you specify formatting for all new documents. If you specify settings (such as margins) in both places, the **Document Initial Codes** settings will take precedence.

Initial Codes and Existing Documents

Any document retrieved into an active document will not retain its initial codes. Instead, it will use the initial codes for the current document.

Features You Can Use in Initial Codes

You can insert codes in **Initial Codes** using any WordPerfect formatting feature except **Envelopes**.

Creating Initial Codes

- 1 Choose **Document** from the **Layout** menu.
Or Press Shift+F8, 4
- 2 Choose **Document Initial Codes** to insert codes for the current document.
or
Choose **Initial Codes Setup** to specify codes for all new documents.
- 3 Choose menu items or press keystrokes as you normally would to select features.

When you select a feature, a code is inserted into the **Initial Codes** window.

- 4 When you are finished selecting features, choose **Exit** from the **File** menu.
Or Press F7
- 5 Choose **OK** and **Close** until you return to your document.

Changing or Deleting Existing Initial Codes

- 1 Choose **Document** from the **Layout** menu.
Or Press Shift+F8, 4
- 2 Choose **Document Initial Codes** to change or delete the codes for the current document.
or
Choose **Initial Codes Setup** to change or delete the codes for all new documents.
- 3 Choose menu items or press keystrokes to select features. If you want to delete codes, place the cursor to the left of the code you want to delete, then press **Delete**.
- 4 Choose **Exit** from the **File** menu.
Or Press F7
- 5 Choose **OK** and **Close** until you return to your document.

See Also

- Styles

Insert Filename

Use **Insert Filename** to insert the filename (or path and filename) of the current document into the document text.

What's in this section?

- Inserting the Filename
- Helps and Hints

Inserting the Filename

- 1 Place the cursor where you want to insert the filename.
- 2 Choose **Other** from the **Layout** menu, then choose **Insert Filename**.
Or Press Shift+F8, 7, 5
- 3 Choose **Insert Filename** to insert just the filename.
or
Choose **Insert Path and Filename** to insert the path with the filename.
- 4 Choose **OK** and **Close** until you return to your document.

If the document has been saved, the filename is inserted into the document and displays on screen. If the document has not yet been saved, the filename is inserted at the code when the file is named and saved.

If you change the name of your file, WordPerfect updates the filename in your document to correspond to the actual filename.

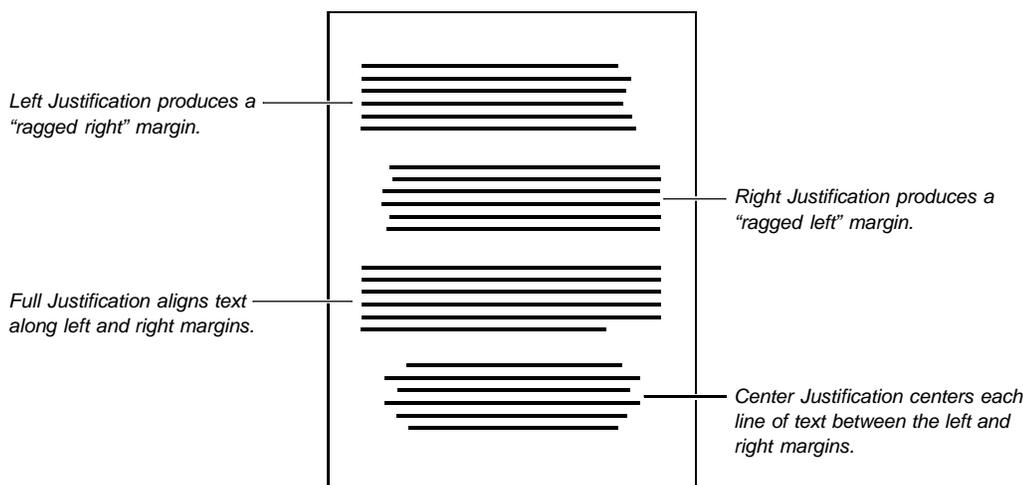
Helps and Hints

Filenames on Every Page

To insert the filename on every page, you can insert the filename code in a header or footer (see *Headers and Footers*).

Justification

Use **Justification** to align text on the right or left margins, along both margins, or to center it between the margins.



What's in this section?

- Using Justification
- Helps and Hints
- Additional Information
- See Also

Using Justification

- 1 Place the cursor where you want justification to begin.
- 2 Choose **Justification** from the **Layout** menu, choose the justification type you want, then type the text.

Or Press Shift+F8, 1, 2

Auto Code Placement affects **Justification** settings (see *Auto Code Placement*).

Helps and Hints

How to Evenly Space Letters

Use the **Full, All Lines** feature to help you evenly space letters of a title or a heading between the left and right margins. This feature is helpful if you are typing a title for a publication such as a newsletter.

For example,

M e m o r a n d u m

Set Justification Using the Ribbon

You can use the Justification drop-down list on the Ribbon to quickly change a justification setting (see *Ribbon*).



Change Justification on a Single Line of Text

To change justification for a single line of text, use the **Flush Right** and **Center** features (see *Flush Right* and *Center Text*).

Justifying Existing Text

To justify existing text, place the cursor anywhere on a line or in a paragraph where you want justification to begin and then select the justification type you want to use. The change will affect the entire line or paragraph and any subsequent text.

You can also block sections of existing text and then select a justification type. Only the selected block of text will be affected.

Align Text on a Decimal

The **Decimal Align** feature lets you align text on a decimal character (see *Tabs*).

Additional Information

Tables

The **Justification** feature does not affect the way that a table is positioned on a page. To position a table on a page, use the **Table Position** options (see *Formatting a Cell, Column, Row, or Table* in *Tables: Edit*).

You can use **Justification** within a table to determine text alignment inside cells.

Word Spacing Justification Limits

When you use **Full** justification, spacing between words is expanded or compressed so that the text fills a line. You can specify the expansion and compression limits (see *Typesetting*).

See Also

- Auto Code Placement
- Center Text
- Flush Right
- Ribbon
- Tables: Edit
- Tabs
- Typesetting

Keyboard Layout

See *Setup: Keyboard Layout*

Labels

Use the **Labels** feature to create such things as mailing labels, file folder labels, and diskette labels. You can type the labels individually or use merge to create labels from a list of addresses or other information (see *Merge*).

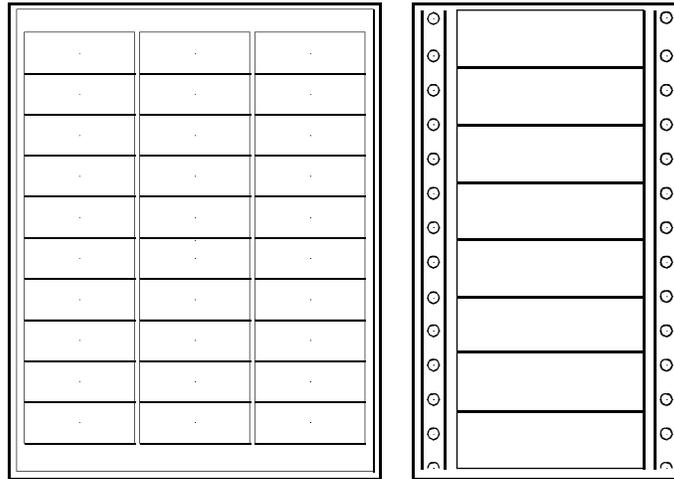
What's in this section?

- Concepts
- Selecting a Label Definition
- Typing Text in Labels
- Creating/Editing a Label Definition
- Creating Your Own Label Files
- Turning Labels Off
- Deleting a Label Definition
- Printing Individual Labels
- Creating Labels for Mass Mailings
- Helps and Hints
- Additional Information
- See Also

Concepts

Label Definitions

The **Labels** feature lets you specify an exact *label definition*. The label definition formats your document so that you can print on label sheets or rolls.



You can select or create various kinds of label definitions.

Physical Page and Logical Page

WordPerfect considers the entire sheet of labels as a physical page. Each individual label is a logical page.

Page(Label) One	<p>ROBIN PIERCE ENTREPRENEUR, INC. 144 WESTERN CIRCLE NW ATLANTA GA 30327</p> <p>JOSEPH CORRALES JR HARDINGTON HOUSE #312 176 WEST 45TH NEW YORK NY 10036</p> <p>PAUL MAGLEBY 1820 HANCOCK AVE S CHICAGO IL 60617</p> <p>SHUTY L SINGLER HUNDCANTS KITCHENWARE 450 S FLOWER ST LOS ANGELES CA 90014</p> <p>ANNE CHAGLEY 2534 E 15TH STREET LOS ANGELES CA 90121</p> <p>CINDY POTTER 1648 NORTH CANTON ROAD MODesto CA 94856</p> <p>STEVEN J RICHARDSON 1965 FORD LANE ARLINGTON FL 88950</p> <p>SAMY M CLONDIKER 843 W LAGUNA VISTA CIR BERTHLETON BEACH CA 94823</p> <p>FANDY KALVIE 12 NORTH 28RD AVE PRICE UT 84512</p> <p>SHELLEY TORRES 2345 S 1256 E #6 DALLAS TX 98789</p>	<p>JAYNA WILKER SMITH 8614 MARKET ST SAN FRANCISCO CA 94102</p> <p>KATHLEEN O HARA 678 FURNESSVALE AVE BOSTON MA 02156</p> <p>ROGANNE JACOBSEN 555 LAFAYETTE AVE BROOKLYN NY 11205</p> <p>TED MONTMITHAL 2223 FORT TRUMB BLVD CHARLOTTE NC 27456</p> <p>ERINICHO SANCHEZ 1334 W CANYON RD CHICAGO IL 34789</p> <p>LAKKI TUUSIOLTU 428 BRIDGEFIELD LANE SANTA MONICA CA 89564</p> <p>ANDREA K SMITH 8945 S UNIVERSITY SAN JOSE CA 89564</p> <p>WASHIRE KIRIHISAMA 3642 FOOTHILL DR PULMANUT GROVE UT 38495</p> <p>IAN STEVENSON 1456 NORTH 234 WEST MOUNTAINVIEW UT 84567</p> <p>ROALDO SMITH 8765 REDRO ROAD BLUEFIELD WV 12345</p>	<p>ANNA LEE PIERCE PO BOX 1302 CENTRAL PARK STATION BUFFALO NY 14210</p> <p>MARY ANNA PICKFORD ROUTE 1 BOX 196 LOUISVILLE KY 40222</p> <p>FRANCO REYVEN 6120 COTTAGE WAY SACRAMENTO CA 95825</p> <p>STEVEN J KRUGER 2140 MARSH DRIVE ST GEORGE UT 84000</p> <p>SUSAN WAYMENT 1026 CHAPPELLA DR AUSTIN TX 45678</p> <p>ANNA DOMINGUEZ 788 BUCHTUM DR SALT LAKE CITY UT 84000</p> <p>BETH ANN WALL 859 FREEDOM BLVD BOISE ID 85594</p> <p>BAROLO OLSEN 1845 RICHMOND STREET AMERICAN FORK UT 84556</p> <p>BLAKE ISATT 1416 S 12TH STREET FARMINGTON NH 98765</p> <p>FRANK LAM 234 UNIVERSITY AVE CHARLOTTE VA 22345</p>	Page(Label) Three
Page(Label) Seven			Page(Label) Fifteen	

The page indicator (Pg) on the status line shows which logical page (label) you are on.

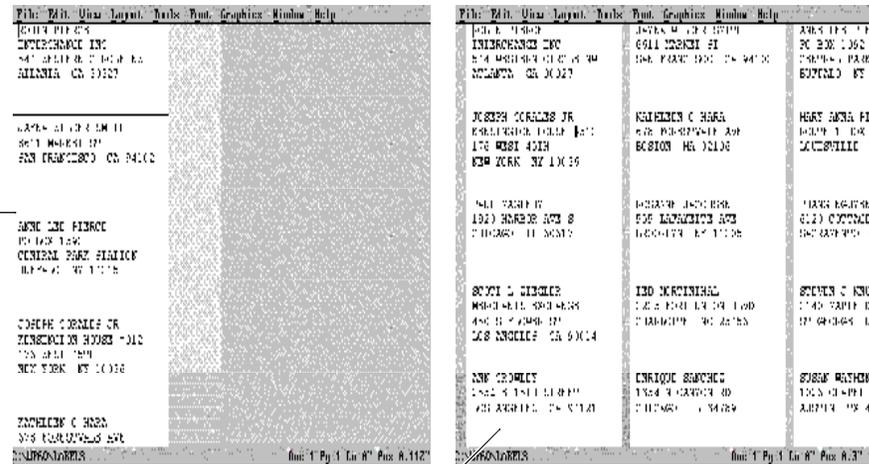
Page Down (Pg Dn) moves the cursor to the next label. **Page Up** moves the cursor to the previous label. **Go To** (Ctrl+Home), then a page number sends you to a specific label.

Because each label is considered to be a separate page, formatting features that normally affect each physical page will affect each label. For example, if you turn page numbering on or define headers and footers at the top of your document, each label will have a page number or a header or footer.

However, when you print a single page, the entire physical page is printed. To print a single label, see *Printing Individual Labels* below.

Displaying Labels

In **Text Mode** and **Graphics Mode**, labels are displayed one above the other on your screen and are separated by a line to indicate the logical page break. If you want to see the labels as they will be arranged when you print, use **Page Mode** as you type the labels or use **Print Preview** to view the labels before you print them. In **Page Mode**, choose a **Zoom** option that displays labels across the full page (see **Zoom**).



Labels are separated by a line in Graphics Mode.

Labels are arranged correctly on the page in Page Mode.

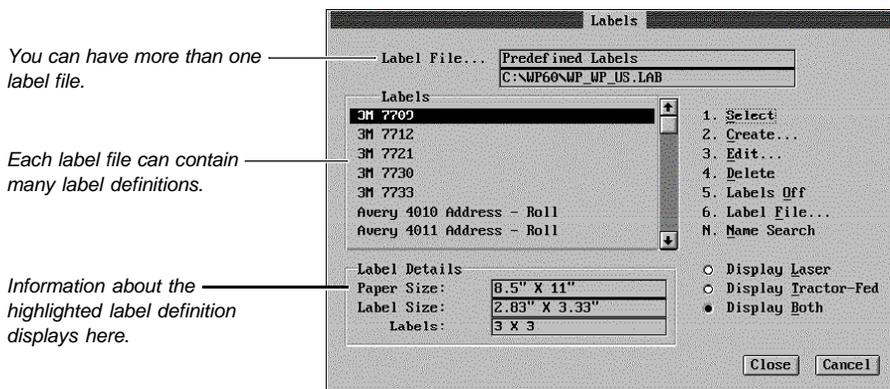
Selecting a Label Definition

- 1 Place the cursor on the page where you want labels to begin.

This feature is affected by **Auto Code Placement** (see *Auto Code Placement*).

- 2 Choose **Page** from the **Layout** menu, then choose **Labels**.

Or Press Shift+F8, 3, 5



You can have more than one label file.

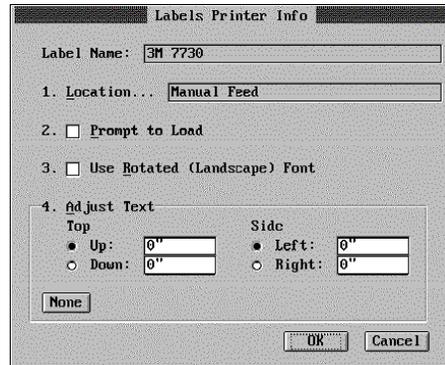
Each label file can contain many label definitions.

Information about the highlighted label definition displays here.

WordPerfect ships with a label file that contains many predefined labels. When the **Labels** dialog box opens, these **Predefined Labels** are listed. For information about creating additional label files, see *Creating Your Own Label Files* later in this section.

- 3 If you have more than one label file, choose **Label File**, highlight the label file you want, then choose **Select**.
- 4 Select the type of labels you want to display in the **Labels** list by selecting **Display Laser**, **Display Tractor-Fed**, or **Display Both**.

- 5 In the **Labels** list, highlight the label definition you want.
- 6 Choose **Select**.
- 7 If this is the first time that you have selected this definition with the currently selected printer, the Labels Printer Info dialog box displays.



- 8 Select from the following options:

Option

Location

Prompt to Load

Use Rotated (Landscape) Font

Adjust Text

Lets You

Specify how labels are fed into your printer. If you have a sheet feeder, you can select a specific sheet feeder.

Specify whether you want WordPerfect to prompt you to load paper.

Specify whether you want to print with landscape fonts (depending upon the capabilities of your printer).

Adjust where text prints on the page. Use this option when text does not print at the margin you have set.

- 9 When you finish choosing options, choose **OK** and **Close** until you return to your document.

Only the first label displays on the screen. More labels are displayed as you type text or press **Enter**.

Typing Text in Labels

Once you select a label definition, you can start typing the text for your labels. If you are creating labels for mass mailings, see *Creating Labels for Mass Mailings* below.

Use the following keystrokes when typing labels:

To

End the text you are typing on the current label and move to the next label

End a line of text within a label

Move to the next or previous label

Move to a specific label number

Press

Ctrl+Enter (Hard Page)

Enter

Pg Dn or Pg Up

Ctrl+Home, *label number*

Creating/Editing a Label Definition

You can create a new label definition or edit an existing one. You can also highlight an existing definition and use it as a template to create a new definition. To create or edit a label definition, then select it for your current document,

- 1 Place the cursor on the page where you want labels to begin.
- 2 Choose **Page** from the **Layout** menu, then choose **Labels**.
Or Press Shift+F8, 3, 5
- 3 If you want to create or edit a label definition in a different label file, choose **Label File**, highlight the desired label file, then choose **Select**.
- 4 To edit an existing definition, highlight the definition, then choose **Edit**.
or
To create a new label definition, highlight a label definition to use as a template if you want, then choose **Create**. Type a label description, then press **Enter**.

The currently selected label definition displays in either the **Edit Label** or **Create Label** dialog box. You can change any or all of the current options.

- 5 Select **Label Paper Size**, highlight a paper size, then choose **Select**.
or
Select **Label Paper Size**, choose **Other**, then type the width and height measurements. If you want to print landscape (with text parallel to the long edge of the paper), choose **Landscape**. (If the width you entered is greater than the height, **Landscape** is already selected.) Choose **OK**.

- 6 Choose from the following options to arrange the labels on the physical page:

Option	Lets You
Label Size	Specify the width and height of individual labels.
Number of Labels	Specify how labels are arranged in columns and rows.
Top Left Corner	Specify the location of the top left corner of the first label (measured from paper edge to label edge).
Distance Between Labels	Specify the horizontal distance between label columns and the vertical distance between label rows. If there is no space between labels, specify 0 " and 0 ".
Label Margins	Limit the printable area of each label by setting label margins.
Label Type	Specify laser or tractor-fed labels, or both.

- 7 Choose **Printer Info**, then select options from the **Labels Printer Info** dialog box.

Printer information is requested when you select a label definition for the first time with the current printer. You can also edit printer information at any time by choosing the **Printer Info** option. For help choosing options, see *Selecting a Label Definition* earlier in this section.

- 8 Choose **OK** until you return to the **Labels** dialog box.

If you get a "Labels will not fit on paper size" error message, you need to change some options. Make sure that the **Label Size** times the **Number of Labels** does not exceed the **Paper Size**. Or, check to see if **Distance Between Rows** and **Top Left Corner** amounts are too big.

- 9 If you want to use the label definition now, highlight it, then choose **Select**.

- 10 Choose **OK** and **Close** until you return to your document.

Creating Your Own Label Files

WordPerfect comes with a predefined labels file. You can add label definitions to this file, or create your own label file to store definitions.

Creating a Label File

- 1 Choose **Page** from the **Layout** menu, then choose **Labels**.
Or Press Shift+F8, 3, 5
- 2 Choose **Label File**.
- 3 If you want to place your label file in a directory other than the one listed, choose **Other Dir**, then type the new directory and press **Enter**.
- 4 Choose **Create**, then type a description of the file in the **Description** entry field.
- 5 Type a filename in the **Filename** entry field, then choose **OK**.
- 6 If you want to select the new label file, make sure it is highlighted, then choose **Select**.
- 7 Choose **Close** and **OK** until you return to your document.

Editing a Label File

- 1 Choose **Page** from the **Layout** menu, then choose **Labels**.
Or Press Shift+F8, 3, 5
- 2 Choose **Label File**, highlight a label file, then choose **Edit**.
- 3 Change the description and filename of the file, then choose **OK** and **Close** until you return to your document window.

Deleting a Label File

- 1 Choose **Page** from the **Layout** menu, then choose **Labels**.
Or Press Shift+F8, 3, 5
- 2 Choose **Label File**, highlight a label file, choose **Delete**, then choose **Yes**.
- 3 Choose **OK** and **Close** to return to your document.

Turning Labels Off

When you turn labels off before filling an entire page, WordPerfect inserts blank labels to complete the page. For example, if you type 21 labels on a 30-label page, WordPerfect will finish the page with 9 blank labels.

- 1 Choose **Page** from the **Layout** menu, then choose **Labels**.
Or Press Shift+F8, 3, 5
- 2 Choose **Labels Off**, then choose **OK** and **Close** until you return to your document.

Deleting a Label Definition

You can delete a label definition from the label file of your choice.

- 1 Choose **Page** from the **Layout** menu, then choose **Labels**.
Or Press Shift+F8, 3, 5
- 2 Select the type of labels you want to display in the **Labels** list by selecting **Display Laser**, **Display Tractor-Fed**, or **Display Both**.
- 3 Highlight the label definition you want to delete, choose **Delete**, then choose **Yes**.

- 4 Choose **Close** and **OK** until you return to your document.

Printing Individual Labels

To print individual labels, you can specify each label or a range of labels.

- 1 Use the **Pg** indicator on the status line to see which labels you want to print.
- 2 Choose **Print/Fax** from the **File** menu, then choose **Multiple Pages**.
Or Press Shift+F7, 4
- 3 Select **Page/Label Range**, then type the number of each label or a range of labels, according to the following table:

Type	To Print
3	Label 3
3,5,8	Labels 3, 5, and 8
3 8	Labels 3 and 8
3-	Label 3 through the end of the document
-3	The beginning of the document through label 3
3-8	Labels 3 through 8
1-3 8	Labels 1 through 3 and label 8
3,5,9-15	Labels 3, 5, and 9 through 15

IMPORTANT: You must type the page numbers in numerical order. For example, typing **8,4,10** won't work.

When you print selected labels, the labels will print in their logical page positions. For example, label 3 will print where label 3 would print if you were printing a full sheet.

- 4 Choose **OK**, then choose **Print**.

Creating Labels for Mass Mailings

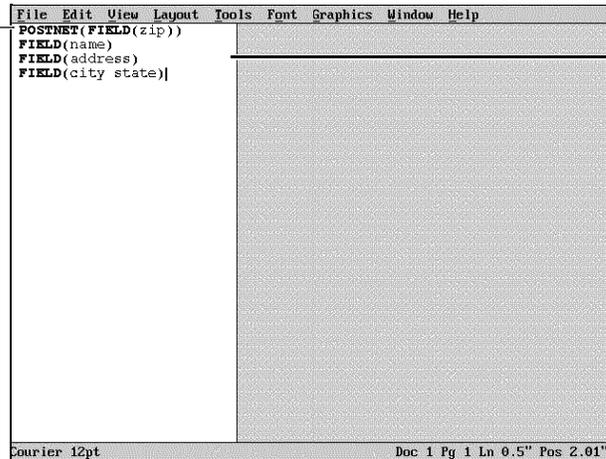
When you want to create labels for mass mailings or for other projects that involve creating and printing many labels, you can use the **Merge** and **Labels** features together. You need to create a merge data file that includes all of the addresses, as in the following example:

File	Edit	View	Layout	Tools	Font	Graphics	Window	Help
ROBIN PIERCE ENDFIELD								
INTERCHANGE INC								
544 WESTERN CIRCLE NW ENDFIELD								
ATLANTA GA ENDFIELD								
30327-0329 ENDFIELD								
ENDRECORD								
JAYNA WILDER SMITH ENDFIELD								
8611 MARKET ST ENDFIELD								
SAN FRANCISCO CA ENDFIELD								
94102-4108 ENDFIELD								
ENDRECORD								
ANN LEE PIERCE ENDFIELD								
PO BOX 1392								
CENTRAL PARK STATION ENDFIELD								
BUFFALO NY ENDFIELD								
14215-4222 ENDFIELD								
ENDRECORD								
JOSEPH CORALES J RE NDFIELD								
KENSINGTON HOUSE #312								
176 WEST 45TH ENDFIELD								
NEW YORK NY ENDFIELD								
10036-0037 ENDFIELD								
ENDRECORD								
KATHLEEN O HARA ENDFIELD								
678 FORESTVALE AVE ENDFIELD								
BOSTON MA ENDFIELD								
Field: 1								
Doc 1 Pg 1 Ln 1" PDS 1"								

Then you create a merge form file that contains a label definition and the fields you want on the labels. In order to save disk space and speed up merge execution, you can enter

format settings into **Document Initial Codes** (see *Initial Codes*). For more information about merging, see *Merge*.

You can add a POSTNET bar code.



Create a merge form file.

The form file contains the label definition in Document Initial codes.

Helps and Hints

Printing

Before you print, use **Print Preview** to see how labels will look when they are printed.

You may want to print some sample labels on a blank sheet of paper. If you are merging a large number of labels, print the first page only to make sure they print correctly.

Centering Text on Labels

To center text on all labels, place the cursor on the first physical page where you want to center labels. Choose **Page** from the **Layout** menu, then choose **Center Pages**.

Fonts

Smaller fonts let you type more characters per line as well as more lines of text on each label.

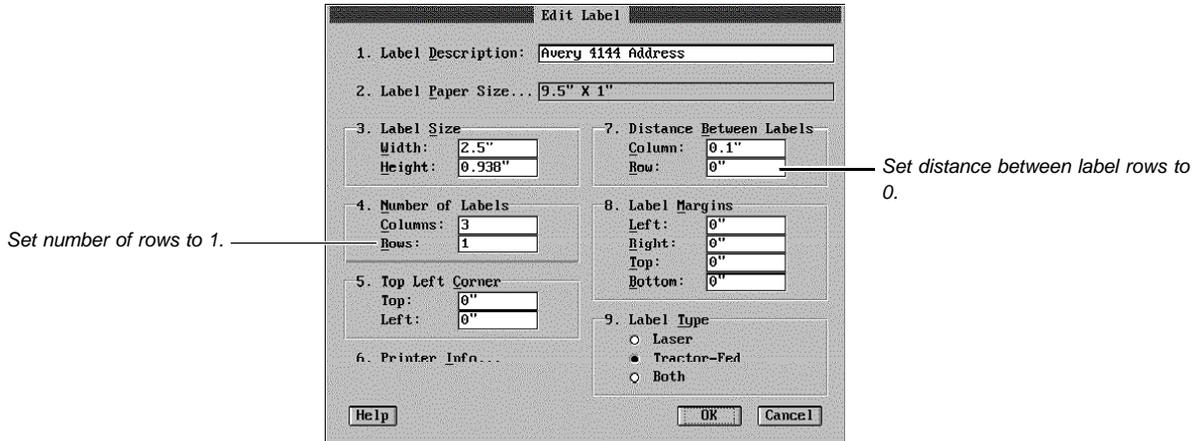
Tractor-Fed Labels and Dot-Matrix Printing

Tractor-fed labels are made on sheets with holes along the sides to guide the labels through the printer. Tractor-fed labels are commonly used with dot-matrix and daisy wheel printers.

JAYNA WILDER-SMITH 8511 MARKET ST. SAN FRANCISCO CA 94102	NADHIRE KURUSAWA 3842 FOOTHILL DR PLEASANT GROVE UT 38495	PAUL MAGLEBY 1820 HARBOR AVE S CHICAGO IL 60617
KATHLEEN O'HARA 678 FORESTVALE AVE BOSTON MA 02136	IAN STEVENSON 3458 N 234 WEST BOUNTIFUL UT 84587	MARY ANNA PICKFORD ROUTE 1 BOX 196 LOUISVILLE KY 40222
TED MORTINHAL 2223 FORT UNION BLV CHARLOTTE NC 23456	HAROLD SMITH 8765 RODEO ROAD BLUEFIELD WV 12345	PHANG NGUYEN 6120 COTTAGE WAY SACRAMENTO CA 95825
ENRIQUE SANCHEZ 1234 N CANYON RD CHICAGO IL 34789	SHELLEY TURNER 2345 S 1256 E #6 DALLAS TX 56789	STEVEN J KNUDSEN 2140 MAPLE DRIVE ST GEORGE UT 84000
ROSANNE JACOBSEN 555 LAFAYETTE AVE BROOKLYN NY 11205	SANY HALVIS 12 NORTH 23RD AVE PRICE UT 84512	SUSAN WAYMENT 1026 CHAPPELLA DR AUSTIN TX 45678
LAKEI TUIPOLPTU 426 BROOKFIELD LANE SANTA MONICA CA 89564	STEVEN J RICHARDSON 7865 FORT LANE ARLINGTON FL 88950	ANNE DOMINQUEZ 788 NORTHVIEW DR SALT LAKE CITY UT 84000
ANDREA K SMITH 8965 N UNIVERSITY SAN JOSE CA 89564	ANNE CROWLEY 2534 E 15TH STR LOS ANGELES CA 90014	RUTH ANN WALL 859 FREEDOM BLVD BOISE ID 85594

When you print on tractor-fed labels, position the labels in the printer so that the first line of text will print on the first line of each label. To position the labels, make sure label margins (not page margins) are set to 0 ",0". Then print a test label and reposition the labels until the information prints correctly.

When you create or edit a label definition for tractor-fed labels, treat each row of labels as a "sheet" of labels as shown in the following example.



Sample Tractor-Fed Label Definition

Additional Information

Label Definitions and Printing

When you create a label definition, label information is saved in a .LAB file, while printer information is saved in your .PRS file. When you select a label definition, the label information is stored in the document.

Because the label information is stored in the document, and the printer information is in the .PRS file, a .PRS file on a different computer will not have the corresponding label information unless it has been updated.

A label definition you have created can be selected and used to print on another computer, but the definition itself cannot be edited. The definition remains in the .LAB file on the computer where it was created.

Printing on the Edge of the Label Sheet

All the labels in the **Predefined Labels** file have 0 " label margins. This means that the labels that go to the edge of the sheet may not print correctly on printers with a wide unprintable zone. Printing the same label on different printers may give different results (different printers have different unprintable zones).

Working from Network Files

If you are using a .PRS file (printer driver) and .LAB file (label definition) from a network, you can open the **Labels** dialog box even though your .PRS and .LAB files may be marked read-only. If you are using read-only files, you can select a label definition, but you won't be able to use the **Labels Printer Info** dialog box. **Create**, **Delete**, and **Edit** options for labels will also be dimmed.

See Also

• Merge • Paper Size/Type • Print: Select Printer

Language

Use the **Language** feature when you want to use the formatting conventions of another language with features such as **Date**, **Sort**, **Footnote**, and **Tables**.

The **Language** feature accesses certain formatting conventions from the Language Resource File (WP.LRS) which comes with WordPerfect. To use the WP.LRS file with the features listed above, you do not have to purchase an additional Language Module or WordPerfect package. For more information on other features that work with the **Language** feature, see *Language Modules* and *Package Language* under *Additional Information* later in this section.

What's in this section?

- Concepts
- Selecting a Language in Current Document
- Selecting a Language in Document Initial Codes
- Selecting a Language in Initial Codes Setup
- Helps and Hints
- Additional Information
- See Also

Concepts

Formatting Conventions

Every language has specific ways of doing things (such as formatting dates, time, and currency symbols). The **Language** feature and WP.LRS file let you choose different language and formatting conventions.

For example, when you use the **Date** feature, WordPerfect can insert and format the date in the language you select (such as 12 décembre 1994 for French).

Ways to Use the Language Feature

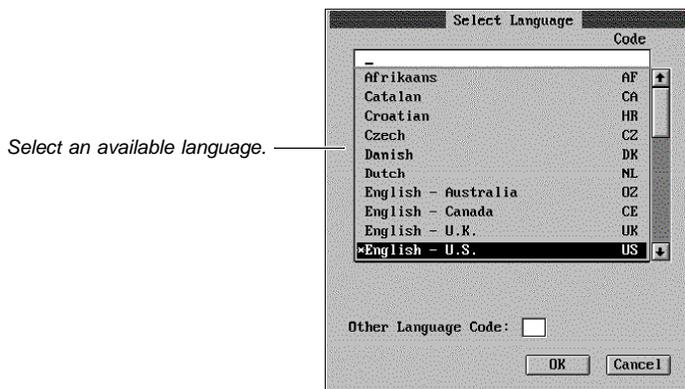
You can use the **Language** feature in the following ways:

Change Language in	When You Want To
Current Document	Use the formatting conventions of another language in the current document only; use with Date and Tables
Document Initial Codes	Use the formatting conventions of another language in the current document, including the footnote "(Continued...)" and "(continued...)" messages; used also with Grammatik and Sort
Initial Codes Setup	Use the formatting conventions of another language in all new documents; see <i>Initial Codes</i>

Selecting a Language in Current Document

- 1 Place the cursor in your document where you want to specify the formatting conventions for another language.
or
Block the text you want to specify conventions for.
- 2 Choose **Other** from the **Layout** menu, then choose **Language**.
Or Press Shift+F8, 7, 7

- 3 If you want to select an available language, highlight a language or begin typing the language to search for the name of the language.



- 4 If you want to select a language that is not on the current list, select **Other Language Code**, then type the two-letter language code. For ways to use this option, see *Support for Added Languages* under *Helps and Hints* later in this section.
- 5 Choose **OK** and **Close** until you return to your document.

Selecting a Language in Document Initial Codes

- 1 Choose **Document** from the **Layout** menu, then choose **Document Initial Codes**.
Or Press Shift+F8, 4, 1
- 2 Choose **Other** from the **Layout** menu, then choose **Language**.
Or Press Shift+F8, 7, 7
- 3 Select the language you want, then choose **OK** and **Close** until you return to the **Document Initial Codes** window.
- 4 Press **F7**, then choose **OK** and **Close** until you return to your document.

Selecting a Language in Initial Codes Setup

- 1 Choose **Document** from the **Layout** menu, then choose **Initial Codes Setup**.
Or Press Shift+F8, 4, 2
- 2 Choose **Other** from the **Layout** menu, then choose **Language**.
Or Press Shift+F8, 7, 7
- 3 Select the language you want, then choose **OK** and **Close** until you return to the **Initial Codes Setup** window.
- 4 Press **F7**, then choose **OK** and **Close** until you return to your document.

Helps and Hints

Footnotes

If you want the "(Continued...)" and "(...continued)" messages in footnotes to print in a different language, select the language in **Document Initial Codes** as described earlier in this section. You must also select the **Print Continued Message** option in the **Footnote Options** dialog box (see *Footnotes and Endnotes*).

Keyboard Layout

If a language that you often use contains special characters (**WordPerfect Characters**), you can create a keyboard for that language by mapping those characters to the keys of your choice (see *Setup: Keyboard Layout*).

Sort

You can sort text according to the conventions of any supported language. Choose the language you want in **Document Initial Codes** as described earlier in this section. If you block text, then use **Sort**, WordPerfect uses the language code closest to the top of the blocked text.

Support for Added Languages

The **Language** dialog box lists all of the languages WordPerfect currently supports. If WordPerfect adds support for a language, and you install the Language Module for that language, you can specify the two-letter language code for the new language by selecting **Other Language Codes** in the **Select Language** dialog box.

See the documentation in your Language Module to locate the two-letter language code.

Additional Information

Codes

When you select a language, WordPerfect inserts the language code [Lang:xx]. The letters xx represent the two-letter code indicating the language (such as CA for Catalan and DK for Danish).

Hyphenation, Speller, and Thesaurus Files

Each copy of WordPerfect normally comes with only one dictionary for the **Speller** and **Thesaurus**. You can buy dictionaries for other languages by purchasing additional Language Modules (see *Language Modules* below).

If the speller and thesaurus are not stored in the same directory as the WordPerfect program files, specify the correct path (C:\WP60\SPELLER, for example) in **Location of Files**. Otherwise, you will be prompted to enter the correct pathname each time you attempt to access the feature (see *Setup: Location of Files*).

Language Modules

You can also use the **Language** feature to specify a language to use with **Grammatik**, **Hyphenation**, **Document Information**, and the **Speller** and **Thesaurus**. However, with these features you must purchase an additional Language Module which contains the correct files. The Language Modules also include keyboard files. To order an additional Language Module, see *Registration and Ordering Information* in *Introduction*.

Package Language

The *package language* is the language and country as listed on the outside of your WordPerfect package. If you install more than one package language, dialog boxes, menus, **File Manager**, and so forth, as well as dates and tables can display in another language.

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.

Or Press Shift+F1, 3

IMPORTANT: The languages listed are the installed package languages.

- 2 Choose **Language**, then select an available language.
- 3 Choose **OK** and **Close** until you return to your document.
- 4 Exit WordPerfect, then restart WordPerfect to have language changes take effect.

Character Map

If you are using an additional language module or package language with a non-Roman alphabet (such as Greek, Cyrillic, or Hebrew), you can greatly reduce document size by choosing the correct character map. See *Language: Character Map*.

See Also

- Language Resource File
- Language: Character Map

Language Resource File

The Language Resource File (WP.LRS) contains language formatting conventions for use with the **Date**, **Footnote**, **File Manager**, and **Tables** features. Formatting conventions determine the way WordPerfect displays certain kinds of information, such as dates, time, and currency symbols.

You can change the formatting information contained in the WP.LRS file by editing the file as described in this section.

What's in this section?

- Concepts
- Editing the WP.LRS file
- Additional Information
- See Also

Concepts

Package Language

The *package language* is the language and country as listed on the outside of your WordPerfect package. You can install as many language packages as you want.

The package language determines which language information in the WP.LRS file WordPerfect uses by default. For example, if the package language is English—United States, WordPerfect searches for the US Language code (US) in the WP.LRS file to find the default formatting conventions for English—United States. If you select another language with the **Language** feature, WordPerfect uses the defaults for that language.

If you have more than one package language of WordPerfect installed, you can change the package language in **Environment Setup**. See *Language* for information on selecting other languages in **Environment Setup**.

- 5 Make editing changes to the fields you want (see *Fields* under *Additional Information* below).
- 6 Choose **Save** from the **File** menu to save the file using its original filename (WPLRS).
- 7 Exit WordPerfect, then restart WordPerfect to have the changes you made in the WPLRS take effect.

Additional Information

Fields

The following table lists the features affected by the WPLRS file and indicates the information contained in each field and line.

Feature	Field	Line	What It Indicates	
Language	1	1	Two-letter language code used to identify the language	
		2	The language name	
Date	2	1,2	Determines the way <i>am</i> and <i>pm</i> are written	
		2	Default date formats	
		3	Names of months	
		4	Abbreviations for months	
		5	Names of days of the week	
		6	Abbreviations for days of the week	
Footnote	7,8	1,1	Footnote "(Continued...)" and "(...continued)" messages	
File Manager	9	1	Default date format for File Manager: 1= <i>dmy</i> ; 2= <i>mdy</i> ; 3= <i>ymd</i> (where <i>d</i> , <i>m</i> , and <i>y</i> mean day, month, and year)	
		10	1,2	Valid date separation characters
		11	1	Default time format: 12 or 24 hour format
		12	1	Valid time separation character
			2,3	Am and pm defaults for a 12 hour format
		13	1	Thousands separator
VAX	14, 15	1,1	Does not apply to WP60DOS	
WordPerfect Presentations	16	1-4	Does not apply to WP60DOS	
Date	17	1	Date separators	
		2	Time separator	
Tables	18	1	Currency symbol: preceded by two numbers (0 or 1); the first indicates if the symbol comes before (0) or after (1) the number; the second indicates if there is a space between the symbol and the number (1) or not (0)	
		2	Credit symbol	
		3	Debit symbol	

See Also

- Language

Language: Character Map

Use the **Character Map** feature to reduce the size of your document when you are using non-Roman languages such as Greek, Cyrillic, or Hebrew.

What's in this section?

- Concepts
- Selecting a Character Map
- Changing Character Map Setup
- See Also

Concepts

Language Modules and Character Maps

WordPerfect produces versions of WordPerfect in several languages other than languages based on a Roman alphabet (such as Greek, Cyrillic, and Hebrew). Examples of languages based on a Roman alphabet are English, French, Spanish, and Italian.

When you purchase a Language Module or another package language for a non-Roman language, you can reduce document size if you also select the correct character map.

IMPORTANT: You must purchase an additional Language Module containing language files in order to select the correct character map. For ordering information, see *Registration and Ordering Information* in *Introduction*.

Selecting a Character Map

To select a character map for the current document,

- 1 Choose **Document** from the **Layout** menu, then choose **Character Map**.
Or Press Shift+F8, 4, 8
- 2 Highlight the character map for the language you are currently using, then choose **Select**.

Character maps are listed only for language modules that use non-Roman characters.

- 3 Choose **OK** and **Close** until you return to your document.

Changing Character Map Setup

To select a character map to use with all new documents,

- 1 Choose **Document** from the **Layout** menu, then choose **Character Map**.
Or Press Shift+F8, 4, 8
- 2 Choose **Setup**.
Or Press Shift+F1
- 3 Highlight the character map for the language you are currently using, then choose **Select**.

Character maps are listed only for the language modules that use non-Roman characters.

- 4 Make sure the character map you want is highlighted, then choose **Select**.
- 5 Choose **OK** and **Close** until you return to your document.

A character map selected for the current document takes precedence over a character map selected in **Setup**.

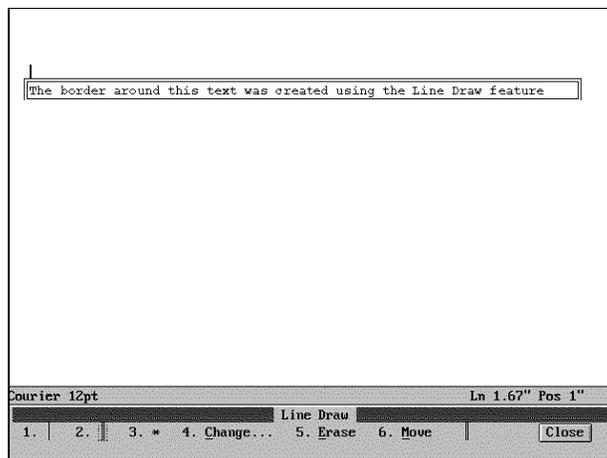
See Also

- Language • Language Resource File

Line Draw

Use **Line Draw** to draw simple boxes, graphs, and borders. You can use one of 11 predefined line characters, or any character from the WordPerfect character sets.

Using the arrow keys, you can draw in an empty space in the window or around and over existing text.



You can also create lines with the **Borders** feature (see *Borders*), the **Graphics Lines** feature (see *Graphics: Lines*), or the **Tables** feature (see *Tables: Create*).

What's in this section?

- Concepts
- Drawing Lines
- Changing the Line Draw Character
- Erasing Lines
- Moving the Cursor
- Helps and Hints
- Additional Information
- See Also

Concepts

Line Draw and Typeover

When you use **Line Draw**, WordPerfect turns on the **Typeover** feature. Lines are then drawn over existing text and spaces.

Any boxes you create using **Line Draw** are filled with spaces and hard returns. If you want to add text inside a **Line Draw** box, press **Insert** (Typeover) to keep the lines intact (see *Typeover*).

Line Draw and Fonts

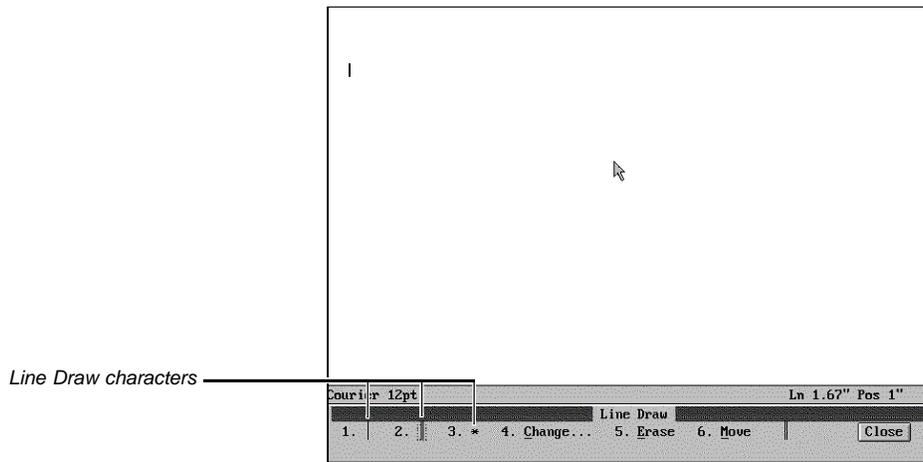
When you use **Line Draw**, you must select a fixed-pitch (or non-proportional) font. The **Line Draw** feature will not work with proportional fonts (see *Font*).

Drawing Lines

- 1 Place the cursor in your document where you want the line to begin.

- 2 Choose **Line Draw** from the **Graphics** menu.

Or Press Ctrl+F3, 5



Line Draw window

- 3 Select a line draw character (**1**, **2**, or **3**) from the **Line Draw** options box.

You can also select from a variety of other characters. See *Changing the Line Draw Character* below.

- 4 Press the arrow keys (←, ↑, ↓, or →) to draw a line in the direction you want.

You cannot use the mouse to draw lines or to position the cursor while you are in the **Line Draw** window. See *Moving the Cursor* later in this section.

- 5 When you are finished using **Line Draw**, choose **Close** to return to your document.

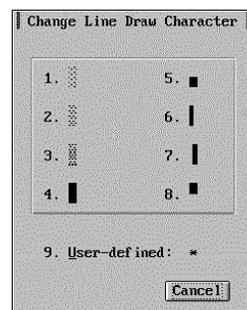
Or Press F7

Changing the Line Draw Character

You can use a predefined **Line Draw** character, or you can define a character from the keyboard or from the WordPerfect character sets.

Predefined Line Draw Characters

- 1 In the **Line Draw** window, place the cursor where you want the new **Line Draw** character to begin. (To move the cursor in the **Line Draw** window, see *Moving the Cursor* later in this section.)



- 2 Choose **Change** to open the **Change Line Draw Character** dialog box, then choose a new character.

User-defined Line Draw Character

- 1 In the **Line Draw** window, place the cursor where you want the new **Line Draw** character to begin. (To move the cursor in the **Line Draw** window, see *Moving the Cursor* later in this section.)
- 2 Choose **Change** to open the **Change Line Draw Character** dialog box, then choose **User-defined**.
- 3 Type the character of your choice.
or
If you want to use a character from a WordPerfect character set, press **Ctrl+2**, type the number of the character set containing the character you want, type a comma (,), type the character number you want, then press **Enter**. For example, to create ⤴, type **5,9**.

See *Appendix A: Character Sets* for a list of all the characters available in WordPerfect.

IMPORTANT: When you press Ctrl+2, no prompt appears, and the keys you press do not display on the screen.

Erasing Lines

You can delete lines in the document window or in the **Line Draw** window.

From the Document Window

- 1 Place the cursor where you want to begin deleting, then press **Delete** to erase from the cursor forward, or press **Backspace** to erase from the cursor backward.

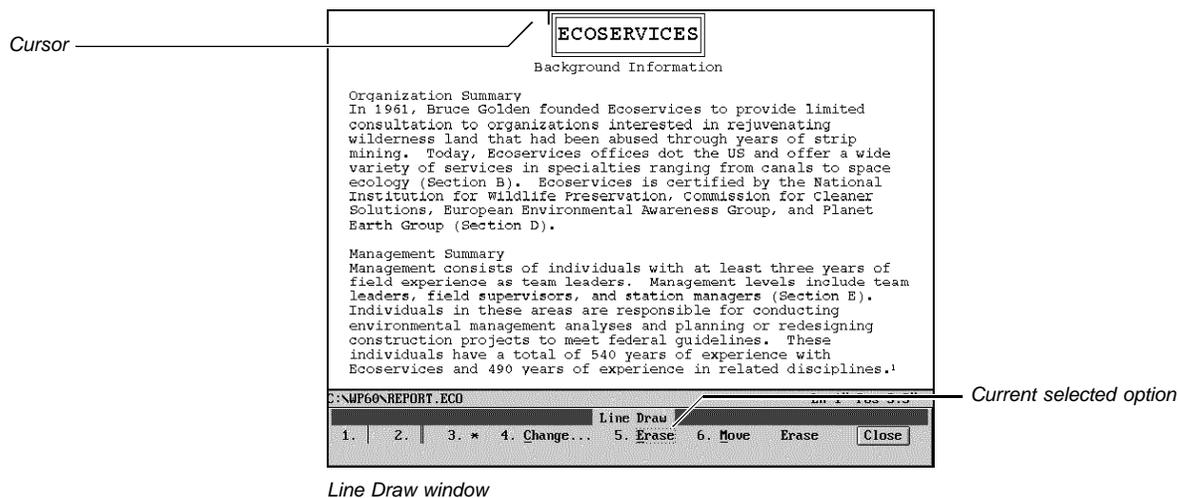
You may want to turn on **Typeover** when you delete lines or characters using **Backspace** so that the remaining lines in your document are not disturbed.

If you delete **Line Draw** characters by mistake, choose **Undo** or **Undelete** from the **Edit** menu.

From the Line Draw Window

- 1 Choose **Line Draw** from the **Graphics** menu.

Or Press Ctrl+F3, 5
- 2 Place the cursor where you want to begin erasing. (To move the cursor in the **Line Draw** window, see *Moving the Cursor* below.)



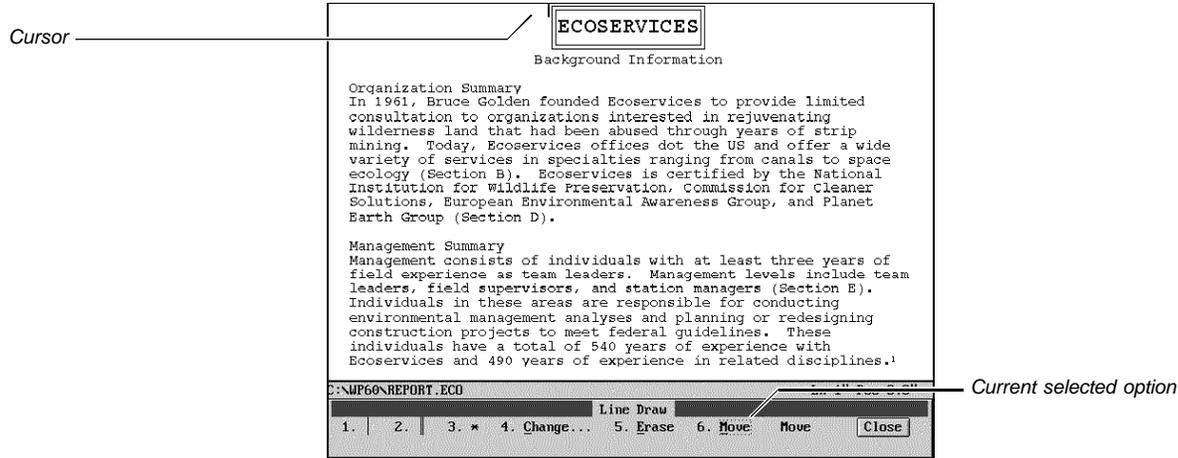
Line Draw window

- 3 Select **Erase**, then press the arrow keys (←, ↑, ↓, or →) to erase in the direction you want.

Moving the Cursor

You can't use the mouse pointer to reposition the cursor in the **Line Draw** window. Instead, you must use the **Move** option and the arrow keys.

- 1 In the **Line Draw** window, select **Move**.



Line Draw window

- 2 Press the arrow keys (←, ↑, ↓, or →) to move the cursor to a new location.

Helps and Hints

Line Draw Speed Keystrokes

You can use the following keystrokes to draw lines quickly from the cursor to a margin:

Press	To extend the line
Home, Home ←	100 characters to the left, or until the line reaches the left margin
Home, Home →	100 characters to the right, or until the line reaches the right margin
Home, Home ↑	60 characters up, or until the line reaches the top margin
Home, Home ↓	60 characters down

Lines are drawn over or across any existing lines or text.

You can press **Ctrl+r, n, arrow keys**, where *n* is the number of characters you want to extend the line in the direction of the arrow key. You can also press **Home, arrow key** to draw a line from the cursor to another line. This is useful for connecting horizontal lines to existing vertical lines or vice versa.

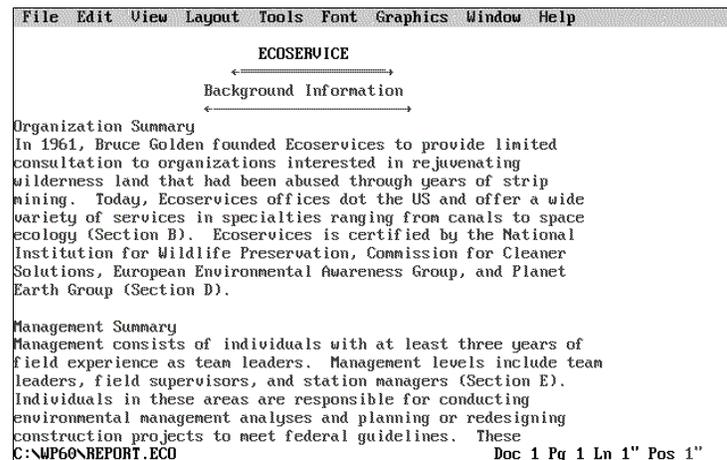
Additional Information

Text Justification

If you are using **Full** justification or **Full, All Lines** justification with **Line Draw**, you should end each line in your illustration with a hard return. Otherwise, the borders of the illustration may not display and print correctly.

Arrows and Lines in Text Mode

When you use **Line Draw** in **Text Mode**, an arrow appears at the beginning or ending of some lines.



This arrow marks lines that do not connect to another line. It also represents a half-space line, meaning that if you view it in **Print Preview** (or print it), the arrow will appear as a line exactly one half-space long.

You can extend a half-line into a full-space line by moving the cursor onto the arrow and pressing **End** while you are in the **Line Draw** window. Arrows will not appear in a printed document at any time.

See Also

- Borders • Characters • Font • Graphics: Lines • Tables: Create • Typeover
- Appendix A: Character Sets

Line Numbering

Use **Line Numbering** to number the lines in a document and print each line number at a specified position on the page. Numbering can be continuous throughout the document or can be restarted anywhere in the document.

What's in this section?

- Concepts
- Numbering Lines in your Document
- Numbering Lines in Newspaper Columns
- Turning Off Line Numbers
- Editing Line Numbers
- Additional Information
- See Also

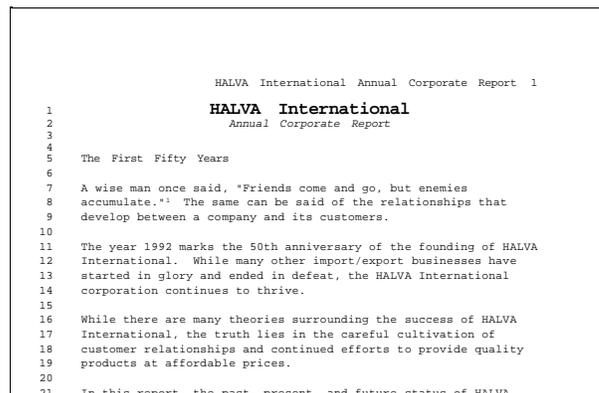
Concepts

Line Number Display

Line numbers are displayed on your screen when you use **Print Preview** and are printed with your document text.

Items Not Counted

Footnotes, endnotes, headers, and footers are not included in the document line numbering. However, you can turn on line numbering within footnotes and endnotes.



Numbering Lines in your Document

- 1 Place the cursor where you want line numbering to begin.
Line numbering begins on the first line of the paragraph where the cursor is located, unless **Auto Code Placement** is turned off. In that case, it begins at the line the cursor is on (see *Auto Code Placement*).
- 2 Choose **Line** from the **Layout** menu.
Or Press Shift+F8, 1
- 3 Choose **Line Numbering**.
- 4 Select **Line Numbering On**.
- 5 Select and change any option as needed (see *Additional Information* below).
- 6 Choose **OK** and **Close** until you return to your document.

Numbering Lines in Newspaper Columns

- 1 Place the cursor in the columns where you want line numbering to begin.
- 2 Choose **Line** from the **Layout** menu.
Or Press Shift+F8, 1
- 3 Choose **Line Numbering**.
- 4 Select **Line Numbering On**.
- 5 Select **Number all Newspaper Columns**.
This will place line numbers to the left of each column.
- 6 Choose **Position of Number**, then specify the distance between the line numbers and left margin of the text in each column.
IMPORTANT: The distance should be less than the space between the columns. Otherwise, the line numbers may overlap the text in the columns.
- 7 Make sure **Left of Margin** is selected.
- 8 Select and change any other options as needed (see *Additional Information* below).
- 9 Choose **OK** and **Close** until you return to your document.

Turning Off Line Numbers

- 1 Place the cursor where you want line numbering to end.

Line numbering will end on the first line of the paragraph where the cursor is located, unless **Auto Code Placement** is turned off. In that case, it ends at the line the cursor is on (see *Auto Code Placement*).

- 2 Choose **Line** from the **Layout** menu.
Or Press Shift+F8, 1
- 3 Choose **Line Numbering**.
- 4 Deselect **Line Numbering On**.
- 5 Choose **OK** and **Close** until you return to your document.

Editing Line Numbers

- 1 Place the cursor where you want to edit line numbering.

The changes you make begin on the first line of the paragraph where the cursor is located, unless **Auto Code Placement** is turned off. In that case, it begins at the line the cursor is on (see *Auto Code Placement*).

- 2 Choose **Line** from the **Layout** menu.
Or Press Shift+F8, 1
- 3 Choose **Line Numbering**.
- 4 Select and change any line numbering format options (see *Additional Information* below).
- 5 Choose **OK** and **Close** until you return to your document.

Additional Information

Line Numbering Format Options

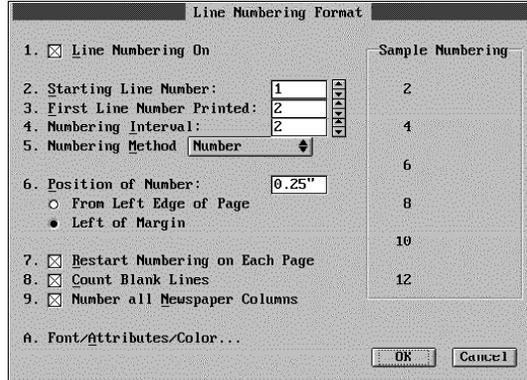
Use these options to customize line numbering.

Option	Description
Starting Line Number	Lets you specify the number that is assigned to the first line.
First Line Number Printed	Lets you specify the first line number to print. If you don't want any line numbers to print until line 5, specify 5.
Numbering Interval	Lets you specify the interval between printed line numbers. If you want a line number to print on every third line, specify 3.
Numbering Method	Lets you specify whether line numbers will print as numbers, letters, or Roman numerals.
Position of Number: From Left Edge of Page	Lets you specify the distance from the left edge of the page (or from the center of the space between newspaper columns) to the line number.
Position of Number: Left of Margin	Lets you specify the distance from the left margin to the line number.
Restart Numbering on Each Page	Lets you begin again with the Starting Line Number at the top of each page.
Count Blank Lines	Lets you specify whether blank lines are counted.
Number all Newspaper Columns	Lets you number the lines in each column.

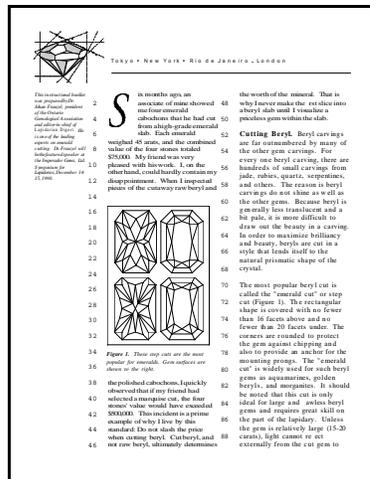
Option
Font/Attributes/Color

Description
Lets you change the appearance of the line numbers. Otherwise, line numbers are printed in the Initial Font (see *Font*).

For example, in a document with newspaper columns the line numbering options were set as shown below.



This results in a document that looks like this:



See Also • Counters • Page Numbering

Line Spacing

Use **Line Spacing** to change the amount of space between lines of text in your document. Normally, WordPerfect single-spaces text.

What's in this section?

- Changing Line Spacing
- Helps and Hints
- See Also

Changing Line Spacing

- 1 Place the cursor where you want the spacing change to begin.
or
Block the text you want to change.
- 2 Choose **Line** from the **Layout** menu.
Or Press Shift+F8, 1
- 3 Specify the setting you want in the **Line Spacing** entry field.
- 4 Choose **OK** and **Close** until you return to your document.

Helps and Hints

Auto Code Placement

Line Spacing is affected by **Auto Code Placement**. See *Auto Code Placement*.

Initial Codes

If you want to change the default line spacing setting, you can enter a new setting in **Initial Codes Setup** (see *Initial Codes*). This setting will be in effect each time you create a new document.

Changing Spacing Between Paragraphs

You can change the amount of spacing between paragraphs. See *Margins* for details.

See Also

- Initial Codes
- Margins
- Typesetting

List

Use **List** to create lists of items such as figures, illustrations, and tables in your document.

Tables	
Import/Export Firms--Total	(23)
HALVA Sales	(27)
Merchandising Results	(31)
Net Profit	(33)
Quarterly Results	(33)
Market Share	(34)
Major Distribution Centers	(40)
Non-HALVA Quarterly Results	(43)
Non-HALVA Market Share	(44)
Non-HALVA Major Distribution Centers	(50)
Individual Sales	(57)
Music Box Sales	(58)
Price Differential	(60)
Overhead	(62)
Number of Employees	(80)
Number of Branches	(88)

This list contains the titles of all the tables in a sales report.

What's in this section?

- Concepts
- Marking Text for the List
- Defining the List
- Changing List Styles
- Additional Information
- See Also

Concepts

Marking, Defining, Generating

There are three basic steps involved in creating a list:

- Mark the text in your document that you want to include in the list.
- Define the way you want the list to look (note that you can define the list before you mark text for it).
- Generate the list.

After you have generated a list, you can edit the marked text or the list definition and then generate the list again.

Marking Text for the List

- 1 Block the word or phrase you want to include as an entry in the list.
- 2 Choose **List** from the **Tools** menu, then choose **Mark**.
Or Press Alt+F5, 2
- 3 Specify the name of the list you are currently creating, then choose **OK**.
- 4 Repeat the steps above for each item you want to include in the list.

Defining the List

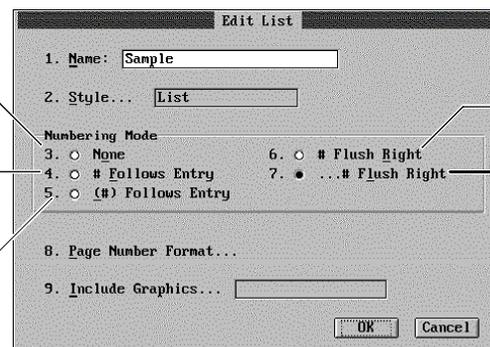
Once you have marked the text you want in your list, you need to define the location and numbering style for the list.

- 1 Place the cursor where you want the list to appear when it is generated.
- 2 If you want the list to start at the top of a new page, insert a hard page by pressing **Ctrl+Enter**.
- 3 Type the title you want for the list, then press **Enter** a few times to add spacing.
- 4 Choose **List** from the **Tools** menu, then choose **Define**.
Or Press Alt+F5, 2, 2
- 5 Highlight the list you want to define, then choose **Edit**.
or
Choose **Retrieve** to retrieve a list definition from another document (see *Retrieving a Definition* below).
or
Choose **Create** if you want to create a list.
- 6 If necessary, type a **Name** for the list.
- 7 Select a **Numbering Mode** option to determine how the page numbers for the list entries will be displayed in the list.

No page numbers are included in the list.

Each entry is followed by a page number (separated by a space).

Each entry is followed by a page number in parentheses (separated by a space).



Each entry is followed by a page number at the right margin.

Each entry is followed by dot leaders and a page number at the right margin.

- 8 If you want to change the format of the page numbers in your list, choose **Page Number Format**, select **Different from Document**, then specify the way you want your numbers to appear.

The page number code, [page #], represents the page number in relation to other text you type (such as “Economics—Page 1”). You can also include volume and chapter numbers with the page numbers (such as “Economics-Chapter 3 Page 14”) by choosing **Number Codes**, then choosing an option.

Note that you can use **Page Numbering** to change the type of numbering you use. For example, you can change from Arabic to Roman numerals. If you need help, see *Changing Numbering Method* under *Page Numbering*.

- 9 Choose **OK**.
- 10 If necessary, repeat steps 5-8 for each list you want to define.
- 11 To place the definition for each list you want to generate, highlight the name of the list and choose **Select**.

Now you are ready to generate your list(s). See *Generate*.

Retrieving a Definition

- 1 Choose **List** from the **Tools** menu, then choose **Define**.
Or Press Alt+F5, 2, 2
- 2 Choose **Retrieve** to retrieve a list definition from another document.
- 3 Type the filename of another document that has a list definition that you want, or use **File List** or **QuickList** to choose the document you want.
- 4 Mark (or unmark) the definitions you want (or don't want), choose **OK**, then choose **Yes**.

Changing List Styles

IMPORTANT: You should read and be familiar with *Styles* before you attempt to edit styles.

- 1 While editing your list definition, choose **Style** (see *Defining the List* above).

The current style is shown.

- 2 To replace the style with an existing style, choose **Select**, then choose a style from the list.

or

To create a style, choose **Create**, type a name for the style, choose **OK**, then use the **Edit Style** dialog box as described in *Styles*.

or

To edit a style, choose **Edit**, then use the **Edit Style** dialog box as described in *Styles*.

While working with styles, you can choose **Reset to Default** to return to the original List style.

Additional Information

Listing Graphics Captions

If you want a list of captions for figure, table, text, equation, or user-defined boxes in your document, you don't have to mark them.

- 1 Choose **List** from the **Tools** menu, then choose **Define**.
- 2 Choose **Create**.

- 3 Type a **Name** for the caption list.
- 4 Select a **Numbering Mode** option to determine how the page numbers for the list entries will be displayed in the list. See *Defining the List* earlier in this section if you need help.
- 5 If you want to change the page numbers in your list, choose **Page Number Format**, select **Different from Document**, then specify the way you want your numbers to appear. See step 7 under *Defining the List* earlier in this section if you need help.
- 6 Choose **Include Graphics**, highlight the type of graphics box caption you want in the list, then choose **Select**.
- 7 Choose **OK**, highlight the captions list you have just defined, then choose **Select**.

You are now ready to generate the list. See *Generate*.

Master Document

When you generate a list in a master document, the text marked in its subdocuments is included (see *Master Document*).

See Also

- [Generate](#)
- [Page Numbering](#)

Macros

Use WordPerfect macros to record commands that perform a task automatically. For example, you can create a macro that retrieves a file, gives it a new name, and saves it in another file format.

What's in this section?

- [Concepts](#)
- [Recording a Macro](#)
- [Editing a Macro](#)
- [Compiling a Macro](#)
- [Playing a Macro](#)
- [Helps and Hints](#)
- [Additional Information](#)
- [See Also](#)

Concepts

WordPerfect 6.0 Macro Language

The WordPerfect 6.0 macro language is a command-based language. This means that WordPerfect records the results of keystrokes or mouse selections instead of recording the keystrokes themselves. For example, instead of recording each keystroke involved in changing your top margin to 2", WordPerfect simply records the command `MarginTop(2")`. These commands are called product commands.

The WordPerfect 6.0 macro language also includes programming commands and operators such as AND, OR, LABEL, and CHAR. These commands let you create macros that can evaluate conditional statements that respond to user input. System variables are also included in the WordPerfect 6.0 macro language to provide the macro with information about the current state of WordPerfect.

WordPerfect 6.0 macros do not need a macro editor. They are simply WordPerfect documents that can be retrieved, edited, and even formatted in any of the nine WordPerfect document windows.

Methods for Recording Macro Commands

There are several ways to create macros. You can let WordPerfect record commands for you, or you can type in the appropriate commands yourself. You can also use these two methods in combination. For more information on typing in the commands yourself, see *Typing Macro Commands Yourself* under *Additional Information* later in this section. For more information on using the two methods in combination, see *Editing a Macro* later in this section.

You can record macro programming commands and system variables by selecting them from the **Macro Commands** dialog box. For more information, see *Recording and Editing Macros* in the macro online help.

Recording a Macro

- 1 Choose **Macro** from the **Tools** menu, then choose **Record**.

Or Press Ctrl+F10

- 2 Type a filename for the macro. You can either assign a macro to an Alt+letter combination or use an eight character filename. WordPerfect assigns a .WPM extension to the filename for you.

If you assign the macro a name that already exists, WordPerfect will prompt you to verify if you want to replace the existing macro, even if the macro is in a different directory.

IMPORTANT: If you name a macro using an Alt+letter combination, you can either type **altx** as the filename or press **Alt+x**, where x is the letter you want to assign.

- 3 Choose **OK** to begin recording the macro.

- 4 Press keystrokes or choose menu items to record macro commands.

The message "Recording Macro" displays in the lower left corner of the document window throughout the recording process. WordPerfect records commands from the keyboard (including any text you type) as well as selections made with the mouse. However, while a macro is recording, the mouse cannot be used to position the cursor in the document window. If you want to position the cursor in the document window, you must use the keyboard.

To stop recording,

- 5 Choose **Macro** from the **Tools** menu, then choose **Stop**.

Or Press Ctrl+F10

Editing a Macro

To edit a macro,

- 1 Choose **Macro** from the **Tools** menu, choose **Record**, then select **Edit Macro**.

Or Press Home, Ctrl+F10

- 2 Type the filename of the macro you want to edit. You can also click on the drop-down list or press the down arrow key to list the last four opened macros, then choose **OK**.

Or Open the macro, press Ctrl+PgUp, choose Macro Record Document, then choose **OK**

- 3 Type in new commands or edit existing ones. You can also press **Switch** (Shift+F3) to record commands, then press **Switch** again to return to the macro.

You can switch between recording and editing as many times as you want. When you press **Switch**, a new document window opens, and every selection you make is recorded. While you are recording commands, you can tile the document windows to see the commands inserted into the macro. Recorded commands are inserted into the macro at

the cursor. When you are finished recording, press **Switch** again, and you will return to your original macro.

To stop editing,

- 4 Choose **Exit** from the **File** menu.
- 5 Choose **Yes** to save the macro, then choose **Yes** to exit the document window.

Compiling a Macro

A macro compiler is used to compile or “translate” macros so that WordPerfect can play them.

To compile a macro,

- 1 Choose **Save** from the **File** menu to save the macro.
Or Press F10
- 2 Choose **Macro** from the **Tools** menu, then choose **Play** to play the macro.
Or Press Alt+F10

IMPORTANT: If you receive an error message while the macro is compiling during a save, you can either choose **Edit** or **Save Anyway**. If you choose **Save Anyway**, the macro will be saved, but it will not compile. If you are playing a macro and you choose **Edit**, the macro file will open, and your cursor will be placed somewhere after the problem.

Playing a Macro

- 1 Choose **Macro** from the **Tools** menu, then choose **Play**.
Or Press Alt+F10
- 2 Type the filename of the macro you want to play or select it from the **File List** or **QuickList**. You can also press the down arrow key to display the last four macros.
- 3 Choose **OK**.

Helps and Hints

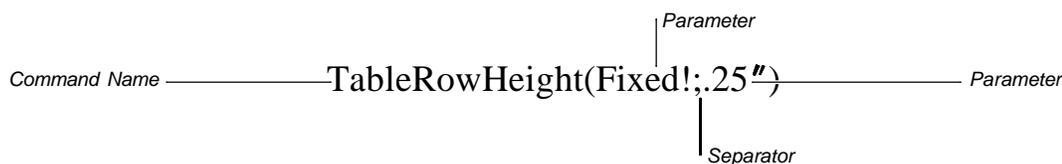
The Macro Compiler

The compiler is a useful tool for troubleshooting macro problems. If the compiler locates an error, a dialog box will display containing general information about the problem. If you choose to edit the macro, your cursor will be placed somewhere after the error. The macro compiler can, however, only make a “best guess” as to what the macro is actually designed to accomplish. As a result, errors given by the compiler sometimes serve as direction to, rather than specific identification of, the reported problem.

Macro Commands and Syntax

In the WordPerfect 6.0 macro language, a macro command is an instruction for WordPerfect to carry out. To execute properly, macro commands must be arranged in the correct order. This arrangement is called syntax. To be syntactically correct, each macro command must be spelled correctly and must include all of the required parameters and the necessary separators in the correct order.

Macro commands are constructed sequentially from left to right and consist of three parts: command name, parameters, and separators.



Command Name

The command name indicates which feature the command activates. Sometimes the name is all that is necessary to perform a complete action. For example, FileManagerDlg is a complete macro command because WordPerfect needs no more information to execute it properly; the command name itself instructs the program to open the **File Manager** dialog box.

Example: FileManagerDlg

Parameters

If WordPerfect needs more information than is provided by the command name alone, parameters are required. The command name represents the feature. Parameters, in turn, represent aspects of the feature you can change or selections you can make. This includes such things as specifying a font or defining columns. For example, the **Backup** command requires one parameter indicating whether you want Backup on or off. Parameters are always enclosed in parentheses.

Example: Backup(On!)

Separators

Some macro commands require several parameters. Parameters must be placed in the correct order and must be separated properly. Semi-colons (;) are used to separate individual parameters, and an entire string of parameters must be enclosed in parentheses. Groups of repeating parameters are also enclosed in braces ({}). For example, the MENULIST programming command requires a variable and a list of menu items (the title and location parameters are optional). The menu item parameter can be repeated for as many menu items as you want to include, and the entire list is enclosed in braces.

Example: MENULIST(Var1;{"Files";"Graphics";"Directories"})

Note that the menu items and the title are enclosed in quotes. For more information, see the *Expressions and Variables* section in the macros online help. The macro help file can be accessed by choosing **Macros** from the **Help** menu.

See the *Macro Commands Index* section in the macro online help for the required syntax and a description of each parameter for all WordPerfect 6.0 macro commands.

Additional Information

Macros Online Help

WordPerfect 6.0 includes an online macros manual. To access the manual, choose **Macros** from the **Help** menu.

Converting WordPerfect 5.1 Macros

For information on converting WordPerfect 5.1 macros to WordPerfect 6.0 format, see the *Converting WordPerfect 5.1 Macros* section in the macros online help. The macro help file can be accessed by choosing **Macros** from the **Help** menu.

Typing Macro Commands Yourself

Because WordPerfect 6.0 macros do not need a Macro Editor, you can insert macro commands by typing them in a blank document. When you save a macro remember to give it a .WPM extension.

If you want to improve the readability of a macro, you can include tabs, spaces, and even font or attribute changes. Formatting the macro will not affect how it works. For example, WordPerfect records the following macro in this format:

```
PosDocBottom
Type(" Sincerely")
HardReturn
HardReturn
HardReturn
```

```
HardReturn
Type(" Ms. Sharon Openshaw")
HardReturn
Type(" Vice President, Marketing")
```

However, if you type in the commands yourself, or edit the existing macro, you could format it as follows:

```
PosDocBottom

    Type (" Sincerely" )

HardReturn
HardReturn
HardReturn
HardReturn

    Type (" Ms. Sharon Openshaw" )

HardReturn

    Type (" Vice President, Marketing" )
```

See Also

- Button Bar
- Setup: Keyboard Layout

Margins

Use the **Margins** feature to change both document and paragraph margins.

What's in this section?

- Concepts
- Changing Document Margins
- Changing Paragraph Margins
- Deleting Margin Settings
- Changing Margin Defaults
- Helps and Hints
- Additional Information
- See Also

Document Margins

A document margin is the white space between the text and the edge of a printed page. You can set the left, right, top, and bottom margins. The default document margin settings are 1" on all sides.

[Illustration not shown]

You can also adjust margins in your document by changing paragraph margins or by using the **Binding Offset** feature.

Paragraph Margin Adjustments

A paragraph margin is the white space surrounding a paragraph. This means that in addition to adjusting left or right paragraph margins, you can also adjust the spacing between paragraphs and set the indentation for first lines of paragraphs.

When you adjust left or right paragraph margins, text is adjusted relative to the document margins. For example, if your left document margin is set to 1", and you specify a left paragraph margin of 2", the resulting left margin will be 3".

You can select a block of text to be adjusted, or you can adjust text from the cursor position forward. When you want to return to the original document margins, you simply reset the paragraph margin adjustment to 0.

[Illustration not shown]

Changing Document Margins

- 1 Place the cursor on the page where you want margin changes to take effect.
Auto Code Placement affects margin settings (see *Auto Code Placement*).
- 2 Choose **Margins** from the **Layout** menu.
Or Press Shift+F8, 2
- 3 Specify new settings for **Document Margins**.
- 4 Choose **OK** and **Close** until you return to your document.

Changing Paragraph Margins

- 1 Place the cursor where you want to adjust margins, or block the text you want to adjust.
- 2 Choose **Margins** from the **Layout** menu.
Or Press Shift+F8, 2
- 3 Choose from the following options:

Option	How It Works
Left Margin Adjustment	Adjusts the left margin a specified amount for blocked text or for subsequent paragraphs
Right Margin Adjustment	Adjusts the right margin a specified amount for blocked text or for subsequent paragraphs
First Line Indent	Indents the first line for blocked text or subsequent paragraphs
Paragraph Spacing	Places a specified number of blank lines between paragraphs in blocked text or subsequent text
- 4 Specify the new setting, then choose **OK** and **Close** until you return to your document.

You can enter negative numbers (such as -1) for the specified settings except for **Paragraph Spacing**.

Deleting Margin Settings

When **Auto Code Placement** is on, new margin settings replace existing ones, so you usually do not need to delete margin settings. However, you can delete margin settings you do not want by using **Reveal Codes**.

- 1 Choose **Reveal Codes** from the **View** menu.
Or Press Alt+F3
- 2 Place the cursor on the margin code you want to delete, then press **Delete**.

Changing Margin Defaults

If you want to change the default margins for all new documents, you can do so by setting margins in **Initial Codes Setup** (see *Initial Codes*).

Helps and Hints

Adjusting Margins for Binding

When printing text on both sides of a page, you can shift text away from the bound edge of a document by changing the binding width. For more information, see *Binding Offset*.

Adjusting Text

When you specify a paper definition, you can use the **Adjust Text** option to adjust where text prints on the page when it doesn't print at the specified margins. For information, see *Creating a Paper Definition* in *Paper Size/Type*.

Measurements

When specifying a margin measurement, you can type fractions (such as **1 1/3** inches). WordPerfect converts the fraction to a decimal. For more information about units of measure, see *Setup: Environment*.

Additional Information

Printers and Margins

Many printers cannot print to the edge of the paper. This area where the printer cannot print is called the “unprintable zone.” If you try to specify a margin that is less than the width of the unprintable zone, WordPerfect resets your margin to the minimum width.

Printing Text in the Top Margin

Normally, text is never printed in the top or bottom margin of a page. However, WordPerfect can place the first line of text on the bottom line of the top margin.

- 1 Choose **Document** from the **Layout** menu, then choose **Baseline Placement for Typesetters**.

Or Press Shift+F8, 4, 9

See *Typesetting* for more information on Baseline Placement.

See Also

• Auto Code Placement • Binding Offset • Initial Codes • Typesetting • Setup: Environment

Master Document

Use the **Master Document** feature to help you manage large documents (especially book-length documents). Instead of maintaining one large file, you can save time by creating several *subdocuments* and one *master document*. It is then easier to open and edit several small files than to maintain one large file.

What's in this section?

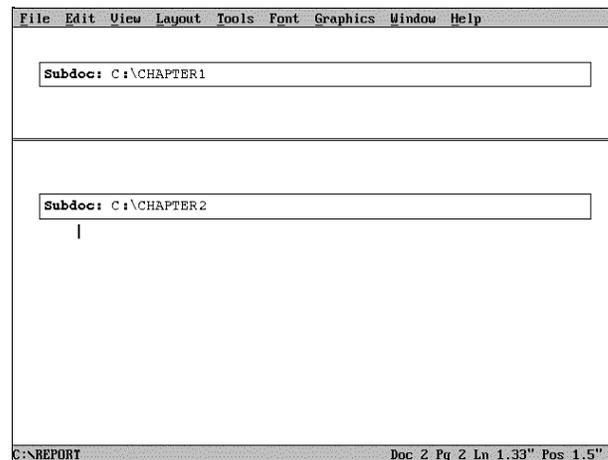
- Concepts
- Creating a Master Document
- Expanding a Master Document
- Condensing a Master Document
- Saving an Expanded Master Document
- Helps and Hints
- Additional Information
- See Also

Concepts

Master Documents and Subdocuments

A master document is a WordPerfect document like other documents, except that it also contains codes linking it to other documents. When a master document is expanded, those other documents (subdocuments) are retrieved into the master document.

For example, if you create a master document for a book, each chapter could be a subdocument.



A master document with subdocument links

Expanding and Condensing the Master Document

When you want to print or display the assembled documents, you *expand* the master document to retrieve some or all of the subdocuments. The link comments in the master document are replaced with beginning and ending comments for each subdocument.

When you *condense* the master document, the subdocuments are removed from the master document. At that time, you can save the removed documents back in their subdocument files. The subdocument links remain in the master document.

Printing a Master Document

In order to print the entire master document, you must first expand it. The link comments in the document never print, whether the master document is condensed or expanded.

Formatting a Master Document

When you make formatting changes in a master document or subdocument, those settings remain in effect until WordPerfect encounters a new setting. For example, if you insert a margin setting anywhere in a master document, that setting remains in effect until WordPerfect encounters a new margin setting in either the master document or one of the subdocuments.

A master document must be expanded for any formatting changes in a subdocument to take effect in the master document.

Saving the Master Document

You can edit any text in a master document, including text in a subdocument. When you save or condense the master document, WordPerfect lets you save the editing changes to the subdocuments.

Creating a Master Document

- 1 Open the file that you want to use as a master document.

You can use an existing document, or you can open a new document window.

- 2 Place the cursor where you want to insert a subdocument link.
- 3 Choose **Master Document** from the **File** menu, then choose **Subdocument**.

Or Press Alt+F5, 3, 3

- 4 Type the filename of the document you want to create a link for, or select it from the **File List** or **QuickList**, then choose **OK**.

You can also create a link to a file that does not yet exist. The appropriate subdocument file can then be created later.

- 5 Repeat steps 2-4 to add other subdocument links.

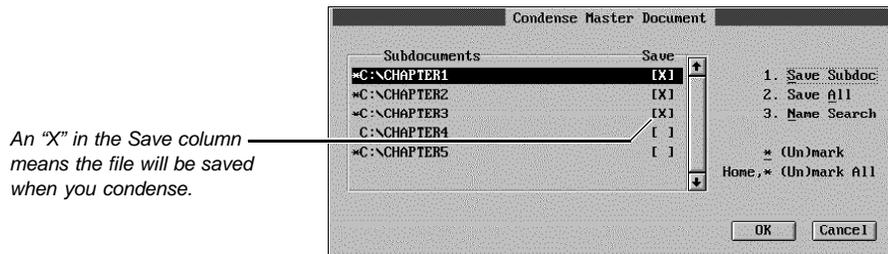
Expanding a Master Document

- 1 Choose **Master Document** from the **File** menu, then choose **Expand**.
Or Press Alt+F5, 3, 1
- 2 Select a file, then choose **(Un)Mark** to unmark any subdocument files you do not want to expand (all files are marked by default).
- 3 Choose **OK**, then choose **Yes**.

If a subdocument is not found in the current directory or specified path, the **Subdocument Not Found** dialog box appears. Choose **New Filename**, type the complete path and filename of the subdocument, then choose **OK**. Choose **Skip** if you do not want to expand the subdocument.

Condensing a Master Document

- 1 Choose **Master Document** from the **File** menu, then choose **Condense**.
Or Press Alt+F5, 3, 2
- 2 Select a file, then choose **(Un)Mark** to unmark any subdocument files you do not want to condense (all files are marked by default).
- 3 If you want to save any editing changes in a subdocument, select the file, then choose **Save Subdoc**. You can also double-click a file to mark it with an "X" in the **Save** column.
or
If you want to save all the subdocuments, choose **Save All**.



- 4 Choose **OK**, then choose **Yes**.

Saving an Expanded Master Document

When you save an expanded master document for the first time, WordPerfect prompts you to condense the master document before it is saved.

- 1 Choose **Save As** from the **File** menu.
Or Press F10
- 2 Choose **No** to save the document in expanded form.
or
Choose **Yes** to condense the master document before it is saved. Select each subdocument file you want to save, then choose **Save Subdoc**. Choose **OK**, then choose **Yes**.

If you don't save subdocument files, changes you have made in those files will be lost.

3 If the master document is unnamed, type a filename, then choose **OK**.

If you save subdocuments in an expanded master document, the subdocuments will automatically be updated. You can save a condensed master document just as you do any other document.

Helps and Hints

Converting Subdocuments

If subdocuments are in another WordPerfect format (such as 4.2, 5.0, or 5.1/5.2), they are converted to WordPerfect 6.0 format when they are retrieved into the master document.

When expanding a master document, if the subdocuments are in a non-WordPerfect format, the **File Format** dialog box will appear. After you select the correct format for your subdocuments, they will be retrieved into the master document.

Deleting Subdocument Links

If you no longer want to include a link to a subdocument, use **Backspace** or **Delete** to remove the link comment from the file, or use **Reveal Codes** to delete the [Subdoc] code.

Generating with Master Documents

When you are using **Cross-Reference**, **Index**, **List**, **Table of Contents**, and **Table of Authorities** with **Master Documents**, you can mark text in the subdocuments, then place the definition code in either a subdocument or the master document.

IMPORTANT: Large master documents require more memory, more disk space, and more time to generate indexes, lists, and so forth.

When you use **Generate** in a condensed master document, WordPerfect expands the document during generation, then condenses the document after generation. If subdocuments are altered during generation (for example, if a list is added to a subdocument), you may want to save the changed subdocuments. To save subdocuments after the generation, choose **Generate** from the **Tools** menu, select **Save Modified Subdocument**, then choose **OK** (see *Generate*).

Master Documents as Subdocuments

You can use a master document as a subdocument in other master documents. When a master document is treated as a subdocument and expanded into another master document, its subdocuments automatically expand with it.

Passwords in Subdocuments

If a subdocument contains a password, you will be prompted to enter the password when you expand the document. You can type the password or choose **Cancel** to skip the file.

Whether you are expanding, condensing, or saving, both the subdocuments and master document keep their own passwords.

Printing

When a master document is expanded, subdocuments are formatted for the currently selected printer. This means that if the subdocuments were saved with a different printer definition, fonts and other printer-specific formatting may not appear as they originally did in the subdocument.

Subdocuments on Separate Pages

If you want a subdocument to begin on a separate page, you can insert a **Hard Page** break (Ctrl+Enter) at the beginning of the subdocument, or you can insert a **Hard Page** break in the master document before the subdocument link.

Additional Information

Duplicated Codes

When you expand a master document, all duplicated codes in the subdocuments are deleted. For example, if you have the **Widow/Orphan Protect** feature turned on at the top of the master document, all subsequent **Widow/Orphan Protect** codes will be deleted. If you save the subdocuments, they will be saved without the codes that have been deleted (see *Auto Code Placement*).

Character Maps

When you expand a master document, the character map of the master document replaces the character map in each subdocument. When the subdocuments are saved, they are saved with the new character map (see *Language: Character Map*).

Initial Codes

Once the master document is expanded, **Initial Codes** in the master document take precedence over **Initial Codes** in the subdocuments. If subdocuments are saved while they are expanded, the **Initial Codes** from the Master Document will be saved with the subdocuments (see *Initial Codes*).

Styles

When a master document is expanded, styles in the master document take effect rather than styles in the subdocuments. Also if two subdocuments contain styles with the same name, the styles in the subdocument that comes first in the master document take effect. In both cases, the style that takes effect is saved in the documents when the master document is condensed. This may create a problem in your documents if the two styles with the same name are very different styles (see *Styles*).

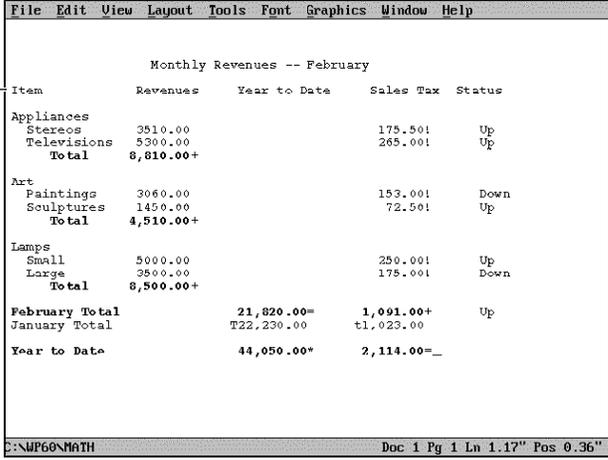
See Also

- Generate

Math

Use **Math** to perform basic math calculations in a document.

A typical Math section in a document



The screenshot shows a document window titled "Doc 1 Pg 1 Ln 1.17" Pos 0.36". The main content is a table titled "Monthly Revenues -- February". The table has five columns: Item, Revenues, Year to Date, Sales Tax, and Status. The data is as follows:

Item	Revenues	Year to Date	Sales Tax	Status
Appliances				
Stereos	3510.00		175.50!	Up
Televisions	5300.00		265.00!	Up
Total	8,810.00+			
Art				
Paintings	3060.00		153.00!	Down
Sculptures	1450.00		72.50!	Up
Total	4,510.00+			
Lamps				
Small	5000.00		250.00!	Up
Large	3500.00		175.00!	Down
Total	8,500.00+			
February Total		21,820.00=	1,091.00+	Up
January Total		22,230.00	1,023.00	
Year to Date		44,050.00*	2,114.00=_	

You can use **Math** to calculate financial statements (such as income statements and balance sheets), type a purchase order, or fill in an expense report. **Math** uses tabs to designate columns. You can type numbers, functions or formulas, and text in those columns. Numbers can be calculated either down or across columns.

What's in this section?

- Concepts
- Turning On Math
- Changing Math Definition
- Inserting Numbers and Functions
- Turning Off Math
- Creating Column Headings
- Inserting Row Titles and Labels
- Editing the Math Definition
- Calculating Math
- Helps and Hints
- Additional Information
- See Also

Concepts

Using Math or Tables

You can use the **Math** feature or the **Formula** option in the **Tables** feature to perform basic math calculations in WordPerfect. Use **Tables** if your information is divided into cells, rows, and columns (similar to a spreadsheet) or if you want to perform complex math and spreadsheet functions.

Tab Stops and Math Columns

The **Math** feature uses tab stops to designate **Math** columns. You can define up to 24 columns, which are labeled A through X. The first tab stop (labeled A) is considered the first column, and so on.

You should be aware that when **Math** is turned on, all tab stops (except for hard tabs) are decimal tabs. The integer part of the number appears to the left of the tab stop, the decimal is placed at the tab stop, and the decimal part of the number appears to the right of the tab stop.

You can use the default tab stops to define your columns, but the columns will probably be too narrow. If the numbers in one column overlap into the next column, the calculations will not be correct.

You can increase or decrease the space between columns by resetting the tab stops (see *Tabs*).

Types of Math Columns

All **Math** columns are preset as Numeric. You can change the column type in the **Define Math Column** dialog box. The following table explains the four types of **Math** columns.

Column Type	What It Does
Calculation (C)	Lets you create a formula <i>across</i> columns using numbers from the same row (with a limit of 4 calculation columns in the same row)
Numeric (N)	Lets you add positive and negative numbers <i>down</i> a column to create subtotals, totals, and grand totals
Text (X)	Lets you include descriptions, row titles, or labels in a column (Numbers in Text columns are not calculated)
Total (T)	Totals the number from the column to the left

Calculating Down Columns

A function is a symbol that determines the way numbers are calculated *down* a column. In **Numeric**, **Calculation**, or **Total** columns, you can use one of six functions (+, =, *, t, T, or N). See *Additional Information* later in this section for more information.

Calculating Across Columns

Formulas calculate results *across* columns and can be inserted only into **Calculation** columns. You can use operators, numbers, column letters, and four special functions to create formulas. See *Additional Information* later in this section.

Defining Math Columns

The simplest way to use **Math** is to calculate subtotals, totals, and grand totals *down* columns (using functions). However, if you need to use more complex calculations, you can define calculation columns. See *Changing Math Definition* below.

Turning On Math

- 1 Move the cursor to the place in your document where you want a **Math** section to start.

IMPORTANT: If you want to perform complex math and spreadsheet functions, it is easier to use **Tables** (see *Tables: Spreadsheet and Floating Cell*). You do not need to change the Math Definition to perform simple math calculations. However, to perform complex calculations using **Math**, you must change the preset Math Definition (see *Changing Math Definition* below).

- 2 Choose **Math** from the **Tools** menu, then choose **On**.

Or Press Alt+F7, 3, 1

The word “Math” appears on the status line at the bottom of your document window when **Math** is turned on. Insert the numbers and functions you want before turning **Math** off. See *Inserting Numbers and Functions* later in this section.

Changing Math Definition

If you want to use complex calculations, you need to change the preset Column Definition before turning on the **Math** feature. To change the Column Definition and create a complex calculation, you must define or change a calculation column by using Define Math Column.

- 1 Choose **Math** from the **Tools** menu, then choose **Define**.

Or Press Alt+F7, 3, 2

- 2 Type the letter of a column.
- 3 Select a column type (**Text**, **Numeric**, **Total**, or **Calculation**).
- 4 If you choose **Calculation**, type a formula in the **Formula** entry field.

See *Creating Formulas* under *Additional Information* later in this section.

- 5 Select how you want negative numbers displayed (**Parentheses** or **Minus Sign**).
- 6 Specify the number of digits you want to display after the decimal point.
- 7 Choose **OK** to close the **Define Math Column** dialog box.
- 8 Repeat steps 1-7 to use **Define Math Column** to change the Column Definition for other columns.

or

Choose **OK** until you return to your document.

If you use **Math** in several locations in your document, you don't have to create a Math Definition each time. Once you've created a Math Definition, you can use it in any location by simply turning **Math** on.

Inserting Numbers and Functions

- 1 Place the cursor in the **Math** section of your document, then tab to the tab stop you want. (Use **Reveal Codes** to see the code.)
- 2 Type a number, text, or an operator.
- 3 Press **Tab** again to move to the next **Math** column, then type another number, text, or an operator.
- 4 Repeat this process until the first row of numbers is complete.
- 5 Press **Enter** to move to the next line.
- 6 Repeat steps 2-5 for as many rows of numbers as you want.
- 7 Type a function at the bottom of each column (see *Using Functions* under *Additional Information* later in this section).

Turning Off Math

- 1 Move the cursor to the end of the **Math** section of your document.
- 2 Choose **Math** from the **Tools** menu, then choose **Off**.
Or Press Alt+F7, 3, 1, OK

Creating Column Headings

You can create headings to indicate the type of information that appears in each column. Headings are easiest to add after you've created the **Math** section of your document. You can then see the exact position of each column and better determine the placement of the heading. When creating column headings, make certain the cursor is placed before the [Math] code, so that the text doesn't interfere with any **Math** calculations. (Use **Reveal Codes** to see the code.)

Inserting Row Titles and Labels

Because the space between the left margin and the first tab stop is not used by **Math**, you can use that space to insert row titles or labels.

The screenshot shows a spreadsheet window titled "Monthly Revenues -- February". The menu bar includes File, Edit, View, Layout, Tools, Font, Graphics, Window, and Help. The table has five columns: Item, Revenues, Year to Date, Sales Tax, and Status. Row titles are placed in the first column, and numerical data is in the other columns. The status of each row is indicated in the fifth column.

Item	Revenues	Year to Date	Sales Tax	Status
Appliances				
Stereos	3510.00		175.501	Up
Televisions	5300.00		265.001	Up
Total	8,810.00+			
Art				
Paintings	3060.00		153.001	Down
Sculptures	1450.00		72.501	Up
Total	4,510.00+			
Lamps				
Small	5000.00		250.001	Up
Large	3500.00		175.001	Down
Total	8,500.00+			
February Total		21,820.00=	1,091.00+	Up
January Total		T22,230.00	t1,023.00	
Year to Date		44,050.00*	2,114.00=_	

Column title —————

Row title —————

D:\MP60\MATH Doc 1 Pg 1 Ln 1.17" Pos 0.36"

- 1 Place the cursor after the [Math: On] code, then tab to the tab stop you want (use **Reveal Codes** to see the code).
- 2 Type a title or label.

Editing the Math Definition

- 1 Place the cursor immediately after the [Math Def] code.
or

If you use **Math** in several sections in your document, place the cursor after the [Math:On] code where you want to change to a new Column Definition (use **Reveal Codes** to see the code).

- 2 Choose **Math** from the **Tools** menu, then choose **Define**.
Or Press Alt+F7, 3, 2
- 3 Type the letter of the column you want to edit.
- 4 Edit the definition (see the definition options under *Changing Math Definition* earlier in this section).
- 5 Choose **OK** to return to your document.

Calculating Math

- 1 With the cursor in the **Math** section of your document, choose **Math** from the **Tools** menu, then choose **Calculate**.

Or Press Alt+F7, 3, 3

The functions you specified now display the calculation results.

IMPORTANT: If you have turned **Math** on and off in several locations in your document, you must calculate each section separately. Move the cursor to each location and follow the step above.

Helps and Hints

Fractions

If you are using a **Calculation** column and want to include a fraction in a formula, place the fraction in parentheses or use its decimal equivalent (for example, (1/2) or .5).

Additional Information

! Symbol

When you press **Tab** to move into a **Calculation** column, an exclamation mark (!) appears on the screen. This symbol means that the formula for the column will be calculated. Delete the "!" if you do not want to calculate the formula for that column.

Using Functions

You can use the following functions when calculating down a column.

Function	What It Does
Subtotal (+)	Adds the numbers directly above the function (or the numbers from the column to the left in a Totals column)
Total (=)	Adds the subtotals above the function
Grand Total (*)	Adds the totals above the function
Extra Subtotal (t)	Includes the number after the function in the calculation of the next Total
Extra Total (T)	Includes the number after the function in the next Grand Total
Math Negative (N)	Considers a number as a negative when that number is referenced by a function; can be combined with other functions; useful for Net Worth calculations

You must type the functions **t**, **T**, or **N** next to the numbers you want to calculate. The function character (+, =, *, t, T, N) appears on the screen when you type the function. The result of the function, however, does not appear until you calculate **Math**. Function characters do not print.

For functions to work properly, you must type them in the correct order. For example, to use the **Total** or **Extra Total** functions, you need to have already used the **Subtotal** or the **Extra Subtotal** functions. Functions must appear in the following order:

+ ,t (Subtotal, Extra Subtotal)
 = ,T (Total, Extra Total)
 * (Grand Total)

Creating Formulas

Once you have specified a **Calculation** column, you can create a formula for the designated column using the following operators:

+ Add
 - Subtract
 * Multiply
 / Divide

IMPORTANT: WordPerfect 6.0 calculates equations differently than WordPerfect 5.1. WordPerfect 5.1 calculated equations from left to right. For example, WordPerfect 5.1 would calculate $1-2*3$ by subtracting 1-2, and then multiplying the result (-1) by 3, resulting in -3. WordPerfect 6.0 calculates all multiplication and division first, then calculates all addition and subtraction. For example, WordPerfect 6.0 calculates $1-2*3$ by multiplying $2*3$, and then subtracting the result (6) from 1, resulting in -5. If you convert WordPerfect 5.1 documents with **Math** to WordPerfect 6.0, WordPerfect will convert the equations and place parentheses to keep equation results the same. You can also insert parentheses in an equation to force the order you want WordPerfect to calculate the math.

Below are some example formulas.

Example Formula	What It Does
$2*3-1$	Multiplies 2 times 3, then subtracts 1
$2*3-A$	Multiplies 2 times 3, then subtracts the number in column A
$2*(3-1)/2$	Subtracts 1 from 3, multiplies the result by 2, then divides by 2
$2*((A-1)/2)+B$	Subtracts 1 from the number in A, divides the result by 2, multiplies this result by 2, then adds the number in B

Special Functions in Formulas

You can use the following special functions while defining a formula in a calculation column.

Function	What It Does
+	Adds numbers across Numeric columns
+/	Averages numbers across Numeric columns
=	Adds numbers across Total columns
=/	Averages numbers across Total columns

These functions cannot be combined or used with other functions, operators, or numbers.

Decimal/Align Character and Thousands Separator

The settings for the **Decimal/Align**, **Character**, and **Thousands Separator** characters affect the way **Math** results are displayed. They also affect the way **Math** formulas are entered in calculation columns.

Thousands separator character
 |
 543,210.34
 |
 Decimal align character

You can change the default characters for these options.

- 1 Choose **Character** from the **Layout** menu.
Or Press Shift+F8, 6
- 2 Choose **Decimal/Align Character**, then type a character.
- 3 Choose **Thousands Separator**, then type a character.
- 4 Choose **OK** and **Close** until you return to the document screen.

For more information, see *Tabs*.

Setting All Negatives and All Digits

You can change how **Math** displays negative numbers in all **Math** columns. You can also change the number of digits displayed after the decimal in all **Math** columns.

- 1 Choose **Math** from the **Tools** menu, then choose **Define**.
Or Press Alt+F7, 3, 2
- 2 Choose **Set All Negatives**, then choose **Parentheses** or **Minus Sign**.
- 3 Choose **Set All Digits**, type the number of digits you want displayed after the decimal, then choose **OK**.
- 4 Choose **OK** to return to your document.

These options override any negative number setting or number of digits setting you have already chosen. However, you can still edit the negative number display for individual columns after using this option.

See Also

- Tables: Spreadsheet and Floating Cell

Memory

When running, WordPerfect needs *memory* to store information and run program files.

What's in this section?

- Concepts
- Freeing Up Memory
- Additional Information
- See Also

Concepts

Memory, Disk Space, and Work Space

Memory is where applications and data are stored temporarily. *Disk space* is where data (such as documents you create) is stored permanently. *Work space* is the memory you have to work with once you have started WordPerfect.

Memory Requirements

WordPerfect requires 480K of the available conventional memory in your computer to run. 520K is recommended. You may need a memory manager when you work with large files or perform certain functions, such as converting documents, printing, and working with graphics. See your vendor or dealer.

Types of Memory Used by WordPerfect

Applications running under DOS can use conventional memory (the first 640K of memory), upper memory (the memory above the first 640K and below 1M), expanded memory, and extended memory. You can configure any memory beyond 1M as extended or expanded memory.

Even if you have a lot of available extended or expanded memory, you may receive an **Insufficient Memory** message if you attempt certain WordPerfect operations when you are low on conventional memory.

Note that WordPerfect uses about 6K of upper memory for memory tables and buffers. If you want to disable this to free up conventional memory, use the /du startup option.

Expanded and Extended Memory

If you are running WordPerfect under the WordPerfect Shell, 50% of the available expanded memory can be used by WordPerfect, when needed. If you are not running WordPerfect under the Shell, 87.5% of available expanded memory can be used by WordPerfect. WordPerfect can use all available expanded memory if you use the /w startup option.

WordPerfect can use up to 256M of extended memory, depending on your extended memory manager (you need a driver that meets XMS standards, such as HIMEM.SYS). See your DOS manual for more information.

LIM and Expanded Memory

LIM (Lotus/Intel/Microsoft) is a standard set of specifications used by many different memory managers to manage expanded memory. If you use LIM 3.2, the most expanded memory WordPerfect can use is 16M. If you use LIM 4.0, the most expanded memory WordPerfect can use is 32M. Your expanded memory device driver (such as EMM.SYS) and your expanded memory board must both meet the same version of LIM specifications.

If you need to find out which version of LIM you are using, see the documentation for your memory card.

Freeing Up Memory

If you frequently receive the “Not enough memory” or “Insufficient memory” error message, try one or more of the following to free up some memory:

- Remove any Terminate and Stay Resident (TSR) programs, including WordPerfect Shell.
- Turn off **Hyphenation**.
- Turn off **Ribbon, Outline Bar, Button Bar, Horizontal Scroll Bar, and Vertical Scroll Bar**.
- Select a printer that uses a .PRS file with a limited number of fonts (see *Print: Select Printer*).
- Use fewer graphics boxes (see *Graphics: Adding to a Document*).
- Don't use a MOUSE.COM file. Instead, select your mouse using **Setup** (see *Setup: Mouse*).
- Use **Text Mode** rather than **Graphics Mode** or **Page Mode**.
- Use the default drivers for text and graphics (see *Setup: Display*).
- If you used the /w startup option, increase the work space specified in the /w option, then restart WordPerfect.
- Reduce the FILES= and/or BUFFERS= commands in your CONFIG.SYS file. See your DOS manual. Do not reduce FILES= to less than 30.
- Use a memory manager program (like QEMM) to make more conventional memory available.
- Exit WordPerfect and start it again.

Additional Information

Running other Programs while Running WordPerfect

If your computer has expanded or extended memory, you can use the /w=cm,em,xm startup option to provide more conventional, expanded, and extended memory for running other programs at the same time you run WordPerfect.

For example, if you specify /w=200,1000, WordPerfect will use up to 200K of conventional memory and 1000K of expanded memory. If you specify /w=200,,1000, WordPerfect will use up to 200K of conventional memory and 1000K of extended memory. You can also type an asterisk (*) instead of a number to have WordPerfect use all available memory of that type. See *Appendix O: Startup Options*.

Expanded and Extended Memory

If you have expanded memory but do not want WordPerfect to use it, use the /ne startup option. If you have extended memory but do not want WordPerfect to use it, use the /nx startup option. See *Appendix O: Startup Options*.

Overflow File

Any part of a document that doesn't fit into memory is stored temporarily in an "overflow" file on disk called WP}WPC{.VRM. Unless you specify otherwise, this file is stored in the directory where WP.EXE is located. You can specify a different directory for the overflow file by using the SET command or by entering **wpld-drive:ldirectory** when you start WordPerfect. See *Appendix O: Startup Options*.

Loading WP.FIL into Expanded or Extended memory

If you have at least 2M of unused expanded (LIM 3.2 or 4.0) memory or extended memory, you can load the WP.FIL file portion of the WordPerfect program into memory by starting WordPerfect with the /r and /w startup options (for example, wp/w=*,*/r).

Using /w=* instructs WordPerfect to use all available conventional memory, /w=*,* instructs WordPerfect to use all available expanded memory, and /w=*,*,* instructs WordPerfect to use all available extended memory.

Using /r loads the WP.FIL portion into extended or expanded memory. (Note that you are not required to use the /w option in order to use the /r option.)

If you want to load WP.FIL into expanded memory only, use the /re option. To load WP.FIL into extended memory only, use the /rx option.

See *Appendix O: Startup Options*.

See Also

- Appendix O: Startup Options

Menus

Use the pull-down menus to choose features and options in WordPerfect.

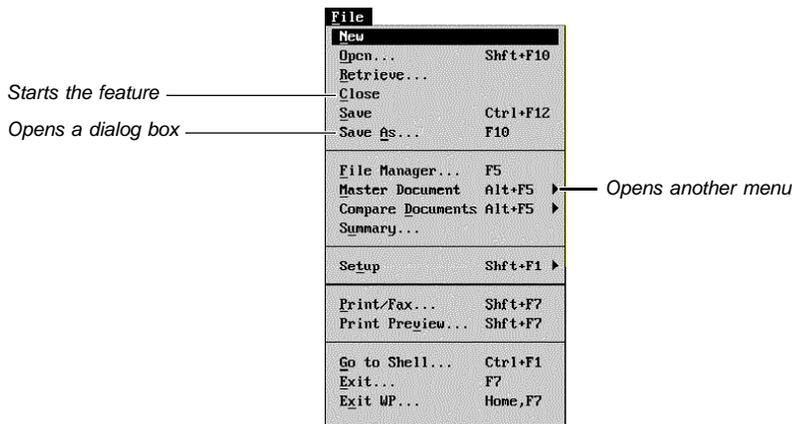
What's in this section?

- Concepts
- Displaying the Menu Bar
- Choosing Menu Items
- Helps and Hints
- See Also

Concepts

Types of Menu Items

The items on the pull-down menu perform different kinds of actions.

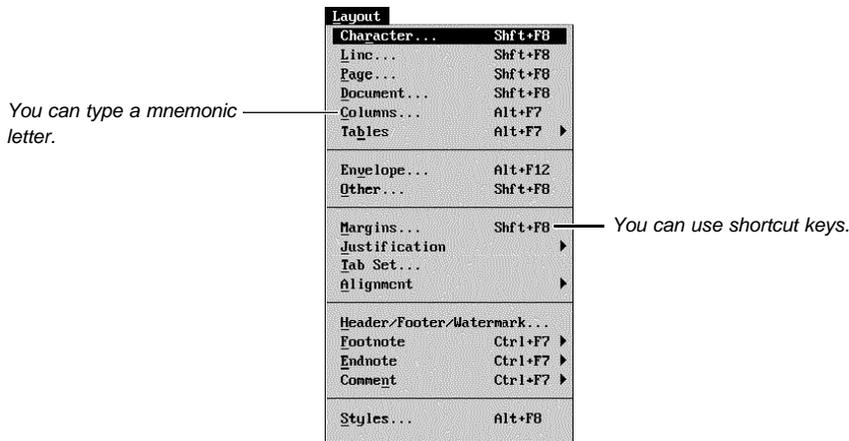


A menu item followed by three dots (...) opens a dialog box. A menu item followed by a triangle (\$) opens another menu. A menu item followed by no marking starts the feature.

Shortcut Keys and Mnemonic Letters

Menus also list *shortcut keys* and *mnemonic letters*. Depending on the view mode you are in, mnemonic letters are the bolded or underlined letters in menu items. You can use the mnemonic letters to choose menu items.

Shortcut keys are keystrokes you can press to quickly access WordPerfect features instead of using the menus. For your convenience, shortcut keys are listed on menus, dialog boxes, and your keyboard template.



A plus sign between keys (such as Shift+F7) means that you need to hold down the first key while pressing the second. A comma between keys (such as Home,0) means to release the first key before you press the second.

Displaying the Menu Bar

You can display the menu bar all the time or temporarily.

Display Menus All the Time

The pull-down menus are displayed when you start WordPerfect. To turn the pull-down menus off,

- 1 Choose **Pull-Down Menus** from the **View** menu.
or
Choose **Screen Setup** from the **View** menu, then select **Pull-Down Menus** from **Screen Options**.

Or Press Ctrl+F3, Shift+F1, 1, 1
- 2 Choose **OK** until you return to your document.

To turn the menus back on,

- 1 Press **Alt+=**, then choose **Pull-Down Menus** as described in steps 1 and 2 above.

Or Press Ctrl+F3, Shift+F1, 1, 1

Display Menus Temporarily

- 1 Click the right mouse button or press **Alt+=**.
- 2 Choose a menu item.
or
Click the right mouse button or press **Alt+=** to turn off the menus without selecting an item.

Choosing Menu Items

When the menu bar is displayed, you can access menu items with either the mouse or the keyboard.

Using the Mouse

- 1 Click the mouse on the menu to keep it open, then click on the item you want.
or
Drag the mouse down the menu and release on the item you want.

Using the Keyboard

- 1 Press **Alt+=** to move the cursor to the menu bar.
- 2 Use arrow keys to move to the menu you want, then press **down arrow** to open the menu. Use arrow keys to move to menu items, or use **Home** with arrow keys to move to the first or last item.
or
Type the mnemonic (underlined or bolded letter) of the menu and menu item you want.

If menus are displayed all the time, you can press **Alt+mnemonic** to access menu items. However, if you have an Alt macro with the same letter, the macro will be activated.

Changing to the Alt Key Option

You can choose to have the Alt key alone display and access the menu bar (instead of Alt+=).

- 1 Choose **Screen Setup** from the **View** menu.

Or Press Ctrl+F3, Shift+F1
- 2 Select **Alt Key Activates Menus** from **Screen Options**, then choose **OK** until you return to your document.

Helps and Hints

Menu Colors

You can change the color of the menu display by selecting a predefined color scheme or creating one of your own. To change menu colors, use the **Setup** feature to change either the **Text Mode** or **Graphics Mode** menu display (see *Setup: Display*).

Accessing Menus by Number

You can no longer access menu items by number. WordPerfect 5.1 macros that could access menu items by number will have to be edited manually after they are converted to WordPerfect 6.0 format. For more information on converting and editing macros, see the online help for macros. (Choose **Macros** from the **Help** menu.)

See Also

- Mouse
- Setup: Display
- Setup: Screen

Merge

Use **Merge** to mass-produce letters, envelopes, mailing labels, contracts, phone lists, memos, or other documents.

For example, you can write the same letter to a number of people without typing the original letter more than once. To do so, create two files—a *form file* (form letter) and a *data file* (names and addresses of the people you want to send the letters to). Then merge the two files to create a third file, which contains all the merged letters, or send the new documents directly to the printer.

What's in this section?

- Concepts
- Naming Fields
- Creating a Data (Table) File
- Creating a Form File
- Creating a Form File for an Envelope
- Creating Envelopes While Merging
- Merging Into a Table
- Helps and Hints
- Additional Information
- See Also

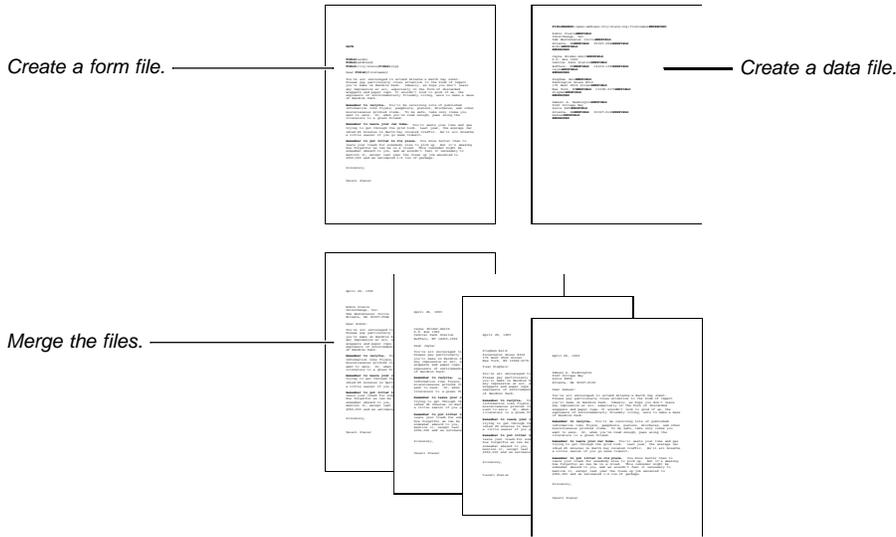
Concepts

Merge Files

When you merge files, the document that controls the merge is the *form file*. The sources that provide additional text and information for the form can be *data files*, the *keyboard*, or *ASCII delimited text files*.

Form files are equivalent to the primary merge files in WordPerfect 5.1. Data files are equivalent to the secondary merge files in WordPerfect 5.1. The most common type of merge combines a form file with a data file.

You can insert merge programming commands in the merge files to perform more complex merge operations (see *Merge Programming Commands* below).



Data Files

Data files can contain many *records* (a collection of related information) separated by merge codes or arranged in a table. The number of records in a data file is limited only by disk space, and each record can contain as many as 255 named fields. If your data is in a table, you are limited to 64 columns (fields).

File	Edit	View	Layout	Tools	Font	Graphics	Window	Help
FIELDNAMES (name;address;city/state;zip;firstname)ENDRECORD								
Robin Pierce ENDFIELD Interchange, Inc. 544 Westminster Circle ENDFIELD Atlanta, GA ENDFIELD 30327-0544 ENDFIELD Robin ENDFIELD ENDRECORD								
Jayna Wilder-Smith ENDFIELD P.O. Box 1392 Central Park Station ENDFIELD Buffalo, NY ENDFIELD 14215-1392 ENDFIELD Jayna ENDFIELD ENDRECORD								
Stephen Reid ENDFIELD Kensington House #312 176 West 45th Street ENDFIELD New York, NY ENDFIELD 10036-0176 ENDFIELD Stephen ENDFIELD ENDRECORD								
Samuel A. Washington ENDFIELD 6120 Cottage Way Suite #456 ENDFIELD Atlanta, GA ENDFIELD 30327-6120 ENDFIELD Samuel ENDFIELD ENDRECORD								
C:\MP60\LEARN\DATA Doc 1 Pg 1 Ln 1" Pos 1"								

There can be 255 fields in each record.

A Hard Page Break separates the records.

Fields end with the **ENDFIELD** command and a Hard Return.

The **ENDRECORD** command ends a record.

The information in each record is divided into *fields*. For example, one field might contain a name, another field might contain a street address, another field might contain a city, and so forth. In a table, each field is in a separate cell of the table.

Each field is a cell. —————

name	address	city/state	zip	firstname
Robin Pierce	Interchange , Inc. 544 Westminster Circle	Atlanta, GA	30327-0544	Robin
Jayna Wilder- Smith	P.O. Box 1392 Central Park Station	Buffalo, NY	14215-1392	Jayna
Stephen Reid	Kensington House #312 176 West 45th Street	New York, NY	10036-0176	Stephen
Samuel A. Washington	6120 Cottage Way Suite #456	Atlanta, GA	30327-6120	Samuel

Courier 12pt Doc 1 Pg 1 Ln 4.58" Pos 1"

Other things you should know about fields:

- You can name your fields (for example, "address" or "ZIP Code"). This lets you reference fields by name instead of number.
- If you don't name your fields, WordPerfect numbers them for you.
- Each record must contain the same number of fields, even if a field is blank.
- The same field in each record should contain the same type of information or it should remain empty (no spaces). For example, the city field in each record should contain only the city.
- Each field must end with the ENDFIELD command.
- The number of lines in a field can vary from record to record. For example, an address field in one record may be two lines, and in another record it may be three lines.
- Using many fields gives you more flexibility. For example, having a ZIP Code field separate from the address field lets you create a POSTNET bar code from the ZIP Code.

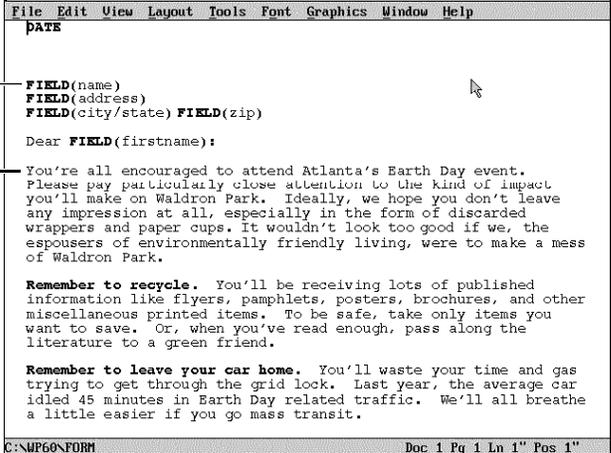
Form Files

You must use a form file to control every merge. The form file is the "template" for the merged output. You should place all formatting and paper size information in the initial

codes of the form file so that it can apply to each merged record. The form file also contains the main text or graphics you want to appear in each merged record.

Use the **FIELD** command to mark where data will be included.

Type the text that will be included in the file.



The screenshot shows a window titled "C:\MP60\FORM" with a menu bar (File, Edit, View, Layout, Tools, Font, Graphics, Window, Help). The text inside the window is as follows:

```
DATE
Remember
FIELD(name)
FIELD(address)
FIELD(city/state) FIELD(zip)
Dear FIELD(firstname):
You're all encouraged to attend Atlanta's Earth Day event.
Please pay particularly close attention to the kind of impact
you'll make on Waldron Park. Ideally, we hope you don't leave
any impression at all, especially in the form of discarded
wrappers and paper cups. It wouldn't look too good if we, the
espousers of environmentally friendly living, were to make a mess
of Waldron Park.

Remember to recycle. You'll be receiving lots of published
information like flyers, pamphlets, posters, brochures, and other
miscellaneous printed items. To be safe, take only items you
want to save. Or, when you've read enough, pass along the
literature to a green friend.

Remember to leave your car home. You'll waste your time and gas
trying to get through the grid lock. Last year, the average car
idled 45 minutes in Earth Day related traffic. We'll all breathe
a little easier if you go mass transit.
```

The status bar at the bottom of the window reads "Doc 1 Pg 1 Ln 1" Pos 1".

Merge Programming Commands

There are many merge programming commands you can use in both form files and data files to control and add flexibility to your merges.

For example, you can use the **DOCUMENT** command and retrieve a specific document into the merged file. Or you can insert a **BEEP** and a **KEYBOARD** command and have the computer beep and accept input from the keyboard.

See *Inserting Merge Codes* under *Additional Information* later in this section and *Appendix J: Merge Programming Commands* for an explanation of available programming commands.

Creating a Data (Text) File

One way to format data (such as names and addresses for mass-mailings of letters and envelopes) is to use a data (text) file.

- 1 In a new document window, Choose **Merge** from the **Tools** menu, choose **Define**, choose **Data [Text]**, then choose **OK**. This defines the file as a data file.

Or Press Shift+F9, 2, Enter

- 2 Type the contents of the first field (for example, the name of the first person on your mailing list). Do not add unnecessary spaces before or after the data.

- 3 Choose **Merge** from the **Tools** menu, choose **Define**, then choose **End Field** to add the **ENDFIELD** code to your text.

Or Press F9

The cursor moves to the next line for you, so you do not have to press **Enter**.

- 4 Type the contents of the next field (for example, type the street address).

You can divide an address into as many fields as you need. Remember to keep the number of fields consistent in each record. Fields can be one word or several lines.

- 5 Choose **Merge** from the **Tools** menu, choose **Define**, then choose **End Field**.

Or Press F9

- 6 Repeat steps 4 and 5 until you have entered all the fields you want.

- 7 Choose **Merge** from the **Tools** menu, choose **Define**, then choose **End Record** to end the record.

Or Press Shift+F9, 2

An ENDRECORD code and a hard page break are inserted in the data file.

- 8 Repeat steps 2-7 for each record you want to add to the data file.

- 9 Name the fields in your file (if you want to). See *Naming Fields* below.

- 10 Choose **Close** from the **File** menu, then choose **Yes** to save the file. Type a filename for the data file, then choose **OK**.

Naming Fields

It is a good idea to name the fields in your data file. This makes it easier to refer to the fields later when you create a form file. You can name the fields before or after you actually enter data into the fields.

- 1 If this is a new file, choose **Merge** from the **Tools** menu, choose **Define**, choose **Data [Text]**, then choose **Field Names**.

Or Press Shift+F9, 2, 3

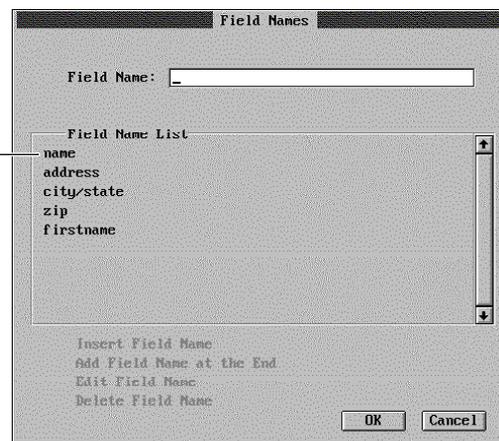
or

If the data file is already defined, choose **Merge** from the **Tools** menu, choose **Define**, then choose **Field Names**.

Or Press Shift+F9, 3

- 2 Type a name that represents the type of information in the first field in the data file (such as **name**), then press **Enter**.

Name the fields to make it easier to use them later.



- 3 Continue typing field names and pressing **Enter**, until you have named all the fields. (You can also delete and add field names to the list using the options at the bottom of the dialog box. Choose **Field Name List** to activate these options.)

- 5 Type information in the table as you would in any table.
- 6 When you finish typing in the last cell in the row, press **Tab** to insert a new row and move to the next record.
- 7 When you finish adding information to the data table, choose **Close** from the **File** menu, then choose **Yes** to save the file. Type a filename for the data file, then choose **OK**.

You can edit the table structure by deleting or adding rows or columns at any location in the table using the merge Table Edit features or by using the normal Tables editing features (see *Tables: Edit*). You can also create a data table using the Tables feature. Remember that the first row is used for the field names. You can edit the field names just as you do any other text, but the field names in the data file must match the field names in the form file.

Creating a Form File

- 1 In a new document window, choose **Merge** from the **Tools** menu, then choose **Define**. Choose **Form**, then choose **OK**. This defines the file as a form file.

Or Press Shift+F9, 1, Enter

- 2 Place the formatting options you want for the merged document in **Initial Codes** (see *Initial Codes*).
- 3 Type text until you come to a place where you want to insert information from a data file, such as a name or part of an address.

Instead of inserting the information, you will insert a FIELD code that references one of the field entries in your data file.

- 4 Place the cursor where you want to insert a field.
- 5 Choose **Merge** from the **Tools** menu, then choose **Define**.

Or Press Shift+F9

- 6 Choose **Field**.
- 7 Type the name or number of the field you want, then choose **OK**.

or

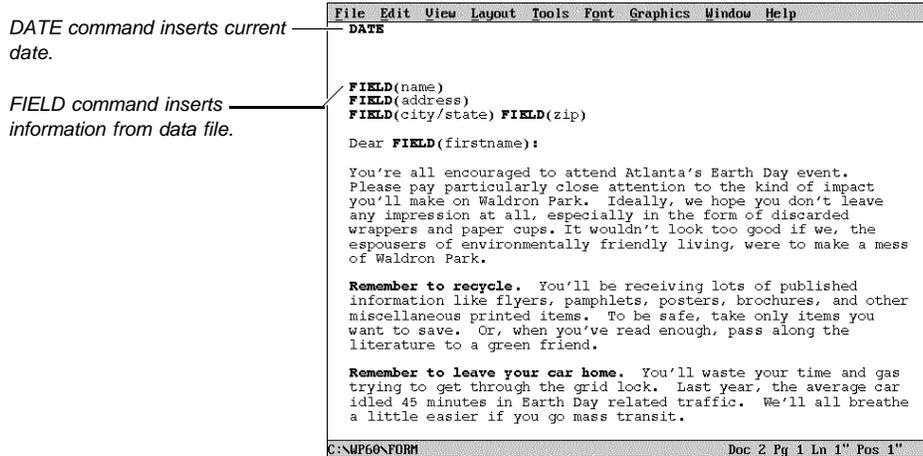
Choose **List Field Names**, type the path and filename of the data file you want to access, then choose **OK**. Highlight the field you want, choose **Select**, then choose **OK**.

The FIELD code displays in the form letter. When you merge files, this field will be replaced with the information you entered in the data file.

If you want to hide the merge codes or display them as icons, see *Hiding Merge Codes* under *Additional Information*.

- 8 Repeat steps 3-7 until you finish the form file.

If you want to insert additional merge codes, see *Inserting Merge Codes* under *Additional Information*. For example, you can use the DATE command to insert the current date in each letter.



- 9 When you finish typing text and inserting merge codes, choose **Close** from the **File** menu, then choose **Yes** to save the file. Type a filename for the form file, then choose **OK**.

Merging Files

If you have properly prepared a form file and a data file, you are ready to merge the files to create a third document.

- 1 In a new document window, choose **Merge** from the **Tools** menu, then choose **Run**.

Or Press Ctrl+F9, 1

If the current document window is not empty, the file will merge to the next unused document window.

- 2 Type the path and filename of the form file or select it from the **File List** or **QuickList**. You can also choose **Clipboard** to merge information from the Clipboard.
- 3 Type the path and filename of the data file or select it from the **File List** or **QuickList**. You can also choose the **Clipboard** to merge information from the Clipboard.
- 4 Choose from the following **Output** options:

Option	How It Works
Current Document	Merges to the current document window.
Unused Document	Merges to a new document window.
Printer	Merges to your printer; make sure you have selected a printer.
File	Merges to the file you specify.

- 5 If you want to create more than one merged record for each data record, choose **Repeat Merge for Each Data Record**. Type a number indicating how many merged records you want for each data record.
- 6 If you want, choose an option from **Display of Merge Codes** to change how the merge codes will display in the merged document.
- 7 If you want, choose **Data File Options**, then choose from the following options:

Option	How It Works
Blank Fields in Data File	Leaves or removes a blank line which results from an empty field in a data file.
Page Break Between Merged Records	Creates a page break between merged records so that each record begins a new page.
Generate an Envelope for Each Data Record	Creates an envelope at the end of the merged file for each record that is merged. See <i>Creating Envelopes While Merging</i> later in this section.
Data Record Selection	Lets you specify which data records you want to merge by marking records to include, specifying a record number range, or defining conditions for the merge. See the appropriate section below for more detail on these features.

The **Default Settings** button will reset all options in this table, as well as the **Repeat Merge for Each Data Record** and the **Display of Merge Codes** options.

- 8 When you finish choosing merge options, choose **Merge**.
- 9 If you merged to a document window, you can save or print the file.

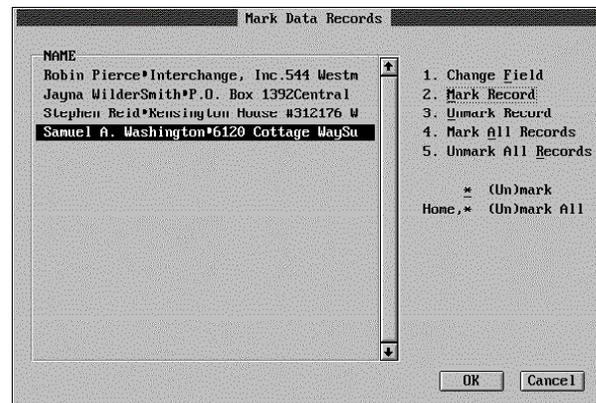
For more information on how to insert specific merge codes to control the merge, see *Inserting Merge Codes* under Additional Information.

Marking Records to Include

You can select specific data records to include in the merge by marking them at the beginning of the merge.

- 1 Follow steps 1-5 in *Merging Files* above.
- 2 If the data file options are not displayed, choose **Data File Options**.
- 3 Choose **Data Record Selection**, then choose **Mark Records to Include**.
- 4 Select a field name from the list

Merge displays 39 characters of each record, beginning at the field you select.



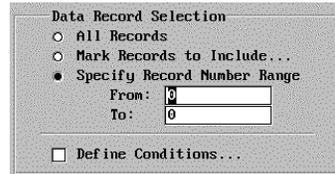
- 5 Highlight a record you want to include in the merge and choose **Mark Record**.
If you want to unmark a record, highlight the record and choose **Unmark Record**.
- 6 Repeat step 5 until you have marked all the records you want included in the merge.
- 7 Choose **OK**, then choose **Merge**.

8 If you merged to a document window, you can save or print the file.

Specifying a Record Number Range

You can select which data records you want to merge by specifying a range of records.

- 1 Follow steps 1-5 in *Merging Files* above.
- 2 If the data file options are not displayed, choose **Data File Options**.
- 3 Choose **Data Record Selection**, then choose **Specify Record Number Range**.



- 4 Specify the number of the first record you want included in the merge in the **From:** entry field.
- 5 Specify the number of the last record you want included in the merge in the **To:** entry field.

Specifying "From: 0" means start from the beginning of the data file and "To: 0" means continue to the end. For example, specifying from 2 to 0 will merge from the second record to the end of the data file. Merging from 0 to 0 will merge all records in the data file.

- 6 Choose **Merge**.
- 7 If you merged to a document window, you can save or print the file.

Defining Conditions for the Merge

You can define conditions that data records must meet to be included in the merge.

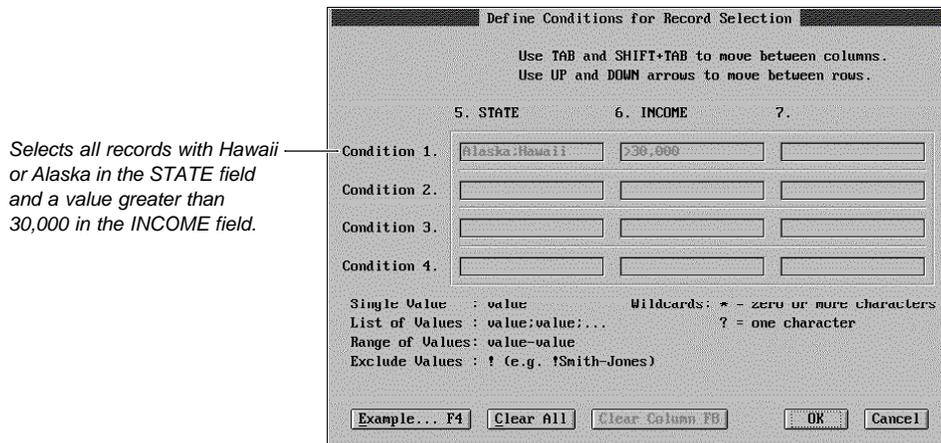
- 1 Follow steps 1-5 in *Merging Files* above.
- 2 If the data file options are not displayed, choose **Data File Options**.
- 3 Choose **Data Record Selection**, then choose **Define Conditions**.

Merge displays a table with four rows, representing conditions, and three columns, representing fields. A record is selected if it meets any one of the conditions you define.

- 4 Select a condition (1-4).

Merge displays a list of fields from the data file.

5 Select a field and type the selection criteria.



Selects all records with Hawaii or Alaska in the STATE field and a value greater than 30,000 in the INCOME field.

The selection criteria can include any of the following.

Criteria	Records Selected	Examples
Single Value	All data records in which the selected field matches the value	Utah
List of Values	All data records in which the selected field matches one of the values	Utah;Hawaii
Range of Values	All data records in which the selected field is within the range of values	Ohio-Utah
Excluded Values	All data records in which the selected field does not match the value; excluded values can include lists or ranges of values	!Utah
Zero or More Characters Wildcard	All data records in which the selected field is a possible match of the wildcard value	New*
One Character Wildcard	All data records in which the selected field is a possible match of the wildcard value	J??n

For an example of how to use these criteria, choose **Example**.

6 Choose **OK**, then choose **Merge**.

7 If you merged to a document window, you can save or print the file.

Creating a Form File for an Envelope

You can create envelopes while merging a letter or other form file (see *Creating Envelopes While Merging* below), or you can create envelopes independently using a separate form file. To create a form file for envelopes,

1 In a new document window, choose **Merge** from the **Tools** menu, then choose **Define**. Choose **Form**, then choose **OK**. This defines the file as a form file.

Or Press Shift+F9, 1, Enter

2 Choose **Envelope** from the **Layout** menu.

Or Press Shift-F8, 3, 7

3 Choose an envelope definition from the **Envelope Size** pop-up list. For more information on defining envelopes, see *Paper Size/Type*.

- 4 Choose **Return Address**, type the address, then press **Exit** (F7). This address will print on all the envelopes.
- 5 Choose **Mailing Address**. Instead of typing an address, you will insert an address merge code.
- 6 Choose **Merge** from the **Tools** menu, choose **Define**, then choose **Field**.
Or Press Shift+F9, 1
- 7 Type the name or number of the field you want, then press **Enter**.
or
Choose **List Field Names**, type the path and filename of the data file you want to access, then choose **OK**. Highlight the field you want, choose **Select**, choose **OK**, then press **Enter**.
- 8 Repeat steps 6 and 7 until you have added all the fields you want for the mailing addresses.
- 9 If you want to add a POSTNET bar code, place the cursor where you want the bar code. Choose **Merge** from the **Tools** menu, choose **Define**, then choose **Merge Codes**.
Or Press Shift+F9, Shift+F9
- 10 Highlight **POSTNET(string)**, then choose **Select**.
- 11 Because you are not entering a specific ZIP Code, choose **OK** to exit the **Parameter Entry** dialog box without entering information.
- 12 Position the cursor so text will be inserted between the parentheses in the POSTNET command.
- 13 Choose **Merge** from the **Tools** menu, choose **Define**, then choose **Field**.
Or Press Shift+F9, 1
- 14 Type the name or number of the ZIP Code field or select it from **List Field Names**, then choose **OK**.

The screenshot shows a dialog box titled "Envelope" with the following fields and options:

- 1. Envelope Size: Envelope (CDM 10) 9.5" X 4.13"
- 2. Omit Return Address
- 3. Save Return Address as Default
- 4. Return Address: SHEILA RICHARDS, 1374 WILLOW AVE, KRYTON TN 38186-1374
- 5. Mailing Address: FIELD(NAME), FIELD(ADDRESS), FIELD(CITY/STATE) FIELD(ZIP)
- 6. POSTNET Bar Code: [Empty text box]

Buttons at the bottom: Setup... Shift+F1, Print, Insert, Close, Cancel

- 15 When you are finished entering the merge field codes for the mailing address, press **Exit**.

16 Choose **Insert**.

17 Choose **Close** from the **File** menu, then choose **Yes** to save the file. Type a filename for the form file, then choose **OK**.

Creating Envelopes While Merging

You can create envelopes while you are merging without creating a separate form file for the envelopes.

1 Choose **Merge** from the **Tools** menu, then choose **Run**.

Or Press Ctrl+F9,1

2 Type the path and filename of the form file or select it from the **File List** or **QuickList**. You can also choose **Clipboard** to merge information from the Clipboard.

3 Type the path and filename of the data file or select it from the **File List** or **QuickList**. You can also choose the **Clipboard** to merge information from the Clipboard.

4 If the data file options are not displayed, choose **Data File Options**.

5 Choose **Generate an Envelope for Each Data Record**, then follow the procedure in steps 3-8 of *Creating a Form File for an Envelope* above.

6 Press **Exit** to exit the Mailing Address entry field.

7 If you want to add a POSTNET bar code, choose **POSTNET Bar Code**.

8 Type the name or number of the ZIP Code field or select it from **List Field Names**.

9 When you finish creating the Envelope form, choose **Insert**, then choose **Merge**.

During the merge, an envelope for each data record is created and placed at the end of the merged file.

Merging Into a Table

You can merge information into a table and have the table expand a row for each record in the data file.

1 In a new document window, choose **Tables** from the **Layout** menu, then choose **Create**.

Or Press Alt+F7, 2, 1

2 Specify the number of columns you want in the **Columns:** entry field.

3 Type **2** in the **Rows:** entry field, then choose **OK**.

4 Select any formatting options you want for the table, then choose **Close**.

5 Type a heading in each cell of the first row to indicate the type of information that will be placed in each column.

6 After you type the heading in the last column of the first row, choose **Merge** from the **Tools** menu, choose **Define**, then choose **Form**.

Or Press Shift+F9, 1

7 Choose **Merge Codes**, highlight LABEL(label), then choose **Select**.

8 Type a name for the label (up to 30 characters including spaces), then choose **OK**.

9 Press **Tab** to move to the next cell.

- 10 Choose **Merge** from the **Tools** menu, choose **Define**, then choose **Field**.
Or Press Shift+F9,1
- 11 Type the name or number of the field you want, then choose **OK**.
or
Choose **List Field Names**, type the path and filename of the data file you want to access, then choose **OK**. Highlight the field you want, choose **Select**, then choose **OK**.
- 12 Repeat steps 9-11 for each column.
- 13 After the text and merge codes in the last column of the second row, choose **Merge** from the **Tools** menu, choose **Define**, then choose **Merge Codes**.
Or Press Shift+F9, Shift+F9
- 14 Highlight **NEXTRECORD**, then choose **Select**.
- 15 Choose **Merge** from the **Tools** menu, choose **Define**, then choose **Merge Codes**.
Or Press Shift+F9, Shift+F9
- 16 Highlight **GO(label)**, then choose **Select**.
- 17 Type the name of the label you created in step 8, then choose **OK**.
- 18 Choose **Close** from the **File** menu, then choose **Yes** to save the file. Type a filename for the table form file, then choose **OK**.

Create a 2-row table in form file.

Name	Address	City	Zip
FIELD(name)	FIELD(Address)	FIELD(City)	FIELD(ZIP) NEXTRECORD GO(Table Loop)

Annotations:

- Name the columns with headings in the first row.
- Insert the fields you want in the second row.
- Insert the NEXTRECORD merge code in the second row.
- Insert the LABEL(label) merge code and give it a unique name.
- Insert the GO(label) merge code and repeat the name of the LABEL command.

File Edit View Layout Tools Font Graphics Window Help

M:\CAPTURE\TABLE.BK1 Cell A1 Doc 1 Pg 1 Ln 1.08" Pos 1.08"

- 19 Follow the steps in *Merging Files* earlier in this section.

Helps and Hints

Canceling a Merge

You can press **Cancel** (Esc) to stop a merge. If **Cancel** has been turned off, press **Ctrl+Break** to cancel the merge.

Converting Other WordPerfect Versions

When you merge form (primary) files or data (secondary) files created with other versions of WordPerfect, the files are converted to WordPerfect 6.0 format during the merge. To speed up the merge process, you can convert the files to WordPerfect 6.0 format before the merge. To convert files created with older versions of WordPerfect to WordPerfect 6.0 format, simply retrieve the file into WordPerfect 6.0, then save it again.

ENDFIELD and ENDRECORD Keys

You can use the keyboard to insert the two most common commands into your data file. Press **F9** to insert ENDFIELD. Press **Shift+F9, 2** to insert ENDRECORD.

Graphics

If you are using graphics in your merge files, it is a good idea to use the **Image on Disk** feature. Retrieving graphics in this manner (rather than into a document) saves a great deal of disk space and speeds up the merge process considerably. See *Graphics: Adding to a Document*.

Initial Codes

You can speed up merge execution by placing format settings in **Document Initial Codes**. When you place settings in **Initial Codes**, those codes affect the entire file (see *Initial Codes*). Except for merge commands, you can place most codes in **Initial Codes**.

Merging Files with Passwords

When you merge files that have passwords, the merged file will have the same password as the form file.

Merging Labels

You can merge information from a data file onto address labels by creating a form file for the labels. Place the size and formatting options you want for the labels (see *Labels*) in a form file and follow the normal instructions for merging.

Using Keyboard Input

Use the KEYBOARD merge command to enter information from the keyboard during a merge. The merge pauses at the KEYBOARD command, displays a message, and lets you type information. When you have finished typing, press **F9 (End Field)** to continue the merge. For more information on using the KEYBOARD merge command, see *Appendix J: Merge Programming Commands*.

Additional Information

ASCII Delimited Text (DOS) Files

If your spreadsheet or database program can export files in an ASCII delimited text format, you can merge those files with a form file in WordPerfect.

When you merge using ASCII delimited text files, you need to specify the delimiters you are using (the characters or codes you used to define fields and records in your text). You can do this as you merge, or in **Setup** before you merge. Changes made during the merge affect only the current session unless you choose **Save Setup Options**; changes made in **Setup** become the default settings. Both methods take you to the same dialog box to choose options.

To define delimiters at the time of the merge,

- 1 Choose **Merge** from the **Tools** menu, then choose **Run**.
Or Press Ctrl+F9, 1
- 2 In the **Form File** entry field, type the name of the form file or select it from the **File List** or **QuickList**.
- 3 In the **Data File** entry field, type the name of the ASCII delimited text file (include a full pathname if needed), then press **Enter**.

- 4 Highlight the file's format in the **File Format** list, then choose **Select**.
- 5 If you selected the ASCII Delimited Text (DOS) format, choose from the following options, then type a character or choose a code from **Codes**. When you finish setting delimiters, choose **OK**.

Delimited Text Option

What It Does

Field Delimiter

Separates one field from the next.

Record Delimiter

Separates one record from the next.

Field Encapsulate Character

Encloses the field data. Information between these characters is protected during the conversion.

Strip Characters

Identifies unnecessary characters that can be stripped from the data file.

- 6 Choose **Merge**.
- 7 If you merged to a document window, you can save or print the file.

Hiding Merge Codes

You can change how merge codes are displayed in your files. You can show the full codes, show the codes as icons, or hide the codes. When you are creating a form or data file, it is helpful to see the merge codes. However, if you want to remove them to see how the text will print in the merged document or to eliminate the distraction during data entry, you can hide the codes or have them appear as icons.

- 1 Retrieve the data or form file you want to view.
- 2 Choose **Merge** from the **Tools** menu, then choose **Define**.
Or Press Shift+F9
- 3 Choose **Display of Merge Codes**, then choose a display option.

Inserting Merge Codes

Merge codes can be placed in the regular document portion of a file, in graphics boxes that are either empty or designated for text, and in headers, footers, footnotes, endnotes, and watermarks. You can also use them with the **Envelope** and **Labels** features. Merge codes are not permitted in styles.

- 1 From a form or data file, choose **Merge** from the **Tools** menu, then choose **Define**.
Or Press Shift+F9
- 2 Choose **Merge Codes**, select the code you want, then choose **Select**.

Many merge codes require that you enter parameters (additional information). For more information about available merge programming commands and the parameters you need to enter, see *Appendix J: Merge Programming Commands*.

- 3 Type the parameter, if required, then choose **OK**.

Once the command is in the file, you can edit the parameters as regular text. You can even enter merge codes within the parameters of other codes. (For example, you could insert a POSTNET(string) code with no parameters, then manually insert a FIELD code for the ZIP Code in place of a specific string.)

See Also

- Envelopes
- Labels
- Appendix I: Merge Expressions
- Appendix J: Merge Programming Commands
- Appendix K: Merge Variables

Mouse

A mouse is a piece of hardware that connects to your computer. Instead of using keystrokes only, you can also use a mouse to move through documents and access features and options.

What's in this section?

- Concepts
- Moving the Cursor
- Scrolling
- Choosing Features and Options
- Blocking Text
- Extending Blocked Text
- Additional Information
- See Also

Concepts

Installing a Mouse

Before you can use your mouse, you need to install it using the instructions that came with the mouse package.

After you have installed a mouse, you need to select it in **Setup** so that you can use the mouse with WordPerfect. For more information, see *Setup: Mouse*.

Mouse Terms and Conventions

There are several terms and conventions you should understand when using a mouse. The terms in the following table apply to the left mouse button. Unless directed in the manuals to use the right mouse button, use the left mouse button when directions specify using the mouse.

(If your mouse is set up for a left-handed user, the left and right mouse buttons switch functions.)

Mouse Term	Action
Click	Press the left mouse button once, then immediately release it.
Double-click	Click the left mouse button twice in rapid succession.
Drag	Press and hold the left mouse button while you move the mouse pointer to the location you want, then release the button.

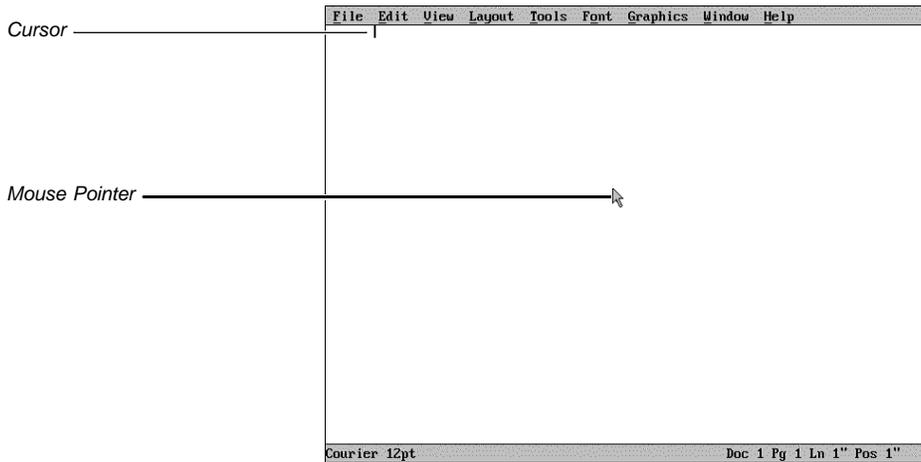
IMPORTANT: It is a common mistake to move the mouse slightly while clicking. Be sure not to move the mouse unless you are intentionally dragging it.

Right Mouse Button

Use the right mouse button to access the menu bar, to scroll through text, and to cancel menus. You can also click the right mouse button instead of pressing **Enter** in dialog boxes.

Mouse Pointer

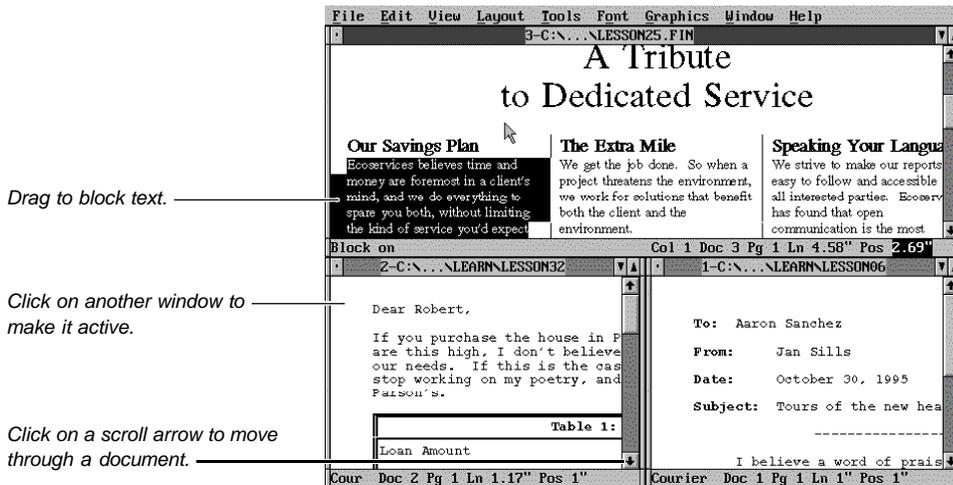
As you move the mouse around on your desk, a pointer moves around on the computer screen.



Moving the Cursor

- 1 Move the mouse pointer to the place you want on the screen or in your document, then click.

You cannot move the cursor to an area in your document where there is no text or codes.



Scrolling

Use the mouse to *scroll* to undisplayed portions of your document.

- 1 Press the right mouse button, then drag the mouse to the edge of the screen in the direction you want to scroll.

or

Click the arrows on a scroll bar, or drag the scroll box on the scroll bar.

For more information, see *Scroll Bars*.

Choosing Features and Options

The mouse can be used to select and choose WordPerfect features and options. You can also use the mouse in combination with keystrokes.

Choosing Menu Items

- 1 Click on the menu bar, then click the item you want.
or
Click on the menu bar, then drag down to the item you want.

Selecting and Choosing in Dialog Boxes

- 1 Click on options to select or choose them.
- In a list box, you can double-click an item to choose it.

Blocking Text

You can block text so that you can modify it using other WordPerfect features.

- 1 Place the mouse pointer on one end of the text you want to block.
- 2 Drag to the other end of the text you want to block.

To turn block off, you can click elsewhere in the document window. For other ways to block text using the mouse, see *Block* and *Select*.

Extending Blocked Text

When block is on, you can use the **Shift** key with the mouse to extend the block from the cursor to a new location.

- 1 Block a portion of text.
- 2 Press **Shift** and hold it down while clicking on a new location with the mouse.

The block is extended from the cursor to the place where you click.

Additional Information

Using Drag and Drop

Use the drag and drop feature to move or copy blocked text (and codes). For more information, see *Drag and Drop Text*.

Using the Mouse with Graphics

When you are in **Graphics Mode** or **Page Mode**, you can click or drag a graphic to select, move, or size it. You cannot perform these tasks with a mouse in **Text Mode**. For more information about editing, moving, and sizing graphics, see *Graphics: Editing the Box Position and Size*.

To:	Use this action:
Select a Graphic	Click on the graphic
Select a Graphic to Edit	Double-click on the graphic (opens the Edit Graphics dialog box)
Move a Graphic	Select the graphic, then drag it to a new location
Size a Graphic	Select the graphic, then drag a handle (small square) to a new location

Using the Mouse with Macros

When you are recording a macro, you can record items you choose with the mouse as well as keystrokes.

See Also

• Block • Drag and Drop Text • Graphics: Editing the Box Position and Size • Scroll Bars • Select • Setup: Mouse

New

Use **New** to open a new document window. If you have enough memory, you can have as many as nine document windows open at one time.

What's in this section?

- Opening a New Document Window
- See Also

Opening a New Document Window

1 Choose **New** from the **File** menu.

The cursor appears in the upper left corner of the window. You can begin typing or open or retrieve a document into the new document window. If you need help, see *Open and Retrieve*.

For information about switching between open documents, see *Windowing*.

See Also

- File Manager • Initial Codes • Open and Retrieve • Windowing

Open and Retrieve

Use **Open** to insert a document into a new document window. Use **Retrieve** to insert a document into the current document.

What's in this section?

- Concepts
- Opening a Document
- Retrieving a Document
- Helps and Hints
- See Also

Concepts

Files on Disk Compared to Opened/Retrieved Files

Documents you save are stored as *files* on a hard disk or floppy disk. When you want to edit a document that is saved on disk, you need to *open* a copy of the file into a document window. The file then becomes active in your computer's memory so that you can edit it. However, the changes you make are not recorded on disk until you save the file again (see *Save and Save As*).

Multiple Document Windows

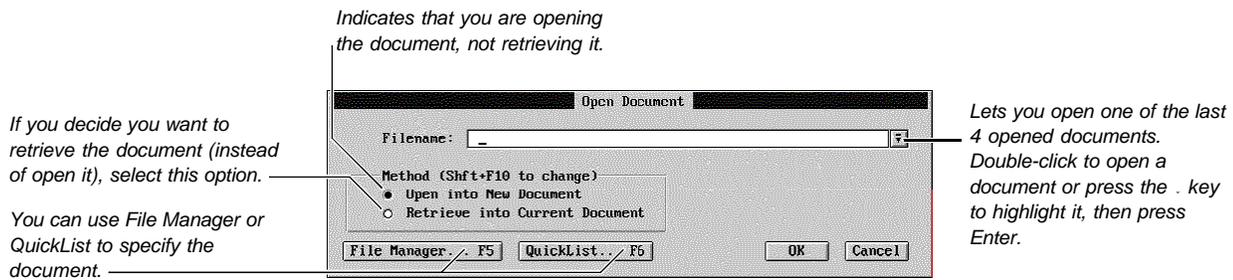
You can have as many as nine document windows open at a time.

Location of Files

You can use **Location of Files** to specify the default directory you open and retrieve documents from. See *Setup: Location of Files*.

Opening a Document

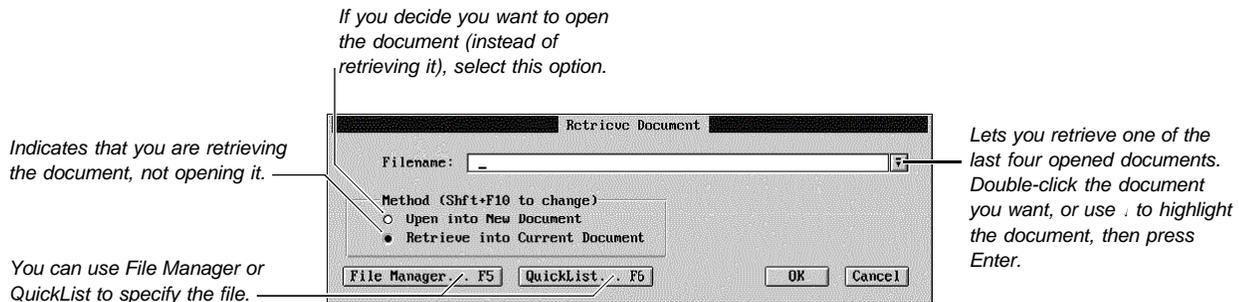
- 1 Choose **Open** from the **File** menu.
Or Press Shift+F10



- 2 If the document is located in the default directory, type the filename of the document.
or
If the document is located in a directory other than the default directory, type the path and filename of the document.
- 3 Choose **OK**.

Retrieving a Document

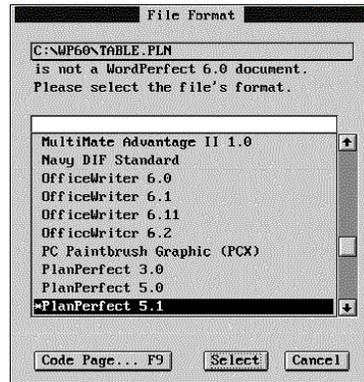
- 1 Place the cursor where you want the document retrieved.
- 2 Choose **Retrieve** from the **File** menu.
Or Press Shift+F10 twice



- 3 If the document is located in the default directory, type the filename of the document.
or
If the document is located in a directory other than the default directory, type the path and filename of the document.
- 4 Choose **OK**.

Opening/Retrieving a Document in Another Format

When you open or retrieve a document that is saved in a format other than WordPerfect 6.0, WordPerfect must identify the format before it can convert the document to the WordPerfect 6.0 format. A dialog box appears to let you confirm the format.



If the correct format of the file is highlighted in this dialog box, choose **Select** to open or retrieve the file into the document window. If WordPerfect has specified an incorrect format, highlight the correct one, then choose **Select**. (When you choose **Select**, the file is converted to WordPerfect 6.0 format, no matter what other format it was last saved in.)

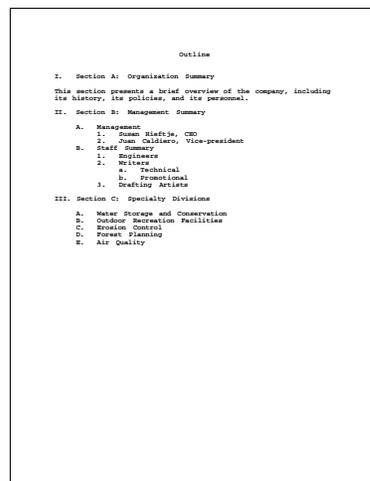
For more information about converting documents to WordPerfect format, see *Conversion*.

See Also

• Conversion • Directories • Exit and Close • File Manager • New • QuickList • Save and Save As • Setup: Location of Files

Outline

Use **Outline** to organize text using numbers, bullets, or headings.



The text in this document is organized using numbers.

ECOSERVICES

Background Information

Organization Summary

In 1961, Bruce Golden founded Ecoservices to provide limited consultation to organizations interested in reforestation wilderness land that had been abused through years of strip mining. Today, Ecoservices offices dot the US and offer a wide variety of services in specialties ranging from ozone to space ecology (Section B). Ecoservices is certified by the National Institution for Wildlife Preservation, Commission for Cleaner Solutions, European Environmental Awareness Group, and Planet Earth Group (Section D).

Management Summary

Management consists of individuals with at least three years of field experience as team leaders. Management levels include team leaders, field supervisors, and station managers (Section B). Individuals in these areas are responsible for conducting environmental impact analysis and planning or redesigning construction projects to meet federal guidelines. These individuals have a total of 540 years of experience with Ecoservices and 490 years of experience in related disciplines.

Staff Summary

Our staff employees make up the remaining work force. These individuals include engineers, professionals in public relations, legal consultants, technical writers, accountants, and drafting artists (Section B).

	Management Breakdown	Staff Breakdown	Experience (Yrs.)	% of Personnel
Env. Study	55	203	2400	40
Engineering	12	83	950	15
Env. Law	5	19	280	4
PR	4	49	320	5
Other	1	18	120	2

This statement of Qualifications includes the resumes of personnel who specialize in structural developments exceeding 40,000 sq. ft.

The text in this document is organized using headings.

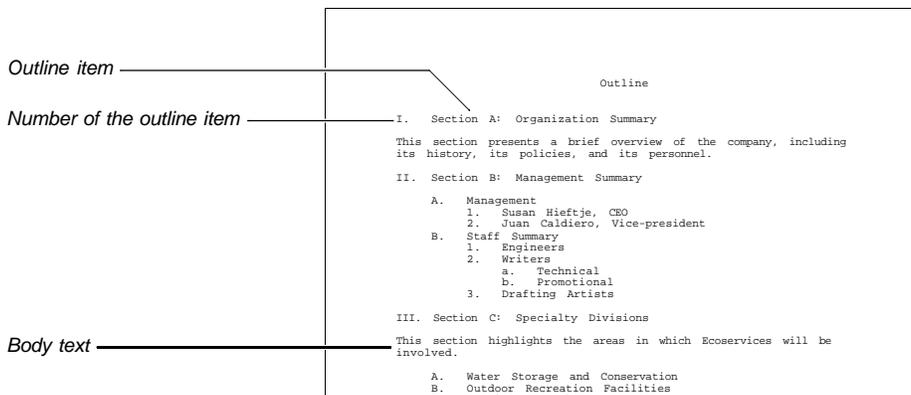
What's in this section?

- Concepts
- Creating an Outline
- Working with Your Outline
- Changing the Style of an Existing Outline
- Creating Your Own Outline Style
- Editing an Outline Style
- Helps and Hints
- Additional Information
- See Also

Concepts

Outline Families

An outline "family" includes the number, bullet, or heading in the outline item where the cursor is located, the text in the outline item, and any items in subordinate levels beneath the item, including body text.



You can edit entire outline families. See *Moving, Copying, or Cutting an Outline Family* later in this section.

Creating a Level Style

You can define a style for each level of an outline. For example, you may want to create a numbering format that automatically inserts indents and hard returns where you want them in each level of an outline. See *Creating Your Own Outline Style* later in this section.

Creating an Outline

- 1 Choose **Outline** from the **Tools** menu, then choose **Begin New Outline**.
Or Press Ctrl+F5, 1
- 2 Highlight the outline style you want, then choose **Select**.
- 3 Type the text for the first outline level.
- 4 To insert another first level, press **Enter**. To insert a second level, press **Enter**, then press **Tab**. To insert a previous level, press **Enter**, then press **Shift+Tab**.
- 5 Type the text for the new outline level.
- 6 Repeat steps 4-5 until you have finished the outline.
- 7 Choose **Outline** from the **Tools** menu, then choose **End Outline**.
Or Press Ctrl+F5, 5

Working with Your Outline

The following information can help you edit various parts of your outline.

Changing an Existing Item to Another Level

- 1 Place the cursor anywhere on the item you want to change.
- 2 Choose **Outline** from the **Tools** menu, then choose **Outline Options**.
Or Press Ctrl+F5
- 3 Type the number of the level you want in the **Insert Outline Level (1-8)** entry field.

You can also place the cursor immediately after the number for the level, then press **Tab** or **Shift+Tab** to change the item to the next or previous level.

For information about changing all levels of an entire family, see the table under *Using the Outline Bar* later in this section.

Changing an Outline Item to Normal Text

You can remove the number, bullet, or heading from an outline item so that it appears as regular body text between items in your outline.

- 1 Place the cursor anywhere on the item.
- 2 Choose **Outline** from the **Tools** menu, then choose **Change to Body Text**.
Or Press Ctrl+t

Changing Normal Text to an Outline Item

You can change a normal paragraph to an outline item that is preceded by a number, bullet, or heading. The level of the new item will match the level of the preceding outline item.

- 1 Place the cursor anywhere in the paragraph.
- 2 Choose **Outline** from the **Tools** menu, then choose **Change to Outline Level**.
Or Press Ctrl+t

If you change an outline item to normal text, then change the text back to an outline item, the level of the item will match the level of the item above it. This is true even if that level is not the original level of the item.

Hiding/Showing All Body Text

When you are working with an outline that contains a lot of normal body text between outline items, you can temporarily “collapse” the outline by hiding body text as you are editing your outline. This makes it easier to edit the main levels of text in your outline.

- 1 Place the cursor anywhere in the outline.
- 2 Choose **Outline** from the **Tools** menu, then choose **Hide Body Text**.

Or Press Ctrl+F5, 9, 5

When you are ready to show the body text in your outline again, repeat steps 1 and 2, but choose **Show Body Text**.

Moving, Copying, or Cutting an Outline Family

- 1 Place the cursor in the first line of the family you want to move, copy, or cut.
- 2 Choose **Outline** from the **Tools** menu, then choose **Move Family**, **Copy Family**, or **Cut Family**.

Or Press Ctrl+F5, m, then 1, 2, or 3

- 3 If you are moving or copying the family, place the cursor where you want the family, then press **Enter** to paste it there.

If you cut the family, you can paste it in another document by choosing **Paste** from the **Edit** menu.

You can also choose **Outline** from the **Tools** menu, then choose **Paste** to insert a cut or copied family at the cursor location.

Hiding/Showing an Outline Family

While you are working on an outline that contains many levels of text in various outline families, you can temporarily “collapse” the outline by hiding subordinate levels in large families. This makes it easier to edit the main levels of text in your outline.

- 1 Place the cursor on the first line of the family for which you want to hide subordinate levels.
- 2 Choose **Outline** from the **Tools** menu, then choose **Hide Family**.

Or Press Ctrl+F5, 9, 1

When you want to show the subordinate levels of the family again, place the cursor on the family, choose **Outline** from the **Tools** menu, then choose **Show Family**.

Or Press Ctrl+F5, 9, 2

Showing Only Certain Levels

When you are working with an outline that contains many levels of information, you may want to show only some of those levels as you edit.

- 1 Place the cursor anywhere in the outline.
- 2 Choose **Outline** from the **Tools** menu, then choose **Outline Options**.
- 3 Choose **Show Levels**.

Or Press Ctrl+F5, 9, 3

4 Choose a number to specify the levels you want to show.

For example, if you choose **3**, all outline items on levels 1, 2, and 3 will show in your document.

When you want to show all levels again, repeat steps 1 and 2, but choose **All** instead of a number.

Using Tabs, Indents, Back Tabs, and Hard Returns

Pressing **Tab** immediately after you insert an outline item changes that item to the next level. If you need to move text to a tab stop, you must use **Indent (F4)**. If you need to insert a tab, press **Ctrl+a, Tab**. If you need to insert a hard return, press **Ctrl+a, Enter**.

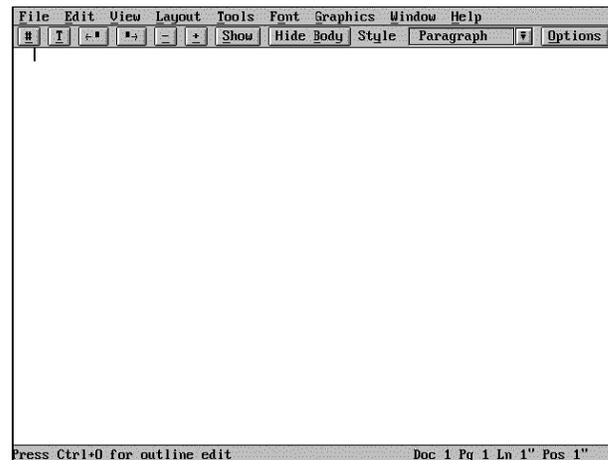
Also, when you press **Shift+Tab** immediately after inserting an outline item, the item changes to the previous level. If you need to insert a back tab, press **Ctrl+a, Shift+Tab**.

Using the Outline Bar

Use the **Outline Bar** for quick access to many of the options in the **Outline** dialog box.

1 Choose **Outline Bar** from the **View** menu.

Or Press Ctrl+F5, 7



2 If you want to use the keyboard to access the controls on the **Outline Bar**, choose **Outline** from the **Tools** menu, choose **Outline Options**, then select **Edit in Outline Mode**.

Or Press Ctrl+F5, 8 or press Ctrl+o

While this mode is active, you cannot type text or choose items from the pull-down menus. To turn off **Outline Edit Mode**, repeat step 2, press **F7**, or press **Ctrl+o**. See *Using Outline Edit Mode* below for more information.

The list below explains each of the controls on the **Outline Bar**. To access the **Outline Bar** using your keyboard, simply press the mnemonic character for the control you want to use. For example, to change normal body text text to an outline item, type **t** (see the first item in the list).

Control

#

Lets you

Change normal body text to an outline item. See *Changing Normal Text to an Outline Item* earlier in this section.

Control

T

-■ (press **Ctrl+←** if **Outline Edit Mode** is on and you are using the keyboard)

■- (press **Ctrl+→** if **Outline Edit Mode** is on and you are using the keyboard)

-

+

Show

Hide Body/Show Body

Style

Options

Lets you

Change the current outline item to normal body text between outline items. See *Changing an Outline Item to Normal Text* earlier in this section.

Change all items in the current outline family to the previous level.

Change all items in the current outline family to the next level.

Hide the current outline family. See *Hiding/Showing an Outline Family* earlier in this section.

Make a hidden family reappear. The family must be a subordinate part of a larger family. See *Hiding/Showing an Outline Family* earlier in this section.

Show all levels in the current outline up to and including the level you specify. See *Showing Only Certain Levels* earlier in this section.

Hide or show normal body text between outline items. See *Hiding/Showing All Body Text* earlier in this section.

Change the outline style of the current outline. See *Changing the Style of an Existing Outline* later in this section.

Open the Outline dialog box.

Using Outline Edit Mode

When **Outline Edit Mode** is turned on, you can use keystrokes to easily select and edit outline families and paragraphs. You cannot type text when **Outline Edit Mode** is on.

- 1 Choose **Outline** from the **Tools** menu, then choose **Outline Options**.

Or Press **Ctrl+F5**

- 2 Select **Edit in Outline Mode**.

Selecting **Edit in Outline Mode** also displays the **Outline Bar**. See *Using the Outline Bar* above.

The list below explains the tasks you can perform using keystrokes while in **Outline Edit Mode**. When you are finished using this mode, press **F7** or **Ctrl+o**.

Task

Select an outline family or paragraph

Select an outline family or select a paragraph; any items on a hidden level immediately below the current level reappear

Select the next family of an equivalent or higher level

Change all items in the selected outline family to the next or previous level

Keystroke

↑, ↓, or ←

→

Page Up and Page Down or **Alt+↑** and **Alt+↓**

Ctrl+→ and **Ctrl+←**, or **Tab** and **Shift+Tab**

Task	Keystroke
Move the selected outline family or paragraph up or down	Ctrl+ ↑ and Ctrl+ ↓
Cut the selected outline family or paragraph, then use Enter to paste it elsewhere	Ctrl+Delete
Copy the selected outline family or paragraph, then use Enter to paste the copy elsewhere	Ctrl+Ins
Cut the selected outline family or paragraph	Delete, Backspace, or Ctrl+x
Copy the selected outline family or paragraph	Ctrl+c
Paste a cut or copied outline family or paragraph	Ins or Ctrl+v

Changing the Style of an Existing Outline

- 1 Place the cursor anywhere in the outline.
- 2 Choose **Outline** from the **Tools** menu, then choose **Outline Style**.
Or Press Ctrl+F5, 3
- 3 Highlight the outline style you want, then choose **Select**.

Creating Your Own Outline Style

You can change how the numbers for each level print. You can also change the styles that are used for each level.

- 1 Choose **Outline** from the **Tools** menu, choose **Outline Style**, then choose **Create**.
Or Press Ctrl+F5, 3, 2
- 2 Type a name for the style, then choose **OK**.
- 3 If you want, type a **Description** for the outline style.
- 4 If you want the numbering format you are creating to be similar to a format that already exists, choose that format from the **Number Format** pop-up list.
- 5 If you want your outline style to contain only numbers or bullets (without level styles that format each level), select **Numbers Only**.
- 6 If you want, type a new number or bullet for any level in the **Numbers** list. If you press **F5** while the **Numbers** list is active, you can choose a bullet for the level by highlighting the bullet, then choosing **Select**.
- 7 Follow the appropriate steps below, then choose **OK** and **Close** until you return to your document.

Selecting a Different Style for a Level

- 1 Highlight the style in the **Level Style** list, choose **Select**, then double-click the style you want.

Creating a New Level Style

- 1 If you know of a style in the **Level Style** list that is similar to the level style you want to create, highlight that style, then choose **Create**.
- 2 Type a name for the style, then choose **OK**.

- 3 Insert new contents in the **Style Contents** entry field, press **F7**, then choose **OK**. If you need help inserting style contents, see *Styles*.

The new style is automatically activated so you can use it in your document.

Editing a Level Style

IMPORTANT: The level styles used by the **Bullets**, **Outline**, and **Paragraph** styles have the same names (Level 1, Level 2, and so on). Also, the level styles used by the **Legal** and **Legal 2** styles have the same names (Legal 1, Legal 2, and so on). Consequently, when you edit a level style for one of these outline styles, you are editing that level style for the other outline style(s) as well. For example, if you edit the Level 1 style for the **Bullet** style, you are also editing the Level 1 styles for the **Outline** and **Paragraph** styles. To avoid this, use **Create** to create a duplicate style for a level you want to edit. See *Creating a New Level Style* above.

- 1 Highlight the style in the **Level Style** list, choose **Edit**, then insert new contents in the **Style Contents** entry field. If you need help inserting style contents, see *Styles*.
- 2 When you are finished, press **F7**, then choose **OK**.

Deleting or Resetting a Level Style

You can use **Delete** to reset a system style you have modified or delete a style you have created and replace it with the default style for that level. You cannot delete a system style that you have not modified.

- 1 Highlight the style in the **Level Style** list, then choose **Delete**.
- 2 If you are resetting a system style to its default state, choose **Yes**.
or
If you are deleting a level style you created, choose **Including Codes** or **Leaving Codes**.

Copying a Level Style

You can use **Copy** to copy level styles from one library to another, from a library to the current document, or from the current document to a library.

Or, you can use **Copy** to copy a level style within the current document or library by specifying a new name for it. This is useful if you want to change an existing style, but keep a copy of the original style in the same document or library you are using. For general information about libraries and copying styles, see *Styles*.

- 1 Highlight the style in the **Level Style** list, choose **Copy**, then choose an option to indicate where you want to copy the style.

If any options are dimmed, you haven't specified the filenames of the libraries you want as your default personal and shared libraries in **Location of Files**. See *Setup: Location of Files*.

- 2 If you want to keep a copy of the original style in the library or document it came from, type a name for the duplicate style you are going to edit, then choose **OK**.

If you have copied the style to the current document or library and you want to edit it, choose **Select**, double-click the name of the copied style, then choose **Edit** to change the style (see *Editing a Level Style* above).

Editing an Outline Style

- 1 Choose **Outline** from the **Tools** menu, then choose **Outline Style**.
Or Press Ctrl+F5, 3
- 2 Select the outline style you want to edit, then choose **Edit**.
- 3 Make any changes, as in steps 3-7 under *Creating Your Own Outline Style* above.

- 4 Choose **OK**, then choose **Close**.

Helps and Hints

Renumbering an Outline

You can start renumbering an outline at any level, with any number. This is useful if you want to stop using **Outline**, then start using it again later in the document. For example, suppose you create an outline early in your document that ends with a first level number III. Later in the document, you can turn on **Outline** again and start with the number IV (rather than I).

- 1 Place the cursor where you want to start renumbering.
- 2 Choose **Outline** from the **Tools** menu, then choose **Outline Options**.
Or Press Ctrl+F5
- 3 Type the number you want to start with in the **Set Paragraph Number** entry field.

You must type Arabic numerals separated by commas, spaces, or periods. For example, if you want to start at V.B.3, type 5.2.3.

Inserting an Outline Level

- 1 Make sure you have selected the outline style you want to use.

If you need help, selecting an outline style see *Creating an Outline* at the beginning of this section.

- 2 Choose **Outline** from the **Tools** menu, then choose **Outline Options**.
Or Press Ctrl+F5
- 3 Type the number of the level you want to start with in the **Insert Outline Level** entry field.

Initial Codes/Settings

You can change the default outline definition in **Initial Codes Setup**. See *Initial Codes*.

Cursor Movement

The following cursor commands are specifically designed for use in outlines.

Keystroke	What it Does
Alt+Left Arrow (←)	Moves the cursor <i>back</i> to the previous outline item.
Alt+Right Arrow (→)	Moves the cursor <i>forward</i> to the next outline item.
Alt+Up Arrow (↑)	Moves the cursor to the previous item of the same or preceding level.
Alt+Down Arrow (↓)	Moves the cursor to the next item of the same or preceding level.

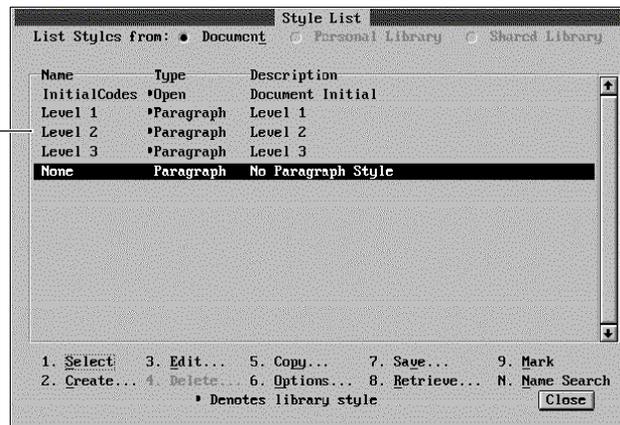
Additional Information

Outline Styles Available in Each New Document

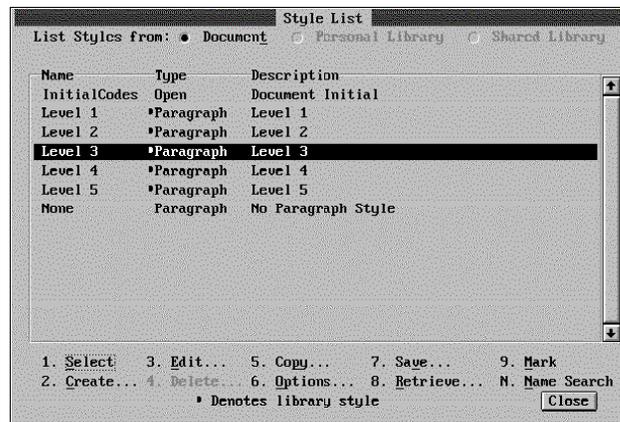
Each time you open a new document, the system styles for the default outline definition are automatically available (you can change to a different default outline definition in **Initial Codes Setup**; see *Initial Codes*).

If you have not changed the default outline definition, the **Paragraph** outline definition is active.

These styles are available in each new document you create.



You may want to experiment with the Paragraph level styles to see how they can affect a document. Notice that additional level styles become available as you use levels that are currently available. For example, if you use the Level 3 style, then press **Alt+F8** to list styles, the Level 4 and Level 5 styles now appear with the others. This way, the styles list displays only the styles you are using.



If you want to change the outline styles that are active in each new document you create, specify those styles in **Initial Codes Setup**. See *Initial Codes* if you need help.

See Also

- Initial Codes
- Styles

Overstrike

Use **Overstrike** to create new characters from your keyboard by combining existing characters.

In the table below a *French 7* and a *British Z* have been created as overstrike characters.

Characters	Overstrike
7-	7̄
Z-	Z̄

What's in this section?

- Concepts
- Creating an Overstrike Character
- Editing an Overstrike Character
- Helps and Hints
- See Also

Concepts

Uses of the Overstrike Feature

If your printer has the correct font set, you can combine characters and text appearance attributes to create mathematical symbols, language symbols, and other character combinations not included in the WordPerfect character sets.

Attributes

You can choose the **Attributes** button from the **Create Overstrike** dialog box to change the position, size, or appearance of characters.

How Overstrike Characters Appear

When you print your document, overstrike characters are superimposed on each other. If you are displaying your document in **Text Mode**, you may see only the last character that was entered in the overstrike entry field. By displaying your document in **Page Mode** or **Graphics Mode**, you can see the actual overstrike characters.

Creating an Overstrike Character

- 1 Place the cursor where you want to insert the overstrike character.
- 2 Choose **Character** from the **Layout** menu, then choose **Create Overstrike**.
Or Shift+F8, 6, 5
- 3 To include a text attribute, choose **Attributes**, then select the attribute.
- 4 Type the characters (without spaces) that you want printed as an overstrike. (The order is not important.)
- 5 Choose **OK** until you return to your document.

Editing an Overstrike Character

- 1 Choose **Character** from the **Layout** menu, then choose **Edit Overstrike**.

Or Press Shift+F8, 6, 6

The overstrike character displayed in the **Edit Overstrike** dialog box is the one found to the left of the cursor or if one does not exist there, it is the first one after the cursor.

- 2 Add or delete any text appearance attributes or characters in the text box, then choose **OK**.

Helps and Hints

Overstrike and Character Sets

Many overstrike character combinations and international characters are already provided in the WordPerfect character sets. You can enter these characters into your text using **WP Characters** (see *Characters* and *Appendix A: Character Sets*).

You can also use characters from the WordPerfect character sets to create an overstrike character. To access the **WordPerfect Characters** dialog box from within the **Create Overstrike** dialog box, press **Ctrl+w**.

Short Cuts

You can define a macro that creates overstrike characters. Using a macro saves you from having to re-create the overstrike each time you want to insert it in your document (see *Macros*).

See Also

- Characters
- Macros
- Appendix A: Character Sets

Page Break

WordPerfect inserts two types of page breaks into a document—soft page breaks and hard page breaks.

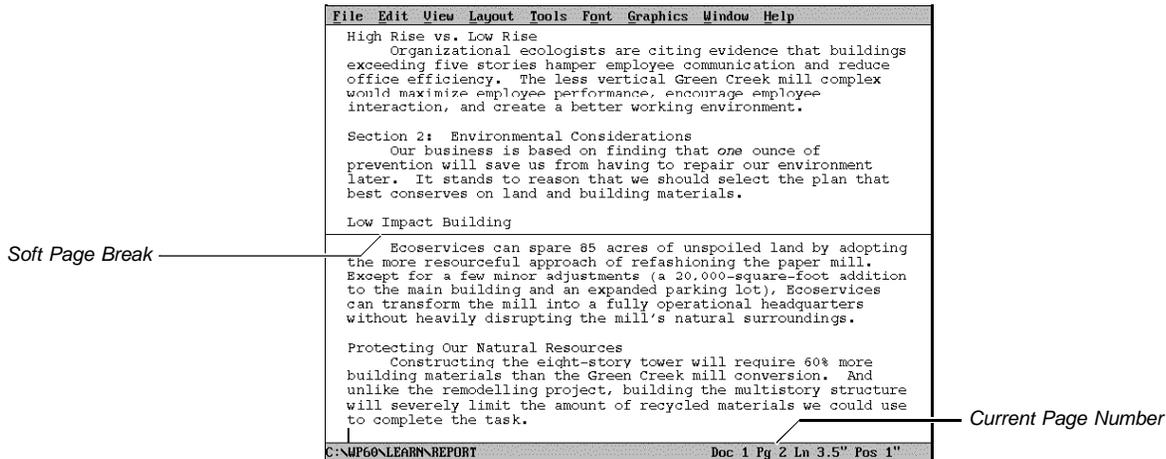
What's in this section?

- Concepts
- Inserting a Hard Page Break
- Deleting a Hard Page Break
- Helps and Hints
- See Also

Concepts

Soft Page Break

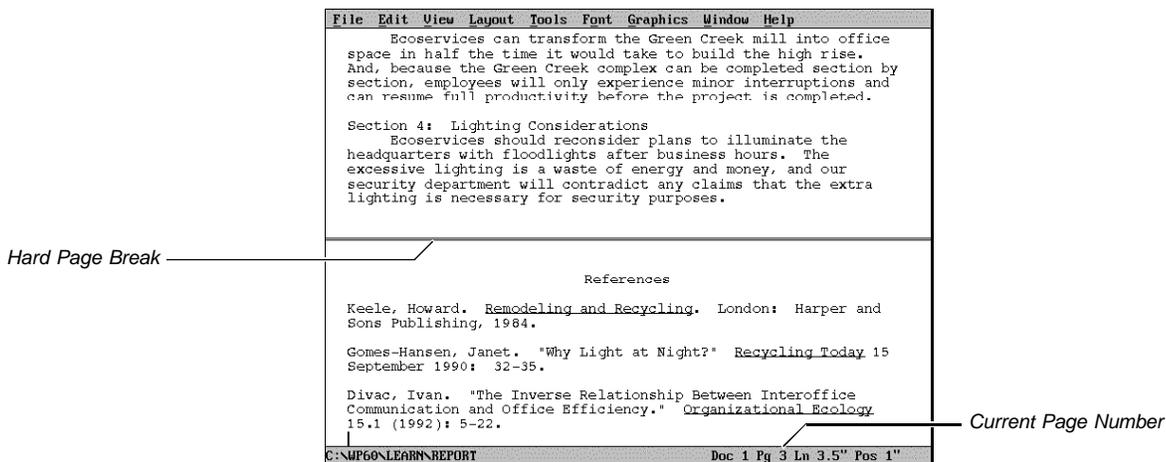
When text or graphics reach the bottom margin of a page, WordPerfect inserts a soft page break to indicate that you have filled one page and are starting another. A soft page break is represented by a single line extending across the document window.



This page break is "soft" because its location is likely to change as you edit your document. When you add or delete text (including headers, footers, footnotes, and endnotes), WordPerfect reformats the document placing soft page breaks in new locations as needed.

Hard Page Break

You can insert a hard page break anywhere you want a new page to begin. Text can still be added above the page break, but the page break will always begin a new page. A hard page break is represented by a double line extending across the document window.



Soft page breaks are added by WordPerfect as you type, but you can insert a hard page break wherever you like.

Inserting a Hard Page Break

- 1 Place the cursor where you want to end the page.
 - 2 Choose **Alignment** from the **Layout** menu, then choose **Hard Page**.
- Or Press Ctrl+Enter

Deleting a Hard Page Break

Helps and Hints

- 1 Move the cursor to the end of the page before the hard page break, then press **Delete**.

Columns

When you are typing in columns, pressing **Ctrl+Enter** (or choosing **Page Break** from **Alignment** on the **Layout** menu) inserts a *hard column break*, which ends one column and moves the cursor to the next column. To insert a hard page break, you must press **Ctrl+a**, **Ctrl+Enter** (see *Columns*).

Large Documents

Although you can use hard page breaks to separate sections or chapters in a large document, it may be better to divide a large document into several smaller, manageable files and then combine them using the **Master Documents** feature (see *Master Documents*).

See Also

- Block Protect
- Conditional End of Page
- Footnotes and Endnotes
- Headers and Footers
- Master Document
- Widow/Orphan Protect

Page Numbering

Use **Page Numbering** to select the type of page numbers you want and place them in a specific location on the printed page.

What's in this section?

- Concepts
- Numbering Pages
- Setting New Page Numbers
- Forcing an Odd, Even, or New Page
- Changing the Fonts and Attributes of Page Numbers
- Changing the Numbering Method
- Including Text with the Page Number
- Including Chapter Numbers, Volume Numbers, and Secondary Page Numbers
- Incrementing Chapter and Volume Numbers
- Setting New Chapter and Volume Numbers
- Putting Page Numbers in the Text of Your Document
- Helps and Hints
- Additional Information
- See Also

Concepts

Numbering Methods

You can choose Arabic numerals (1, 2, 3), lowercase Roman numerals (i, ii, iii) or letters (a, b, c), or uppercase Roman numerals (I, II, III) or letters (A, B, C). You can place numbers in any one of eight possible arrangements on the page. You can also place numbers within the text of your document (see *Putting Page Numbers in the Text of Your Document* later in this section).

Page Numbers with Text

You can include text with the page numbers (such as "Economics—Page 1"). You can also include volume and chapter numbers with the page numbers (such as "Economics—Chapter 3 Page 14").

Secondary Page Numbers

Secondary page numbers allow you to keep track of a second set of page numbers. Secondary page numbers work exactly like page numbers.

For example, to create a page number format like "Page 7 (Previous page: 6)," you would use a page number for the "7" and a secondary page number for the "6."

Page numbers and secondary page numbers increment automatically.

Chapter and Volume Numbers

Chapter numbers and volume numbers allow you to include numbers for larger subdivisions of your document with a page number. They both work in exactly the same way. “Chapter” and “Volume” are merely convenient names for these numbers.

Unlike page numbers (and secondary page numbers), which are incremented automatically, chapter and volume numbers must be incremented manually. For example, once you have included chapter numbers in your page number format, you must increment the number at the beginning of each chapter (see *Incrementing Chapter and Volume Numbers* in this section).

When you increment a chapter (or volume) number, all incremented chapter (or volume) numbers that come after it are automatically updated. However, you can set a new chapter (or volume) number that will remain constant even when incremented chapter (or volume) numbers are inserted before it in the document (see *Setting New Chapter and Volume Numbers* in this section).

Page Number Display

In **Text Mode** and **Graphics Mode**, the page numbers appear only on the printed page, not in the document window. You can see how they will look by using **Print Preview** or **Page Mode**.

Numbering Pages

- 1 Move the cursor to the page where you want numbering to begin.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 Choose **Page Numbering**.
- 4 Choose **Page Number Position**, then select the location on the page where you want the page numbers to be printed.
- 5 Choose **OK** and **Close** until you return to your document.

Setting New Page Numbers

- 1 Move the cursor to the page where you want to set a new page number.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 Choose **Page Numbering**.
- 4 Choose **Page Number**, then choose **New Number**.
- 5 Type the number you want.
- 6 Choose **OK** and **Close** until you return to your document.

Forcing an Odd, Even, or New Page

Sometimes you may want to make sure that a certain page in a document always has an odd or even page number. For example, it is customary to begin each chapter in a book on an odd-numbered page. Or you may want to ensure that a chapter or index always begins on a new page.

- 1 Move the cursor to the page where you want an odd, even, or new page number.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3

- 3 Choose **Force Page**.
- 4 Select **Odd, Even, or New**.
- 5 Choose **OK** and **Close** until you return to your document.

When you force an odd or even page number, WordPerfect inserts a page break, if necessary, to keep the forced page odd or even (see *Page Break*).

Changing the Fonts and Attributes of Page Numbers

- 1 Move the cursor to the page where you want to change the font or attributes of the page numbers.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 Choose **Page Numbering**.
- 4 Choose **Page Number Position**, then choose **Font/Attributes/Color**.
- 5 Choose a font and specify appearance attributes and colors as desired. See *Font* for information about using fonts and appearance attributes. See *Setup: Color Printing Palette* for information about using colors.
- 6 Choose **OK** and **Close** until you return to your document.

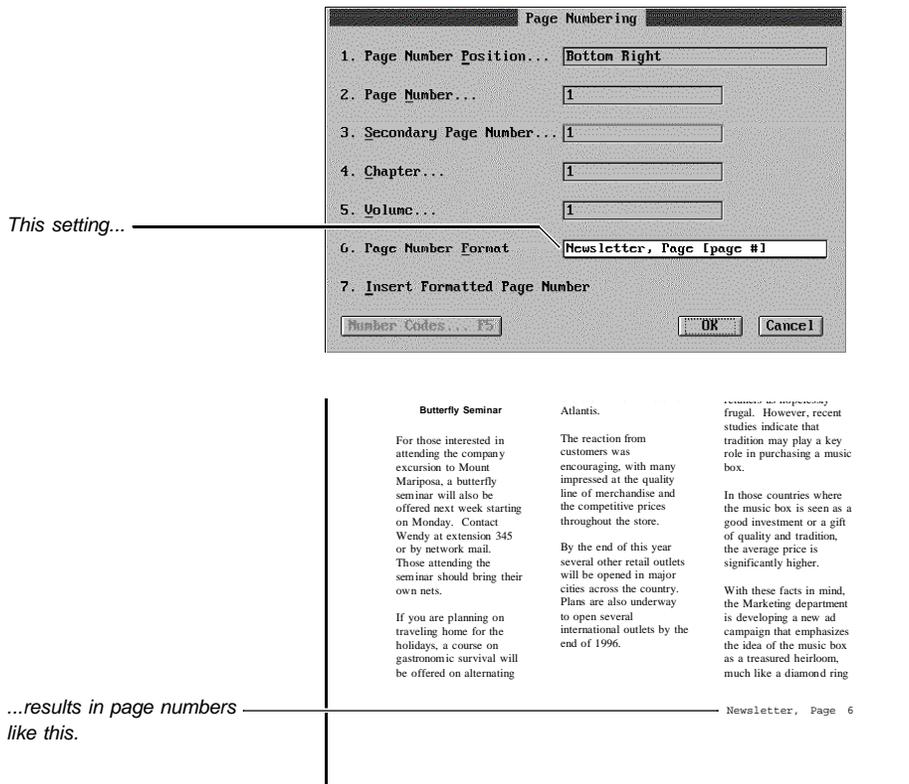
Changing the Numbering Method

- 1 Move the cursor to the page where you want to change the page numbers.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 Choose **Page Numbering**.
- 4 Choose **Page Number**, then choose **Numbering Method**.
- 5 Select a numbering method (numbers, letters, or Roman numerals).
- 6 Choose **OK** and **Close** until you return to your document.

Including Text with the Page Number

- 1 If you want text to accompany the page number, move the cursor to the page where you want to change the page numbers.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 Choose **Page Numbering**.
- 4 Choose **Page Number Format**.

- 5 Type the text in the entry field. The page number code, [page #], shows the position of the page number itself in relation to the text you type.



- 6 Choose **OK** and **Close** until you return to your document.

Including Chapter Numbers, Volume Numbers, and Secondary Page Numbers

- 1 Place the cursor where you want to include chapter, volume, or secondary page numbers with the page numbers.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 Choose **Page Numbering**.
- 4 Choose **Page Number Format**, then place the cursor in the entry field where you want the chapter, volume, or secondary page number to go.
- 5 Choose **Number Codes**.
- 6 Choose **Chapter Number**, **Volume Number**, or **Secondary Page Number**.
- 7 Choose **OK** and **Close** until you return to your document.

Incrementing Chapter and Volume Numbers

- 1 Move the cursor to the beginning of a chapter or volume.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 Choose **Page Numbering**.
- 4 Choose **Chapter** or **Volume**.

- 5 Choose **Increment Number**.
- 6 Choose **OK** and **Close** until you return to your document.

You can also decrement chapter and volume numbers by following steps 1-6 above, then choosing **Decrement Number** in step 5.

Setting New Chapter and Volume Numbers

- 1 Move the cursor to the beginning of a chapter or volume.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 Choose **Page Numbering**.
- 4 Choose **Chapter** or **Volume**.
- 5 Choose **New Number**, then specify the new number.
- 6 Choose **OK** and **Close** until you return to your document.

Putting Page Numbers in the Text of Your Document

You can put the current page number anywhere in the text of your document. You can include the fully formatted page number, complete with any text and chapter and volume numbers, or you can include just the page number.

Page numbers are updated if the text that surrounds them moves to another page.

Putting Formatted Page Numbers in Text

- 1 Place the cursor where you want the formatted page number to appear.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 Choose **Page Numbering**.
- 4 Choose **Insert Formatted Page Number**.

You can also press **Ctrl+p** from anywhere in your document to insert a formatted page number in the text.

Putting Numbers Only in Text

- 1 Place the cursor where you want the page number to appear.
- 2 Choose **Page** from the **Layout** menu.
Or Press Shift+F8, 3
- 3 Choose **Page Numbering**.
- 4 Choose **Page Number**.
- 5 Choose **Display in Document**.
- 6 Choose **OK** and **Close** until you return to your document.

You can also display secondary page numbers, chapter numbers, and volume numbers in text.

Creating “Page X of X”

This common page numbering scheme requires the use of three WordPerfect features: **Page Numbering**, **Headers/Footers**, and **Cross-Reference**. To create this scheme, you must insert a formatted page number into a header or footer, and then create a reference in the header or footer and tie the reference to a target on the last page.

- 1 Create a page number format such as Page [page] of (see *Numbering Pages*, *Including Text with the Page Number*, and *Putting Page Numbers in the Text of your Document* earlier in this section for instructions).

Make sure the **Page Number Position** is **None**.

- 2 Create a header or a footer (see *Headers and Footers* for instructions), then insert the formatted page number into the header or footer (see *Putting Formatted Page Numbers in Text* earlier in this section for instructions).
- 3 Create a reference in the header or footer immediately after the formatted page number. Tie the reference to a target at the very end of your document (see *Cross-Reference* for instructions).
- 4 Generate the cross-references (see *Generate* for instructions).

Dealing with Complex Page Numbering Schemes

You can include many elements in a page numbering scheme.

For example, a newsletter publisher counts pages sequentially through all twelve issues of its annual volume. For the readers' convenience, each issue also has its own page numbers that begin with one.

at affordable prices.

In this report, the past, present, and future status of HALVA International is reviewed, with an emphasis on these characteristics as being vital to the continued survival of the company.

The European Connection

The year was 1942, and the war had become a nightmare of reality. With the transportation of goods between many countries blocked, and the lines of economic communication virtually severed, intercontinental business was at a standstill.

The entire face of economics changed to a survival industry. Manufacturing resources were transformed into a war machine. Sacrifice of conveniences became the test of civil loyalty.

International that provides an insight into the current direction of the company.

Direction vs. Management

The nature of an organization is often determined by the personality of its founder. In focusing on the nature of HALVA International, one immediately recognizes the influence of Bryan Metcalf, the man.

Despite advice to the contrary, Metcalf has always maintained that employees should be given direction instead of management. To that end, he has worked to give employees a voice in both their job descriptions and the goals of the company.

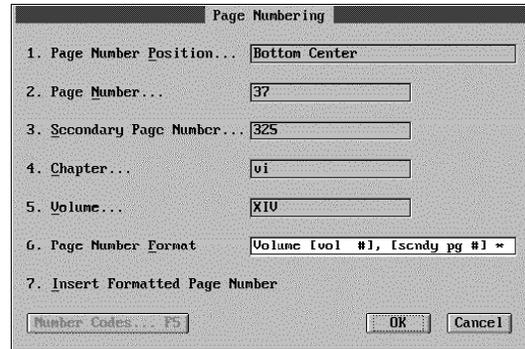
Volume XIV, 325 * Number vi, 37

Complex Page Numbering

To accomplish this numbering scheme, the **Page Number Format** entry field should contain this information:

Volume [vol #], [scndy pg #] * Number [chpt #], [page #]

Also, the settings in the **Page Numbering** dialog box would look like this:



Additional Information

Suppressing Page Numbers

If you don't want a page number to print on a specific page (such as a title page), you can use **Suppress** or **Delay Codes**.

See Also

- Counters
- Delay Codes
- Headers and Footers
- Initial Codes
- Page Break
- Suppress

Paper Size/Type

Use the **Paper Size/Type** feature to select and create paper definitions. WordPerfect uses the information in the paper definition to correctly format and print your document.

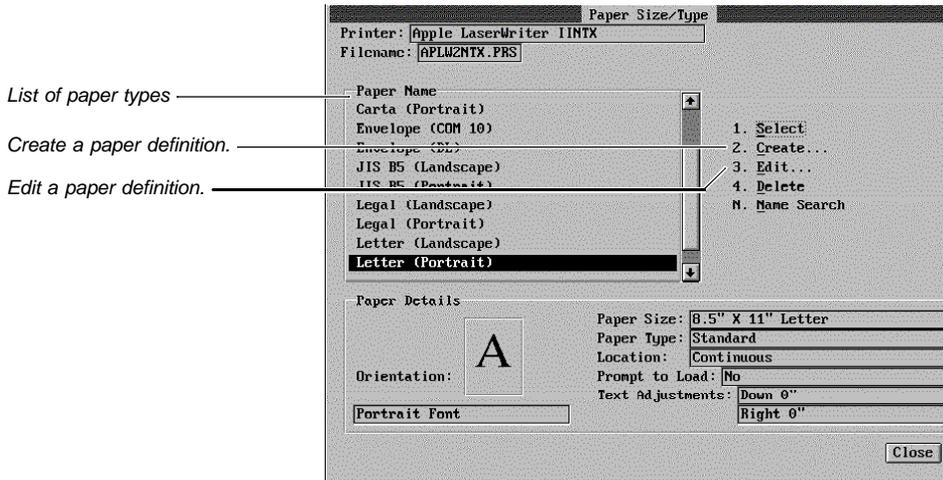
What's in this section?

- Concepts
- Selecting a Paper Definition
- Creating a Paper Definition
- Editing a Paper Definition
- Deleting a Paper Definition
- Creating a Paper Definition for Any Printer
- Editing the [ALL OTHERS] Definition
- Helps and Hints
- See Also

Concepts

Paper Definitions

You can select a paper definition provided by WordPerfect, or you can create your own. Depending on the capabilities of your printer, you can create a variety of paper sizes, including standard 8.5" x 11" sheets and 9.5" x 4" envelopes.



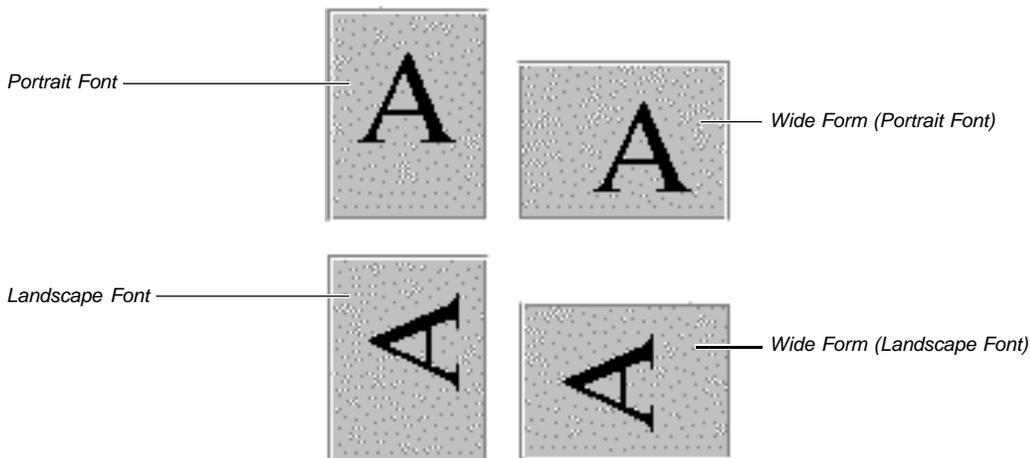
The paper definition also specifies how the paper is fed into the printer. For instance, when you have more than one paper definition in your document, you can have WordPerfect prompt you to change the paper in your printer.

Default Paper Definition

Each version of WordPerfect has a default paper definition that is used if you do not select a paper size and type. For U.S. versions, the standard is 8.5" x 11" paper. For non-U.S. versions, the default paper definition varies.

Paper Orientation and Printers

Depending on the capabilities of your printer, you can insert either the narrow or wide edge of a sheet of paper into your printer. For most printers, WordPerfect can print on the paper in either *portrait* or *landscape* font orientation.



When you print with a portrait font, information comes out of the printer in the orientation that you actually read text. When you print with a landscape font, the information comes out of the printer rotated 90 degrees. Font orientation is independent from the way you insert paper into your printer.

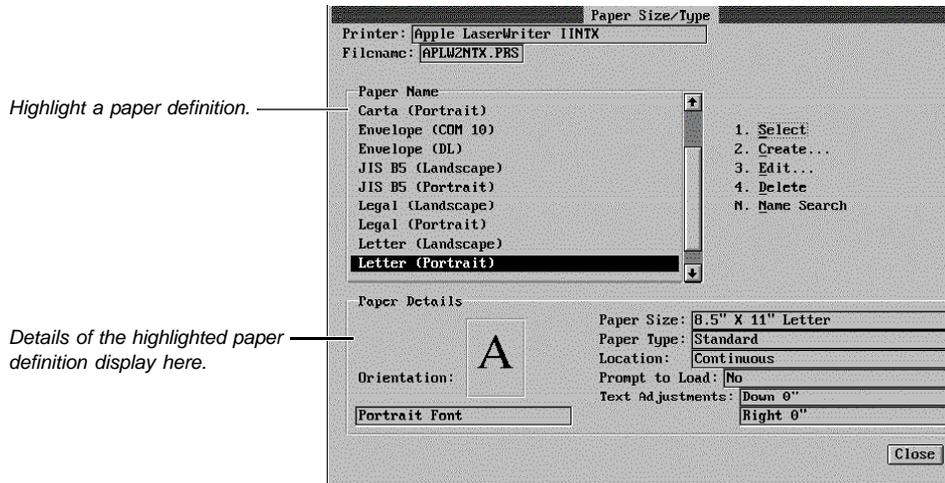
Selecting a Paper Definition

- 1 Place the cursor on the page where you want to change the paper definition.

Auto Code Placement affects this feature (see *Auto Code Placement*).

- 2 Choose **Page** from the **Layout** menu, then choose **Paper Size/Type**.

Or Press Shift+F8, 3, 4



- 3 Highlight the paper definition you want, then choose **Select**.

- 4 Choose **OK** and **Close** until you return to your document.

Creating a Paper Definition

Use this option to create a paper definition for the current printer. Paper definitions are stored in the printer's .PRS file and are available only when you use that particular printer.

You can create a paper definition for the current document, or you can simply create a paper definition and use it later.

- 1 Place the cursor on the page where you want to create the paper definition.

Auto Code Placement affects this feature (see *Auto Code Placement*).

- 2 Choose **Page** from the **Layout** menu, then choose **Paper Size/Type**.

Or Press Shift+F8, 3, 4

- 3 Choose **Create**.

or

Highlight a paper definition that is similar to the one you want to create, then choose **Create**.

To create a paper definition you will choose from the following options in steps 4-12:

Option	Lets You
Paper Name	Give each paper definition a unique name
Paper Type	Specify a paper type
Paper Size	Choose a paper size
Paper Location	Specify how the paper is being fed into the printer: continuous or manual feed; specify sheet feeder and bin information if you have a sheet feeder

Option	Lets You
Prompt to Load	Have WordPerfect prompt you to load paper into your printer
Paper Orientation	Choose to print to a wide or narrow form (as inserted into your printer) with either portrait or landscape (rotated) fonts
Adjust Text	Adjust where text prints on the page when text doesn't print at the specified margins

- 4 Type the name of the new paper definition, then press **Enter**.
- 5 Choose a paper type from the **Paper Type** drop-down list.
- 6 Choose **Paper Size**.
- 7 Highlight a predefined paper size, then choose **Select**.
or
Choose **Other**, specify paper size measurements, then choose **OK**.
- 8 Choose **Paper Location**.
- 9 Highlight **Continuous** or **Manual Feed** from the list, then choose **Select**.
or
If you have a sheet feeder with more than one bin, choose **Sheet Feeder**, highlight your sheet feeder, choose **Select**, then choose **Close**. Highlight the paper location you want, then choose **Select**.

For more information on paper location, see *Helps and Hints* later in this section.

- 10 If you want to be prompted to load paper, choose **Prompt to Load**.
- 11 Choose **Orientation**, highlight the appropriate paper orientation, then choose **OK**.
- 12 If you want to adjust where text is printed on the page, choose **Adjust Text**, choose a direction, then type adjustments.
- 13 When you are finished choosing options, choose **OK** to save your paper definition.

You can use the new paper definition in the current document or at a later time.

- 14 To insert the new paper definition into your current document, highlight it, then choose **Select**.
or
To exit without selecting a paper size, choose **Close**.
- 15 Choose **OK** and **Close** until you return to your document.

Editing a Paper Definition

- 1 Choose **Page** from the **Layout** menu, then choose **Paper Size/Type**.
Or Press Shift+F8, 3, 4
- 2 Highlight the paper definition you want to edit, then choose **Edit**.
- 3 Specify paper options, then choose **OK**. For information about available options, see *Creating a Paper Definition* above.
- 4 Choose **Close** and **OK** until you return to your document.

Deleting a Paper Definition

When you delete a paper definition from the list in the **Paper Size/Type** dialog box, WordPerfect can no longer use that definition. If the paper definition in your document has been deleted from the list, WordPerfect looks for a similar paper definition or uses the [ALL OTHERS] definition.

- 1 Choose **Page** from the **Layout** menu, then choose **Paper Size/Type**.
Or Press Shift+F8, 3, 4
- 2 Highlight the paper definition that you want to delete, choose **Delete**, then choose **Yes**.
- 3 Choose **Close** and **OK** until you return to your document.

Creating a Paper Definition for Any Printer

Use the [ALL OTHERS] paper definition when you want to create a definition that can be used with any printer or when you want to use a paper definition in the current document only. The [ALL OTHERS] definition will not add a paper definition to your printer's list of paper definitions.

- 1 Place the cursor on the page where you want to change the paper size.

Auto Code Placement affects this feature (see *Auto Code Placement*).

- 2 Choose **Page** from the **Layout** menu, then choose **Paper Size/Type**.
Or Press Shift+F8, 3, 4
- 3 Highlight the [ALL OTHERS] paper definition at the bottom of the list, then choose **Select**.

The [ALL OTHERS] paper definition uses settings that are common to most printers. Thus, when you select [ALL OTHERS], you are asked to choose a paper type and paper size only. If you want to specify other paper options (such as **Maximum Width**, **Paper Location**, **Prompt to Load**, or **Adjust Text**), you can edit [ALL OTHERS] (see *Editing the [ALL OTHERS] Definition* below).

- 4 Choose a paper type from the **Paper Type** drop-down list.
- 5 Choose **Paper Size**.
- 6 Highlight a predefined paper size, choose **Select**, then choose **OK**.
or
Choose **Other** from the options, type the measurements you want, then choose **OK** twice. (If you want to print with a landscape (rotated) font, enter the larger amount for width.)

IMPORTANT: When using the [ALL OTHERS] paper definition, WordPerfect rotates the font when the specified width is greater than the maximum width and the specified length is less than the maximum width.

- 7 Choose **OK** and **Close** until you return to your document.

Editing the [ALL OTHERS] Definition

When you edit the [ALL OTHERS] paper definition, you can change the **Maximum Width**, **Paper Location**, **Prompt to Load**, and **Adjust Text** options. For example, you might want to enter a bigger number for **Maximum Width** if you plan on using paper that is wider than the paper size specified for [ALL OTHERS].

- 1 Choose **Page** from the **Layout** menu, then choose **Paper Size/Type**.
Or Press Shift+F8, 3, 4
- 2 Highlight the [ALL OTHERS] definition, then choose **Edit**.
- 3 Choose **Maximum Width**, then type the maximum width of paper your printer can print. (If you retrieve a document that exceeds this amount, the document is reformatted to the width you specify for **Maximum Width**).

- 4 Specify other paper options as described in *Creating a Paper Definition* earlier in this section, then choose **OK**.
- 5 Choose **Close** and **OK** until you return to your document.

Helps and Hints

Envelopes

You can use the **Envelopes** feature to select or create envelope paper definitions. You can then print envelopes using the mailing and return addresses you specify (see *Envelopes*).

Printer Not Selected

You must first select a printer before you can open the **Paper Size/Type** dialog box. Usually you select a printer when you install WordPerfect. However, if you have changed printers, or if you did not select one during installation, you will need to select the correct printer before using the **Paper Size/Type** feature (see *Print: Select Printer*).

Continuous and Manual Feed

When you select **Paper Location** options, you should select **Continuous** if you have a dot matrix or daisy wheel printer and the paper is tractor-fed with perforations on each side. Continuous forms on laser printers are single sheets of paper that are fed through a paper cassette or a single bin sheet feeder. Select **Manual Feed** if your paper is hand fed into the printer one sheet at a time.

Sheet Feeders and Bins

Sometimes it might be difficult to determine if the paper in a laser printer is continuous or comes from a sheet feeder with more than one bin. Generally, if a laser printer has only one place to get paper, the paper should be defined as continuous (see the documentation that came with your printer).

Printing to a Different Printer

Different paper definitions are available for different printers. When you print to a different printer, WordPerfect looks for a similar paper definition. If one is not found, the **[ALL OTHERS]** paper definition is selected.

[ALL OTHERS] Paper Definition

If you will be using the same paper definition many times, you can select or create a specific paper definition. See *Selecting a Paper Definition* and *Creating a Paper Definition* earlier in this section. However, if you want to print a document on several different printers without adding the paper definition to a specific printer, you can use **[ALL OTHERS]**. See *Creating a Paper Definition for Any Printer* earlier in this section.

You can also use the **[ALL OTHERS]** paper definition when you want to create a definition for the current document only.

Selecting a Paper Size for All Documents

When you select a paper definition in the **Paper Size/Type** dialog box, the definition affects only the current document. If you want to select a paper definition that will affect all new documents (a default paper definition), you can use **Initial Codes Setup** (see *Initial Codes*).

Printer .PRS Files

Paper definitions are stored with your printer definition (.PRS file). When you create or edit a paper definition, changes are made to the .PRS file.

Paper sizes you define for one printer will not be available when you use another printer or a different computer. To make a paper definition available for a different printer, you can create the paper definition again after selecting the appropriate printer. To make a definition available on a different computer, copy the .PRS file to the computer.

Working from Network Files

If you are using a .PRS file (printer driver) from a network, you can select a paper definition from the **Paper Size/Type** dialog box even though your .PRS file may be marked read-only. However, you will not be able to create or edit paper definitions and change the .PRS file.

See Also

- Envelopes
- Labels
- Print
- Print: Select Printer

Print

Use **Print** to print the documents you create with WordPerfect.

This section contains introductory material, as well as a guide to the sections that contain detailed information about using the printing options that are available with WordPerfect.

What's in this section?

- Concepts
- See Also

Concepts

Printing a Document

To print a document in WordPerfect, you must have selected a printer and specified the port you are using. This was probably done when your copy of WordPerfect was installed. If this is the case, you are ready to print.

You may, however, want to view your current printer selection or change it prior to printing. Or, you may want to use some of the options that are available in the **Print** dialog box before you send your document to the printer.

The pages that follow contain detailed information that can help you make the best use of WordPerfect's printing capabilities. The following is a guide to the sections that pertain to printing:

- *Print Document* contains basic instructions about how to print part or all of your document, as well as information about printing a document you have previously saved on disk.
- *Print Job Control* contains information about using the **Control Printer** option to rush or cancel a print job or to monitor its progress as it prints.
- *Print Preview* contains information about viewing your document as it will appear when it is printed.
- *Print: Select Printer* contains information about selecting and adding a printer, as well as instructions on editing your printer setup.
- *Print: Setup* contains information about specifying print settings for all new documents you create.
- *Print: Specify Document Settings* contains information about setting print qualities for text and graphics, printing in color, and selecting Novell network options.

- *Print: Specify Output Options* contains information about using the available printer output options.
- *Font: Graphics Fonts* and *Font: Printer Fonts* contain information about using fonts with your printer and supplementing printer fonts with cartridges, soft fonts, and print wheels.

Printer Driver

In order for WordPerfect to print documents with the printer you select, WordPerfect codes must be translated into codes your printer understands. A printer driver is the file that contains the codes needed to communicate with the printer. WordPerfect printer driver files have a .PRS extension. They are created when you install or add a printer. For more information, see *Print: Select Printer* and *Print: Specify Document Settings*.

Printer Definition

The printer definition includes information you find in a printer driver, as well as other, more specific information about the printer (such as the printer name, the port to which it prints, and the path for downloadable fonts). You can edit the printer definition. For more information, see *Print: Select Printer*.

Fonts

The font is the typeface (such as Times Roman) in which your document will be printed. Your printer comes with the capability to print at least one font. WordPerfect makes your printer's built-in fonts available to you, as well as a number of graphics fonts that are included with WordPerfect 6.0. These graphics fonts can be scaled to any size or orientation, if your printer supports graphics. For more information about how to change fonts, see *Font*. For information about printer and graphics fonts, including how to supplement your printer fonts, see *Font: Printer Fonts* and *Font: Graphics Fonts*.

See Also

- *Font* • *Font: Graphics Fonts* • *Font: Printer Fonts* • *Installing WordPerfect* • *Paper Size/Type*

Print Document

You can print the document in the current document window, or you can print a document that has already been saved on disk without opening the document in WordPerfect. WordPerfect also lets you specify how much of the document you want to print: the current page, selected pages, or the full document.

What's in this section?

- *Concepts*
- *Printing the Current Document*
- *Printing a Document on Disk*
- *Additional Information*
- *See Also*

Concepts

Printing a Document

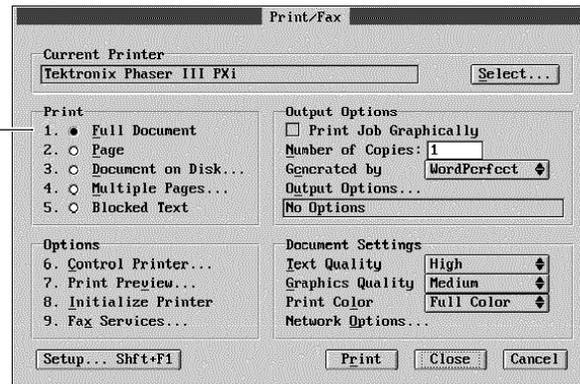
To print a document in WordPerfect, you must have selected a printer and specified the port you are using. This probably was done when your copy of WordPerfect was installed. If this has not been done, see *Print: Select Printer* for information about selecting a printer.

Printing the Current Document

- 1 Choose **Print/Fax** from the **File** menu.

Or Press Shift+F7

The Print group box



- 2 Specify any print options you want. See *Print: Specify Document Settings* and *Print: Specify Output Options* for more information.

- 3 Select the option that represents the portion of the document you want to print.

Use the following table to determine which option to use:

Option	What it Does
Full Document	Prints the entire document.
Page	Prints the page where your cursor is located.
Multiple Pages	Displays the Select Multiple Pages dialog box. You can print specific pages, labels, or document summaries. You can also print your document as a booklet or print the document's pages in reverse order. See the information about these options in <i>Additional Information</i> later in this section.
Blocked Text	Prints a block of selected text.

- 4 Choose **Print** to begin printing.

Printing a Document on Disk

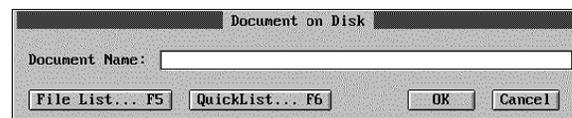
You can print a document stored on a hard disk, floppy disk, or a network drive without opening it in the document window.

To print a document on disk,

- 1 Choose **Print/Fax** from the **File** menu.

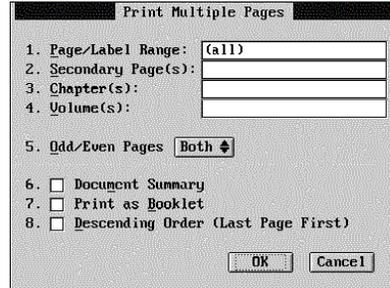
Or Press Shift+F7

- 2 Select **Document on Disk**.



- 3 Type the filename of the document you want to print in the **Document Name** entry field or select it from the **File List** or **QuickList**, then choose **OK**.

- Choose from the options in the **Print Multiple Pages** dialog box. For specific information about each option, see *Page/Label Range* under *Additional Information* below.



- Choose **OK** and then **Print** to begin printing.

Additional Information

Page/Label Range

You can specify which pages or labels in your document you want to print. If your document contains labels, WordPerfect will print labels in the range you specify. For more information, see *Labels*. If your document contains no labels, WordPerfect will print entire pages.

You can specify ranges in the **Page/Label Range** entry field as follows:

Type	To Print
3	Page 3
3,5,8	Pages 3, 5, and 8
3 8	Pages 3 and 8
3-	Page 3 through the end of the document
-3	The beginning of the document through page 3
3-8	Pages 3 through 8
1-3 8	Pages 1 through 3 and page 8
3,5,9-15	Pages 3, 5, and 9 through 15

IMPORTANT: You must type the page numbers in numerical order. For example, if you type 10 1 2, only page 10 will print.

Secondary Page(s), Chapter(s), Volume(s)

You can specify which secondary pages, chapters, and volumes to print, using ranges as shown in the table above. For more information, see *Page Numbering*.

IMPORTANT: The **Volume(s)** setting has precedence over all settings, followed by **Chapter(s)**, **Secondary Page(s)**, and then **Page/Label Range**. For example, if you type **2** in the **Volume(s)** entry field, only pages and chapters within volume 2 will print, even if you have specified pages and chapters that are located in other parts of your document.

Odd/Even Pages

You can print only the odd-numbered pages or only the even-numbered pages in your document.

You can also print odd- or even-numbered pages within a specified range.

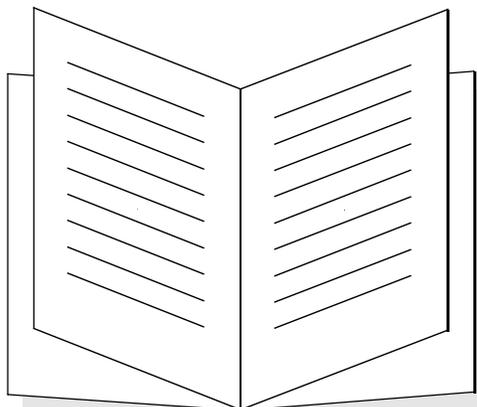
Document Summary

You can print a document summary either by itself or in combination with any part of your document. You can specify which pages of your document to print with the document summary in the **Page/Label Range** entry field.

Print as Booklet

WordPerfect can automatically arrange previously numbered pages of a document you want to print as a booklet. See *Subdivide Page* for more information about creating a booklet-style document.

For example, if you create an eight-page booklet using two pieces of paper, **Print as Booklet** will automatically arrange and print the pages, both front and back, correctly.



Booklet pages are automatically arranged and printed correctly using Print as Booklet.

Descending Order (Last Page First)

You can print your document's pages in descending order, beginning with the last page.

Double-Sided Printing

If your printer is capable of duplex printing, you can specify that you want to print on both sides of the paper. Choose **Page** from the **Layout** menu, then choose **Double-sided Printing**. Select **Long Edge** if your document will be bound on the long edge of the paper, or select **Short Edge** if your document will be bound on the short edge of the paper.

Landscape or Portrait Printing

Depending on your printer's capabilities, you can print *landscape* (print text parallel to the long edge of the paper) or print *portrait* (print text parallel to the short edge of the paper).

Landscape printing

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 a.m.						
8:00 a.m.						
9:00 a.m.						
10:00 a.m.						
11:00 a.m.						
12:00 p.m.						
1:00 p.m.						
2:00 p.m.						
3:00 p.m.						
4:00 p.m.						
5:00 p.m.						

Portrait printing

Fitness for the 70s

Alert retirement may be hazardous to your health. A recent study conducted by the Institute of Health and Wellness shows that older adults who engage in an exercise program during their 60s and 70s fare better in their 80s.

This is significant because more and more older adults are living to see their 85th and 86th birthdays. By 1995, 10 percent of all Americans will be over 65.

Also by that date, expenses for hospital care are expected to double. This is an important consideration since many insurance companies are limited in the amount of medical coverage they can extend to older adults.

According to Dr. Tom Hayden, the best way to prepare for the age of 80 is to exercise now. "It doesn't really matter what kind of exercise program older adults choose," he states, "just as long as they are active."

Bicycling

The key to sticking with an exercise program is finding one that is enjoyable. For older adults, this means developing a program that is not only fun, but also safe. To order to avoid injury, the older adult should choose a low-impact activity. For many, the answer is to ride the bicycle.

One of the most accessible forms of exercise, bicycling can be done in all kinds of weather and at any time of the day. A 30-minute to 1-hour ride three times a week is a sufficient cardiovascular workout. This can either be done on a conventional or stationary bicycle.

A bike ride in the country can be very medicinal. It clears the mind, relaxes the body, and enhances the soul. Many communities provide maps of bike trails and marked bike routes.

Swimming

Since the advent of aquatic aerobics, even the land-lower can swim. Water aerobics is one of the best forms of exercise for senior citizens. It is low impact and puts less strain on the heart than freestyle striking.

Water aerobics can be learned quickly and easily. Most importantly, there hasn't been one reported drowning due to water aerobics since its inception in 1977.

Second in preference to water aerobics is swimming using the backstroke stroke. This allows the head to remain above water so that breathing is not restricted.

The primary drawback to swimming is pool availability. Most spas offer swimming facilities, but spa memberships can sometimes run into the hundreds of dollars.

Walking

The cheapest and the most popular form of recreation among seniors is walking.

Heart problems can be reduced by a regular program of aerobic activity.

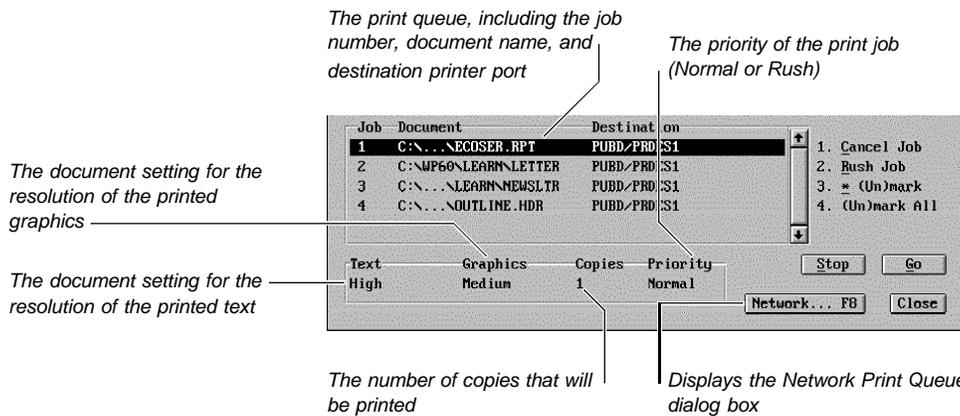
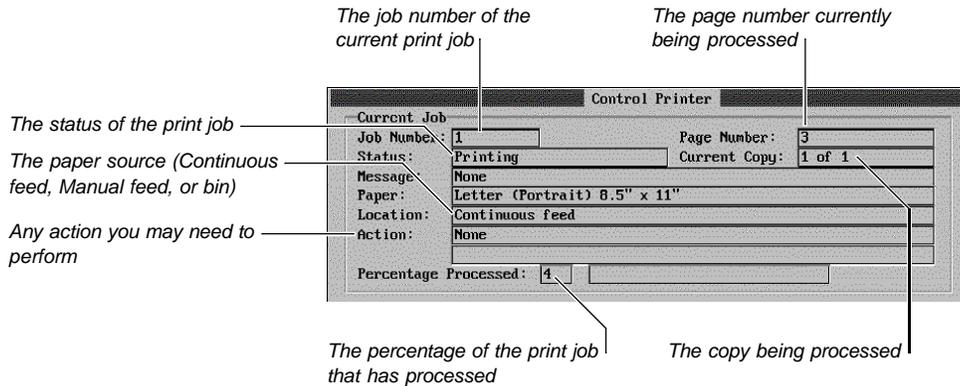
You can always print landscape by using a graphics font (if your printer supports graphics). You can print landscape using a printer font if your printer can rotate fonts. You can also select landscape printer fonts if they are available. If your printer does not support graphics, cannot rotate fonts, and does not have landscape fonts available, you must insert your paper lengthwise into the printer to print landscape. For more information, see *Paper Size/Type*.

See Also

- Labels
- Page Numbering
- Paper Size/Type
- Print Job Control
- Print: Select Printer
- Subdivide Page

Print Job Control

Use **Control Printer** to track the progress of your print job after sending it to the printer.



What's in this section?

- Concepts
- Canceling the Current Print Job
- Canceling a Print Job in the Print Queue
- Stopping the Current Print Job
- Rushing a Print Job
- Additional Information
- See Also

Concepts

Print Job

Each request you make to print a document using the **Print** feature is called a *print job*. WordPerfect assigns a job number to each print job.

Control Printer Dialog Box

A list of print jobs "lined up" to print at a particular printer is called a *print queue*. The **Control Printer** dialog box displays the print queue of all the print jobs you have sent to the printer. If you are printing on a network printer, the **Network Print Queue** dialog box displays the print queue of *all* the print jobs sent to the printer (see *Network Printing* under *Additional Information* later in this section). Print jobs are listed and printed in the order in which they are received.

Cancel and Stop

Cancel Job completely cancels the current print job, the job you have highlighted, or the jobs you have marked with an asterisk (*). If you cancel a print job, you must use **Print** to send it to the printer again.

Stop temporarily stops the current print job. If you stop a print job, you can either restart the print job or cancel it.

IMPORTANT: If part or all of a print job has already been sent to the printer, WordPerfect may not be able to cancel or stop it immediately. Follow the instructions given in the messages that display. If you press **I** to cancel immediately, you will need to reset your printer by turning it off and on.

Canceling the Current Print Job

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Control Printer**.
- 3 Choose **Cancel Job**.
- 4 Choose **Yes**.

Canceling a Print Job in the Print Queue

- 1 Select the print job you want to cancel or mark several print jobs with an asterisk (*), then choose **Cancel Job**.
- 2 Choose **Yes** to cancel the selected or marked print job(s).

Stopping the Current Print Job

IMPORTANT: If you stop a print job and then restart it, the document will not resume printing at the point where it was canceled. Instead, it will print from the beginning.

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Control Printer**.
- 3 Choose **Stop**.
- 4 Choose **Go** to restart printing the document.
or
Choose **Cancel Job** to remove the print job from the print queue.

Rushing a Print Job

If a number of print jobs are in the print queue, you can use **Rush Job** to advance an urgent print job to the top of the print queue.

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Control Printer**.
- 3 Select a print job in the print queue, then choose **Rush Job**.
- 4 Choose **Yes**.

IMPORTANT: If the current print job is in the middle of printing, you can interrupt it or place the "rush job" right after it. If you interrupt the current print job and then press **I** to cancel the current print job immediately, you will need to reset your printer by turning it off and on.

When the rush job is completed, the print job that was interrupted will not resume printing at the point where it was canceled. Instead, it will print from the beginning.

Additional Information

Network Printing

If your printer is attached to a Novell network, your print jobs are carried on a network print spooler. The **Network** option on the **Control Printer** dialog box will display all print jobs currently in the network print queue, in the order in which they will print. You will need to select the network server/queue in order to view the network queue.

See *Appendix L: Networking WordPerfect* for more information about selecting print queues.

See Also

• Paper Size/Type • Print • Print Document • Print: Specify Document Settings

Print Preview

Use **Print Preview** to see how your document will look when it is printed.

What's in this section?

- Concepts
- Previewing a Document
- Helps and Hints
- Additional Information
- See Also

Concepts

Print Preview and Your Printer

Print Preview gets the information it needs to display a document from the printer driver you have selected for the document. You must select a printer before you can use **Print Preview**. See *Print: Select Printer* for information about selecting a printer.

Graphics images will display in **Print Preview** if your printer supports graphics and if **Graphics Quality** is set to a setting other than **Do Not Print**. Depending on what you choose in **Print Preview Setup**, color graphics images can display in color even if your printer does not print in color (see *Viewing Text and Graphics in Black and White* under *Additional Information* later in this section).

Print Preview Button Bar

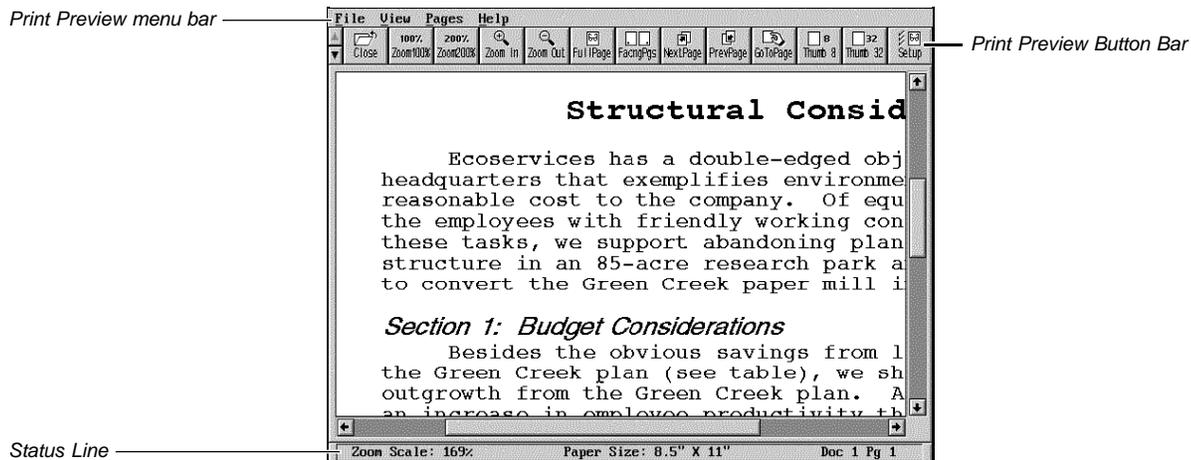
The **Print Preview Button Bar** is displayed in the **Print Preview** window. It lets you access the **Print Preview** viewing options using a mouse.

The same viewing options are also available through the **Print Preview** menu bar for users who prefer selecting with the keyboard.

Previewing a Document

- 1 With a document in the document window, choose **Print Preview** from the **File** menu.
Or Press Shift+F7, 7

- Choose items from the **Print Preview** menu bar or from the **Button Bar** to change how the document is displayed.



Each viewing option is explained in the table below.

Option	Lets you
100%	View the current page at the actual printed size.
200%	View the current page at twice the actual printed size.
Zoom In	Increase the display size of text and graphics by 25%.
Zoom Out	Decrease the display size of text and graphics by 25%.
Zoom Area	Increase the display size of a selected area up to 1000% (depending on your monitor). Drag to select an area (or place the magnifying glass at one corner of the area you want to select, press Enter, move the arrow keys, then press Enter again).
Select Area	Change the portion of text displayed in the Print Preview window when you use Zoom. Drag to select an area (or use the arrow keys to move the box to the area on the page you want, then press Enter).
Reset	Restore the view and size ratio to the settings that were selected when you opened the Print Preview window.
Full Page	Display a complete view of the current page.
Facing Pages	Display two consecutive pages. Even-numbered pages display on the left; odd-numbered pages display on the right.
Thumbnails	Display several pages at once.
Button Bar	Display (or hide) the Print Preview Button Bar.
Button Bar Setup	Edit the Print Preview Button Bar, change the Button Bar options, or select another Button Bar (see <i>Button Bar</i>).

- Choose **Close** from the **File** menu to return to your document.

Or Press F7

IMPORTANT: You cannot edit your document while in the **Print Preview** window. You must return to the document window to make changes to your document.

Helps and Hints

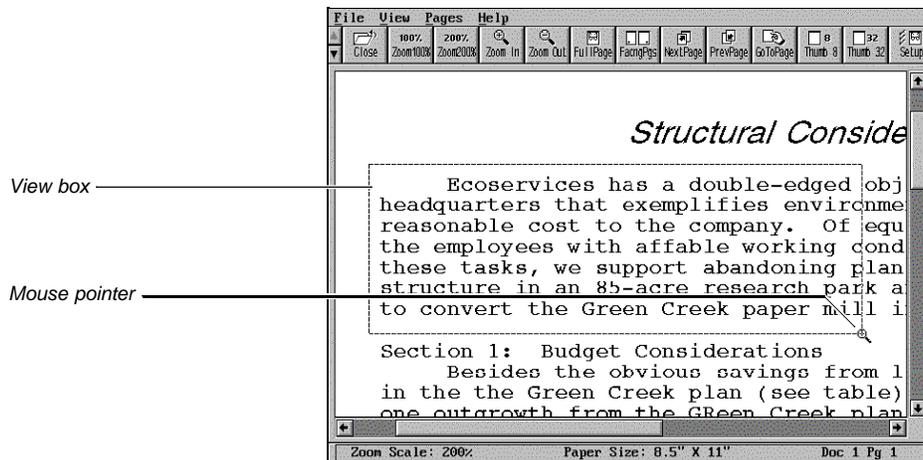
Status Line

The current zoom setting, paper size, document number, and page number display on the status line at the bottom of the **Print Preview** window.

Viewing Parts of a Page

While you are viewing a page of your document (except in **Full Page** view), you can use the arrow keys (←, ↓, →, ↑) or the scroll bars to view different parts of the page. You can also press **Page Up** or **Page Down** to move up or down one page at a time, or press **Home** and the up or down arrow keys to view one screen at a time.

You can use the mouse to zoom in on portions of a page. Drag the mouse to select an area, or click **View, Select Area**, and drag the view box to the specific part of the page you want to magnify.



Viewing Another Page

Go To Page lets you specify the page you want to view. **Next Page** lets you view the next page or the next pair of facing pages. **Previous Page** lets you view the previous page or the previous pair of facing pages.

Additional Information

Viewing Text and Graphics in Black and White

If you want to view text and graphics in black and white, choose **Setup** from the **File** menu in the **Print Preview** window, then select **View Text & Graphics in Black & White**.

See Also

- Print • Print Document • Print: Select Printer

Print: Select Printer

To print a document in WordPerfect, you must first select a printer and specify which port you are using. This was probably done when WordPerfect was installed. You may, however, want to change the printer that is currently selected. **Select Printer** allows you to select a new printer, add a printer to your list, or edit the printer setup.

What's in this section?

- Concepts
- Selecting a Printer
- Adding a Printer
- Editing the Printer Setup

- Printing to File
- Additional Information
- See Also

Concepts

.ALL Files

When you select a printer from the list of printers in the WordPerfect installation program, a .ALL file is copied onto your computer's hard disk. The .ALL file contains information about the selected printer and about printers that are similar to the selected printer. The list of printers in the .ALL file is the list from which you can choose additional printers (see *Adding a Printer* later in this section). WordPerfect uses the information in the .ALL file to create a printer driver (a .PRS file) for the selected printer.

.PRS Files (Printer Drivers)

In order for WordPerfect to print documents with the printer you select, WordPerfect codes must be translated into codes that your printer understands. A .PRS file (also called a printer driver) contains the codes that allow WordPerfect to communicate with a specific printer. A .PRS file is created from information in a .ALL file when you select a printer. Each printer you select in WordPerfect will have a corresponding .PRS file.

Selecting a Printer

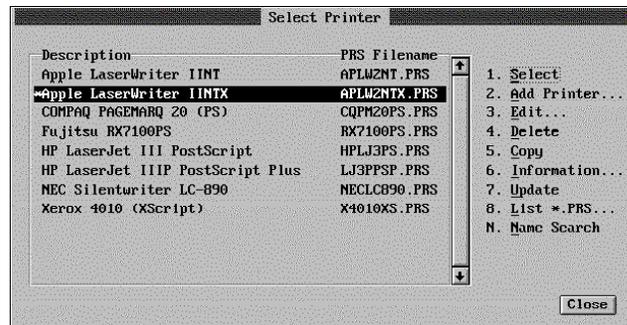
You can select the printer you want to use with WordPerfect.

- 1 Choose **Print/Fax** from the **File** menu.

Or Press Shift+F7

- 2 Choose **Select**.

IMPORTANT: The **Select Printer** dialog box lists *only* the current printer and any other printers you selected during the installation process, as well as the printers you have added using **Add Printer**.



- 3 Highlight the printer you want to use, then choose **Select**.

The selection you make in the **Select Printer** dialog box will be in effect for all new documents.

If the printer you want to use is not on the list in the **Select Printer** dialog box, you will need to add that printer (see *Adding a Printer* later in this section for more information).

Adding a Printer

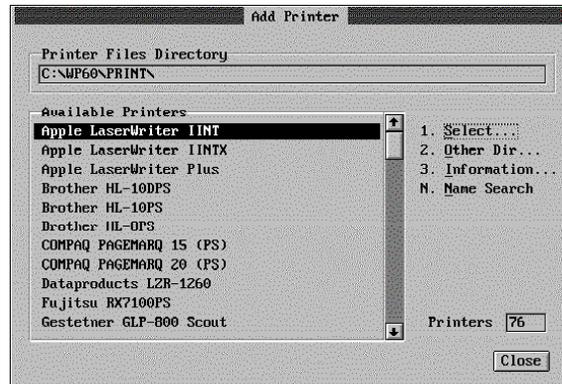
Use **Add Printer** to add a printer to the list of available printers.

- 1 Choose **Print/Fax** from the **File** menu.

Or Press Shift+F7

- 2 Choose **Select**.

3 Choose **Add Printer**.



If you get a **Printer Files Not Found** message, or if the printer you want to add is not on the list of available printers, see *Printer Not Found* under *Additional Information* later in this section.

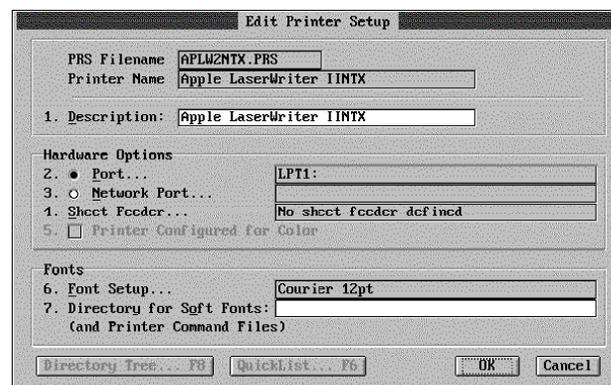
- 4 Highlight the printer you want to add, then choose **Select**.
- 5 Choose **OK** to confirm the printer driver filename, or specify a new filename, then choose **OK**.
- 6 View the information about your printer, then choose **Close** to close the **Information** dialog box.
- 7 Edit the printer setup in the **Edit Printer Setup** dialog box, then choose **OK** (see *Editing the Printer Setup* later in this section).

The printer is added to the list of printers in the **Select Printer** dialog box. Highlight the printer and choose **Select** if you want to make it your current printer.

Editing the Printer Setup

Use **Edit Printer Setup** to change the settings in your printer definition.

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Select**.
- 3 Highlight the name of the printer you want to change, then choose **Edit**.



- 4 Edit the printer setup by selecting an option and specifying the changes you want. The following table provides information about using the options that are available with **Edit Printer Setup**:

Option	How to Use It
Description	Type in your own description for a printer (such as <i>Lisa's laser printer</i>).
Port	Specify where your printer is plugged into your computer. Select Filename if you want to print to a file (see <i>Printing to File</i> later in this section).
Network Port	Select a server and a print queue if you are using a Novell network. For other networks, select a port. Select Suppress Top of Form if you want to prevent an additional sheet of paper from printing with each print job.
Sheet Feeder	If your printer has a sheet feeder, select a sheet feeder (see <i>Sheet Feeder</i> under <i>Additional Information</i> later in this section).
Printer Configured for Color	If your printer is color-compatible and you have installed color capabilities on your printer (such as a color ribbon), select Printer Configured for Color .
Font Setup	Select an initial font, graphics fonts, and supplemental fonts (see <i>Font Setup</i>).
Directory for Soft Fonts	Specify the directory where downloadable soft fonts and printer commands are stored (see <i>Font: Printer Fonts</i>).

- 5 Choose **OK**.
- 6 Highlight the name of the printer you just modified, then choose **Select** to make it your current printer.

Printing to File

When you print to file, the document is sent to a file on disk in a printer format rather than to a port on your computer. This allows you to print from a secondary computer that does not have WordPerfect installed on it.

To print to a file,

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Select**.
- 3 Highlight the printer you plan to use, then choose **Edit**.
- 4 Choose **Port** from the **Edit Printer Setup** dialog box.
- 5 Select **Filename**, then type the name of the file you want your document printed to in the entry field.
- 6 Select **Prompt for Filename** if you want to rename the output file each time you print.
- 7 Choose **OK** twice to confirm your settings and return to the **Select Printer** dialog box.
- 8 Make sure that the printer whose setup you just edited is the currently selected printer. If not, select it (see *Selecting a Printer* earlier in this section).
- 9 Print the document as usual (see *Print Document* if you need more information).

When you print a document to a file, the document can then be printed directly from DOS (see *Printing From DOS* under *Additional Information* later in this section for more information).

IMPORTANT: When you select **Filename** in the **Port** dialog box, all documents you print will be printed to a file until you change the setting. To change the setting, repeat steps 1-4 above, then select a port.

Additional Information

Deleting a Printer

Use **Delete** in the **Select Printer** dialog box to delete a printer. Although **Delete** removes the printer from the list of printers in the **Select Printer** dialog box, the .PRS file (where the definition is saved) remains in your printer files directory. To remove the definition from your directory, select **Delete .PRS file**, then choose **Yes**.

If you do not delete the .PRS file, you can choose **List *.PRS** to add the printer definition again (see *Adding a Printer* earlier in this section).

Copying a Printer Definition

If you are using more than one printer of the same type or if you want to save a modified copy of an existing printer definition, choose **Copy** from the **Select Printer** dialog box. When you choose **Copy**, the **Printer Filename** dialog box displays a new filename for the printer. Choose **OK** to accept the new filename, or type in your own filename and choose **OK**. You can then view pertinent printer information and edit the printer setup.

Information

Choose **Information** from the **Select Printer** dialog box to display information about the printer that is currently highlighted.

*List *.PRS*

Choose **List *.PRS** from the **Select Printer** dialog box to display a list of the .PRS files for the printers you have added. You can specify another directory where other .PRS files are stored. You can also add a printer to the list of printers by selecting an existing .PRS file and setting it up accordingly. For more information about .PRS files, see *.PRS Files* under *Concepts* earlier in this section.

Printer Not Found

If the printer you want to use is not displayed in the **Add Printer** dialog box or if you get a **Printer Files Not Found** message, there are two possible explanations: the .ALL file for the printer may be stored in a directory other than the one that is currently displayed, or the correct .ALL file may not be installed at all. Choose **Other Dir** and then type the directory where the .ALL files are stored.

If you still don't see the name of your printer after searching other directories for additional .ALL files, you can use the installation program to install more printer .ALL files on your hard disk. Run the installation program and select **Device (Printer, Sound, Graphics) Files** to install the printer drivers you want. For information about running the installation program, see *Installing WordPerfect in Introduction*.

If your printer is not included in the printer list in the installation program, you may need to get an additional printer diskette. Call or write to WordPerfect Information Services for more information (see *Registration and Ordering Information* in *Introduction* for the address and phone number).

Printing From DOS

When you use the **Print to File** feature to create a printable DOS file, you can then print that file using the DOS Copy command. If the name of the file you want to print is *LETTER* and the computer you are using is printing to the LPT1 port, type **copy/b letter lpt1** at a DOS prompt and then press **Enter**.

You can also print the file using the DOS Print command. See your DOS manual for details on using the Print command.

Sheet Feeder

A sheet feeder is a supplemental paper bin used to feed paper into a printer. The **Sheet Feeder** option allows you to specify which sheet feeder you are using. Not all printers have sheet feeders. If you have a laser printer with a single paper bin, this bin is not normally considered a sheet feeder. For information about your sheet feeder, highlight the printer in the **Select Printer** dialog box, choose **Information**, then choose **Sheet Feeder Information**. The sheet feeder information for that printer will be displayed. For information about setting up paper definitions in order to use a sheet feeder, see *Paper Size/Type*.

Updating a .PRS File

If you update a printer .ALL file without using the installation program, you will need to use **Update** to add the new information to the .PRS file.

Printer Definition Program

If you want to alter a printer driver, or if you have a printer that WordPerfect Corporation doesn't provide a driver for, you can order the Printer Definition utility disk. The Printer Definition program lets you edit or add information to .ALL files, to .PRS files, and to the WP.DRS file that contains graphic characters and fonts.

To order the Printer Definition utility disk and the documentation that comes with it, you can call or write to WordPerfect Information Services (see *Registration and Ordering Information* in *Introduction* for the address and phone number).

See Also

- Installing WordPerfect • Font • Font: Printer Fonts • Paper Size/Type • Print: Setup • Printer Commands

Print: Setup

Use **Print Setup** to specify print settings for all new documents you create.

What's in this section?

- Concepts
- Using Print Setup
- Additional Information
- See Also

Concepts

Initial Settings and Current Document Settings

Once you specify print settings in **Print Setup**, these settings will affect all new documents you create and print with WordPerfect. You can change these settings at any time, either for all documents or for a single document.

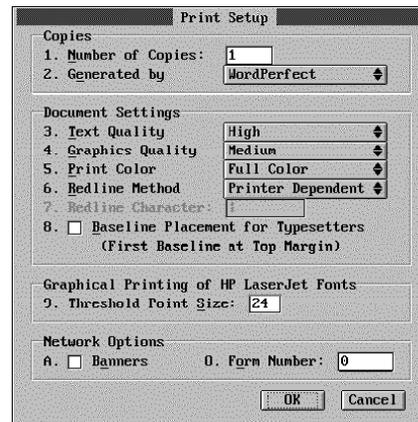
You can change most of the print settings for the current document using the **Output Options** and the **Document Settings** options in the **Print** dialog box. For more information, see *Print: Specify Document Settings* and *Print: Specify Output Options*.

Print Resolution

The **Text Quality** and **Graphics Quality** options control the print resolution used when printing a document. *Resolution* refers to the number of dots of ink per inch. When you select a higher resolution, the print in your documents will be clearer and easier to read, if your printer supports the different resolutions.

Using Print Setup

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Setup**.



- 3 Specify settings for the print options (see *Additional Information* later in this section for a complete description of each of the available options).
- 4 Choose **OK** to save your settings.

These settings will affect all documents you create and print with WordPerfect until you change them. To override these settings for the current document only, see *Print: Specify Document Settings* and *Print: Specify Output Options*.

Additional Information

Number of Copies

Use **Number of Copies** to specify how many copies you want to print each time you print a document.

Generated By

Use **Generated By** to determine if multiple copies will be generated by WordPerfect, by your printer, or by the network. For detailed instructions on specifying how multiple copies will be generated, see *Generated By* in *Print: Specify Output Options*.

Text and Graphics Quality

You can choose from four print quality settings for text and graphics in your document: **Draft**, **Medium**, **High**, and **Do Not Print**. In general, print time and the amount of printer memory needed increase proportionally with increases in the print quality setting. Drafts are printed the fastest and use the least amount of printer memory.

IMPORTANT: Some printers do not support all four print quality settings.

For detailed instructions on setting the resolution quality for text and graphics, see *Print: Specify Document Settings*.

Print Color

Some printers are capable of printing text and graphics in color. Once you have selected a color printer, use **Print Color** to specify whether you would like your document printed in full color or in black ink. For information about designating colors for your document, see *Setup: Color Printing Palette*.

Redline Method

Use **Redline Method** to change the way redline text is marked in your documents. The default setting is **Printer Dependent**, which means that redline text will print according to your printer's specification (usually either shaded or in red). You can also mark redline text with a character in the margin. Choose **Left**, **Alternating**, or **Right**, depending on the margin in which you want the redline character to appear (see *Redline Character* later in this section).

Redline Character

If you change **Redline Method** to something other than **Printer Dependent**, you can then specify the character used to mark redlined text in the margins of your document. Type the character of your choice in the **Redline Character** entry field. For information about how to change the redline method and character for your current document only, see *Compare Documents*.

Baseline Placement for Typesetters

Select **Baseline Placement for Typesetters** to place the baseline at the top margin. This allows you to place text at a precise location on a page. For information about selecting this option for the current document only, see *Baselines* in *Typesetting*.

Graphical Printing of HP LaserJet Fonts

If you are using any HP LaserJet printer and you have selected a graphics font, WordPerfect will send the graphics font to the printer as a soft font to speed up the printing process.

The default **Threshold Point Size** setting is 24. This means that graphics fonts with a point size of 24 or smaller will be sent to the printer as a soft font. This in no way compromises the size or print quality of the graphics fonts. It simply speeds up the printing time.

If you do not want the graphics fonts sent to the printer as soft fonts, set the **Threshold Point Size** to a number that is below the point size you have specified for the graphics fonts.

Network Options

If you are running WordPerfect on a Novell NetWare network, you can select **Network Options**. You can specify a form number and whether you want a banner to print with your documents. For more information about the network options, see *Network Options* in *Print: Specify Document Settings*.

See Also

• Compare Documents • Print: Specify Document Settings • Print: Specify Output Options • Typesetting

Print: Specify Document Settings

You can use **Document Settings** options to specify the print quality of the text and graphics in your current document, to select whether the document will print in color, to print text and graphics separately, and to select network options (if you are running WordPerfect on a Novell NetWare network).

What's in this section?

- Concepts
- Setting the Print Quality of Text and Graphics
- Additional Information
- See Also

Concepts

Print Resolution

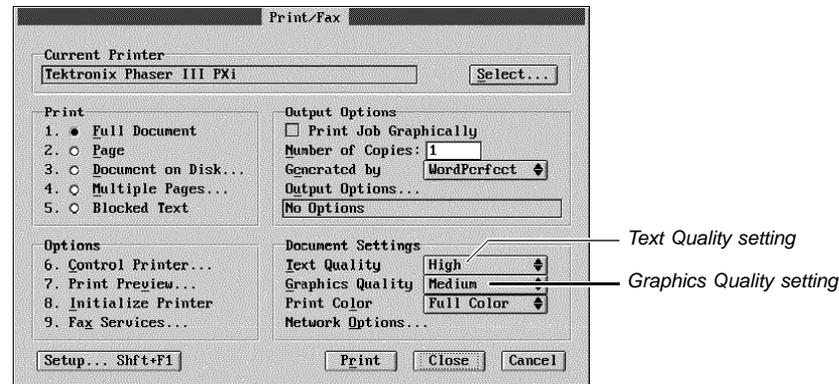
The print quality options, **Text Quality** and **Graphics Quality**, control the print resolution used when printing a document. *Resolution* refers to the number of dots of ink per inch. The higher the resolution a document is printed in, the clearer it is, and the easier it is to read.

Setting the Print Quality of Text and Graphics

You can change the print quality of both printed text and printed graphics in your document.

- 1 Choose **Print/Fax** from the **File** menu.

Or Press Shift+F7



- 2 Choose **Text Quality** if you want to change the print quality of your printed text.

or

Choose **Graphics Quality** if you want to change the print quality of your printed graphics.

- 3 Select a print quality setting.
- 4 Choose **Print** to print the document, or choose **Close** to save the settings and return to your document.

These settings affect the current document *only* and are saved with the document until you change them again. For information about setting the print quality for all new documents you create, see *Print: Setup*.

The settings you choose will display in the **Control Printer** dialog box while the document is printing (see *Print Job Control*).

Additional Information

Graphics Fonts

If you select a graphics font for a document, WordPerfect creates every character in your document using graphical characters that are included with WordPerfect. WordPerfect then prints the document graphically (if your printer supports graphics). Graphics fonts print according to **Text Quality** settings.

If you select a printer font for a document and want to include a character that your printer does not support (for example, a character from a WordPerfect character set), WordPerfect creates that character following the same process described in the preceding paragraph. For more information about extended characters, see *Appendix A: Character Sets*.

IMPORTANT: Printing a document in a graphics font will slow the print time considerably. If all of the characters do not print, it may be due to a lack of memory. This occurs with

printers that print a page at a time, such as laser printers and PostScript printers. Talk to your printer dealer to find out more about the amount of memory your printer contains.

Text and Graphics Quality

You can choose from four print quality settings for text and graphics in your document: **Draft**, **Medium**, **High**, and **Do Not Print**. The higher the print quality, the more time it takes and the more printer memory it requires to print the document. Drafts are printed the fastest and use the least amount of printer memory.

IMPORTANT: Some printers do not support all four print quality settings.

Print Color

Some printers are capable of printing text and graphics in color. Once you have selected a color printer, use **Print Color** on the **Print Setup** dialog box (choose **Print**, then **Setup**) to specify whether your document will print in full color or in black ink. For information about designating colors for your document, see *Setup: Color Printing Palette*.

For some printers, you may need to select **Printer Configured for Color** in your printer setup before you can change **Print Color** from **Black** to **Full Color** (see *Editing the Printer Setup* in *Print: Select Printer*).

Printing Text and Graphics Separately

On most printers, WordPerfect can print text and graphics at the same time. If your printer cannot print text and graphics at the same time, you can print them separately.

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Set **Graphics Quality** to **Do Not Print**.
- 3 Set **Text Quality** to **High**, **Medium**, or **Draft**.
- 4 Print the document.
- 5 Choose **Print** from the **File** menu again.
- 6 Set **Graphics Quality** to **High**, **Medium**, or **Draft**.
- 7 Set **Text Quality** to **Do Not Print**.
- 8 Insert the paper into the printer again, then print the document again.

Network Options

If you are running WordPerfect on a Novell NetWare network, you can select **Network Options**.

You can specify whether you want a *banner* to print with your current document. A banner is a lead page that prints with your document. Its purpose is to identify the network user who sent the job.

You can also specify a *form number*. The **Form Number** setting refers to a NetWare feature. Consult the Novell NetWare documentation for information about using form numbers.

IMPORTANT: The default setting for **Form Number** is **0**. Only documents with a form setting of **0** will print, unless you change the form number setting in NetWare.

See Also

- Characters • Print • Print Document • Print: Setup • Print: Specify Output Options
- Setup: Color Printing Palette

Print: Specify Output Options

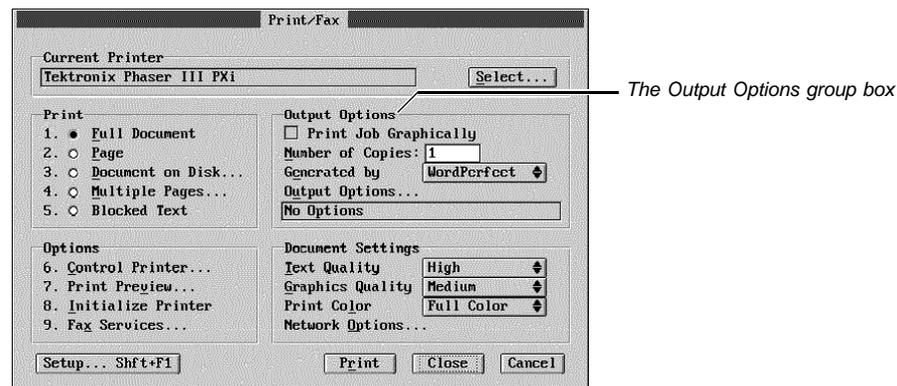
You can use **Output Options** to print a job graphically and to specify how many copies of a print job to print, how multiple copies of a print job are generated, and how multiple copies come out of the printer.

What's in this section?

- Selecting Output Options
- Additional Information
- See Also

Selecting Output Options

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7



- 2 Change any of the output options you want. See specific information about each option in *Additional Information* below.
- 3 Choose **OK** (if necessary), then choose **Print** to print the current document with the output options you have specified.

Changes you make in the **Output Options** group box affect the current document only. For information about setting the output options for all new documents you create, see *Print: Setup*.

Additional Information

Print Job Graphically

Use **Print Job Graphically** any time your document does not print as it appears in **Print Preview**. You can use this option, for example, when you print overlapping graphics images and you do not want the bottom image to be visible through the top image, or when you print text over a graphics image and you do not want the image to show through the text.

If you choose **Print Job Graphically**, WordPerfect searches its graphics fonts to locate the one that most closely matches the font you have selected. Documents with graphics fonts take longer to print.

Number of Copies

Use **Number of Copies** to specify how many copies of a document to print.

Generated By

Use **Generated By** to determine if multiple copies will be generated by WordPerfect, by your printer, or by the network (if you are using a network). Specify the number of copies you want in the **Number of Copies** entry field.

WordPerfect • If you select **WordPerfect**, WordPerfect creates the number of copies you specified, then sends them to the printer, one complete copy at a time. The copies are all sent to the same printer output bin.

Printer • If you select **Printer**, WordPerfect sends one copy of the print job to the printer and the printer generates the number of copies you have specified. The copies are not collated. For example, if you are making two copies of a five-page document, the printer will print two copies of page 1, then two copies of page 2, and so forth. The copies are all sent to the same printer output bin.

If your printer can generate multiple copies, printing time may be shortened by using this option. If your printer cannot generate multiple copies, WordPerfect will generate the multiple copies at print time.

Network • This option is available only if you are using a network. If you select **Network**, the network will send the number of copies you have specified to the printer (up to 255), one complete copy at a time. The copies are all sent to the same printer output bin.

Output Options

Use **Output Options** to specify how multiple copies will come out of the printer. Your print job can be sorted in different printer output bins, grouped by page into different printer output bins, sent to printer output bins that you specify, or offset in the printer output bin. Specify the number of copies you want in the **Number of Copies** entry field.

Sort • To use **Sort**, you must select **Printer** from the **Generated By** option. WordPerfect sends one copy of the print job to the printer, and the printer generates the number of copies you have specified. The document is collated in the printer output bins. For example, if you are making two copies of a five-page document, the printer will print one copy of page 1 to printer output bin 1 and one copy of page 1 to printer output bin 2, then one copy of page 2 to printer output bin 1 and one copy of page 2 to printer output bin 2, and so forth.

Group • Use **Group** to group the number of copies you have specified by page in different printer output bins. For example, if you are making two copies of a five-page document, the printer will print two copies of page 1 to printer output bin 1, then two copies of page 2 to printer output bin 2, and so forth.

None • Use this option when you do not want to use **Sort**, **Group**, or **Output Bins** for your print job.

Output Bins • If your printer has different output bins, use **Output Bins** to specify where to send your print job. Use **Name Search** to locate and select the printer output bin. The print job is printed to all the printer output bins you specify, one complete copy at a time.

Offset Jogger • Use **Offset Jogger** to physically separate documents in one printer output bin. **Offset Jogger** activates a printer's capability to "jog" the printer output bin each time a new document begins printing so that jobs stack separately in the printer output bin.

IMPORTANT: The **Output Options** dialog box is available only if your selected printer has the capability to support the features noted above.

See Also

• Print Document • Print: Setup • Print: Specify Document Settings

Printer Commands

Your printer manual may contain several printer commands that take advantage of the special functions of your printer. The **Printer Commands** feature lets you insert these commands into your document. Printer commands do not affect the formatting of your document on the screen. If you use printer commands, be sure to use the exact syntax and codes that are specified in your printer manual.

IMPORTANT: Most situations in which you might want to use a printer command are taken care of by WordPerfect features. Sometimes using printer commands can leave the printer in an unpredictable state.

What's in this section?

- Concepts
- Inserting Printer Commands
- Additional Information
- See Also

Concepts

Printer Command File

If you want to send several printer commands to the printer, you can create an ASCII file that contains the commands. You can then send the file to the printer instead of inserting each command individually. The contents of the file are not inserted into your document. WordPerfect sends the entire file to the printer each time you print a document.

The Printer Command file must be located in the directory you specified as the **Directory for Soft Fonts: (and Printer Command Files)** in the **Edit Printer Setup** dialog box. See *Print: Select Printer* for more information.

Inserting Printer Commands

- 1 Place the cursor where you want to insert the printer command.
- 2 Choose **Other** from the **Layout** menu, then choose **Printer Functions**.
Or Press Shift+F8, 7, 9
- 3 Choose **Printer Commands**.
- 4 Type the printer command you want to insert into your document in the **Command** entry field (see *Printer Commands* under *Additional Information* later in this section).
or
Type the **Filename** of the file containing the printer commands you want to insert (see *Printer Command File* under *Concepts* earlier in this section).
- 5 Select **Pause Printer** if you want to insert a code that pauses the printer at the cursor position.
or
Skip to step 6.

When the printer pauses at this position, you will be prompted to restart the job in the **Control Printer** dialog box. When you restart the print job, it will resume printing where it left off.

- 6 Choose **OK** and **Close** until you return to your document.

Additional Information

Changing a Printer Command

Once you have inserted a printer command into your document, you cannot edit it. To change a printer command, use **Reveal Codes** to delete the printer command code [Ptr Cmnd], then insert a new printer command.

Printer Commands

Printer commands are usually listed in decimal or hexadecimal format in your printer manual. Type printer commands as they appear in the decimal format and enclose them in a pair of angle brackets. For example, type <16> to specify ASCII decimal 16.

If the printer command is a printable character (ASCII 32–126), you can also type it as a keyboard character. For example, if the command is ASCII decimal 64, you can type the character @ in the **Command** entry field. See *Appendix A: Character Sets* for the character equivalents of ASCII decimal codes.

Note that WordPerfect does not check printer commands or printer command filenames to make sure they are valid. If you enter an invalid or incorrect command or filename, you won't know it until your document fails to print correctly.

IMPORTANT: If the text within a printer command is printed, your printer does not recognize it as a printer command. Check your printer manual to be sure you have entered the command correctly.

Resetting the Printer

If you send a printer command to your printer, you might need to reset the printer with another printer command to restore normal printer functions. To reset the printer, repeat the steps for inserting printer commands and re-enter the default values. See your printer manual if you need help.

See Also

- Font • Print • Print: Setup • Appendix A: Character Sets

QuickFinder

Use **QuickFinder** to index all the words in selected documents. You can then use **QuickFinder** to rapidly scan an index for a word or phrase and list the documents that contain the word or phrase.

Using **QuickFinder** is much faster than using **Search** to search through a group of documents.

What's in this section?

- Concepts
- Creating a QuickFinder Index
- Searching Indexes
- Updating or Regenerating Indexes
- Editing an Index
- Deleting or Renaming an Index
- Helps and Hints
- Additional Information
- See Also

Concepts

QuickFinder Index

A **QuickFinder** index is a full-text, alphabetical list of every word contained in the files and directories you specify. This index file also contains additional information about the files in which each word is located. A **QuickFinder** index is not a conventional index; it is produced in highly compressed format for **QuickFinder** use only.

Using QuickFinder

Once you create a **QuickFinder** index, you can use **QuickFinder** to search the index for words, word patterns, or phrases. **QuickFinder** lists the files that contain the word or word patterns. You can then use **Search** to search each of the files and find the specific one you want (see *Searching Indexes* later in this section).

WordPerfect Documents

QuickFinder can index files created in WordPerfect 4.2, 5.0, 5.1, and 6.0 format. **QuickFinder** considers any other file formats as ASCII and indexes the ASCII words they contain. If you don't want **QuickFinder** to index certain files, you can exclude those files when you build the **QuickFinder** index (see *Files That Are Not Indexed* under *Additional Information* later in this section).

Personal and Shared Index Directories

You can use **QuickFinder** index files in a personal directory, or you can access shared **QuickFinder** indexes on a network.

Creating a QuickFinder Index

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **Use QuickFinder**.
- 3 Choose **Setup**.
- 4 Choose **Location of Files**.
- 5 Choose **Personal Path** or **Shared Path**, then type the path of the directory where you want to store your index.

For information about personal and shared paths, see *Personal and Shared Directories* in *Setup: Location of Files*.

- 6 Choose **OK**.
- 7 Choose **Create Index Definition**.
- 8 Type a description that will help you identify the group of files you are indexing (for example, "Company Newsletters"), then press **Enter**.

You do not need to retrieve or edit the index file, but you will use the index filename to help you remember which files it indexed. WordPerfect adds a .IDX extension to the index filename.

- 9 To accept the index filename, press **Enter**.
or
Edit the filename, then press **Enter**.
 - 10 Choose **Add** to begin including the directories that you want to index.
 - 11 Type the pathname for the directory that contains the files you want to index, or select it from the **File List** or **QuickList**.
- You can include a filename pattern (for example, C:\REPORTS*.DMB) to include only certain files in a directory.
- 12 To index the files in all subdirectories also, select **Include Subdirectories**.
 - 13 Choose **OK**.

- 14 Click outside of the **Directories and Files to Index** list box.
Or Press F7
- 15 Choose **Options**, then make any changes to the index options (see *QuickFinder Index Options* under *Additional Information* later in this section), then choose **OK**.
- 16 To include other directories or files in the index, select **Directories and Files to Index**, then repeat steps 10-13 for each directory or file you want to index.
- 17 Once you have indicated all the files you want indexed, choose **OK**.
- 18 Highlight the new index description, then choose **Generate Marked Indexes** to begin indexing.

When indexing is complete, the **QuickFinder File Indexes Setup** dialog box appears. From it, you can select an index and search for words, word patterns, and phrases (see *Searching Indexes* later in this section).

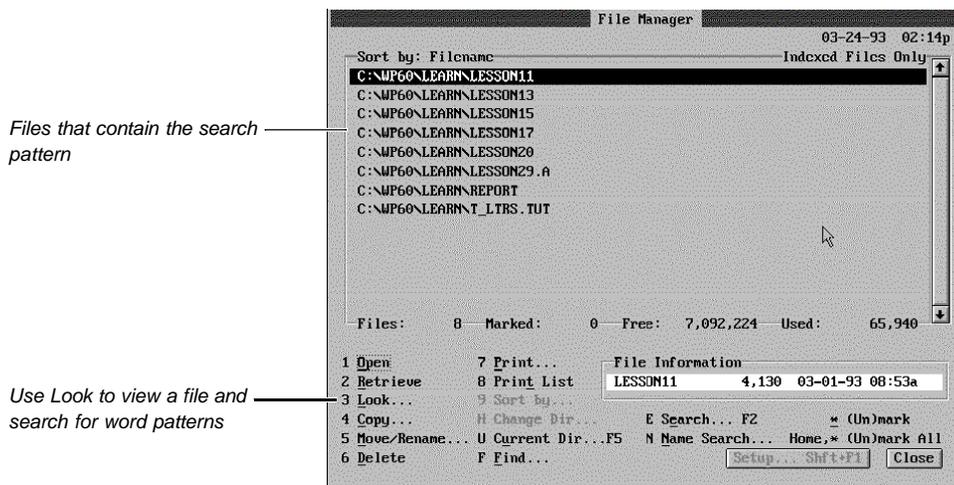
- 19 Choose **Close** and **OK** until you return to your document.

Searching Indexes

Once you have created a **QuickFinder** index, you can use **QuickFinder** to rapidly scan the index and list the files that contain a certain word or pattern.

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
 - 2 Choose **Use QuickFinder**.
 - 3 Choose **Index**.
 - 4 Select the index you want to search.
 - 5 Choose **Word Pattern**.
 - 6 Type a word you want to search for.
or
To use a search operator in the word, choose **Operators**, select an operator, then choose **Insert**.
- If you use a search operator, the search will take longer (see *Using Search Operators* under *Additional Information* later in this section).
- 7 Choose **OK**.

Once a successful search is finished, a list of the files that contain the search pattern is displayed.



You can scan the files for the word or pattern you want to find.

8 Highlight a file, then choose **Look**.

9 Choose **Search**, type the word or pattern you are searching for, then choose **Search**.

The first occurrence of the word or pattern is highlighted.

10 Repeat step 9 for all the words you want to find.

11 Choose **Close** to return to the list of files.

You can continue searching files by using steps 8-11 above. When you have finished,

12 Choose **Close** to return to your document.

Updating or Regenerating Indexes

After you modify the files included in an index, you can update or regenerate that index.

It is usually faster to update an index than it is to regenerate one. However, an updated index requires more space.

You can update all indexes, or you can update or regenerate selected indexes.

If you do not want an index updated when you choose **Update Indexes**, you can use the **Manual Update only** option (see *QuickFinder Index Options* under *Additional Information* later in this section).

Updating All Indexes

1 Choose **File Manager** from the **File** menu.

Or Press F5

2 Choose **Use QuickFinder**.

3 Choose **Update Indexes**.

When updating is complete, the **QuickFinder File Indexer** dialog box appears.

4 Choose **OK** to return to your document.

Regenerating or Updating Individual Indexes

You can regenerate all indexes for a certain index description, or you can update only the files that have changed.

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **Use QuickFinder**.
- 3 Choose **Setup**.
- 4 Select an Index Description in the **Index Description** list box.
- 5 Select **(Un)mark to Regenerate** to re-index all files in that description.
or
Select **(Un)mark to Update** to index only the files that have changed.
- 6 Repeat steps 4 and 5 to mark any other indexes you want to update or regenerate.
- 7 Choose **Generate Marked Indexes** to update or regenerate the marked indexes.

When indexing is complete, the **QuickFinder File Indexer** dialog box appears. From it, you can select an index and search for words, word patterns, and phrases.

Editing an Index

You can use **Edit** to change the directories and files included in an index, choose the level of indexing, or exclude certain file types.

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **Use QuickFinder**.
- 3 Choose **Setup**.
- 4 Select an index in the **Index Description** list box.
- 5 Choose **Edit**.
- 6 To delete a directory, select it in the **Directories and Files to Index** list box, choose **Delete**, then choose **Yes** to confirm the deletion.
or
To add a directory, select **Directories and Files to Index**, choose **Add**, type the filename for the directory that contains the files you want indexed or select it from the **File List** or **Quicklist**, then choose **OK**.
- 7 Choose **Options**, make any changes to the index (see *Speeding Up Indexing* under *Helps and Hints* and *QuickFinder Index Options* under *Additional Information* later in this section), then choose **OK**.
- 8 Choose **OK** and **Close** until you return to your document.

Deleting or Renaming an Index

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **Use QuickFinder**.
- 3 Choose **Setup**.
- 4 Select an Index in the **Index Description** list box.

- 5 Choose **Delete** or **Rename**.
- 6 If you are deleting an index, choose **Yes**.
or
If you are renaming an index, type the new name for the index, then choose **OK**.
- 7 Choose **Close** and **OK** until you return to your document.

Helps and Hints

Speeding Up Indexing

To speed up indexing, you can use the indexing options (see *QuickFinder Index Options* under *Additional Information* later in this section).

To index as quickly as possible,

- Select a broad level of indexing (such as **Document** or **Section**).
- Exclude as many file types as you can.
- Index only document text.
- Index only WordPerfect documents.
- Do not include numbers.

Additional Information

QuickFinder Index Options

The **QuickFinder Index Options** let you change how **QuickFinder** generates an index. Most of the options control the speed of indexing (see *Helps and Hints* earlier in this section).

To access the **QuickFinder Index Options** dialog box, choose **Setup** from the **QuickFinder File Indexer** dialog box, then choose **Create Index Definition** or **Edit**, then choose **Options**.

Option	What It Does
Level	Controls the level of detail for the indexing (for example, Line finds word patterns on the same line; Document finds word patterns in the document).
Exclude Files	Ignores files you specify (files with .EXE and .COM extensions are automatically listed).
Index Document Text	Indexes only the document text for each document.
Index Document Summary	Indexes only the document summary for each document.
Index Both	Indexes both the document text and the document summary for all documents.
Index WP Documents Only	Indexes only WordPerfect 5.x and 6.0 documents.
Include Numbers	Indexes numbers as well as letters.
Manual Update Only	If you select this option, the currently selected index will not be updated when you use the Update Indexes option on the QuickFinder File Indexer dialog box (see <i>Updating or Regenerating Indexes</i> earlier in this section).

Using Search Operators

The following operators can be used to create a word pattern in the **QuickFinder File Indexer** dialog box.

Operator	Word Pattern	Finds
And (&)	mountain & goat	Files containing the words "mountain" <i>and</i> "goat." The currently selected Level determines where the words must be found (see <i>Level</i> under <i>QuickFinder Index Options</i> earlier in this section). For example, if Line is the selected level, the words must be found in the same line in the document.
Or ()	mountain goat	Files that contain the words "mountain" <i>or</i> "goat" <i>or</i> both words. The currently selected Level determines where the words must be found.
Not (-)	mountain - goat	Files with the word "mountain" <i>but not</i> "goat." The currently selected Level determines where the words must be found.
Match Single Character (?)	mountain?	Files that contain the word "mountain" plus a single character (for example, <i>mountains</i>).
Match Single Character (?)	t?n	Files that contain 3 letter words that start with "t" and end with "n" (for example, <i>tin</i> , <i>ton</i> , and <i>tan</i>). Each question mark represents one character.
Match multiple characters (*)	mountain*	Files containing all variations of words that begin with "mountain", with or without other characters (for example, <i>mountain</i> , <i>mountainside</i> , and <i>mountainous</i>).

Document Summary Search Operators

Additional search operators appear for document summaries if the **Index Document Summary** or **Index Both** options are selected when the index is generated (see *QuickFinder Index Options* earlier in this section).

An operator is available for every one of the fifty-one available document summary fields (such as /author, and /type).

For details on inserting these fields into a document summary, see *Customizing the Summary Fields* in *Document Summary*.

You can use the document summary operators to limit a search to a specific document summary field.

To use these operators,

- 1 Choose **File Manager** from the **File** menu.
Or Press F5
- 2 Choose **Use QuickFinder**.
- 3 From the drop-down list box, select an index with the **Index Document Summary** or **Index Both** QuickFinder Index options selected.
- 4 Choose **Operators**.
- 5 Select the operator, then choose **Insert**.
- 6 Type a space followed by the text or word pattern you want to find.

- 7 Choose **OK**.

Files That Are Not Indexed

QuickFinder ignores files with .IDX extensions, temporary files, open files, and files with passwords. This speeds up the indexing process. **QuickFinder** also ignores executable files (for example, those with .EXE and .COM extensions). You can use **Exclude Files** to specify which files to ignore (see *QuickFinder Index Options* earlier in this section).

Saving QuickFinder Indexes

QuickFinder indexes are stored as files that use a .IDX extension (for example, BRIEFS92.IDX). You can specify the directory where they are stored using the **Location of Files** option on the **QuickFinder File Indexes Setup** dialog box. You can also specify a **QuickFinder Index** directory in **Location of Files** (see *Setup: Location of Files*).

See Also

- Directory Tree
- File Manager
- QuickList

QuickList

Use **QuickList** to define a list of the directories and files you use most frequently. You can use your **QuickList** when you need to specify those directories and files.

What's in this section?

- Creating or Adding to Your QuickList
- Using Your QuickList
- Editing a QuickList Item
- Deleting a QuickList Item
- Helps and Hints
- See Also

Creating or Adding to Your QuickList

- 1 Choose **File Manager** from the **File** menu, then choose **QuickList**.
Or Press F5, F6
- 2 Choose **Create**.
- 3 Type a description for the directory or filename (for example, *Letters* or *Report*) in the **Description** entry field.
- 4 If you are adding a directory, type its name in the **Filename/Directory** entry field or select it from the **Directory Tree**.
or
If you are adding a document, type the path and filename.

See the examples in the dialog box for different ways you can specify directories and files. Notice that you can use wildcards in items you define. See *Using Wildcards* and *Specifying Patterns in Filenames* in *File Manager* if you need help.

- 5 Choose **OK** to add the item to your **QuickList**.
- 6 Repeat steps 2-5 to add any other items, then choose **Close** and **OK** until you return to your document.

Using Your QuickList

- 1 Choose the **QuickList** button in a dialog box that contains it.

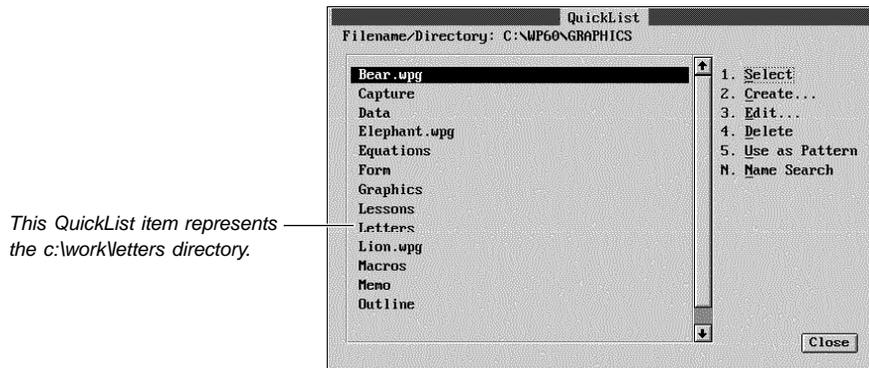
Dialog boxes containing this button appear when you use **Open**, **Retrieve**, **Save As**, **File Manager**, and other features that require you to specify a file or directory.

- 2 Highlight the item you want. If your list contains many items, you can quickly find the one you want by choosing **Name Search**, then typing a description of the item.
- 3 If the item is a directory, choose **Select** to list its contents in **File Manager**. If the item is a file, choose **Select** to open, retrieve, or save it.

OR

Choose **Use as Pattern** to insert the item into the dialog box mentioned in step 1.

For example, suppose you want to open a document in a directory you have defined with the description *Letters*. The actual name of this directory is *c:\work\letters*.



Highlighting **Letters** and choosing **Use as Pattern** would return you to the **Open Document** dialog box with *c:\work\letters* specified in the entry field. At that point, you could type a backslash at the end of the directory name, type the filename of the document you want, then choose **OK** to open it.

Editing a QuickList Item

- 1 Choose **File Manager** from the **File** menu, then choose **QuickList**.
Or Press F5, F6
- 2 Highlight the item you want to edit, then choose **Edit**.
- 3 Type any new information in the **Description** and **Filename/Directory** entry fields, then choose **OK** and **Close** until you return to your document.

Deleting a QuickList Item

- 1 Choose **File Manager** from the **File** menu, then choose **QuickList**.
Or Press F5, F6
- 2 Highlight the item you want to delete.
- 3 Choose **Delete**, then choose **Yes**.
- 4 Choose **Close** and **OK** until you return to your document.

Helps and Hints

Location of Files

You can create **QuickList** entries for file types such as documents, macros, graphics, and printer files. If **Update QuickList** is selected in the **Location of Files** dialog box, your **QuickList** is automatically updated to include the changes you make in **Location of Files** (see *Setup: Location of Files*).

See Also

- File Manager

Repeat

Use **Repeat** to save time if you need to type repetitive keystrokes or choose commands several times. For example, if you want to insert sixty dashes to form a dashed line across a page, you can use **Repeat** instead of pressing the dash key sixty times.

Here are a few of the keystrokes and commands you can use with the **Repeat** feature:

- Macros (press **Alt+F10** after activating the **Repeat** feature)
- Any letter or symbol
- Delete
- Arrow keys
- Space bar
- Page Up and Page Down
- Any other keystrokes (with the exception of Backspace) that delete text, block text, or move the cursor

To use **Block** with **Repeat**, choose **Block** from the **Edit** menu, choose **Repeat**, and then press the arrow key for the direction you want to block.

If you need more information about which keystrokes you can use to delete text, block text, or move the cursor, see *Delete, Block, Select, and Cursor Movement*.

What's in this section?

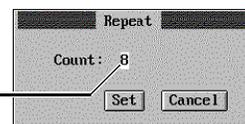
- Repeating a Task
- Helps and Hints
- See Also

Repeating a Task

- 1 Choose **Repeat** from the **Edit** menu.

Or Press Ctrl+r

The number in the Count field specifies how many times the keystroke, command, or macro is repeated.



- 2 Type a count number in the **Count** entry field.

or

Use the default count number and go to the next step.

- 3 Choose the command, macro, or press the keystroke you want to repeat.

IMPORTANT: You can not use **Repeat** to repeat a number.

Helps and Hints

Stopping a Repeating Macro

If you are repeating a macro and you decide to stop the repeat operation before it is finished, press **Esc** or **Ctrl+Break**.

Changing the Default Count Number

If you want to change the default count number, type the new count number in the **Count** field, press **Enter**, then choose **Set**.

See Also

- Block
- Cursor Movement
- Delete
- Select

Return: Soft and Hard

You can use a **Hard Return** to end the current line and move the cursor to the beginning of the next line.

What's in this section?

- Concepts
- Inserting a Hard Return
- Helps and Hints
- Additional Information
- See Also

Concepts

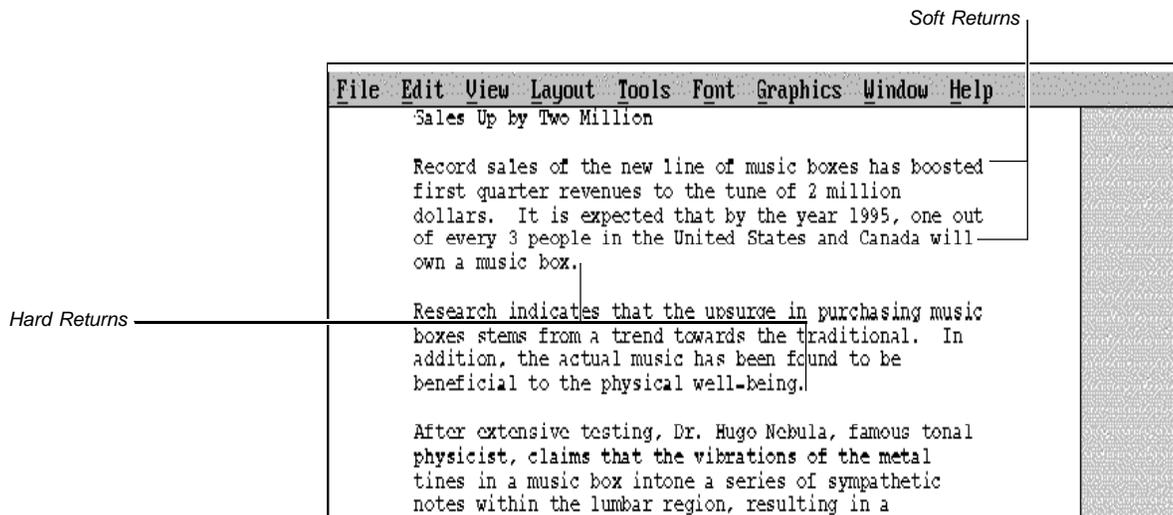
Soft Returns and Hard Returns

When the text you type is longer than one line, WordPerfect automatically wraps the extra text to the next line. Each time the text wraps, a line divider called a *soft return* is inserted at the end of the line. Its position changes automatically as you add or delete text.

While the soft return is inserted automatically at the end of line, a *hard return* is inserted manually when you press **Enter**. A hard return ends the current line and moves the cursor to the beginning of the next line. If there is no text in a line, a hard return displays as a blank line.

Codes

In **Reveal Codes**, [HRT] represents a Hard Return code, and [SRT] represents a Soft Return code.



Inserting a Hard Return

- 1 Press **Enter**.

Helps and Hints

Hyphenation

WordPerfect can hyphenate words that fall at the end of a line. See *Hyphenation*.

Inserting Hard Return Characters

You can choose a hard return character (such as a dollar sign) that will display on screen each time you insert a hard return (see *Setup: Screen*). This will not affect printed text.

Additional Information

Temporary Soft Return

A *temporary soft return* is inserted automatically when a word cannot fit within the margins. It is usually seen in extremely narrow margin settings such as columns, or where large fonts are used.

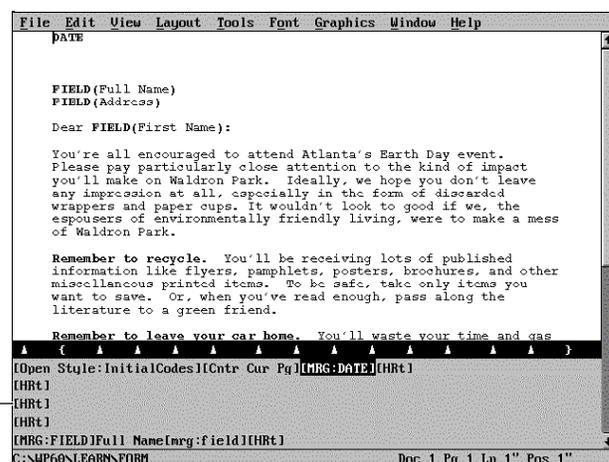
If you use **Reveal Codes** (Alt+F3), you can see the code for a temporary soft return [TSRT]. To delete it, try one of the following suggestions: use a smaller font size, hyphenate the word that will not wrap properly, or decrease the margins in your document.

See Also

- Hyphenation
- Page Break

Reveal Codes

Use **Reveal Codes** to view the formatting codes in your document.



Reveal Codes

What's in this section?

- Concepts
- Viewing (or Hiding) Codes
- Sizing the Reveal Codes Area
- Helps and Hints
- Additional Information
- See Also

Concepts

Codes

A *code* is inserted in your document nearly every time you use a WordPerfect feature. For example, when you bold text, change margins, or change page numbering, WordPerfect inserts a code into your text.

Codes are not visible in the normal document window, but they are important to your document because they determine how it will look when you print it. Because the placement of most codes is essential, you sometimes need to observe the exact location of certain codes.

For This and Future WordPerfect Sessions

- 1 Choose **Screen Setup** from **View** menu.
Or Press Ctrl+F3, Shift+F1
- 2 Specify a new percentage in the **Window Percentage** entry field, then choose **OK** until you return to your document.

Helps and Hints

Searching for Codes

You can use **Search** to search for and replace codes (see *Search and Replace*).

Additional Information

Initial Codes

You may notice that each new document you create starts with an **Initial Codes** code. This code formats the document with the current **Initial Codes** settings. You cannot delete this code, but you can change the Initial Codes settings (see *Initial Codes*).

Displaying Detail in Codes

Some codes contain formatting information that would take up a lot of space if it were always visible in **Reveal Codes**. These codes are normally represented by a short code that doesn't show all the formatting contained inside it. The following steps let you see the full contents of these codes without placing the cursor on them.

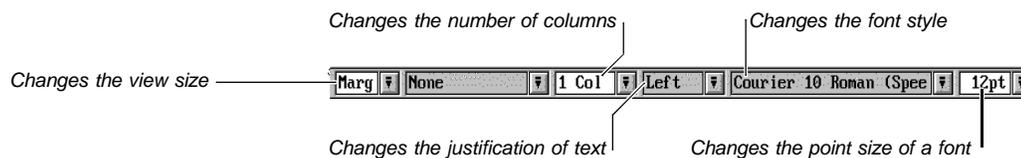
- 1 Choose **Screen Setup** from **View** menu.
Or Press Ctrl+F3, Shift+F1
- 2 Select **Reveal Codes**, select **Display Details**, then choose **OK** until you return to your document.

See Also

- Auto Code Placement
- Search and Replace
- Appendix B: Codes

Ribbon

You can use **Ribbon** to quickly access a variety of features that affect the size and appearance of text in your document.



The **Ribbon** can be accessed only with a mouse.

Any settings you make using the **Ribbon** are in effect for the current document only.

What's in this section?

- Displaying (and Hiding) the Ribbon
- Displaying the Ribbon Automatically
- Changing the View Size of a Document
- Changing Paragraph Styles
- Changing the Number of Columns
- Changing the Text Justification
- Changing the Font

- Changing the Point Size
- Helps and Hints
- See Also

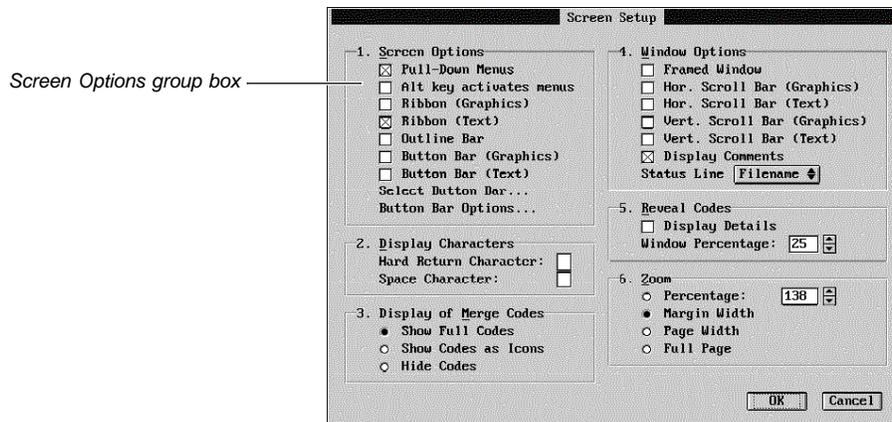
Displaying (and Hiding) the Ribbon

- 1 Choose **Ribbon** from the **View** menu.

Displaying the Ribbon Automatically

You can change your screen setup options so that the **Ribbon** displays every time you start WordPerfect.

- 1 Choose **Screen Setup** from the **View** menu.
Or Press Ctrl+F3, then Shift+F1
- 2 Select **Ribbon (Graphics)** from the **Screen Options** group box to display the **Ribbon** in **Graphics Mode** or **Page Mode**.
- 3 Select **Ribbon (Text)** from the **Screen Options** group box to display the **Ribbon** in **Text Mode**.



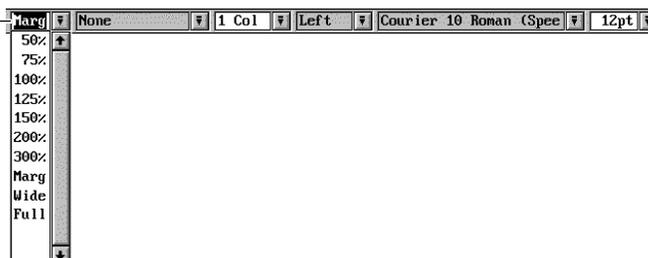
- 4 Choose **OK** to return to your document.

You can turn the **Ribbon** display on or off in the current document window at any time by choosing **Ribbon** from the **View** menu.

Changing the View Size of a Document

You can use the **Zoom** drop-down list while in **Graphics Mode** or **Page Mode** to change the display size of the text and graphics in the document window. The view size does not affect the size of the printed document (see *Zoom* for more information).

Select a document window display size from the Zoom drop-down list.



Changing Paragraph Styles

You can use the **Paragraph Style** drop-down list to quickly change a paragraph style in a document or a paragraph level in an outline (see *Styles* and *Outline* for more information).

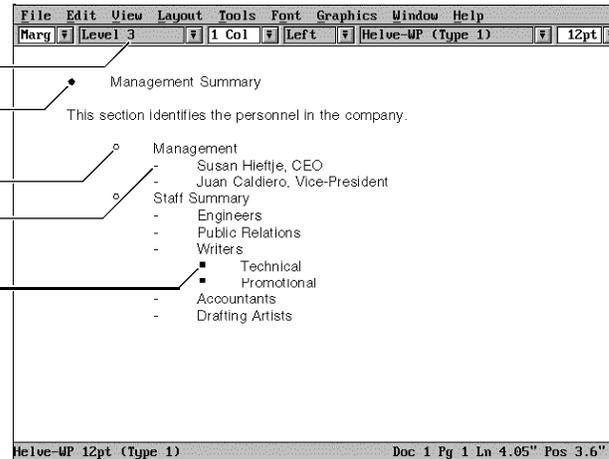
Select a paragraph level from the Paragraph Style drop-down list.

Level 1 text

Level 2 text

Level 3 text

Level 4 text

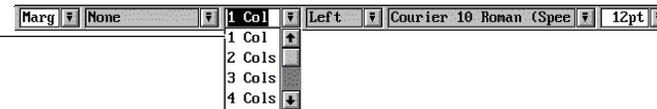


An outline using the Bullets style

Changing the Number of Columns

You can use the **Columns** drop-down list to create from one to twenty-four evenly spaced newspaper columns (see *Columns* for more information).

Select the number of text columns from the Columns drop-down list.



Changing the Text Justification

You can use the **Justification** drop-down list to change the alignment of text from the current paragraph forward or for selected paragraphs (see *Justification* for more information).

Select a text justification from the Justification drop-down list.

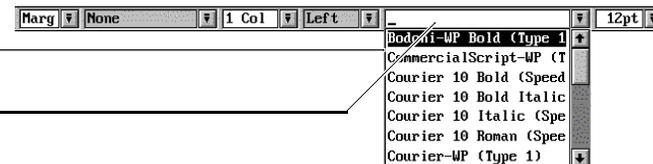


Changing the Font

You can use the **Font** drop-down list to change the font (or typeface) for text from the cursor position forward, or for selected characters, words, sentences, or paragraphs (see *Font* for more information).

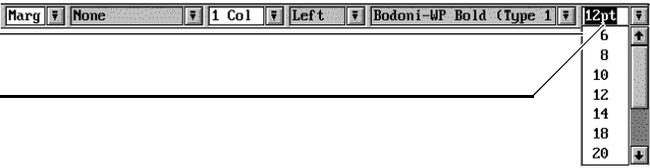
Select a font from the Font drop-down list...

... or search for a font in the list by typing the font name here.



Changing the Point Size

You can use the **Point Size** drop-down list to change the point size of a font for text from the cursor position forward, or for selected characters, words, sentences, or paragraphs (see *Font* for more information).

Select a point size from the  Point Size drop-down list...
... or specify a point size here.

Helps and Hints

For added functionality, you can display the **Outline Bar** with the **Ribbon**.

The **Outline Bar** lets you quickly create different types of outlines using numbers, letters, or bullet styles (see *Outline* for more information).

See Also

• Columns • Font • Justification • Outline • Zoom

Save and Save As

Use **Save** to replace the disk copy of a document with the on-screen copy you are working on. Use **Save As** to save a new document or to save the current document with a new name, in a different directory, or with a new format, code page, or password.

What's in this section?

- Concepts
- Using Save
- Using Save As
- Assigning a Password to a Document
- Helps and Hints
- Additional Information
- See Also

Concepts

Documents on Disk and Opened/Retrieved Documents

Documents you save are stored as files on a hard disk or floppy disk. When you want to edit a document that is saved on disk, you need to open a copy of the file into a document window. The file then becomes active in your computer's memory so that you can edit it. However, the changes you make are not recorded on disk until you save the file.

Naming Documents

A filename can include up to eight characters followed by an optional period and up to three more characters as an extension. When you name a document you are saving for the first time, do not use the following characters:

* + = [] ; " < > ? / \ | , (space)

A period can be used only to separate the first part of the filename from the filename extension.

Also, several extensions have a special meaning in WordPerfect or DOS. These include .ALL, .BAT, .CHM, .COM, .CRS, .DRS, .EXE, .FIL, .FRS, .IRS, .PRS, .SET, .TUT, .WPK, .WPM, and .VRS. You should not use these extensions when saving documents unless you have a specific reason for doing so.

Location of Files

You can use **Location of Files** to specify the default directory you save files to (see *Setup: Location of Files*).

Using Save

- 1 Choose **Save** from the **File** menu.

Or Press Ctrl+F12

If the document has already been named and saved, the copy you have been editing replaces the saved copy on disk. You are not prompted for confirmation.

If you haven't saved the document before, WordPerfect prompts you to name it. See *Using Save As* below if you need help.

Using Save As

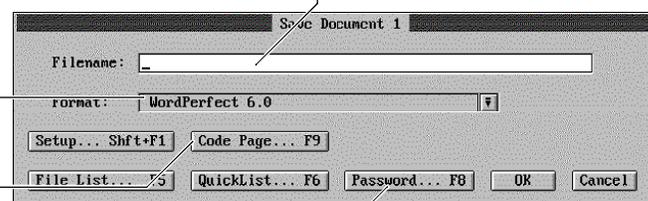
- 1 Choose **Save As** from the **File** menu.

Or Press F10

Specify a path and filename here.

You can save the document in a different format.

You can change the Code Page for the file.



You can assign a password or remove it from the document.

- 2 If you want to save the document in the default directory, type a filename for the file.
or
If you want to save the document in a directory other than the default directory, type a path and filename for the file.
- 3 If you want to save the file in a different format, choose an option from the **Format** drop-down list. See *Conversion* if you need more information.
- 4 Choose **OK**.

Assigning a Password to a Document

Use **Password** to keep others from using WordPerfect features to look at, open, retrieve, print, copy, move, or delete a document.

IMPORTANT: Though a password will provide the security you need in most situations, it is not intended to meet high-level security standards. Also, while a password can prevent others from accessing the document, it cannot keep others from deleting the document at the DOS prompt.

You can use these steps to assign a password or change an existing password.

- 1 Choose **Save As** from the **File** menu.
Or Press F10
- 2 If you haven't already typed a **Filename** for the document, do so now.
- 3 Choose **Password**.
- 4 Type a password, then choose **OK**. Retype the password, then choose **OK** again.

Passwords are not case sensitive. For example, "Giraffe" is treated the same as "giraffe."

IMPORTANT: Once you assign a password to a document, make note of it. WordPerfect Corporation cannot help you if you forget the password.

5 Choose **OK**.

6 If you have saved the file previously, choose **Yes** to save the file with the password.

To remove a password, follow steps 1-3 above, then choose **Remove**. If you have saved the file previously, choose **Yes** to save the file with the password removed.

Helps and Hints

Saving Often

We recommend that you use **Save** periodically to avoid losing your work if a power or system failure occurs.

You can also use the **Backup** feature to avoid losing your work (see *Setup: Environment* for details).

Saving Blocked Text

To save a portion of your document as a file, block text before you use **Save As**.

Using Fast Save

When **Fast Save** is selected, the saving process speeds up, because WordPerfect does not format the document for printing. However, a fast-saved document usually takes longer to print, because it must be formatted first. If you want to turn **Fast Save** on or off,

1 Choose **Save As** from the **File** menu.

Or Press F10

2 Choose **Setup**, then select or deselect **Fast Save**.

3 Choose **OK** twice.

Creating a New Directory

As you are saving documents, you can use **File Manager** to create a new directory to store them in. See *Creating a New Directory* in *File Manager* for details.

Changing the Code Page of a File

When you save a document in ASCII Text (Standard) format or in ASCII Text (Stripped) format, you can change the code page, and thus the character set, for the document. See *Conversion* for more information.

Additional Information

Files Associated with a Password-Protected File

When you password-protect a document, any associated backup or temporary buffer files that WordPerfect creates are also protected.

Deleting Password-Protected Documents

If you have forgotten the password of a password-protected document you want to delete, you must delete it at the DOS prompt using the **Del** command. If you need help, see your DOS manual.

Exporting Password-Protected Files

You must remove the password from a file before you can save the file in a format other than WordPerfect 6.0, 5.x, or 4.2.

Password Requirements

WordPerfect 6.0 allows a maximum of 23 characters in a password and allows only WordPerfect characters. WordPerfect notifies you with a beep if you enter too many characters or characters that are not allowed.

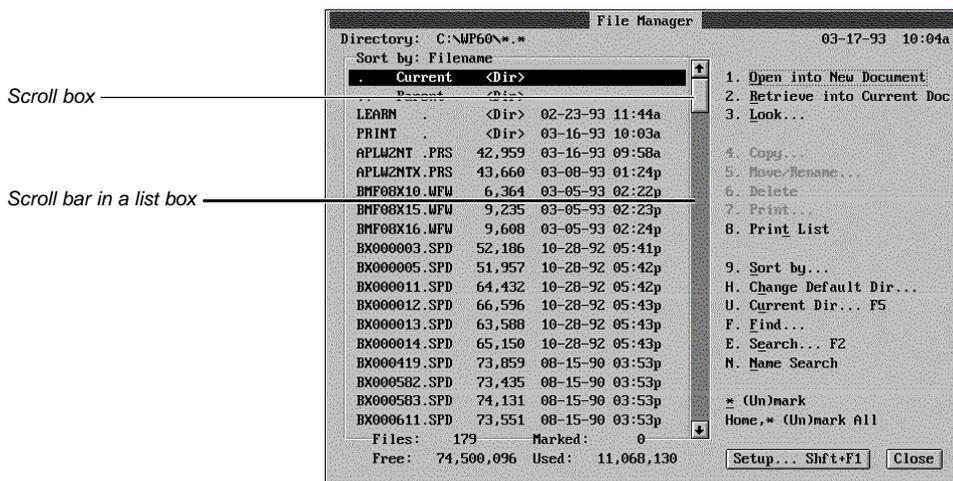
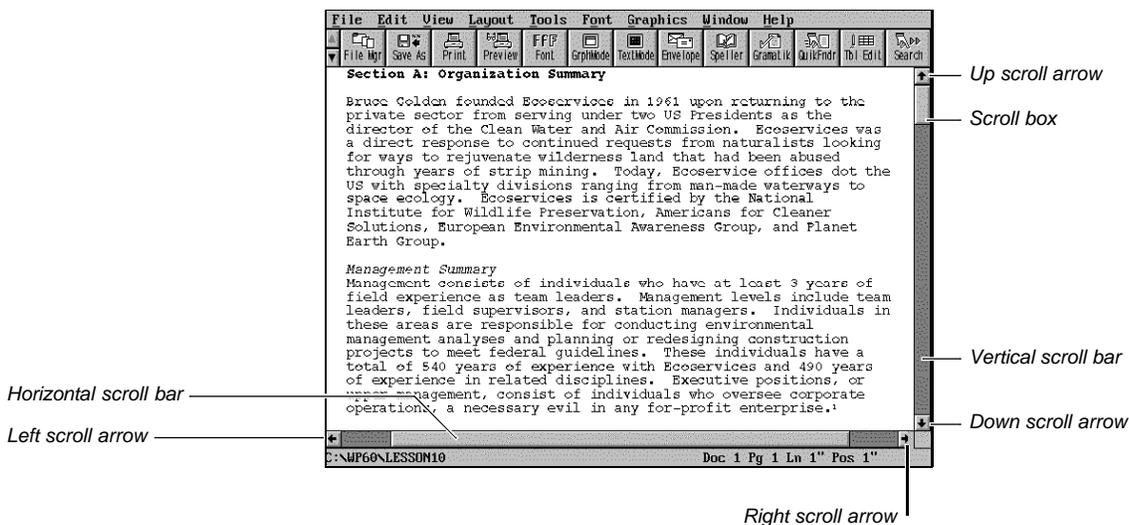
If you used a previous version of WordPerfect to assign a password with a non-WordPerfect character, you will not be able to retrieve that file into WordPerfect 6.0 unless you use the same previous version to modify the password to meet WordPerfect 6.0 requirements.

See Also

• Conversion • Directories • File Manager • QuickList • Setup: Environment

Scroll Bars

Use scroll bars to move the cursor to parts of your document that aren't displayed in the document window or to move through a list of items in a dialog box.



What's in this section?

- Displaying (or Hiding) Scroll Bars in the Document Window
- Using Scroll Bars
- See Also

Displaying (or Hiding) Scroll Bars in the Document Window

You can display or hide scroll bars for this WordPerfect session or for this and all future WordPerfect sessions.

For This WordPerfect Session

- 1 Choose **Horizontal Scroll Bar** or **Vertical Scroll Bar** from the **View** menu.

For This and All Future WordPerfect Sessions

- 1 Choose **Screen Setup** from the **View** menu,
Or Press Ctrl+F3, Shift+F1
- 2 Select **Horizontal Scroll Bar (Graphics)** and **Vertical Scroll Bar (Graphics)** to display the scroll bars in **Graphics Mode**.
or
Select **Horizontal Scroll Bar (Text)** and **Vertical Scroll Bar (Text)** to display the scroll bars in **Text Mode**.
- 3 Choose **OK**.

Using Scroll Bars

The table below describes how you can use the scroll bars to scroll through a document or list.

To scroll	Do this
One line up or down	Click the up or down scroll arrow.
One character left or right	Click the right or left scroll arrow.
One screen up or down	Click above or below the scroll box on the vertical scroll bar.
One screen left or right	Click to the left or right of the scroll box on the horizontal scroll bar.
Continuously	Click and hold one of the scroll arrows until you see the information you want, then release the mouse button.
To any position	Drag the scroll box to the position you want. The section of the document that moves into view depends on where you position the scroll box. For example, if you position it halfway down the vertical scroll bar, the text halfway through the document appears.

See Also

- Cursor Movement

Search and Replace

Use **Search** to find words, phrases, or codes in your document.

Use **Replace** to search for and replace words, phrases, or codes.

What's in this section?

- Concepts
- Searching for a Word, Phrase, or Code
- Searching for Another Occurrence
- Using Replace
- Using Search and Delete
- Extending Selected Text with Search
- Helps and Hints
- Wildcard Codes
- See Also

Concepts

WordPerfect Characters

You can search for and replace any existing WordPerfect characters in your document (see *Characters*).

Codes

The **Codes** option lets you search for and replace any of the codes in your document, regardless of the values a code may contain. For example, if you search for a font size code, any font size code will be found. You can search for more than one code at a time or for a combination of words and codes.

Specific Codes

A specific code is a code that has been assigned a specific value. For example, instead of searching for any font size as in the example above, you can search for a font size code that has been assigned a specific value (such as 18 points). You can search for only one specific code at a time.

Searching for a Word, Phrase, or Code

1 Place the cursor where you want the search to begin.

2 Choose **Search** from the **Edit** menu.

Or Press F2

3 Type the text you are searching for in the **Search For** entry field.

If you want to search for a **WordPerfect Character**, press **Ctrl+w**, select the character, then press **Enter**, or you can use **Compose** (Ctrl+a).

4 If you want to search for a code, choose **Codes**, then select the code.

or

If you want to search for a specific code, choose **Specific Codes**, select the code, enter a specific value, then choose **OK**.

You can also enter many of the codes using keystrokes. See *Using Keystrokes to Enter Codes* under *Helps and Hints* later in this section.

5 Select any of the options you want to use from the **Search** dialog box.

The first four options listed in the table below apply to **Search**. All of the options apply to **Replace**. See *Using Replace* later in this section.

6 Choose **Search** to begin the search.

The cursor moves to the first occurrence of the search text (search string).

Option	Lets you
Backward Search	Search from the cursor toward the top of the document.

Option

Case Sensitive Search

Find Whole Words Only

Extended Search

Confirm Replacement
(available only from the Search and Replace dialog box)

Limit Number of Matches
(available only from the Search and Replace dialog box)

Lets you

Specify an exact match for the word you want to search for. When this option is selected, *FREE* will find only *FREE*. If this option is *not* selected, all occurrences of a word are found (*FREE* will find *free*, *Free*, and *FREE*).

Search for whole words only. For example, to find the word *low*, choose this option. Otherwise, words that have *low* in them, such as *allow* and *lower*, will also be found.

Search for words, phrases, or codes in the document window and in headers, footers, text boxes, watermarks, footnotes, endnotes, comments, graphics box captions, equations, and Table of Authorities Full Forms. If you do not choose this option, your search will be limited to text in the document window.

Confirm replacement of a word, code or phrase. You can choose whether to replace the word, code, or phrase, from the cursor forward. You can also cancel the *Replace* operation. If you do not select Confirm Replacement, all occurrences will be replaced automatically.

Limit the number of matches that will be found. For example, if you specify 5, WordPerfect will stop the Replace after 5 matches are found. If you do not select this option, all matches will be replaced.

Searching for Another Occurrence

- 1 Choose **Search** from the **Edit** menu.

Or Press F2

- 2 If the cursor is before the next occurrence of the word, code, or phrase, choose **Search**.

Or Press F2

or

If the cursor is placed at the end of the document or after the word you want, select **Backward Search**, then choose **Search**.

Using Replace

- 1 Choose **Replace** from the **Edit** menu.

Or Press Alt+F2

- 2 Type the text you want to replace in the **Search For** entry box, then press **Enter**.

- 3 Type the replacement text in the **Replace With** entry box, then press **Enter**.

If you want to search for and replace a WordPerfect character, press **Ctrl+w**, select the character, then press **Enter**. You can also use **Compose** (Ctrl+a) to create the character you want to search for.

- 4 If you want to search for and replace a code, choose **Codes**, then select the code.
or
If you want to search for and replace a specific code, choose **Specific Codes**, select the code, enter a specific value, then choose **OK**.

You can also enter many of the codes using keystrokes. See *Using Keystrokes to Enter Codes* under *Helps and Hints* later in this section.

- 5 Select any of the options you want to use from the **Search and Replace** dialog box. See the table under *Searching for a Word, Phrase, or Code* earlier in this section.
- 6 Choose **Replace** to replace the search text.

Using Search and Delete

You can use the **Search and Delete** option to search for a specific code and delete it.

- 1 Choose **Replace** from the **Edit** menu.
Or Press Alt+F2
- 2 Choose **Specific Codes**, select the code, then specify the value to **Search For**.
- 3 Choose **Search and Delete**, then choose **Replace**.

Extending Selected Text with Search

You can extend blocked text until it reaches a specific word, phrase or code in your document.

- 1 Choose **Block** from the **Edit** menu.
Or Press Alt+F4
- 2 Choose **Search** from the **Edit** menu, then type the word, phrase, or code to which you want to extend text.
- 3 Choose **Search**.

Helps and Hints

Using Keystrokes to Enter Codes

In the **Search** and **Search and Replace** dialog boxes, you can enter some codes from the keyboard rather than selecting them using **Codes** and **Specific Codes**. The available codes and keystrokes are listed in the table below.

To Search for	Press
? (One Char)	Home, ?
[- Hyphen]	-
[- Soft Hyphen]	Ctrl+-
- (Hyphen)	Home, -
* (Many Char)	Home, *
[Back Tab]	Ctrl+a, Shift+Tab
[Bold On]/[Bold Off] (toggle)	F6 or Ctrl+b
[Cancel Hyph]	Home, /
[Cntr on Mar]	Shift+F6
[CNTR TAB]	Home, Shift+F6
[CNTR TAB (DOT)]	Home, Home, Shift+F6
[DECTAB]	Ctrl+F6 or Home, Ctrl+F6
[DECTAB (DOT)]	Home, Home, Ctrl+F6
[Flsh Rgt]	Alt+F6
[Formatted Pg Num]	Ctrl+p
[HPg]	Ctrl+Enter or Ctrl+Insert
[HRt]	Ctrl+a, Enter
[HSpace]	Home, space bar or Alt+F1

[Hyph SRt]	Home, Enter
[Italc On]/[Italc Off] (toggle)	Ctrl+i
[Lft Indent]	F4
[LFT TAB]	Home, Tab
[LFT TAB (DOT)]	Home, Home, Tab
[Lft/Rgt Indent]	Shift+F4
[MRG: ENDFIELD]	F9
[RGTTAB]	Home, Alt+F6
[RGTTAB (DOT)]	Home, Home, Alt+F6
[Tab (all)]	Ctrl+a, Tab
[Und On]/[Und Off] (toggle)	F8 or Ctrl+u

Wildcard Codes

You can use the wildcard codes ([?] and [*]) in the search text to match zero or more characters in your document.

The [?] code represents exactly one character. For example, you can use *ta[?]k* to find *tack*, *talk*, *tank*, and *task*. The [*] character can represent zero or more characters within a single word. For example, you can use *f[*]ast* to find *fast*, *feast*, *forecast*, and so on.

You cannot use wildcard codes to search for punctuation marks.

See Also

- Characters
- Reveal Codes

Select

Use **Select** to select a sentence, paragraph, page, tabular column, or rectangular portion of text.

What's in this section?

- Selecting a Sentence, Paragraph, or Page
- Selecting a Tabular Column
- Selecting a Rectangular Portion of Text
- See Also

Selecting a Sentence, Paragraph, or Page

To select a sentence, paragraph, or page, you can drag across it using the mouse (see *Block*), or you can follow these steps.

- 1 Place the cursor anywhere in the text you want to select.
- 2 Choose **Select** from the **Edit** menu, then choose **Sentence**, **Paragraph**, or **Page**.

You can also double-click to select a word, triple-click to select a sentence, or quadruple-click to select a paragraph.

You can also use **Block** to select text (see *Block*).

Selecting a Tabular Column

Select Tabular Columns lets you easily move, copy, or delete columns you have created using **Tab** or **Indent**. For example, in the illustration below, you could move the Last Name column to the right of the First Name column.

Extension	Last Name	First Name	Employee Number
2345	Hansen	Jean	234123
2389	Jensen	Jack	234567
4534	Richards	Shawn	234987
3412	Hawkins	Larry	345642
4564	Muirbrook	Wendy	342543
9876	Pandsen	Steven	123433
7865	Forest	Richard	342567
7894	Larsen	David	578899
7898	Lony	Frank	129876
6756	Stewart	Stan	248299
6758	Chapel	Bob	234728
5555	Cox	Stan	455643
1112	Cooper	Eschell	324843
5544	Fullmer	Charles	112233
4321	Gardner	Hank	445566
3415	Fowler	Kevin	998800
9876	Gibb	Gary	112234
9878	Chamberlain	Dylan	456123
4579	Giles	Greg	608980
7765	Marsh	Lisa	789900

[Open Style:InitialCodes][Bookmark][Tab Sct][HRT]
 [Und On][Bold On][Extension[Lft Tab]Last Name[Lft Tab]First Name[Cnt Tab]Employee Number[Bold Off][Und Off][HRT]
 [HRT]
 2345[Lft Tab]Hansen[Lft Tab]Jean[Cnt Tab]234123[HRT]
 2389[Lft Tab]Jensen[Lft Tab]Jack[Cnt Tab]234567[HRT]
 4534[Lft Tab]Richards[Lft Tab]Shawn[Cnt Tab]234987[HRT]
 3412[Lft Tab]Hawkins[Lft Tab]Larry[Cnt Tab]345642[HRT]
 4564[Lft Tab]Muirbrook[Lft Tab]Wendy[Cnt Tab]342543[HRT]

C:\WP60\PHNLST Doc 1 Pg 1 Ln 1.17" Pos 1"

- 1 Block the text from the first character in the first column you want to select to the last character in the last column you want to select.

Start blocking here. —————

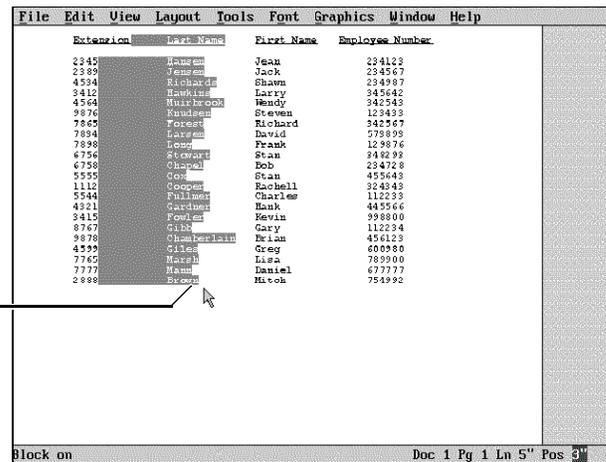
Extension	Last Name	First Name	Employee Number
2345	Hansen	Jean	234123
2389	Jensen	Jack	234567
4534	Richards	Shawn	234987
3412	Hawkins	Larry	345642
4564	Muirbrook	Wendy	342543
9876	Pandsen	Steven	123433
7865	Forest	Richard	342567
7894	Larsen	David	578899
7898	Lony	Frank	129876
6756	Stewart	Stan	248299
6758	Chapel	Bob	234728
5555	Cox	Stan	455643
1112	Cooper	Eschell	324843
5544	Fullmer	Charles	112233
4321	Gardner	Hank	445566
3415	Fowler	Kevin	998800
9876	Gibb	Gary	112234
9878	Chamberlain	Dylan	456123
4579	Giles	Greg	608980
7765	Marsh	Lisa	789900
7777	Mann	Daniel	677777
2880	Brown	Mark	784992

Stop blocking here. —————

Block on Doc 1 Pg 1 Ln 5" Pos 9"

2 Choose **Select** from the **Edit** menu, then choose **Tabular Column**.

Or Press **Ctrl+F4**, then choose **Tabular Column**



Now the Last Name column is the only column selected.

3 If you want to move the tabular column, choose **Cut and Paste**.

OR

If you want to copy the tabular column, choose **Copy and Paste**.

OR

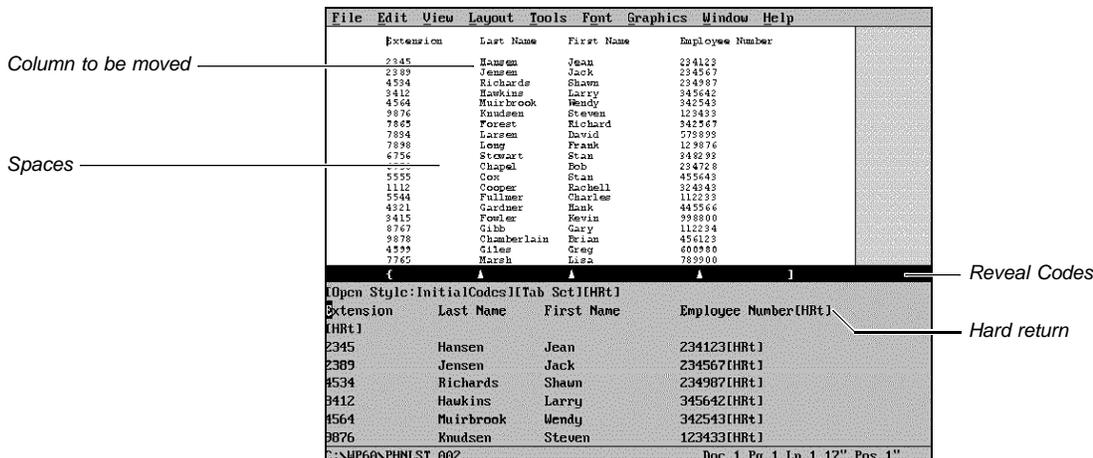
If you want to delete the tabular column, choose **Delete**.

4 If you chose **Cut and Paste** or **Copy and Paste**, place the cursor where you want to insert the column, then press **Enter**.

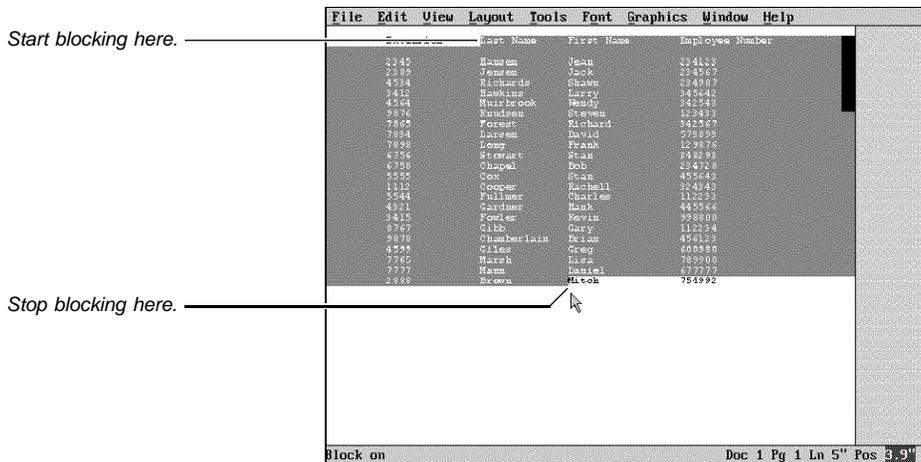
Selecting a Rectangular Portion of Text

You can select a rectangular-shaped portion of text without disturbing other text on the page.

For example, suppose you have columns that are separated by spaces rather than tabs. You can select and move the columns, keeping them intact.

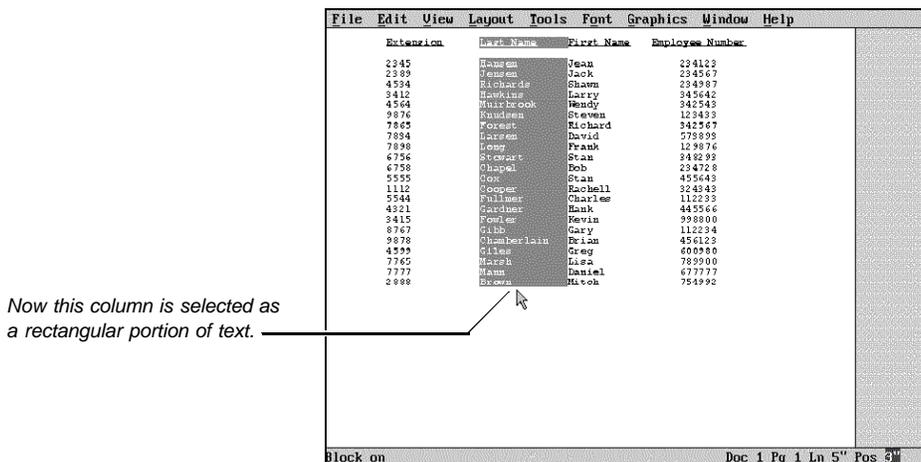


- 1 Block from the upper left to the lower right corner of the text you want to select.



- 2 Choose **Select** from the **Edit** menu, then choose **Rectangle**.

Or Press **Ctrl+F4**, then choose **Rectangle**



- 3 If you want to move the rectangle, choose **Cut and Paste**.

or

If you want to copy the rectangle, choose **Copy and Paste**.

or

If you want to delete the rectangle, choose **Delete**.

- 4 If you chose **Cut and Paste** or **Copy and Paste**, place the cursor where you want to insert the rectangle, then press **Enter**.

See Also

- Block • Cut, Copy, Paste

Setup: Color Printing Palette

Use **Setup: Color Printing Palette** to select, create, and edit color printing palettes.

In WordPerfect 6.0, everything you put on a page can print in color. You can choose from 16 million different colors for text, graphics lines, borders, fills, or any other part of a document. The **Color Printing Palette** lets you create and name colors so that you can easily select and use them.

The actual appearance of the colors in print is determined by the capabilities of your printer.

What's in this section?

- Concepts
- Selecting a Predefined Color Palette
- Creating or Editing a Color Printing Palette
- Deleting or Renaming Color Printing Palettes
- Additional Information
- See Also

Concepts

Basic Palette Colors

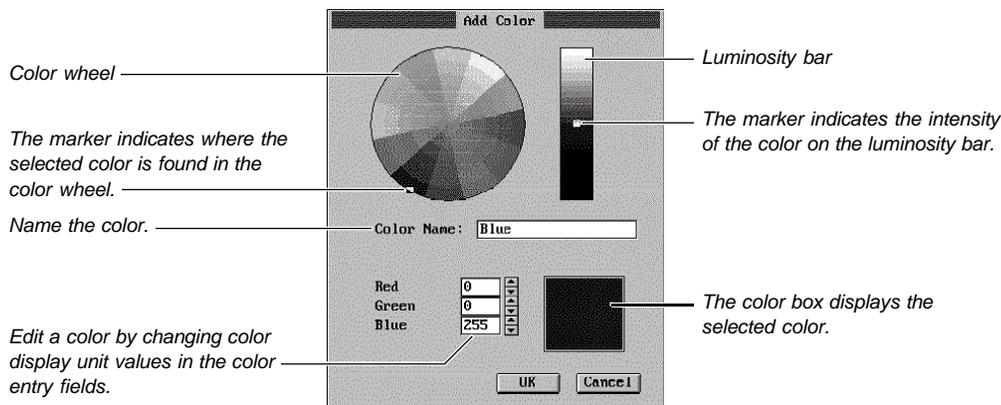
New color printing palettes contain eight colors: Black, Red, Green, Blue, Cyan, Magenta, Yellow, and White. You can edit these colors, delete them, or add new ones, using any one of three basic color display units (see *Color Display Units* under *Additional Information* later in this section).

Using Palettes

A palette lets you categorize colors. For example, you can create one palette with blues and greens, and another palette with reds and yellows.

Color Wheel and Luminosity Bar

In the **Add Color** or **Modify Color** dialog boxes, you define colors by clicking the mouse in a color wheel and luminosity bar, or by typing exact color display unit values in the color entry fields. The color box displays the resulting color.



Selecting a Predefined Color Palette

- 1 Choose **Setup** from the **File** menu, then choose **Color Palette**.
Or Press Shift+F1, 6
- 2 Highlight a palette, then choose **Select**.
- 3 Choose **Close**, if necessary, to return to your document.

The palette you select is used with any WordPerfect feature that has a color selection option.

Creating or Editing a Color Printing Palette

- 1 Choose **Setup** from the **File** menu, then choose **Color Palette**.
Or Press Shift+F1, 6
- 2 Choose **Create**, type a name for the palette, choose **OK**, highlight the new palette, then choose **Edit**.
or
Highlight an existing color printing palette, then choose **Edit**.
- 3 To add a new color, highlight the color, then choose **Create**.
or
To modify an existing color, highlight the color, then choose **Edit**.
- 4 Move the marker on the color wheel until the color you want appears in the color box. Then move the marker up and down the luminosity bar to adjust the brightness of that color.
or
Specify an exact color value in the color entry fields.

You can drag a marker, or you can simply click on a position to move the marker to that position.

- 5 Choose **Color Name**, then type a name for the new color.
- 6 Choose **OK**.
- 7 Repeat steps 3-6 to create or edit as many colors as you want.
- 8 Choose **Close** until you return to your document.

Deleting or Renaming Color Printing Palettes

- 1 Choose **Setup** from the **File** menu, then choose **Color Palette**.
Or Press Shift+F1, 6
- 2 Highlight a palette.
- 3 Choose **Delete** or **Rename**.
- 4 Choose **Yes** to delete the palette.
or
Type a new name, then choose **OK** to rename the palette.
- 5 Choose **Close** until you return to your document.

Additional Information

Color Display Units

You can choose one of three different color display units as the basis for mixing and creating colors.

To change the Color Display Units,

- 1 Choose **Setup** from the **File** menu, then choose **Color Palette**.
Or Press Shift+F1, 6
- 2 Select **Color Display Units**, then select a unit.

Units are described in the table below.

Units	Definition
RGB (Red, Green, Blue)	RGB uses the primary colors of light to define colors. When each color is at its maximum intensity (maximum value=255), the color defined is white. This is the default unit.
HLS (Hue, Luminosity, Saturation)	HLS defines colors in the context of a monitor. You can think of the three settings as similar to the hue, brightness, and contrast adjustments on your television. Hue adjusts the color (0=red, 120=green, 240=blue, 360=red), Luminosity adjusts the amount of white and black, and Saturation adjusts the intensity of color.
CMYK (Cyan, Magenta, Yellow, Black)	CMYK is modeled after the colors that print shops use for color separations. When all color values are at the maximum levels (maximum value=255), the resulting color is black. When all color values are zero, the resulting color is white.

Custom Colors

You can display the **Custom Color** dialog box any time you assign a color to an item (for example, when you choose **Color** from the **Font** dialog box). The **Custom Color** dialog box is the same as the **Add Color** and **Modify Color** dialog boxes.

As long as you have a personal palette selected, you can create a color and select **Add Color to Palette** from the **Custom Color** dialog box to add that color to your personal palette.

See Also

- Borders
- Equations: Edit
- Graphics: Editing the Box Appearance
- Graphics: Lines
- Setup: Display
- Tables: Lines, Borders, Fill

Setup: Display

Use **Setup Display** to select **Text Mode** and **Graphics Mode** screen types and to choose the colors for text, menus, and dialog boxes.

What's in this section?

- Concepts
- Setting the Graphics Mode Screen Type
- Setting the Text Mode Screen Type
- Setting the Graphics Mode Colors
- Setting the Text Mode Colors
- Additional Information
- See Also

Concepts

Changing Default Settings

The changes you make in **Setup Display** remain in effect until you change them again.

Graphics Mode and Text Mode Options

The **Graphics Mode Screen Type/Colors** options affect **Graphics Mode** and **Page Mode**.

The **Text Mode Screen Type/Colors** options affect **Text Mode**.

See *View Modes* for more information about display modes.

Video Drivers

WordPerfect uses a video driver to communicate with the display card in your computer. Video drivers are provided in video resource files, which have .VRS extensions. A .VRS file can contain several graphics or text drivers. WordPerfect provides several .VRS files, which you can install on your system when you install WordPerfect. A manufacturer may also provide a .VRS file with a display card you purchase.

During the installation, WordPerfect attempts to select the correct video driver for your display card. If images do not display correctly on your machine, you need to select another video driver.

Setting the Graphics Mode Screen Type

Automatically

WordPerfect automatically selects the **Graphics Mode** screen type the first time you choose **Graphics Mode** or **Page Mode** from the **View** menu (see *View Modes*).

You can autoselect the **Graphics Mode** screen type by completing the following steps:

- 1 Choose **Setup** from the **File** menu, then choose **Display**.
Or Press Shift+F1, 2
- 2 Choose **Graphics Mode Screen Type/Colors**.
- 3 Choose **Screen Type**.
- 4 Choose **Auto Select**.
- 5 Choose **Close** until you return to your document.

If your screen displays properly in **Graphics Mode** or **Page Mode**, WordPerfect has selected the correct screen type. If not, you need to manually select a screen type (see *Display Problems* under *Additional Information* later in this section).

Manually

- 1 Choose **Setup** from the **File** menu, then choose **Display**.
Or Press Shift+F1, 2
- 2 Choose **Graphics Mode Screen Type/Colors**.
- 3 Choose **Screen Type**.

The **Setup Graphics Screen Type** dialog box lists the available graphics drivers. If your graphics driver is not listed, choose **Directory**, then type the name of the directory where your .VRS files are located, or select it from the **Directory Tree** or **QuickList**, then choose **OK**.

- 4 Highlight the video driver that matches your display card, then choose **Select**.

If you are prompted to select a more specific type of driver, highlight the correct driver, then choose **Select**.

- 5 Choose **Close** until you return to your document.

Setting the Text Mode Screen Type

Automatically

- 1 Make sure you are in **Text Mode** (see *View Modes*).
- 2 Choose **Setup** from the **File** menu, then choose **Display**.
Or Press Shift+F1, 2
- 3 Choose **Text Mode Screen Type/Colors**.
- 4 Choose **Screen Type**.
- 5 Choose **Auto Select**.
- 6 Choose **Close** until you return to your document.

If your screen displays properly, WordPerfect has selected the correct screen type. If not, you need to manually select a screen type (see *Display Problems* under *Additional Information* later in this section).

Manually

To select your screen type manually,

- 1 Make sure you are in **Text Mode** (see *View Modes*).
- 2 Choose **Setup** from the **File** menu, then choose **Display**.
Or Press Shift+F1, 2
- 3 Choose **Text Mode Screen Type/Colors**.
- 4 Choose **Screen Type**.

The **Setup Text Screen Type** dialog box lists the available text drivers. If your text driver is not displayed, choose **Directory**, then type the name of the directory where your .VRS files are located, or select it from the **Directory Tree** or **QuickList**, then choose **OK**.

- 5 Highlight the text driver that matches your display card, then choose **Select**.

If you are prompted to select a more specific type of driver, highlight the correct driver, then choose **Select**.

- 6 Choose **Close** until you return to your document.

Setting the Graphics Mode Colors

Selecting a Predefined Color Scheme

- 1 Choose **Setup** from the **File** menu, then choose **Display**.
Or Press Shift+F1, 2
- 2 Choose **Graphics Mode Screen Type/Colors**.
- 3 Choose **Color Schemes**.
- 4 Highlight a predefined color scheme, then choose **Select**.

Predefined color schemes have square brackets around their names (for example, [WP Default]).

- 5 Choose **Close** until you return to your document.

The color scheme you select will be displayed only in **Graphics Mode** or **Page Mode**.

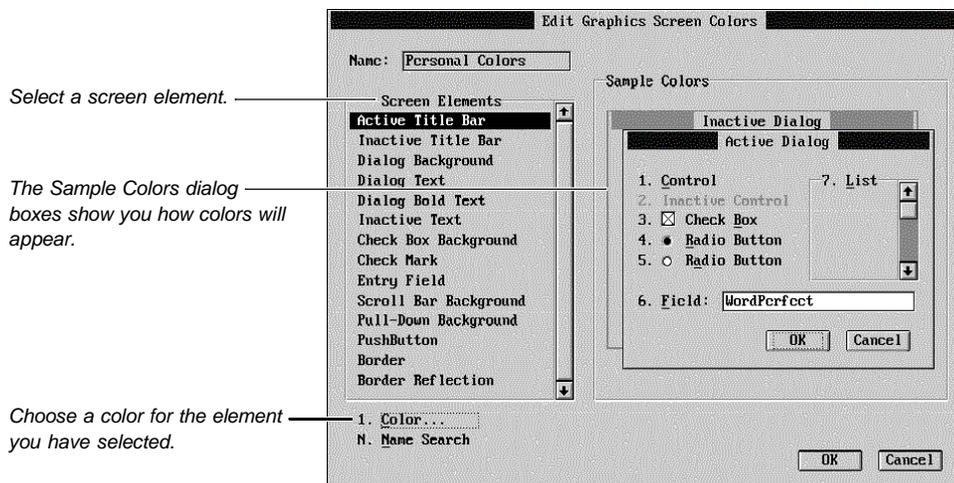
Creating or Editing a Color Scheme

You can create a new color scheme or edit a color scheme you have created.

- 1 Choose **Setup** from the **File** menu, then choose **Display**.
Or Press Shift+F1, 2
- 2 Choose **Graphics Mode Screen Type/Colors**.
- 3 Choose **Color Schemes**.
- 4 To create a new color scheme, choose **Create**, type a name for your the color scheme, then choose **OK**.
or
To edit a color scheme you created, highlight the color scheme name, then choose **Edit**.

You cannot edit a predefined WordPerfect color scheme, but you can edit a *copy* of a predefined WordPerfect color scheme.

- 5 Choose **Screen Elements**, then highlight an element.
- 6 Choose **Color** and select a color for that element.
- 7 Continue selecting as many elements and colors for those elements as you want.



- 8 Choose **OK** and **Close** until you return to your document.

To use the new color scheme, you can select it (see *Selecting a Predefined Color Scheme* earlier in this section).

Setting the Text Mode Colors

Selecting a Predefined Text Mode Color Scheme

- 1 Make sure you are in **Text Mode** (see *View Modes*).
- 2 Choose **Setup** from the **File** menu, then choose **Display**.
Or Press Shift+F1, 2
- 3 Choose **Text Mode Screen Type/Colors**.
- 4 Choose **Color Schemes**.

- 5 Highlight a predefined color scheme, then choose **Select**.

Predefined color schemes have square brackets around their names (for example, [WP Default]).

- 6 Choose **Close** until you return to your document.

Creating a Text Mode Color Scheme

- 1 Make sure you are in **Text Mode** (see *View Modes*).
- 2 Choose **Setup** from the **File** menu, then choose **Display**.
Or Press Shift+F1, 2
- 3 Choose **Text Mode Screen Type/Colors**.
- 4 Choose **Color Schemes**.
- 5 To create a new color scheme, choose **Create**, type a name for the new color scheme, press **Enter**, select a different screen font if you want (see *Screen Font* under *Additional Information* later in this section), then choose **OK**.

or

To edit a text color scheme you have created, highlight the color scheme name, then choose **Edit**.

You cannot edit a predefined WordPerfect color scheme, but you can edit a *copy* of a predefined WordPerfect color scheme.

- 6 Choose **Text Attributes** or **Menus & Dialogs**.
- 7 Choose **Attributes**, then highlight an item.
- 8 Choose **Color** to display the **Select Color** dialog box for that item.

or

If you have a Hercules display, choose **Attribute**.

The **Select Color** dialog box contains a palette. You can use the arrow keys to move the selector box around the palette. If you have a Hercules display, the **Attribute** dialog box appears.

- 9 Use the cursor keys to move the selector box to the color you want for that item, then press **Enter**.

or

If you have a Hercules display, select the desired attributes.

- 10 Continue selecting colors for text, menu, and dialog items.
- 11 If you selected a screen font when you created the color scheme, choose **Font** to assign a screen font.
- 12 Choose **OK** and **Close** until you return to your document.

Additional Information

Display Problems

If your screen does not display properly (for example, the screen displays in lower resolution), make sure that the driver you selected matches your graphics card, then try manually selecting it again. If WordPerfect does not have a driver that matches your graphics card, you may want to contact the card manufacturer about a possible emulation. If the screen still does not display properly, call WordPerfect Customer Support (see *Getting Help* in *Introduction*).

Screen Font

When you create a text mode color scheme, you can choose from five possible font selections. **Normal Font Only** gives you sixteen colors to assign to the different text appearance attributes (such as bold and underlined). **Italics Font**, **Underline Font**, and **Small Caps Font** let you assign only eight colors to text attributes, but they let you assign italics, underline, small caps, or fonts to an attribute. **512 Characters** also let you assign only eight colors to attributes, but it lets you display an additional 256 characters on screen, including several multi-national and typographical characters (the fonts and characters display on screen only if your graphics card supports them).

See Also

• Font • Setup: Screen • View Modes • Windowing

Setup: Environment

Use the **Environment** options to customize settings for features such as **Backup**, **Beep Options**, **Language**, and **Hyphenation**.

What's in this section?

- Concepts
- Changing Backup Options
- Changing Beep Options
- Setting Cursor Speed
- Turning On Undo
- Turning On Format Document for Default Printer on Open
- Prompting for Hyphenation
- Setting the Units of Measure
- Changing the Default Language
- Using the WordPerfect 5.1 Keyboard
- Turning On Auto Code Placement
- Using WordPerfect 5.1 Cursor Movement
- Using Delimited Text Options
- Additional Information
- See Also

Concepts

Changing Defaults

The changes you make in the **Environment** dialog box remain in effect until you change them again.

Changing Backup Options

Timed Document Backup

WordPerfect is preset to make a backup copy of the current document every ten minutes to protect you from losing work because of power or equipment failure. You can specify another time interval or turn off **Timed Document Backup**. See *Recovering Backup Files* under *Additional Information* later in this section for more information.

IMPORTANT: The **Backup** feature is not a substitute for regularly saving your work and making backup copies on separate disks.

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.
Or Press Shift+F1, 3
- 2 Choose **Backup Options**.

- 3 Specify a new timed backup interval in the **Minutes Between Backups** entry field.
or
Deselect **Timed Document Backup** to turn it off.
- 4 Choose **OK** and **Close** until you return to your document.

Original Document Backup

Use **Back Up Original Document (.BK!) on Save or Exit** to guard against accidentally replacing work that you did not intend to replace.

For example, if you save a document, then edit it and save it again, the *edited version* (on screen) normally replaces the *original version* (on disk). If you use **Backup Original Document (.BK!) on Save Or Exit**, the edited version of the document is saved with the original filename and the original version is saved with a .BK! extension (see *Recovering Backup Files* under *Additional Information* later in this section for more information).

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.
Or Press Shift+F1, 3
- 2 Choose **Backup Options**.
- 3 Select **Back Up Original Document (.BK!) on Save or Exit**.
- 4 Choose **OK** and **Close** until you return to your document.

Changing Beep Options

Use **Beep Options** to specify when your computer sounds a “beep” in WordPerfect.

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.
Or Press Shift+F1, 3
- 2 Choose **Beep Options**.
- 3 Select or deselect **Beep on Error**, **Beep on Hyphenation**, and **Beep on Search Failure** (see *Hyphenation* and *Search and Replace* for more information).
- 4 Choose **OK** and **Close** until you return to your document.

Setting Cursor Speed

Use **Cursor Speed** to control how fast the cursor moves across the screen when you are using the arrow keys.

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.
Or Press Shift+F1, 3
- 2 Select **Cursor Speed**.
- 3 Select the cursor speed you want from the pop-up list.
- 4 Choose **OK** and **Close** until you return to your document.

Turning On Undo

The **Undo** feature lets you undo the last formatting or editing change you made to your document. Turning off **Allow Undo** speeds up features such as **Sort**.

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.
Or Press Shift+F1, 3
- 2 Select or deselect **Allow Undo**.
- 3 Choose **OK** and **Close** until you return to your document.

Turning On Format Document for Default Printer on Open

This option uses information from the current printer definition to format any document you open. The formatting process may change the printed appearance of certain fonts and attributes in a document that was saved using another printer definition.

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.
Or Press Shift+F1, 3
- 2 Select or deselect **Format Document for Default Printer on Open**.
- 3 Choose **OK** and **Close** until you return to your document.

If this option is off when you open a document, WordPerfect attempts to select the printer definition that was used with the document when the document was last saved. If that printer is not on the list of available printers, and if the .PRS file for the printer is not found in the printer directory, WordPerfect formats the document for the current printer. If the .PRS file for the printer is in the printer directory, WordPerfect adds the printer to the list of available printers.

Prompting for Hyphenation

The **Prompt for Hyphenation** options let you control what happens when a word needs to be hyphenated. (See *Hyphenation* for more information about **Hyphenation** and **Hyphenation Zones**.)

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.
Or Press Shift+F1, 3
- 2 Select **Prompt for Hyphenation**.
- 3 Select **Never**, **When Required**, or **Always** (see the table below).
- 4 Choose **OK** and **Close** until you return to your document.

Option	What WordPerfect Does
Never	Hyphenates words that span the hyphenation zone without prompting you. If the word isn't found in the Speller file, WordPerfect wraps it to the next line.
When Required	Prompts you to position the hyphen for any word that spans the hyphenation zone and is not found in the Speller file.
Always	Prompts you to position the hyphen for each word that spans the hyphenation zone.

Setting the Units of Measure

WordPerfect is preset to display units of measure in inches. However, you can change the way units of measure are displayed.

For example, in the U.S. version, WordPerfect uses inches as the standard unit of measurement in dialog boxes and on the status line. However, you have the option of using other units of measurement, such as centimeters and points.

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.
Or Press Shift+F1, 3
- 2 Choose **Units of Measure**.
- 3 Select a unit of measurement for dialog boxes and entry fields from the **Display/Entry of Numbers** pop-up list.
- 4 Select a unit of measurement for the status line from the **Status Line Display** pop-up list.
- 5 Choose **OK** and **Close** until you return to your document.

Changing the Default Language

Each package of WordPerfect has a *package language* (see *Language*). The package language is listed on the outside of your WordPerfect package (for example, English—US or English—UK).

The language-specific information that WordPerfect uses is contained in a .TRS file. If you install the .TRS file for another language in your WordPerfect directory, you can change the default language. Dialog boxes, menus, dates, and tables will then display in the new language.

To change the language,

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.

Or Press Shift+F1, 3

- 2 Choose **Language**.

The **Available Environment Languages** dialog box lists the languages you have installed.

- 3 Select a language.
- 4 Choose **OK** and **Close** until you return to your document.
- 5 Exit, then re-start WordPerfect to put the changes into effect.

Using the WordPerfect 5.1 Keyboard

Use this option to change the functions of **Esc**, **F1**, and **F3**.

Key	WP 6.0 (Default) Function	WP 5.1 Function
Esc	Cancel	Repeat
F1	Help	Cancel
F3	Switch to Document	Help

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.

Or Press Shift+F1, 3

- 2 Select **WordPerfect 5.1 Keyboard (F1 = Cancel)** if you want to change the function of the **Esc**, **F1**, and **F3** keys.
- 3 Choose **OK** and **Close** until you return to your document.

Turning On Auto Code Placement

Use **Auto Code Placement** to ensure that certain formatting codes are inserted at the top of the current paragraph or page. See *Auto Code Placement* for more information.

Using WordPerfect 5.1 Cursor Movement

Turn on this option to activate WordPerfect 5.1 cursor movement.

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.

Or Press Shift+F1, 3

- 2 Select or deselect **WordPerfect 5.1 Cursor Movement**.
- 3 Choose **OK** and **Close** until you return to your document.

Using Delimited Text Options

Use **Delimited Text Options** to specify the delimiters used when you retrieve spreadsheet or database data from other applications into a WordPerfect Merge data file. See *Additional Information* under *Merge* for more information.

- 1 Choose **Setup** from the **File** menu, then choose **Environment**.

Or Press Shift+F1, 3

- 2 Choose **Delimited Text Options**.
- 3 Select an option, then specify a character.
or
Choose **Codes**, then select a code.
- 4 Choose **OK** and **Close** until you return to your document.

Additional Information

Recovering Backup Files

Timed Document Backup files are saved as a WP{WPC}.BK# file, where the pound sign (#) is a number that corresponds to the number of the document window. This file is saved in the directory specified for Backup files (see *Setup: Location of Files*). If no Backup directory is specified, the file is saved in the same directory as the WordPerfect program.

If WordPerfect stops before you can exit properly (for example, in the event of a power outage or machine failure), the next time you start WordPerfect, you will be prompted to rename, delete, or open the backup file.

Original Backup files are saved with a .BK! extension in the same directory as the file that is backed up.

See Also

- Auto Code Placement
- Hyphenation
- Language
- Search and Replace
- Undo
- Appendix D: Error Messages

Setup: Keyboard Layout

Use **Keyboard Layout** to select, create, edit, map, and manage the keyboard definitions you use with WordPerfect. You can use **Keyboard Layout** to assign commonly used commands, characters, or macros to keystrokes you specify.

What's in this section?

- Concepts
- Selecting a Keyboard Definition
- Creating or Editing a Keyboard Definition
- Assigning Commands to Keys
- Assigning Characters to Keys
- Assigning Macros to Keystrokes
- Saving Key Assignments as Macros
- Editing Key Assignments
- Moving Key Assignments
- Returning a Key to Its Original Assignment
- Deleting, Renaming, or Copying a Keyboard Definition
- Mapping a Keyboard
- Helps and Hints
- Additional Information

Concepts

Keyboard Definitions

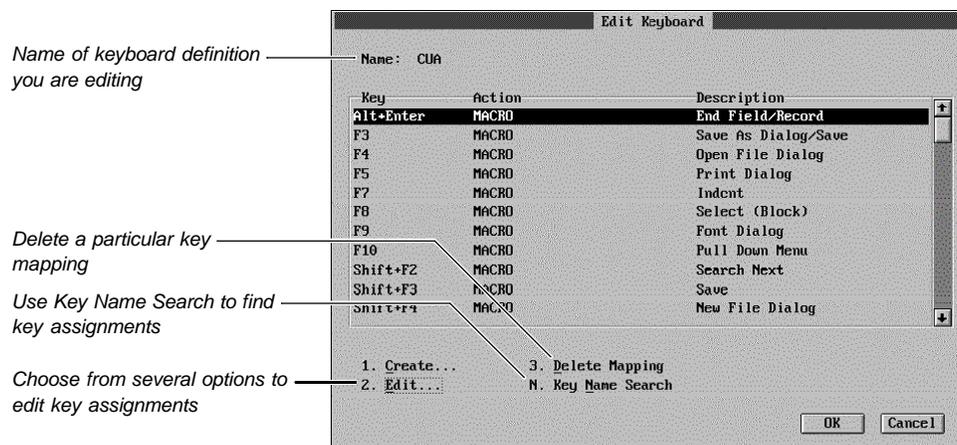
Many WordPerfect features are preassigned to specific keys. For example, **Ctrl+r** lets you access the **Repeat** feature (see *Repeat*). A complete set of key assignments is called a *keyboard definition*.

Keyboard Layout lets you change keystrokes in an existing definition, create a new definition, or select an alternate keyboard.

Editing and Mapping Keyboards

You can either **Edit** or **Map** a keyboard definition.

The **Edit** option lets you assign text, commands, and macros to the keys on your keyboard. These new key assignments become part of a keyboard definition. The instructions below explain how to use the **Edit** option.



The **Map** option gives you an overview of common key assignments and then lets you do the same things you can do using the **Edit** option (see *Mapping a Keyboard* later in this section).

Keystrokes

In this section, *keystroke* refers to keys on your keyboard, either alone or in combination with Ctrl, Alt, or Shift.

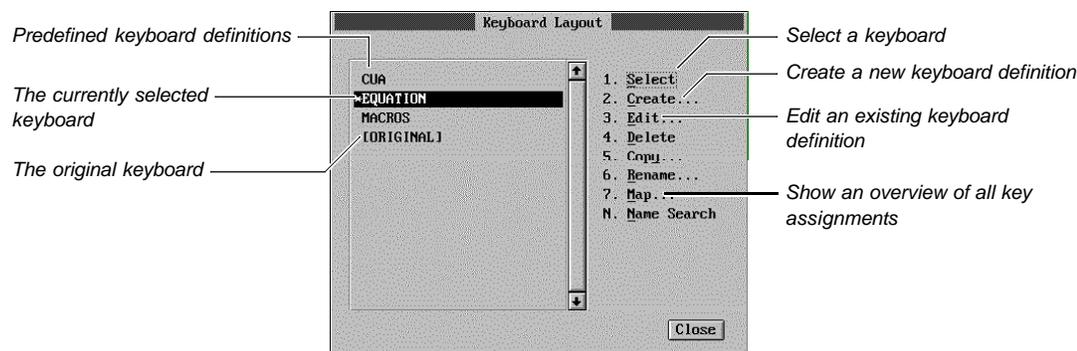
Predefined Keyboards

In addition to the **Original** keyboard, you can choose from three predefined keyboards: **CUA**, **Equation**, and **Macros**. The **Equation** keyboard is used with the Equation editor (see *Equations: Create*). If you did not install the Keyboard files during installation, you must do so in order to use one of the predefined keyboards.

Selecting a Keyboard Definition

- 1 Choose **Setup** from the **File** menu, then choose **Keyboard Layout**.

Or Press Shift+F1, 4



- 2 Highlight the keyboard you want to use, then choose **Select**.
- 3 Choose **Close** until you return to your document.

The keyboard definition you select remains in effect until you select another keyboard definition or return to the original keyboard definition.

Creating or Editing a Keyboard Definition

You can create a new keyboard definition or change an existing definition.

- 1 Choose **Setup** from the **File** menu, then choose **Keyboard Layout**.
Or Press Shift+F1, 4
- 2 Choose **Create**, type a name for the new keyboard, then choose **OK**.
or
Highlight an existing keyboard, then choose **Edit**.
- 3 Assign commands, characters, or macros to keys; edit or move key assignments; or save key assignments as macros. See the information later in this section for instructions.
- 4 Choose **OK** to return to the **Keyboard Layout** dialog box, make sure that the keyboard you created or edited is highlighted, then choose **Select**.
- 5 Choose **Close**, if necessary, until you return to your document.

Assigning Commands to Keys

You can assign keystrokes that accomplish certain commands. For example, you might have a keystroke display the **Keyboard Layout** dialog box.

- 1 Open the **Edit Keyboard** dialog box (see steps 1 and 2 under *Creating or Editing a Keyboard Definition* above).
- 2 Choose **Create**.
- 3 Press the keystroke to which you want to assign the command.
- 4 Choose **Command**, highlight a command, then choose **Select**.
- 5 If you want, type a description of the key assignment.
- 6 Choose **OK**.

The new key assignment is listed in the **Edit Keyboard** dialog box, along with its description.

Assigning Characters to Keys

You can assign text or characters to keys on your keyboard. For example, you might set the **Alt+r** keystroke to insert a registered trademark symbol ®.

- 1 Open the **Edit Keyboard** dialog box (see steps 1 and 2 under *Creating or Editing a Keyboard Definition* earlier in this section).
- 2 Choose **Create**.
- 3 Press the keystroke to which you want to assign a character.
- 4 Choose **Text**.
- 5 Type the text you want inserted when you press the keystroke.
or
Press **Ctrl+w** to display the **WordPerfect Characters** dialog box, then insert the character (see *Characters*).
- 6 If you want, type a description of the key assignment.
- 7 Choose **OK**.

Assigning Macros to Keystrokes

When you assign a macro to a keystroke, you can access the macro by simply pressing the keystroke.

- 1 Open the **Edit Keyboard** dialog box (see steps 1 and 2 under *Creating or Editing a Keyboard Definition* earlier in this section).
- 2 Choose **Create**.
- 3 Press the keystroke to which you want to assign the macro.
- 4 Choose **Macro**.
- 5 To retrieve an existing macro, choose **Retrieve Macro**, type the macro name or select it from the **File List** or **QuickList**, then choose **OK**.

or

To create a macro, choose **Edit/Create Macro** to display an editing window, create the macro, then press **F7** to assign it to the key.

If you choose **Edit/Create Macro**, the Edit Macro window is displayed. You can then type the macro commands you want in the macro or insert programming commands or system variables from the **Macro Commands** dialog box (press **Ctrl+Pg Up**, then choose **Macro Commands**). You can also press **Switch** (Shift+F3) to record keystrokes in the macro (see *Recording a Macro* and *Editing a Macro* in *Macros*).

- 6 If you want, type a description of the key assignment.
- 7 Choose **OK** until you return to your document.

Saving Key Assignments as Macros

The macros you create and assign to keys are not saved as macro files that you can use with the **Macros** feature (see *Macros* for information about creating and editing macros).

If you want to use a keyboard macro with the **Macros** feature, save the keyboard macro with a WordPerfect macro filename. This enables you to use the macro regardless of the keyboard definition you have currently selected.

- 1 Open the **Edit Keyboard** dialog box (see steps 1 and 2 under *Creating or Editing a Keyboard Definition* earlier in this section).
- 2 Select the key that has the macro assigned to it.
- 3 Choose **Edit**.
- 4 Choose **Macro**, then choose **Save Macro**.
- 5 Type a filename for the macro (you do not need to include the .WPM extension).
- 6 Choose **OK** twice.

When you save a macro, a .WPM extension is added to the macro filename. Macro files are saved in the **Macros/Keyboards/Button Bar** directory you specify in **Location of Files** (see *Setup: Location of Files*).

Editing Key Assignments

Once key assignments are listed, you can edit any key assignment in the list.

- 1 Open the **Edit Keyboard** dialog box (see steps 1 and 2 under *Creating or Editing a Keyboard Definition* earlier in this section).
- 2 Move the cursor to the key assignment you want to edit.

You can choose **Key Name Search**, then press the keystroke to move the cursor to an assignment.

- 3 Choose **Edit**.

- 4 Make any changes you want.
- 5 Choose **OK**.

Moving Key Assignments

You can move a key assignment from one key to another.

- 1 Open the **Edit Keyboard** dialog box (see steps 1 and 2 under *Creating or Editing a Keyboard Definition* earlier in this section).
- 2 Move the cursor to the key assignment, then choose **Edit**.
- 3 Choose **Key**, then press the keystroke to which you want to move the assignment.
- 4 Choose **OK**.

If the key already has an assignment, you are asked if you want to overwrite it. Choose **Yes** to confirm the move.

- 5 Choose **OK**.

Returning a Key to Its Original Assignment

You can return a key to its original assignment.

- 1 Open the **Edit Keyboard** dialog box (see steps 1 and 2 under *Creating or Editing a Keyboard Definition* earlier in this section).
- 2 Highlight the key, choose **Delete Mapping**, then choose **Yes**.
- 3 Choose **OK** and **Close** until you return to your document.

Deleting, Renaming, or Copying a Keyboard Definition

You can delete, rename, or copy keyboard definitions.

IMPORTANT: Delete keyboard definitions with caution. You cannot use WordPerfect to restore them.

Copying a keyboard definition is useful when you want to use an existing definition as a model for a new one.

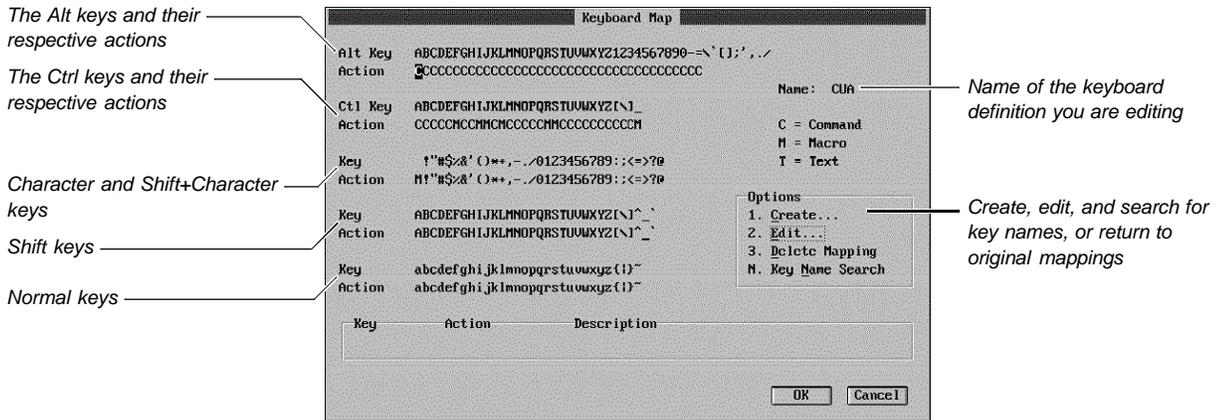
- 1 Choose **Setup** from the **File** menu, then choose **Keyboard Layout**.
Or Press Shift+F1, 4
- 2 Highlight the keyboard definition.
- 3 To delete the definition, choose **Delete**, then choose **Yes**.
or
To rename or copy the definition, choose **Rename** or **Copy**, type the new name, then choose **OK**.
- 4 Choose **Close** to return to your document.

Mapping a Keyboard

The **Map** option provides an overview of common key assignments on your keyboard; it then lets you access the same options as **Edit**.

- 1 Choose **Setup** from the **File** menu, then choose **Keyboard Layout**.
Or Press Shift+F1, 4

2 Highlight the keyboard definition you want to edit in the list box, then choose **Map**.



3 Assign commands, characters, or macros to keys; edit more key assignments; or delete key assignments. See the appropriate instructions earlier in this section.

Helps and Hints

During a WordPerfect session, you can use **Ctrl+6** to switch back and forth between the **Original** keyboard and any other keyboard. Pressing **Ctrl+6** once returns you to the original keyboard. Pressing **Ctrl+6** again reselects the last keyboard you selected. (Press **6** on the keyboard, not on the number pad.)

Additional Information

Keyboard Filenames

When you name a keyboard definition, a .WPK extension is added to the filename. Keyboard definitions are stored in the **Macro/Keyboard/Button Bar** directory that you specify in **Location of Files** (see *Setup: Location of Files*).

Setup: Location of Files

Use **Location of Files** to specify where certain types of files are stored.

What's in this section?

- Concepts
- Specifying Location of Files Directories
- See Also

Concepts

Finding Files

When you open and save documents, run macros, and access certain features (such as **Speller**), WordPerfect uses the pathnames specified in **Location of Files** to find the files you need and to store the files you create.

IMPORTANT: Make sure that the directories you specify contain the appropriate files. For example, make sure that the directory you specify for **Writing Tools** contains the Speller, Thesaurus, and Grammatik files.

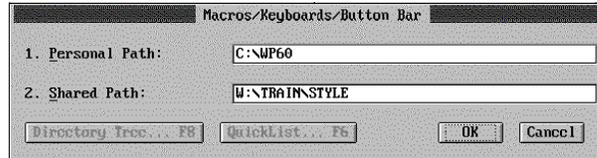
Saving Files

Once you use **Location of Files** to specify directories where different types of files will be stored, you can save those files without having to type a complete pathname. For example, when you save a keyboard definition, you can simply type the keyboard

filename. The keyboard file will then be saved in the keyboard directory specified in **Location of Files**.

Personal and Shared Directories

If you use WordPerfect on a network, you may need to access files both on your personal hard disk and on the network.



Certain **Location of Files** file options let you specify both a personal and a shared network directory. However, the personal/shared option is not available for **Backup Files**, **Writing Tools**, **Documents**, **WP.DRS File and *.WFW Files**, and **Graphics Fonts Data Files**.

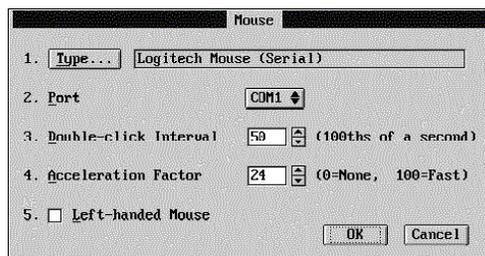
Specifying Location of Files Directories

- 1 Choose **Setup** from the **File** menu, then choose **Location of Files**.
Or Press Shift+F1, 5
- 2 Choose a file type (see the table below for a description of each file type).
- 3 Specify a directory for the file type, or select it from the **Directory Tree** or **QuickList**.
or
If the file type you have chosen has a personal/shared option, specify the appropriate directories, then choose **OK**.
- 4 Select **Update QuickList** if you want to update the **QuickList** with the changes you have specified.
- 5 Choose **OK** to return to your document.

File Type	Description
Backup Files	Timed Backup files (WP{WP}.BK*)
Macros/Keyboards/Button Bar	Macro files (*.WPM), keyboard files (*.WPK), and Button Bar files (*.WPB)
Writing Tools	Speller files (*.LEX), Thesaurus files (*.THS), and Grammatik files (GK*.*, GMK*.*)
Printer Files	Printer files (*.ALL and *.PRS)
Style Files	Personal and shared style libraries (*.STY) (see <i>Styles</i>)
Graphics Files	Graphics files (*.WPG)
Documents	Document files (this directory becomes the default directory for retrieving and opening files)
Spreadsheet Files	Spreadsheet files (for example, *.PLN for PlanPerfect files)
QuickFinder Files	Index files (*.IDX)
WP.DRS File and *.WFW Files	Files that are used for Print Preview and to print WordPerfect characters graphically
Graphics Fonts Data Files	Graphics Fonts files, such as Bitstream Speedo and TrueType

Setup: Mouse

Use the **Setup Mouse** options to enable WordPerfect to work with your mouse and to change how your mouse functions.



What's in this section?

- Concepts
- Selecting the Mouse Type
- Selecting a Port
- Using Optional Settings
- Helps and Hints
- See Also

Concepts

Setting Up Your Mouse

Mouse Setup is easier than it looks. You need to select your mouse type, and in some cases you may also need to select a port. The rest of the Mouse Setup settings are optional.

WordPerfect stores your mouse settings. In most cases, you need to select them only once.

Mouse Drivers

When you select a mouse type, you select the mouse driver that WordPerfect uses for your mouse. A mouse driver is a program that contains information that helps WordPerfect communicate with your mouse.

When you installed WordPerfect, a file called STANDARD.IRS should have been installed in the same directory as the WordPerfect program. This file contains standard mouse drivers. The **Setup Mouse Type** dialog box displays a list of mouse types that are compatible with WordPerfect.

Selecting the Mouse Type

Selecting a Driver Automatically

- 1 Choose **Setup** from the **File** menu, then choose **Mouse**.
Or Press Shift+F1, 1
- 2 Choose **Type**.
- 3 Choose **Auto Select**.

Auto Select selects the first mouse driver that works, even though the selected driver may not have the same brand name as your mouse.

- 4 Choose **OK** and **Close** until you return to your document.

You know your mouse has been selected correctly if it works. If your mouse doesn't work, see the following section on selecting a driver manually.

Selecting a Driver Manually

In some cases you may need to select your mouse driver manually.

- 1 Choose **Setup** from the **File** menu, then choose **Mouse**.
Or Press Shift+F1, 1
- 2 Choose **Type**.
- 3 Highlight the name of your mouse in the list box, then choose **Select**.
- 4 Choose **OK** and **Close** until you return to your document.

If no drivers are listed in the **Setup Mouse Type** dialog box, the STANDARD.IRS file may be in a directory other than the one that contains the WordPerfect program. Choose **Directory** and specify the correct path to the STANDARD.IRS file, or use the installation program to install the STANDARD.IRS file.

If you can't find the name of your mouse, check your mouse documentation to see if there's a compatible driver. If no compatible driver is available, use MOUSE.COM. See *Helps and Hints* later in this section for more information.

Selecting a Port

If you have a serial mouse, you may need to select a port. If you don't know which port is correct, you can try each one until your mouse works.

To select a port,

- 1 Choose **Setup** from the **File** menu, then choose **Mouse**.
Or Press Shift+F1, 1
- 2 Select **Port**, then select a port from the pop-up list.
- 3 Choose **OK** and **Close** until you return to your document.

Using Optional Settings

The optional settings let you specify how your mouse works.

- 1 Choose **Setup** from the **File** menu, then choose **Mouse**.
Or Press Shift+F1, 1
- 2 Select a mouse option and specify a setting. The table below explains each option.

Option	What It Does
Double-click Interval	Determines the time allowed between clicks when you double-click.
Acceleration Factor	Determines how responsive the pointer is to actual mouse movement.
Left-handed Mouse	Switches the functions of the left and right mouse buttons.

- 3 Choose **OK**.

Helps and Hints

MOUSE.COM

MOUSE.COM is a driver that comes with your mouse. If you're using a mouse with other programs, you may need to use MOUSE.COM . For information about MOUSE.COM, see the instructions that came with your mouse.

If you aren't using the mouse with other programs, use the WordPerfect Setup Mouse options to select the mouse driver for your mouse. WordPerfect mouse drivers use much less memory than MOUSE.COM.

See Also

- Mouse

Setup: Screen

Use **Setup Screen** to change the on-screen appearance of menus, windows, and codes and to specify the default zoom percentage.

What's in this section?

- Concepts
- Screen Options
- Display Characters
- Display Merge Codes
- Window Options
- Reveal Codes Options
- Zoom Options

Concepts

Changing Defaults

The changes you make in the **Screen Setup** dialog box remain in effect until you change them again.

Screen Options

You can turn the **Pull-Down Menus**, **Outline Bar**, **Ribbon**, and **Button Bar** on or off. When you turn on **Button Bar**, you can select a Button Bar and choose its position and display style (see also *Button Bar*, *Menus*, *Outline*, and *Ribbon*).

You can also set the function of the **Alt** key.

- 1 Choose **Screen Setup** from the **View** menu.
Or Press Ctrl+F3, Shift+F1
- 2 Choose **Screen Options**.
- 3 Select or deselect **Pull-Down Menus**, **Ribbon (Graphics)**, **Ribbon (Text)**, **Outline Bar**, **Button Bar (Graphics)**, and **Button Bar (Text)**.
- 4 To select a **Button Bar**, choose **Select Button Bar**, highlight the name of the Button Bar you want to use, then choose **Select**.
- 5 To change the position or display style of your **Button Bar**, choose **Button Bar Options**, select a **Position** or a **Style**, then choose **OK**.
- 6 Select **Alt key activates menus** if you want to activate pull-down menus by pressing **Alt**.
or
Deselect **Alt key activates menus** to use the **Alt** key for other purposes (such as starting macros). If you deselect this option, use **Alt+=** to activate the pull-down menus.

- 7 Choose **OK** until you return to your document.

Display Characters

Specify a **Display Character** if you want a character to display on screen when you press **Enter** to insert a **Hard Return** or when you press the space bar (see *Return: Soft and Hard*).

- 1 Choose **Screen Setup** from the **View** menu.
Or Press Ctrl+F3, Shift+F1
- 2 Select **Display Characters**.
- 3 Select **Hard Return Character** or **Space Character**.
- 4 Type a character.
or
Press **Ctrl+w** to display the **WordPerfect Characters** dialog box, then insert a character.
- 5 Choose **OK** to return to your document.

Display Merge Codes

You can display merge codes as full codes or as icons, or you can hide them completely (see *Merge*).

- 1 Choose **Screen Setup** from the **View** menu.
Or Press Ctrl+F3, Shift+F1
- 2 Select **Display of Merge Codes**.
- 3 Select **Show Full Codes** to display merge codes in their regular format.
or
Select **Show Codes as Icons** to display merge codes as diamond-shaped icons.
or
Select **Hide Codes** to display text without merge codes.
- 4 Choose **OK** until you return to your document.

Window Options

You can add a frame around the document window, display and position the scroll bars, display or hide comments, and select which items are displayed on the status line (see *Windowing, Scroll Bars, and Comments*).

- 1 Choose **Screen Setup** from the **View** menu.
Or Press Ctrl+F3, Shift+F1
- 2 Select **Window Options**.
- 3 Select or deselect **Framed Window**, **Horizontal Scroll Bar (Graphics)**, **Horizontal Scroll Bar (Text)**, **Vertical Scroll Bar (Graphics)**, **Vertical Scroll Bar (Text)**, and **Display Comments**.
- 4 Choose **Status Line**, then select **Filename**, **Font**, or **Nothing** to display the current filename or font or to clear the status line.
- 5 Choose **OK** until you return to your document.

Reveal Codes Options

You can change the way the **Reveal Codes** window displays codes (see *Reveal Codes*).

- 1 Choose **Screen Setup** from the **View** menu.
Or Press Ctrl+F3, Shift+F1
- 2 Choose **Reveal Codes**.
- 3 Select **Display Details** to display formatting information with codes in the **Reveal Codes** window.
- 4 Choose **Window Percentage**, then type a percentage to increase or decrease the size of the **Reveal Codes** window.
- 5 Choose **OK** to return to your document.

Zoom Options

You can specify the default **Zoom** percentage for all on-screen documents in **Graphics mode** or **Page mode** (see *Zoom*).

- 1 Choose **Screen Setup** from the **View** menu.
Or Press Ctrl+F3, Shift+F1
- 2 Choose **Zoom**.
- 3 Select the default percentage of magnification you want.
or
Select **Margin Width** to display complete lines of text within a window, with minimal white space to the right and left.
or
Select **Page Width** to display the entire the width of the page within the document window.
or
Select **Full Page** to display all page margins in the window (left, right, top, and bottom). This is similar to a full-page view in **Print Preview**.

If you choose **Page Width** or **Full Page** for labels in **Graphics Mode**, each label is shown as one page. **Page Width** shows the width. **Full Page** shows the width and height.

If you choose **Page Width** or **Full Page** for labels in **Page Mode**, all the labels on one page are displayed.

- 4 Choose **OK** to return to your document.

Sort

Use **Sort** to arrange text alphabetically or numerically or to extract specific information from a list. You can sort lines, paragraphs, table rows, parallel columns, or merge data file records.

For example, you can alphabetize a simple word list, sort a table of students according to their grades, or extract addresses with a certain ZIP Code from a list of addresses.

What's in this section?

- Concepts
- Performing a Sort

- Changing Sort Keys
- Selecting Records
- Helps and Hints
- Additional Information
- See Also

Concepts

Sort Source and Sort Destination

You can **Sort** text in the current document or in a file on disk. You can display the sorted text on screen, or you can save it in a file.

Heinrich Heine	1797—1856	German	poet
Henrik Ibsen	1828—1906	Norwegian	playwright
Lev Tolstoy	1828—1910	Russian	novelist
Li Bo	701—762	Chinese	poet
Mark Twain	1835—1910	American	novelist
Murasaki Shikibu	978?—1026	Japanese	novelist
Victor Hugo	1802—1885	French	novelist
William Shakespeare	1564—1616	British	playwright

Each record in this list is sorted by the author's first name.

Tabs divide each record into four fields.

Each line is a record.

Sort Records

Records are the items that are sorted in a file. WordPerfect lets you sort five kinds of records: lines, paragraphs, merge data files, parallel columns, and rows of a table. The following table defines each type of record.

Record Type	How Record Is Defined	How Record Is Divided
Line	Each line ends with a hard return	Fields Words
Paragraph	Each paragraph ends with two or more hard returns	Fields Lines Words
Merge Data File	Each merge data file ends with an ENDRECORD code	Fields Lines Words
Parallel Column	Each record is a row of columns	Columns Lines Words
Table	Each record is a row of cells	Cells Lines Words

Subdividing Records

Records are divided into smaller pieces to give you more flexibility for sorting. The way records are divided depends on the record type. The following table defines the terms used to divide records:

Fields	In ordinary text, each line is a field. Tabs and indents divide a single line into more than one field. In merge data files, fields end with ENDFIELD codes.
Lines	Each line ends with a hard return (or a soft return when sorting a paragraph).

- Fields** In ordinary text, each line is a field. Tabs and indents divide a single line into more than one field.
- In merge data files, fields end with ENDFIELD codes.
- Words** Words are separated by spaces, forward slashes (/), and hard hyphens.
- Columns** Columns are divided by hard page breaks and are numbered from left to right.
- Cells** Table rows are divided into cells. Cells are numbered from left to right, starting with cell 1.

Sort Keys

When records are subdivided, you can use *sort keys* to specify which piece of the record to sort by. You can sort by first one key, then another. Keys are numbered from 1 to 9. Key1 has first priority, Key2 has second priority, and so on.

For example, the list of authors below has been sorted by type of literature first (Key1), then by name (Key2).

Lev Tolstoy	1828—1910	Russian	novelist
Mark Twain	1835—1910	American	novelist
Murasaki Shikibu	978?—1026	Japanese	novelist
Victor Hugo	1802—1885	French	novelist
Henrik Ibsen	1828—1906	Norwegian	playwright
William Shakespeare	1564—1616	British	playwright
Heinrich Heine	1797—1856	German	poet
Li Bo	701—762	Chinese	poet

You can define keys as *alphanumeric* (sorted by letters and digits), *numeric* (sorted by numbers only), *ascending* (sorted from A to Z and from negative to positive), or *descending* (sorted by letters and numbers in reverse order).

Sort Keys are not saved when you exit WordPerfect.

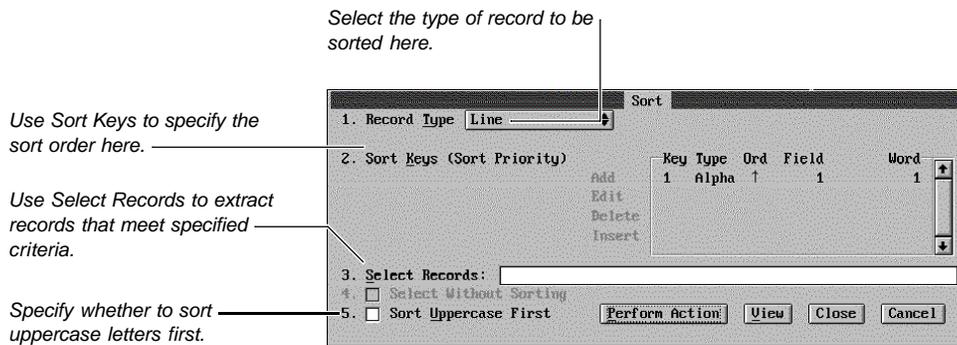
Performing a Sort

- 1 Open the document containing the information you want to sort.
or
To sort a file on disk, skip to step 4 below.
- 2 To sort a table or parallel column, place the cursor inside the table or parallel column.
- 3 If you don't want to sort everything in the entire document, table, parallel column, or merge data file, block the text you want to sort.
- 4 Choose **Sort** from the **Tools** menu.
Or Press Ctrl+F9, 2
- 5 Specify the source and destination of the sorted text, or choose **OK** to accept the default settings.

If you are sorting a file on disk, type the filename as the source.

If you have blocked text, the **Sort (Source and Destination)** dialog box does not appear.

- Choose options from the **Sort** dialog box. See *Changing Sort Keys* and *Selecting Records* below for more information.

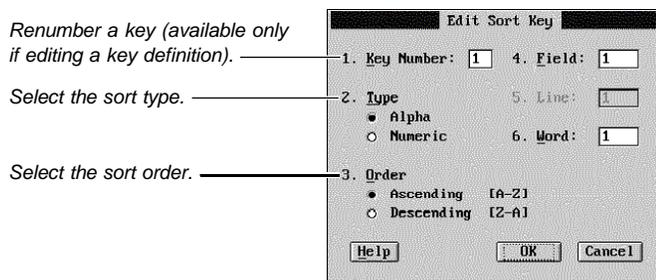


- Choose **Perform Action**.
- If your text did not sort the way you want it to, choose **Undo** from the **Edit** menu.
Or Press Ctrl+z

Changing Sort Keys

Adding, Editing, and Inserting Sort Keys

- While you are in the **Sort** dialog box (see *Performing a Sort* above), choose **Sort Keys**.
- Choose **Add** to add a new key definition to the end of the key list.
or
Select a key definition, then choose **Edit**.
or
Choose **Insert** to insert a new key definition above the currently selected key definition.
- Select the options on the **Edit Sort Key** dialog box to define the key, then choose **OK**.



Deleting a Sort Key

- While you are in the **Sort** dialog box, choose **Sort Keys**.
- Select the key you want to remove, then choose **Delete**.

Selecting Records

Use **Sort** to extract records that meet specified criteria.

- While you are in the **Sort** dialog box, choose **Select Records** (see *Performing a Sort* earlier in this section).

- 2 Using the selection operators, type the selection statement in the **Select Records** entry field (see the example in the dialog box and see *Selection Operators* later in this section).
- 3 Press **Enter**.
- 4 If you don't want to sort the records that will be extracted, choose **Select Without Sorting**.
- 5 Choose **Perform Action** to select the records.
- 6 If the records were not selected as you wanted them to be, choose **Undo** from the **Edit** menu.
Or Press Ctrl+z

Helps and Hints

Sort Uppercase First

Normally, lowercase letters are placed before uppercase letters when text is sorted. If you are performing an alphanumeric sort, and you want to place uppercase letters first (for example, Apple, apple, Banana, banana), select **Sort Uppercase First**.

Sorting by the Last Word

When you define sort keys, use negative numbers to sort from right to left or from bottom to top.

For example, suppose you want to sort the following lines by last name:

- Jerry Washington
- Anne Marie Baker
- Enrique Souza
- Hannibal L. Wilson
- Franklin Steele

Because the last name is either the second or third word in each line, specifying **2** for **Word** in the **Edit Sort Key** dialog box (see *Changing Sort Keys* earlier in this section) would produce inconsistent results, sorting some records by last name and other records by middle name or initial. However, specifying **-1** for **Word** would sort each line by the last word on the line.

If you are sorting names such as "Edgar G. Witherspoon III" or "Antonio de la Peña" according to the last word in a line, they would be sorted by "III" instead of "Witherspoon" and "Peña" instead of "de la Peña."

You can avoid this problem by placing a hard space between words that should be sorted as one word. To insert a hard space, press **Home, space bar**.

Selecting Records using the Global Key

Use a global key "keyg" to select records containing a certain word. For example, the selection statement "keyg=Hawaii" selects all records that have the word "Hawaii" anywhere in the record. For best results, use the global key with the "=" operator to select records that contain a specific word.

Sorting Dates

To sort dates, treat the month, day, and year as separate words by dividing them with forward slashes (7/09/94) or dash characters (7-09-94), then set up separate keys for each part of the date. For example, set up Key1 as the year (the third word in 7/09/94), Key2 as the month (the first word in 7/09/94), and key3 as the day (the second word in 7/09/94).

Press **Home, Hyphen(-)** to insert a dash character. If you use a regular hyphen, WordPerfect will treat your date as a single number (such as 110859) when you sort.

Additional Information

Sorting Codes

Codes on a line will sort with that line. Use **Document Initial Codes** or **Initial Codes Setup** to move formatting codes away from the text you want to sort (see *Initial Codes*).

Sorting Language Codes

If you want to sort text according to the conventions of a selected language, place the **Language** code before the text you are sorting (see *Language*).

Selection Operators

Use selection operators in the **Select Records** entry field to create a *selection statement*. A selection statement specifies the criteria you want to use to select records. The statement shows how key words from each record must compare with a specified value. For example, you can specify that Key1 (a name) must be Jones and Key2 (an age) must be 18 or older.

You can use the names of keys (key1 through key9), the global key (keyg), and the following symbols in a selection statement:

Symbol	What It Does
! (OR)	Selects records that meet the conditions of either key. Example: key1=Smith ! key3=Nevada selects records that include a "Smith" for key1 <i>or</i> a "Nevada" for key3.
& (AND)	Selects records meeting the conditions of <i>both</i> keys. Example: key1=Smith & key3=Nevada selects records for every "Smith" in "Nevada."
=	Selects records that have <i>exactly the same</i> information in an indicated key. Example: key4=84057 selects only those records with this ZIP Code.
<>	Selects records that <i>do not match</i> the information for an indicated key. Example: key3<>Nevada selects all records that do not have "Nevada" for key3.
>	Selects records that have information <i>greater than</i> the information for an indicated key. Example: key3>Nevada selects records for states that occur later in the alphabet (such as "Ohio" and "Washington," but not "California" and "Arizona").
<	Selects records that have information <i>less than</i> the information for an indicated key. Example: key4<84601 selects records with ZIP Codes less than "84601" (such as "43230," "43236," but not "98765").
>=	Selects records that have information <i>greater than or equal to</i> the information for an indicated key. Example: key4>=84601 selects records with ZIP Codes greater than or equal to "84601."
<=	Selects records that have information <i>less than or equal to</i> the information for an indicated key. Example: key3<=Nevada selects records with "Nevada" and any states that occur earlier in the alphabet (such as "Michigan" and "California").

Selection Statement Order

Normally, WordPerfect reads a record selection statement from left to right. For example, the following statement selects everyone named Kowalski from Arizona and then adds everyone named Davis:

```
key3=Arizona & key1=Kowalski ¦ key1=Davis
```

You can change the selection order by using parentheses. For example, the next statement selects the records in the parentheses first (selects everyone named Kowalski or Davis, then adds everyone from Arizona).

```
key3=Arizona & (key1=Kowalski ¦ key1=Davis)
```

See Also

- Language

Sound

Use **Sound** to enhance a document with digital and MIDI sound files, which can include sound effects, music, and voice recordings. This sound capability lets you create multimedia documents for presentations, educational materials, or product tutorials. Or you can simply record dictation and include the sound file in a document, then listen to it later while typing.

What's in this section?

- Concepts
- Using a Sound Device
- Setting Up Sound Hardware
- Setting Up the Recording Quality
- Using Sound for Dictation
- Adding a Sound Clip to your Document
- Playing a Sound Clip
- Recording a Sound Clip
- Saving a Sound Clip to Disk
- Changing a Sound Clip Description
- Product Information About Sound Drivers

Concepts

Sound Devices and Sound Files

To use the full capability of the **Sound** feature, you need to have a supported sound device (usually a card) installed into your computer. If you want to create your own sound files, you will also need a microphone or some other input device.

Depending on your hardware, you can use two types of sound files with WordPerfect: MIDI (Musical Instrument Digital Interface) or digital audio. With the proper hardware, you can create your own sound files. You can also purchase sound files, but before you purchase either MIDI or digital files, make sure the files are compatible with your sound device.

MIDI

MIDI is a standard for communicating musical information between devices like synthesizers and computers. MIDI files do not actually store the sound but instead store the instructions that enable a computer to recreate a sound. WordPerfect is designed to play general MIDI sound files. You cannot record MIDI files with WordPerfect.

Digital Audio

Digital audio files work much like an audio tape. The sounds are digitized and stored on a disk or on your hard drive. While digital audio files can produce a very high-quality sound, the file sizes are much larger and require more disk space than MIDI files. You can, however, record sound with digital audio files.

Using a Sound Device

You can purchase hardware to integrate sound into a document. Once you install a sound device, you must select the name of that device in **Sound Setup**.

- 1 Choose **Sound Clip** from the **Tools** menu, then choose **Sound Setup**.
Or Press Ctrl+F7, 5, Shift+F1
- 2 Choose **Type**.
- 3 Select the correct sound device, then choose **Select**.
- 4 Choose **OK** and **Close** until you return to your document.

Setting Up Sound Hardware

Some sound devices require additional setup. **Hardware Setup** lets you specify the options that allow WordPerfect to communicate with your sound device. WordPerfect sets up the sound device using the manufacturer's hardware settings. If you change those settings, corresponding settings must be made in your sound hardware setup.

- 1 Choose **Sound Clip** from the **Tools** menu, then choose **Sound Setup**.
Or Press Ctrl+F7, 5, Shift+F1
- 2 Choose **Hardware Setup**.
- 3 Select the necessary settings, then choose **OK** and **Close** until you return to your document.



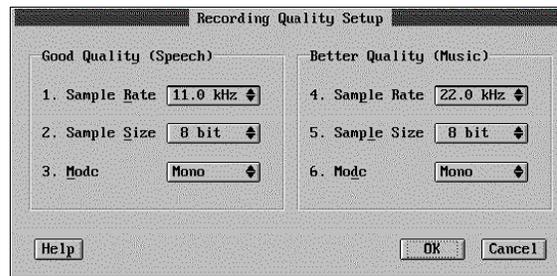
For more information, refer to the manual or installation program that came with your sound device.

Setting Up the Recording Quality

If your sound hardware lets you record, you can specify the recording quality.

- 1 Choose **Sound Clip** from the **Tools** menu, then choose **Sound Setup**.
Or Press Ctrl+F7, 5, Shift+F1
- 2 Choose **Recording Quality Setup**.

- 3 Select the desired recording quality options, then choose **OK** and **Close** until you return to your document.



Increasing the sample rate or sample size improves the quality of your recording; however, higher sample rates and larger sample sizes use more disk space and create larger sound files. Recording in stereo (if you have a stereo-capable device) also doubles the size of a sound file.

Using Sound for Dictation

If you have a microphone, you can use the **Sound** feature to record dictation comments and include them with a document. You can then listen to the sound clip while typing in the document.

Recording Dictation

- 1 Press **Ctrl+d**.
- 2 If desired, choose **Options**, adjust the **Volume** and select the **Recording Quality** you want, then choose **OK**.
- 3 Choose **Desc**, then edit the description of the sound clip.
- 4 Choose **Rec**, then begin recording the sound.
- 5 Choose **Stop** to end the recording.
- 6 Choose **Insert**.

The recording is inserted as a sound clip that is stored as part of the document.

Typing Dictation

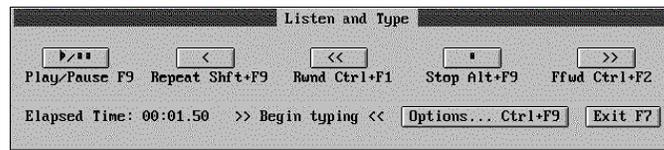
- 1 Place the cursor just before the sound clip.
- 2 Press **Ctrl+s**.

The sound clip begins to play immediately.

- 3 Begin typing.

The text you type will appear just after the sound clip unless you move your cursor.

- Use the controls on the **Listen and Type** dialog box to **Stop**, **Repeat**, **Play**, and **Pause** as needed.



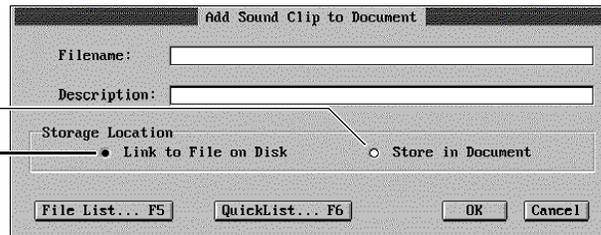
- Choose **Exit** to return to your document.

Adding a Sound Clip to your Document

- Choose **Sound Clip** from the **Tools** menu, then choose **Add**.
Or Press Ctrl+F7, 5, 1
- Type the filename of the sound file you want to add to your document, or select it from the **File List** or **QuickList**.
- Choose **Description** and type a brief description of the sound file.
- Select a **Storage Location** for the sound file.

The sound file is stored as part of the document. Document size is larger.

The sound file is not stored as part of the document. Document size remains small.



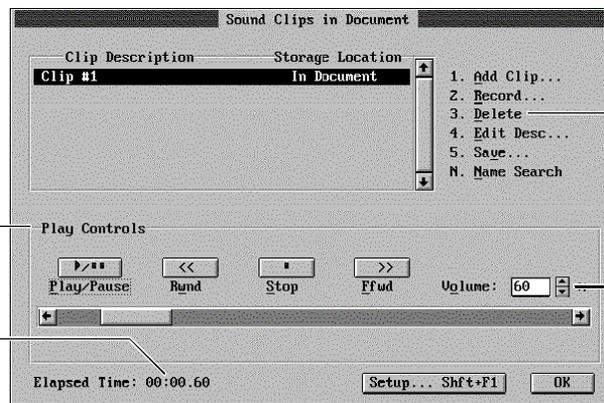
- Choose **OK** and **Close** until you return to your document.

Playing a Sound Clip

- Choose **Sound Clip** from the **Tools** menu, then choose **Play**.
Or Press Ctrl+F7, 5
- Select a sound clip from the **Clip Description** list.
- Choose **Play**.

You can play, rewind, stop, or fast forward the sound clip.

The elapsed time is shown as the sound clip is played.



You can delete the selected sound clip from the document.

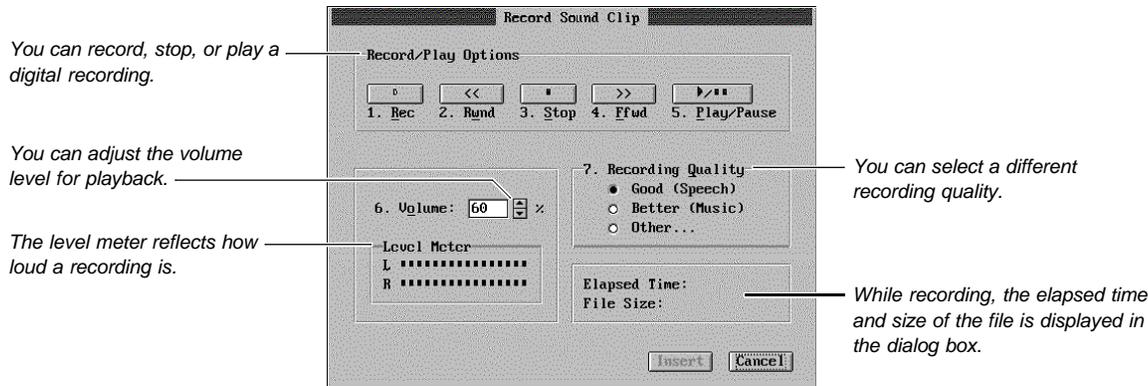
You can adjust the volume level for playback.

Recording a Sound Clip

If you have the necessary hardware, you can record any sound and include it as a part of a document.

- 1 Choose **Sound Clip** from the **Tools** menu, then choose **Record**.

Or Press Ctrl+F7, 5, 2



- 2 Select the **Recording Quality** you want.
- 3 Choose **Rec**, then begin recording the sound.
- 4 Choose **Stop** to end the recording.
- 5 Choose **Insert**.

The recording is inserted as a sound clip that is stored as part of the document.

- 6 Choose **OK** and **Close** until you return to your document.

As you are recording, the amount of time elapsed and the size of the sound file are displayed in the dialog box. Higher quality recordings create larger files and use more disk space.

Saving a Sound Clip to Disk

- 1 Choose **Sound Clip** from the **Tools** menu, then choose **Play**.

Or Press Ctrl+F7, 5

- 2 Select a sound clip from the **Clip Description** list.
- 3 Choose **Save**, then type a filename.
- 4 Choose **OK** and **Close** until you return to your document.

Changing a Sound Clip Description

- 1 Choose **Sound Clip** from the **Tools** menu, then choose **Play**.

Or Press Ctrl+F7, 5

- 2 Select a sound clip from the **Clip Description** list.
- 3 Choose **Edit Desc**.
- 4 Edit the description in the entry field.
- 5 Choose **OK** and **Close** until you return to your document.

Product Information About Sound Drivers

About Voyetra Technologies

WordPerfect Corporation has selected **Voyetra Technologies' Sound Factory**™ APIs for providing audio enhancements to **WordPerfect**. Voyetra offers a full line of PC sound software that can help you get the most out of the audio features built into **WordPerfect**, including:

- **MusiClips**™ A comprehensive library of low-cost MIDI song files for multimedia presentations.
- **Sequencer Plus**™ A DOS MIDI authoring tool for recording and editing MIDI music files.
- **AudioView**™ A Windows utility that provides complete control over PC digital audio sound hardware.
- **PatchView**™ A Windows utility that provides complete control over the sounds created by the FM synthesizer on PC sound cards.
- **Sound Factory**™ A programmer's development toolkit for adding MIDI, digital audio, and CD audio support to DOS programs...

...and more!

For complete information on these and other Voyetra sound products that are compatible with **WordPerfect**, please contact:

Voyetra Technologies, Five Odell Plaza, Yonkers, NY 10701-1406, (800) 233-9377, Outside US: (914) 966-0600, Fax: (914) 966-1102.

Special Codes

You can insert special codes that let you format your document more effectively. These include hard tab codes, hard tab codes with dot leaders, hyphenation codes, and hard spaces.

What's in this section?

- Concepts
- Inserting Special Codes
- Additional Information
- See Also

Concepts

Dash Character

If you use a dash character, rather than a hyphen, to join two words, WordPerfect treats the two words like a single word. A dash is sometimes referred to as a *hard hyphen*. This character is useful for words such as "co-op" that should not be broken at the end of a line.

A dash (-) is not a hyphen, an en dash (–), or an em dash (—). When printed, the dash character looks the same as a minus sign. To insert an en dash or an em dash, use the WordPerfect Characters feature.

For more information, see *Additional Information* later in this section, or see *Hyphenation*.

Hard Space

A hard space between two words will keep them together on the same line. For example, you can use a hard space to keep dates (such as "January 21, 1956") or names (such as "John Paul Jones, Jr.") from being separated by a soft return.

Hard Tab Codes

When you want to insert a tab for use on one line only, use a hard tab. For example, you could use a hard tab if you want to insert a right tab at the next tab setting, but you don't want to change that tab setting for the rest of the document. For more information on using hard tabs, see *Tabs*.

Hyphen

You can use a hyphen code to specify where a word should break when it needs to be hyphenated. For more information, see *Hyphenation*.

Hyphenation Ignore Word

If hyphenation is turned on, you can cancel hyphenation for a word by moving the cursor next to the first letter of the hyphenated word and inserting the **Hyphenation Ignore Word** code.

When you cancel hyphenation for a word, that word wraps to the next line. For more information, see *Additional Information* later in this section, or see *Hyphenation*.

Hyphenation Soft Return

You can use a **Hyphenation Soft Return** code to specify where a word should be broken if the word needs to be hyphenated. This code is like a **Soft Hyphen** code, but it doesn't produce a hyphen—it simply breaks the word if that word falls within the hyphenation zone.

A **Hyphenation Soft Return** is especially useful for words separated by slashes (/) and em dashes (—). If the word doesn't need to be broken, the **Hyphenation Soft Return** code remains in the document but has no effect.

Soft Hyphen

A Soft Hyphen divides a word with a hyphen when the word falls within the hyphenation zone. If the word does not need to be broken, the [- Soft Hyphen] code remains in the document but has no effect. When the word falls at the end of a line and needs to be divided, the code changes to [- Soft Hyphen EOL], and a hyphen is inserted.

For more information, see *Additional Information* later in this section, or see *Hyphenation*.

Inserting Special Codes

- 1 Choose **Special Codes** from the **Layout menu**.
- 2 Select the code you want to insert.

For information about the function and purpose of each code, see *Concepts* earlier in this section.

- 3 Choose **Insert**.

The selected code is inserted in your document at the cursor position. You can insert only one code at a time from the **Special Codes** dialog box. You can also insert special codes using keystrokes. Use **Reveal Codes** to see the inserted code. For keystrokes and codes, see *Additional Information* later in this section.

Additional Information

Hard Tab Codes

Type of Hard Tab	Code Inserted	Keystroke
Left	[LFT TAB]	(Home, Tab)
Left with dot leaders	[LFT TAB (DOT)]	(Home, Home, Tab)
Center	[CNTR TAB]	(Home, Shft+F6)
Center with dot leaders	[CNTR TAB (DOT)]	(Home, Home, Shft+F6)
Right	[RGT TAB]	(Home, Alt+F6)
Right with dot leaders	[RGT TAB (DOT)]	(Home, Home, Alt+F6)

Type of Hard Tab	Code Inserted	Keystroke
Decimal	[DEC TAB]	(Ctrl+F6)
Decimal with dot leaders	[DEC TAB (DOT)]	(Home,Home,Ctrl+F6)

Hyphenation Codes

Type of Hyphenation	Code Inserted	Keystroke
Hyphen	[- Hyphen]	-
Dash Character	-	(Home,-)
Soft Hyphen	[- Soft Hyphen] [- Soft Hyphen EOL]	(Ctrl+-)
Hyphenation Soft Return	[Hyph SRt]	(Home,Enter)
Hyphenation Ignore Word	[Cancel Hyph]	(Home,/)

Other Codes

Other Code	Code Inserted	Keystroke
Hard Space	[HSpace]	(Home,Space)

See Also

- Center Text
- Hyphenation
- Justification
- Tabs

Speller

Use **Speller** to check your document for misspelled words, duplicate words, and certain types of capitalization errors. You can also use **Speller** to look up words phonetically.

Speller lets you create and customize supplemental dictionaries so that specified words or phrases will be skipped or replaced with designated words. You can also create alternate word lists for supplemental dictionaries.

What's in this section?

- Concepts
- Checking for Misspelled Words
- Creating/Editing a Supplemental Dictionary
- Chaining Main or Supplemental Dictionaries
- Editing a Main or Supplemental Dictionary Chain
- Checking for Numbers, Double Words, Irregular Capitalization, Using Prompt on Auto Replace, or Disabling the Document Dictionary
- Disabling Speller
- Helps and Hints
- Additional Information
- See Also

Concepts

Main Dictionaries

The WordPerfect Main Dictionary in **Speller** comes in two forms. It is either a word list or an algorithmic dictionary. The type of dictionary you have depends on the language you are using. A main dictionary that is word-list based lets you check for correct spelling by comparing each word in your document with the dictionary word list. An algorithmic dictionary uses rules instead

of words to check spelling. The WordPerfect Main Dictionary is available in many languages. See *International Dictionaries* at the end of this section.

Supplemental Dictionaries

The **Speller** first checks to see if a word is found in the supplemental word lists. If the word is not in that list, it checks the main dictionary word lists. You can create and edit a supplemental word list. For example, when the **Speller** stops on a word that you know is spelled correctly, such as your last name, you can add it to any of the supplemental dictionaries you have created. The words you add will no longer show as errors. You can also specify replacement words and phrases and define alternate word lists that are stored in your supplemental dictionary.

Chaining Dictionaries

Supplemental dictionaries can be chained to other supplemental dictionaries. Third-party dictionaries that are compatible with WordPerfect 6.0 are considered to be main dictionaries and can be chained to the Main WordPerfect Dictionary. For example, if you work in the medical profession, you might find it helpful to chain a compatible medical dictionary to your main dictionary. A chain should not include dictionaries from more than one language.

You can have six dictionaries in each chain you create (each of those dictionaries can be considered as a *link* in the chain). The default dictionary is always the first link, leaving room for five more dictionaries in the chain. Six supplemental dictionaries and six main dictionaries can be stored at a time in a chain. You can have six supplemental chains and six main chains at a time.

Document Specific

In addition to the chained supplemental dictionaries, a document-specific supplemental dictionary is automatically attached to and saved with each WordPerfect document you create. You can choose the **Document Specific** option on the **Edit Supplemental Dictionary** dialog box if you want to skip words in a specific document only. The words you choose to skip in the current document can be added to the document-specific dictionary. The **Skip in this Document** option (found on the **Word Not Found** dialog box) is also used to save words for the current document only.

Checking for Misspelled Words

The **Speller** checks for misspelled words in all document text including headers, footers, footnotes, endnotes, graphics captions and watermarks.

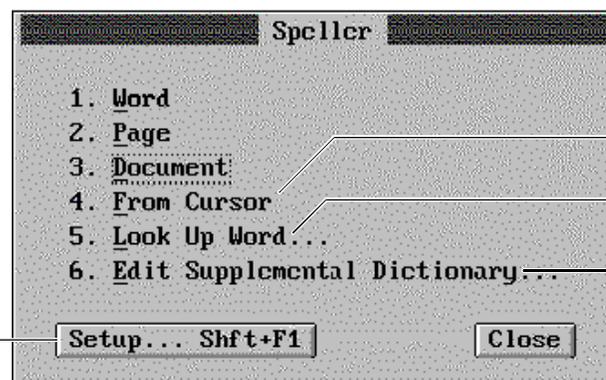
1 Choose **Writing Tools** from the **Tools** menu, then choose **Speller**.

Or Press Ctrl+F2

2 Select **Word**, **Page**, **Document**, or **From Cursor** to begin checking for spelling errors.

You can also block the text you want to check, then press Ctrl+F2.

Chain dictionaries; check for numbers, double words or irregular capitalization; or disable the document specific dictionary.



Check spelling from the cursor to the end of the document.

Look up a word phonetically in the main dictionary.

Create or edit a supplemental dictionary.

When the **Speller** finds a misspelled word, it is highlighted in the text of the document.

- 3 If the correct spelling for a highlighted word appears in the **Word Not Found** dialog box, press the letter next to the word.

You can use the arrow keys to scroll through the **Suggestions** list until you find the word you want and then press **Enter**.

or

Choose any of the other options from the **Word Not Found** dialog box. The options are explained in the table below.

- 4 Choose **OK**.

Option	What it does
Skip Once	Skips the highlighted word once
Skip in this Document	Adds the highlighted word to the document-specific dictionary
Add to Dictionary	Adds the highlighted word in the text to the current supplemental dictionary
Edit Word	Lets you edit the misspelled word
Look Up	Lets you look up words that sound alike or words that match a pattern (see <i>Phonetic Matches</i> in <i>Helps and Hints</i>)
Ignore Numbers	Ignores subsequent words containing numbers for the current Speller session
Replace Word	Replaces the misspelled word with the highlighted word
Select Dictionary	Lets you specify the supplemental dictionary to which you want to add words

Creating/Editing a Supplemental Dictionary

You can use **Edit Supplemental Dictionary** to add or delete words in the dictionaries in your supplemental dictionary chain.

- 1 Choose **Writing Tools** from the **Tools** menu, choose **Speller**, then choose **Edit Supplemental Dictionary**.

Or Press Ctrl+F2, 6

- 2 Choose **Create New Sup**, type the name of a new supplemental dictionary, choose **OK**, then choose **Add** to add words to your new supplemental dictionary.

or

Select an existing supplemental dictionary file, choose **Edit**, then add or delete words or phrases, or edit existing words.

When you edit or add words to a supplemental dictionary, you can choose the options from the **Add to Supplemental** dialog box. The options are explained in the table below. See *Replacement Words and Phrases* and *Alternate Words and Phrases* in *Helps and Hints* later in this section for more information.

Option	Lets you
Word/Phrase To Skip	Specify a word or phrase you want Speller to ignore.
Word/Phrase with Replacement	Specify a word or phrase to be replaced with another word or phrase.
Word/Phrase with Alternates	Create a list of alternatives as replacements for a word or phrase.

Chaining Main or Supplemental Dictionaries

- 1 Choose **Writing Tools** from the **Tools** menu, choose **Speller**, then choose **Setup**.
Or Press Ctrl+F2, Shift+F1
- 2 Choose **Chain Main Dictionaries**.
or
Choose **Chain Supplemental Dictionaries**.

IMPORTANT: Unless you have a main dictionary .LEX file for the language you choose, you cannot add a dictionary chain for that language.

- 3 Choose any of the options in the **Dictionary Chains** dialog box. These options are explained in the table below.

Option	Lets you
Add Chain	Create a new chain for a new language.
Edit	Edit an existing chain.
Delete Chain	Delete a chain from your list of chains.

Editing a Main or Supplemental Dictionary Chain

- 1 Choose **Writing Tools** from the **Tools** menu, choose **Speller**, then choose **Setup**.
Or Press Ctrl+F2, Shift+F1
- 2 Choose **Chain Main Dictionaries**.
or
Choose **Chain Supplemental Dictionaries**.
- 3 Highlight the chain you want to add a dictionary to, then choose **Edit**.
- 4 Choose **Add to Chain**, **Remove from Chain**, or **Edit Entry's Path**. These options are explained in the table below.

Option	Lets you
Add to Chain	Add a supplemental dictionary to a supplemental chain or a main dictionary to a main chain.
Remove from Chain	Remove the dictionary link from your chain.
Edit Entry's Path	Edit a previously specified path.

Checking for Numbers, Double Words, Irregular Capitalization, Using Prompt on Auto Replace, or Disabling the Document Dictionary

- 1 Choose **Writing Tools** from the **Tools** menu, choose **Speller**, then choose **Setup**.
Or Press Ctrl+F2, Shift+F1
- 2 Choose any of the following options.

Option	What it does
Check for Numbers in Words	Stops when it finds words that are combined with numbers.
Check for Double Words	Stops when it finds duplicate words, then lets you Skip, Delete, or Edit the word, or Disable Duplicate Word Checking.
Check for Irregular Capitalization	Stops when an uppercase letter is placed inaccurately in a lowercase word. See <i>Irregular Capitalization</i> in <i>Additional Information</i> .
Prompt on Auto-Replace	Before replacing a word, Speller prompts you to verify whether you want the word replaced.
Disable Document Dictionary	Disables the document-specific dictionary while checking for spelling errors.

Disabling Speller

You can disable the **Speller** if there is a section of text in your document that you do not want to spell check.

- 1 Choose **Writing Tools** from the **Tools** menu, then choose **Disable Speller/Grammatik**.

Or Press Alt+F1, 5

You can also block a portion of text you do not want the **Speller** to check, and then follow the procedure above.

- 2 To enable **Speller/Grammatik**, repeat step one.

Helps and Hints

Dictionary Files

There are two types of dictionary files: main dictionaries and supplemental dictionaries.

Main WordPerfect dictionaries are *.LEX files. A common .LEX filename would look like this: WPXX.LEX. The two letters before the .LEX extension indicate the language code of the dictionary. For example, WPUS.LEX is the United States English version. WPES.LEX is the Spanish version.

For a stand-alone system, the default supplemental dictionary name is WP{WP}US.SUP. You can name supplemental dictionaries you add using DOS file naming conventions (see *Save and Save As* for more information). However, you may find it helpful to use a .SUP extension. If you are working on a network, a supplemental dictionary filename would resemble this: XXXXX}US.SUP (XXX represents your network initials, US represents the language code).

Speller and Grammatical Errors

Note that **Speller** cannot detect an error caused by a correctly spelled word in the wrong context. For example, if you typed “*there house*” rather than “*their house*,” **Speller** would not detect this grammatical error because *there* and *their* are valid words and are both spelled correctly. For information on grammar checking, see *Appendix F: Grammatik*.

Phonetic Matches

You can find words that sound alike or words that match a pattern by using **Look Up**. For example, if you type the word *bread* in the **Word or Pattern** entry field and press **Enter**, phonetic matches such as *brad*, *braid*, *brat*, and so on will appear.

You can include *wildcard* characters (the question mark (?) and the asterisk (*)) in the pattern you type. The (?) represents one character in the word pattern you want to find. For example, you can type *lo?e* and find *lobe*, *lode*, *loge*, *lone*, and so on. The (*) represents zero or more characters. For example, you can type *tr** and find *trace*, *tractors*, *trade*, *tradition*, and so on.

Replacement Words and Phrases

If there is a word that you often type incorrectly, you can indicate a replacement for that word. For example, if you typically type *the*, as *hte*, you can have **Speller** replace *hte* with *the*.

You can also use a replacement phrase for a word or acronym. For example, the acronym, *CEO* stands for *Chief Executive Officer*. You could indicate that you want each occurrence of *CEO* to be replaced with *Chief Executive Officer*. See the table in *Creating/Editing a Supplemental Dictionary* earlier in this section.

Alternate Words and Phrases

If there are specific words or phrases that you want to avoid using, you can store a list of alternate words or phrases that will appear when the word(s) or phrases that you want to avoid are found. For example, an organization might want to limit the use of gender-specific terms such as *chairman*. Possible alternates for the word *chairman* might include *chairperson* or *chair*. A comment can also be included with the list as a reminder (for

example, “this term is considered sexist and should be avoided”). See the table in *Creating/Editing a Supplemental Dictionary* earlier in this section.

Additional Information

Capitalization Difference

You can add words that you want to specify as uppercase or lowercase to your supplemental dictionary. If the word already exists in your main dictionary, you must add it manually to your supplemental dictionary (see *Creating/Editing a Supplemental Dictionary*). If the word you add is then used in your document with a different case than the one specified, the word will be highlighted when you use the **Speller**. For example, if you add the word *Copyright* (uppercase C) to your supplemental dictionary, and then later you use *copyright* (lowercase c) in your document, the **Capitalization Difference** dialog box will appear during the spell check. The options for **Capitalization Difference** are identical to those for **Irregular Capitalization**, and are explained in the table below.

Irregular Capitalization

The **Irregular Case** dialog box appears when words with irregular capitalization are found. Irregular capitalization occurs when an uppercase letter is accidentally inserted within a lowercase word. For example, if you had the word *heRs* in your document, it would show as an error when you used the **Speller**. The **Irregular Capitalization** dialog box would then prompt you to replace it with *hers*, *HERS* or *Hers*. The options for the **Irregular Capitalization** dialog box are explained below.

Option	What it does
Skip Word	Skips the highlighted word once
Replace Word	Lets you edit the highlighted word
Edit Word	Edits the highlighted word
Disable Case Checking	Turns off case checking for the current Speller session

International Dictionaries

The main WordPerfect dictionary, which comes as a .LEX file, is included as part of a language module. Language modules are available in the following languages:

- Afrikaans (AF)
- Catalan (CA)
- Danish (DK)
- Dutch (NL)
- English—Australia (OZ)
- English—Canada (CE)
- English (UK)
- English (US)
- Finnish (SU)
- French—Canada (CF)
- French—National (FR)
- Galician (GA)
- German—National (DE)
- German—Switzerland (SD)
- Greek (GR)
- Italian (IT)
- Norwegian (NO)
- Portuguese—Brazil (BR)
- Portuguese—National (PO)
- Russian (RU)
- Spanish (ES)
- Swedish (SV)

New language modules may have been added to this list since this printing.

To purchase an international language module, contact your local WordPerfect affiliate or authorized reseller, or see *Registration and Ordering Information* in *Introduction*.

If a language module is not available for a language you want to use, you *can* create your own supplemental dictionary. See *Creating/Editing a Supplemental Dictionary* earlier in this section.

Spell-Hyphen Utility

You can use the Spell-Hyphen Utility to customize wordlist .LEX files and to convert WordPerfect 5.1 .LEX files so that they can be used in WordPerfect 6.0. You can also convert a WordPerfect 6.0 document to a supplemental dictionary. The Spell-Hyphen Utility is purchased separately. For more information, see *Registration and Ordering Information* in *Introduction*.

See Also

- Language
- Thesaurus
- Appendix F: Grammatik

Spreadsheet Import and Link

Use **Spreadsheet Import and Link** to copy information from a spreadsheet file into a WordPerfect document, as in the illustration below.

Linked from a spreadsheet application file

The HALVA Report

An Intercompany Report on the Goings On at HALVA International.

FROM THE PRESIDENT,

After looking over the second quarter reports, I couldn't help but be pleased. HALVA International has now become the eighteenth largest import-export company in the business.

TOTAL SALES			
	Sales	Overhead	Profit
April	\$5,000.00	\$1,040.00	\$3,960.00
May	\$6,145.00	\$1,380.00	\$4,765.00
June	\$4,430.00	\$1,781.00	\$2,649.00
TOTAL \$20,614.00			

The findings come as none of a surprise when you consider that only a little more than a year ago, I wrote in this column that I felt that our growth would stagnate somewhat--in this case I am glad to be proven wrong.

While we must give credit where credit is due and acknowledge the growth in the industry as a whole, we should feel good about what we have accomplished thus far in 1990. Once again, I must credit all HALVA employees--people who get the job done.

OFFICE CHATTER

As you may have noticed, HALVA has installed a new phone system. While the phone system will no doubt take some getting used to, we think that it's the best system money can buy and one that will certainly prove useful for our type of business.

SALES

Denial Kelly, Vice President of the Sales Division is predicting another outstanding quarter.

What's in this section?

- Concepts
- Importing or Linking a Spreadsheet
- Editing a Link
- Updating a Linked Spreadsheet Upon Document Retrieval
- Updating Linked Spreadsheets Manually
- Displaying/Hiding Link Codes
- Helps and Hints

Concepts

Importing and Linking

Importing a spreadsheet copies information from the spreadsheet file one time only. *Linking* a spreadsheet lets you update the spreadsheet information in your WordPerfect document to keep it current with any changes.

You can import a complete spreadsheet or a spreadsheet range.

Range

A *range* is a block of cells. In a spreadsheet, a range is defined by an upper left cell and a lower right cell. A colon or period is used to separate the two cell addresses. For example, the range below is defined as A1:C5 or A1.C5.

Cell A1

	A	B	C	D	E	F	G
1			TOTAL SALES				
2		Sales	Overhead	Profit			
3	April	\$85,000.00	\$12,040.00	\$73,000.00			
4	May	\$86,345.00	\$13,980.00	\$72,365.00			
5	June	\$94,430.00	\$14,781.00	\$79,649.00			
6				\$225,014.00			
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Cell C5

Block is A1:C5

C5 14781

C:\PLAN-ZQ.PLN

A blocked range in a spreadsheet file

A three-dimensional spreadsheet file can include several separate spreadsheets. Consequently, in a range definition for three-dimensional spreadsheets, each cell address also includes a letter to indicate which spreadsheet the cell is from. A colon is used to separate the spreadsheet letter from the cell address. A period is used to separate the two cell names. For example, in spreadsheet A, the above range is defined as A:A1.A:C5.

Spreadsheet programs also let you assign a name to a range. You can use these names to import a range of cells (see *Importing or Linking a Spreadsheet* later in this section).

Importing A Spreadsheet as a Table

To match the original spreadsheet as closely as possible, import the spreadsheet as a table. You do not need to create a table in your document before importing the spreadsheet. WordPerfect creates a table that matches the spreadsheet's format as closely as possible and inserts as much of the spreadsheet as will fit (up to 64 columns) into it.

If you are using three-dimensional spreadsheets, you can import all of the spreadsheets in the spreadsheet file or select the spreadsheets that you want to import. Each spreadsheet is imported as a separate table.

If you want to be able to specify the size of your table from within WordPerfect, you can create and format the table in your WordPerfect document, then position the insertion point in the table and import or link the data. Each cell is imported into a cell in the table, from the insertion point forward. Any cells that exceed the number of cells in the table are not imported.

Importing a Spreadsheet as Text

When you import a spreadsheet file as text, WordPerfect preserves left and right justification and reproduces the original format of the spreadsheet as closely as possible. WordPerfect creates special tab settings, and the cells appear on the page aligned as columns on those tab settings.

Importable Formats

Currently, you can import and link files from the following file formats: PlanPerfect (versions 3.0 through 5.1), Lotus 1-2-3 (versions 1A, 2.01, 2.3, 2.4, 3.0, 3.1), Excel (versions 2.1, 3.0, 4.0), Quattro Pro (versions 3.0 and 4.0), Quattro Pro for Windows 1.0, and Spreadsheet DIF.

Importing or Linking a Spreadsheet

- 1 Place the cursor where you want to import the spreadsheet.
- 2 Choose **Spreadsheet** from the **Tools** menu.
Or Press Alt+F7, 5
- 3 Choose **Import** to import the spreadsheet one time only.
or
Choose **Create Link** to create a link that will enable you to update the spreadsheet information after changes are made to the spreadsheet.
- 4 In the **Filename** entry field, type the filename of the spreadsheet file you want to import or link, or select it from the **File List** or **QuickList**, then press **Enter**.

If you want to import only part of the spreadsheet, you can indicate a range of cells in the **Range** entry field. You can identify the range either by its cell address or by name.

- 5 Type the range name or address (see *Range* under *Concepts* earlier in this section).
or
Choose a range name and address from the **Range** drop-down list.
- 6 Select **Import as Table** or **Import as Text** to indicate how you want to import the spreadsheet (see *Importing a Spreadsheet as a Table* and *Importing a Spreadsheet as Text* under *Concepts* earlier in this section).
- 7 If you chose **Import** in step 3 above, choose **Import** to import the spreadsheet.
or
If you chose **Create Link** in step 3 above, choose **Link & Import** to create a link and import the spreadsheet, or choose **Link** to create only the link codes. (If you choose **Link**, you must then use **Update All Links** to actually import the spreadsheet, as explained in *Updating Linked Spreadsheets Manually* later in this section).

When you link a spreadsheet, WordPerfect inserts comment codes, which show where the link begins and ends. The comments are never printed. You can hide the comments if you do not want to display them (see *Displaying/Hiding Link Codes* later in this section).

Beginning link code

Ending link code

	TOTAL	SALES	
	Sales	Overhead	Profit
April	85,000.00	12,040.00	73,000.00
May	86,345.00	13,980.00	72,365.00
June	94,430.00	14,761.00	79,649.00
TOTAL			225,014.00

Courier 12pt Doc 1 Pg 1 Ln 3.03'' Pos 1''

Editing a Link

After you create a link, you can edit the information that determines which part of the spreadsheet is imported, including the filename, range, and type of import (text or table).

- 1 Place the cursor inside the link.

Use **Reveal Codes** to make it easier to place the cursor correctly.

- 2 Choose **Spreadsheet** from the **Tools** menu, then choose **Edit Link**.

Or Press Alt+F7, 5, 3

- 3 Make any changes you want to the information in the dialog box.

- 4 Choose **Link & Import** to import the spreadsheet and edit the link.

or

Choose **Link** to edit only the link codes. You will then have to update the link to import the spreadsheet again (see *Updating Linked Spreadsheets Manually* later in this section).

Updating a Linked Spreadsheet Upon Document Retrieval

You can have WordPerfect update all spreadsheet links in your document to match the original spreadsheet file each time you open the document.

- 1 Choose **Spreadsheet** from the **Tools** menu, then choose **Link Options**.

Or Press Alt+F7, 5, 4

- 2 Select **Update on Retrieve**, then choose **OK**.

Updating Linked Spreadsheets Manually

- 1 Choose **Spreadsheet** from the **Tools** menu, then choose **Link Options**.

Or Press Alt+F7, 5, 4

- 2 Choose **Update All Links**.

WordPerfect updates all spreadsheet links throughout the document to match the data in the corresponding spreadsheet files.

IMPORTANT: Any editing changes you have made to the spreadsheet information in the WordPerfect document are overwritten when you update the link.

Displaying/Hiding Link Codes

- 1 Choose **Spreadsheet** from the **Tools** menu, then choose **Link Options**.

Or Press Alt+F7, 5, 4

- 2 Select (or deselect) **Show Link Codes**, then choose **OK**.

Helps and Hints

Deleting a Link

You can delete a link without removing the spreadsheet by deleting the [Link] code or the [Link End] code (see *Reveal Codes*). However, after you delete the links, you will not be able to use **Update All Links** to update the imported spreadsheet (see *Updating Linked Spreadsheets Manually* earlier in this section).

Retrieving a Spreadsheet as a Table

You can use **Open** or **Retrieve** to retrieve an entire spreadsheet as a table into a new or existing document. WordPerfect does not insert link codes. Consequently, you cannot update the spreadsheet information.

Lines and Borders

Importing a spreadsheet will set the default Line Style and Table Border Style to None. Consequently, the next table you create immediately after the imported spreadsheet will also have its line and border styles set to None. If you want the newly created table to have lines or borders, you will need to reset these line styles (see *Tables: Lines, Borders, and Fill*).

Inserting Spreadsheets Into Editing Windows

You can import a spreadsheet into a graphics box, header, footer, footnote, endnote, text box, or other editing window. In fact, you can import a spreadsheet into everything but a style. When you attempt to exit the header, footer, or other substructure, an error message is displayed if you have imported too much spreadsheet data.

Password-Protected Spreadsheet

If you import a password-protected spreadsheet from PlanPerfect, you are prompted for the password. For spreadsheets created with other spreadsheet software, you must use the spreadsheet software to remove the password from the spreadsheet file before you attempt to import it.

Size Constraints

Since the width of your WordPerfect document limits the amount of text you can print, you can use the following suggestions to fit more of the spreadsheet into your document.

- Reduce the column widths in the spreadsheet program.
- Reduce the left and right margins in the WordPerfect document.
- If you have imported the spreadsheet file as a table, size the table to fit between the left and right margins (see *Tables: Edit*).
- Choose a landscape paper size for printing if your printer has that capability (see *Paper Size/Type*).

Styles

Use **Styles** to easily format your documents so they have a consistent, professional look. You can use **Styles** with many different WordPerfect features to format your documents. For example, styles can format graphics boxes, outlines, footnotes, endnotes, headers, and watermarks.

What's in this section?

- Concepts
- Creating a Style
- Turning On a Style
- Turning Off a Style
- Editing a Style
- Saving a List of Styles as a Library
- Assigning a Library to a Document
- Retrieving Styles into a Document
- Copying Styles
- Deleting Styles
- Listing User-Created and System Styles
- Helps and Hints
- Additional Information
- See Also

Concepts

How You Can Use Styles

Suppose you are writing a monthly newsletter and you've formatted a heading the way you want all your headings to look: italicized, bold, and in Times Roman. You could format each heading the way you did the first one, but that's a lot of work.

An easier way to make the headings consistent would be to create a *style* containing the format of the first heading, then apply that style to the other headings. If you decide you want to change the format of the headings, you wouldn't have to edit each one. Instead, you could edit the style, and all the headings would be reformatted for you.

Style Libraries

If you tend to use certain styles often, it's a good idea to save them in a file called a *style library*, which you can use for other documents. For example, you can create a style library called NEWSLETR.STY, then use that library each time you create a newsletter.

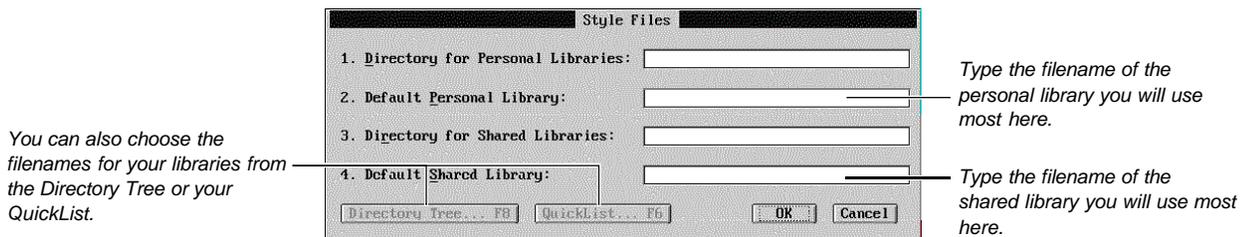
Types of Style Libraries

A *personal library* is a file containing a list of graphics and text styles you have assembled for creating a certain type of document, such as a newsletter. You can use one personal library for all the styles you use often, or you can create many different personal libraries.

A *shared library* is designed for use on a network where many different users can access it. However, shared libraries work like personal style libraries, so you can use them as additional personal libraries if you are not using them a network. See *Using Shared Libraries as Personal Libraries* under *Additional Information* later in this section.

Accessing Personal and Shared Libraries

If you want to specify a default personal and shared library for new documents you create, you can do so using **Location of Files**. See *Setup: Location of Files* if you need help.



Style Files dialog box in Location of Files

Note that you can assign any style library to a document. See *Assigning a Library to a Document* later in this section.

Styles Marked with a Bullet ()

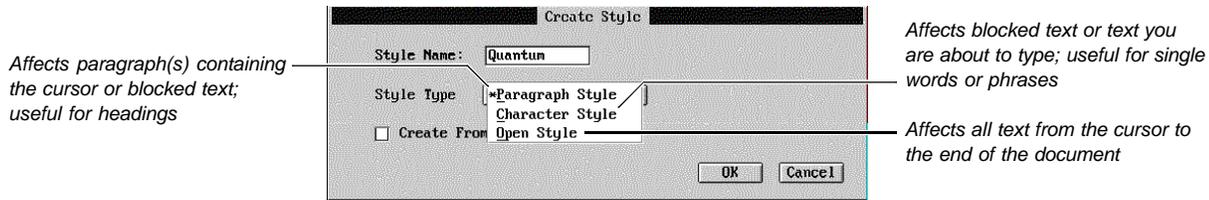
When you list styles, notice that many of them are marked with a bullet. A bullet indicates a library style.

Creating a Style

- 1 Choose **Styles** from the **Layout** menu.
Or Press Alt+F8
- 2 If you want to save the style in a library, select **Personal Library** or **Shared Library**.
- 3 Choose **Create**.
- 4 Type a name for the style.

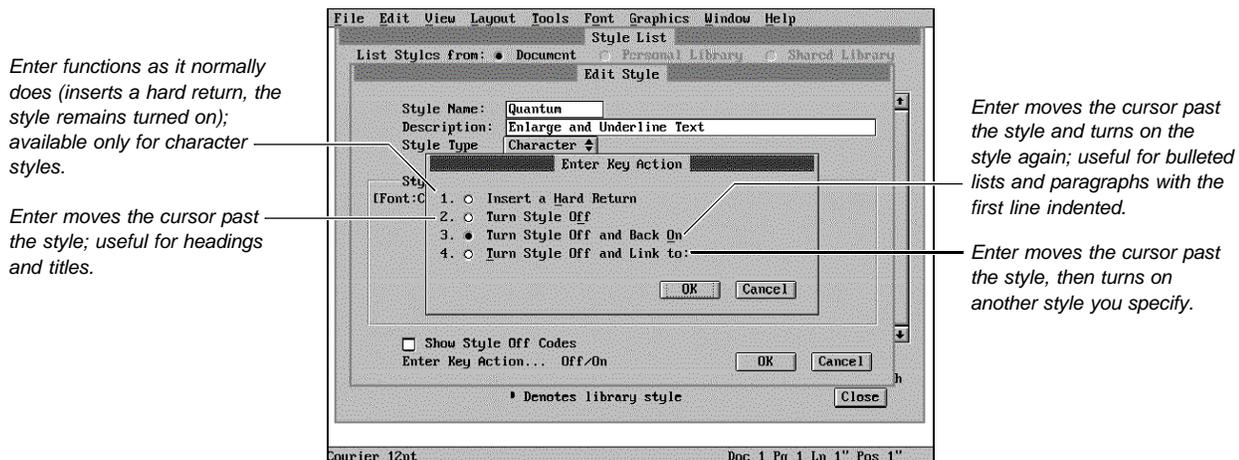
IMPORTANT: Avoid using names that are already used for other styles in other libraries and documents.

- 5 Choose an option from the **Style Type** pop-up list.



For information about the third option in this dialog box, see *Creating a Style from Existing Codes* under *Helps and Hints* later in this section.

- 6 Choose **OK**.
- 7 If you want, type a **Description** for the style (such as “Bolds and centers text”).
- 8 Choose **Style Contents**, choose menu items or press keystrokes to insert formatting codes and text.
- 9 If you are creating a paragraph or character style and you want certain codes to take effect when the style ends, select **Show Style Off Codes**, then insert those codes below the comment.
- 10 Press **F7**.
- 11 If you want to determine what the **Enter** key does in a paragraph or character style you are creating, choose **Enter Key Action**, select an option, then choose **OK**.



- 12 Choose **OK**.
- 13 If you want to turn on the style in your document, choose **Select**. If not, choose **Close**.

If you want to store your new style in a particular library, you must copy it to that library. See *Copying Styles* later in this section.

If you need information about creating styles for graphics, see *Creating a Graphics Style in Styles: Graphics*.

Turning On a Style

- 1 If you are using a paragraph style, place the cursor anywhere in the paragraph you want to affect; if you are using a character style, block the text you want to affect. (You

can also follow the rest of these steps to select the style you want to use, and then type the text you want the style to affect.)

or

If you are applying an open style, place the cursor where you want the style to take effect.

- 2 Choose **Styles** from the **Layout** menu.
Or Press Alt+F8
- 3 If you want to use a style from a different library, select **Personal Library** or **Shared Library**.
- 4 Highlight the style you want to turn on, then choose **Select**.

Turning Off a Style

You can turn off a paragraph or character style. You cannot turn off an open style, but you can delete it in the style list or in **Reveal Codes**.

Turning Off a Paragraph Style

The **None** style lets you turn off a paragraph style.

- 1 After you have typed the text you want a style to affect, press **Enter**.
- 2 Choose **Styles** from the **Layout** menu.
Or Press Alt+F8
- 3 Highlight the **None** style, then choose **Select**.

Note that you can change the function of the Enter key in a style, so that it turns the style off and selects the **None** style. See step 11 under *Creating a Style* earlier in this section.

Turning Off a Character Style

- 1 With the cursor still inside the style, choose **Styles** from the **Layout** menu.
Or Press Alt+F8
- 2 Choose **Off**.

If you are used to pressing the Right Arrow key to move past the end of a paired style as in earlier versions of WordPress, you may want to turn on **WordPress 5.1 Cursor Movement** (see *Setup: Environment*).

Editing a Style

- 1 Choose **Styles** from the **Layout** menu.
Or Press Alt+F8
- 2 If you want to edit a style from a different library, select **Personal Library** or **Shared Library**.
- 3 If you want to edit a system style, choose **Options**, select **List System Styles**, then choose **OK**.
- 4 Highlight the style, then choose **Edit**.
- 5 Edit the style. If you need help, see steps 7-9 under *Creating a Style* earlier in this section.
- 6 Choose **Close**.

Your changes affect all occurrences of the style throughout your document.

When you edit a style you have copied to your document from a library, the bullet () disappears to remind you that the edited style is now stored with your document and the original library style remains unchanged. If you copy the edited style back into the library, it will update existing documents and affect new documents that use that library. See *Copying Styles* later in this section.

For information about editing system styles, see *System Styles* under *Additional Information* later in this section.

For information about editing a graphics style, see *Editing a Graphics Style* in *Styles: Graphics*.

Saving a List of Styles as a Library

- 1 Choose **Styles** from the **Layout** menu, then choose **Save**.

Or Press Alt+F8, 7

- 2 Specify a path (if necessary) and filename for the list of styles. It's a good idea to save the file with a descriptive extension (such as .STY).

You can choose a directory for the file from the **File List** or **QuickList**.

If you don't specify a directory, the styles are saved in one of the following directories:

Styles from

Your document or the default personal library (specified in **Location of Files**)

The default shared library

Are saved in

The directory containing the default personal library

The directory containing the default shared library

If you haven't specified a default personal or shared library, WordPerfect saves the styles where your documents are stored. See *Setup: Location of Files*.

- 3 Specify which styles you want to save by selecting **Save User Created Styles** and/or **Save WP System Styles**.
- 4 Choose **OK**.

For information about saving graphics styles as a library, see *Saving a List of Graphics Styles as a Library* in *Styles: Graphics*.

Assigning a Library to a Document

When you *assign* a library of styles to a document, WordPerfect lists the styles in that library instead of the one you have specified in **Location of Files**. This way, you can use the styles in the library without actually retrieving them into the document (see *Retrieving Styles into a Document* later in this section).

IMPORTANT: If you or your system administrator edits a style in a library you assign to your documents, the changed style updates any existing document that already uses that style. For example, suppose that your administrator creates a shared library logo style that you use in your documents. Later, the administrator changes the font in the style. When you retrieve a document that uses the style, the logo in the document is updated with the new font.

- 1 Choose **Styles** from the **Layout** menu.

Or Press Alt+F8

- 2 Choose **Options**, then specify the filename of the library you want to use in the **Personal** or **Shared** entry field.

Retrieving Styles into a Document

You can *retrieve* a full library or the styles from another document into the current document. When you do this, all styles in the library or document are saved with the current document. This is useful if you think that you or your system administrator may change styles in a library you want to use, but you don't want your document automatically updated by those changes (see *Assigning a Library to a Document* earlier in this section).

Note that retrieving styles increases document size and may increase the amount of time it takes to retrieve the document.

- 1 Choose **Styles** from the **Layout** menu, then choose **Retrieve**.
Or Press Alt+F8, 8
- 2 Type the filename of the library or document containing the styles you want. You can also select it from the **File List** or **QuickList**.
- 3 Specify which styles you want to retrieve by selecting **Retrieve User Created Styles** or **Retrieve WP System Styles**.
- 4 Choose **OK**.

If you need information about retrieving a graphics styles, see *Retrieving a Graphics Style Library* in *Styles: Graphics*.

Copying Styles

You can copy styles from one library to another, from a library to the current document, or from the current document to a library. You can also duplicate a style within the current document or library by specifying a new name for it. This is useful if you want to make a few changes to an existing style but would like to keep the original style in the same document or library you are using.

Before you can copy styles to a library, you must make sure that library is assigned to the current document or specified as the default personal or shared library in **Location of Files**. See *Assigning a Library to a Document* or *Accessing Personal and Shared Libraries* earlier in this section. Also see *Setup: Location of Files*.

- 1 Choose **Styles** from the **Layout** menu.
Or Press Alt+F8
- 2 If you want to copy styles from a different library, select **Personal Library** or **Shared Library**.
- 3 Highlight the style you want to copy, then choose **Copy**.
or
Mark several styles with an asterisk (*), then choose **Copy**.
- 4 Choose a **Copy Styles** option to indicate where you want to copy the style(s).
- 5 If you highlighted a single style that you want to duplicate and store in its original library or document, type a name for the duplicate style, then choose **OK**.

For information about copying graphics styles, see *Copying Graphics Styles to Libraries* in *Styles: Graphics*.

Deleting Styles

You can delete a style for a specific section of text or for the entire document. To remove a style from a specific section of text, delete the styles code using **Reveal Codes** (see *Reveal Codes*). To delete all occurrences of a style throughout the document,

- 1 Choose **Styles** from the **Layout** menu.
Or Press Alt+F8

- 2 If you want to delete styles from a different library, select **Personal Library** or **Shared Library**.
- 3 Highlight the style you want to delete, then choose **Delete**.
or
Mark several styles with an asterisk (*), then choose **Delete**.
- 4 Choose an option in the **Delete Style** dialog box to indicate what you want to delete.

Including Codes deletes all occurrences of the style from the document. **Leaving Codes** deletes all occurrences of the style from the document, but the formatting codes within the style remain in your document.

- 5 Choose **Close**.

Note that you cannot delete a system style. If you attempt to delete a system style, WordPerfect prompts you to indicate whether you want to reset the style to its default state (assuming you have edited it).

For information about deleting graphics styles, see *Deleting Graphics Styles* in *Styles: Graphics*.

Listing User-Created and System Styles

You can list the system styles exclusively or with styles you have created in the current document or library. System styles are not found in libraries unless you copy them there. For detailed information about each of the system styles, see *Appendix P: System and Sample Styles*.

- 1 Choose **Styles** from the **Layout** menu.
Or Press Alt+F8
- 2 Choose **Options**, then select **List User Created Styles** or **List System Styles**.

Helps and Hints

Sample Style File

A sample style file named LIBRARY.STY is stored with the WordPerfect program files. LIBRARY.STY includes simple styles used for creating headings and bibliographies, as well as more complex styles used for creating legal documents. You can use the styles in this file to format your documents, or you can edit the styles to suit your own needs. You can also specify LIBRARY.STY as your default personal or shared library. See *Accessing Personal and Shared Libraries* earlier in this section.

Linking Styles

Linking styles lets you jump between different styles as you type text. For example, suppose you are typing a magazine interview in which you want the questions formatted one way and the answers formatted another way. You could create the two formatting styles, then link them using **Enter Key Action**. See step 11 under *Creating a Style* above.

Creating a Style from Existing Codes

You can easily create a paragraph style that contains all the formatting codes and font attributes that affect an existing paragraph in the current document. Or, you can create a character style that contains all the font attributes (such as Bold and 12pt) that affect an existing character in the current document.

To do this, place the cursor where the codes or font attributes exist in your document, then follow steps 1-3 under *Creating a Style* earlier in this section. If you are creating a paragraph style, select **Create From Current Paragraph**, or, if you are creating a character style, select **Create From Current Character** (this option changes to fit the type of style you are creating). Finally, finish steps 4-13 under *Creating a Style*.

Creating a Style from Existing Codes and Text

You can create a style from existing codes and text by cutting or copying the text from the document window, then pasting it into the **Style Contents** entry field. See *Cut, Copy, Paste* if you need help.

Formatting Codes Override Styles

Formatting codes you insert in a document override any style codes that are in effect. For example, if you have turned on a style that contains a left margin setting, you can override that setting by inserting a different left margin setting.

Using Shared Libraries as Personal Libraries

There is no physical difference between personal libraries and shared libraries; both can be used as personal libraries or network libraries. So, if you are not on a network or you don't plan to use the shared libraries on your network, you can use them as additional personal libraries. For example, if you have two personal libraries you use often, you can use **Location of Files** to specify one as your default personal library and the other as your default "shared" library (see *Setup: Location of Files*). This would give you quick access to both libraries in the **Style List** dialog box.

Accessing the Last Styles You Listed

If you want to list the same styles you listed last time, press **Alt+F8** twice.

Outline Style

You can define a style for each level of outline numbering or formatting in a document. See *Outline*.

Outline Styles Available in Each New Document

Each time you open a new document, the system styles for the default outline definition are automatically available (you can change to a different default outline definition in **Setup Initial Codes**). You may want to experiment with these styles to see how they can affect a document. See *Outline* for detailed information.

Nesting Paragraph and Character Styles

You can *nest* one style inside another. For example, while you are inserting text and formatting codes in one style, you can select another style. This makes it easy to maintain multiple styles that share a common formatting code. For example, suppose you use three heading styles in a newsletter you create every week. These styles format your headings in three different sizes, but they use the same font. If you suspect that you will occasionally need to change the font for all three headings, you could create a style that contains a font code, then nest that style in the three heading styles. Then, when you want to change the font for all three headings, you need to change it only once in the font style.

Note that you cannot nest one paragraph style inside another paragraph style.

Additional Information

System Styles

The *system styles*, which are stored in the WordPerfect program file, affect various features such as Outline, Header, Footnote, Figure Box, Double Border, and Thick Line. For information on listing the system text styles exclusively or listing text styles you have created in the current document or library, see *Listing User-Created and System Styles* earlier in this section.

If you want to edit a system style for use with future documents, you can copy the edited style to a personal or shared library, then use that library for every document you want the edited style to affect. See *Editing a Style* and *Copying Styles* earlier in this section.

Order of Precedence Among Styles

If you have activated your default personal and shared libraries in **Location of Files**, the precedence of styles with the same name goes first to styles in the document, second to styles in the personal library, third to the styles in the shared library, and fourth to the WordPerfect system styles.

For example, suppose you have created a style named *Letter* for your personal library. Later, your system administrator creates a different style, also named *Letter*, for your shared library. With both libraries active, the *Letter* style in your personal library would take effect in your document, not the *Letter* style in your shared library.

You should keep this precedence in mind as you name your styles, especially if your network system administrator has defined styles in your shared library.

Styles and Master Documents

In a master document, the styles in all of the subdocuments are combined in the styles list for the master document when you expand it. If a style in the master document is the same as a style in a subdocument, the master document style overrides the subdocument style when the subdocument is expanded. If you then condense and save the subdocument, the style in the master document will replace the style in the subdocument.

If two styles in two subdocuments are expanded and have the same name, the one closest to the top of the document is used.

Use different style names if you are combining several styles files within one document.

If you decide to save the subdocuments when you condense the master document, the combined list of styles is saved in all subdocuments. See *Master Document*.

Combining Documents

If you retrieve one document into another and they both contain a style that has the same name, the style in the first document overrides the style with the same name in the document you retrieve.

See Also

• Outline • Setup: Location of Files • Styles: Graphics • Appendix P: System and Sample Styles

Styles: Graphics

Use **Styles** to easily format graphics elements such as graphics boxes, lines, borders, and fills. Once you have created a graphics style, you can apply it to graphics and tables.

IMPORTANT: For conceptual information about using styles, see *Concepts*, *Helps and Hints*, and *Additional Information in Styles*.

What's in this section?

- Creating a Graphics Style
- Editing a Graphics Style
- Saving a List of Graphics Styles as a Library
- Retrieving a Graphics Style Library
- Copying Graphics Styles to Libraries
- Deleting Graphics Styles
- Assigning a Library to a Document
- Helps and Hints
- See Also

Creating a Graphics Style

If none of the existing system graphics styles suit your needs, you can define your own graphics style.

To create text styles, see *Creating a Style* in *Styles*.

- 1 Choose **Graphics Boxes**, **Graphics Lines**, or **Borders** from the **Graphics** menu, then choose **Styles**; or choose **Fill Styles** from the **Graphics** menu.

Or Press Alt+F9, then 1, 4; or 2, 3; or 3, 4; or 4

- 2 Select a **List Styles From** option to indicate where you want the new style saved, then choose **Create**.

- 3 Type the name of the style, then choose **OK**.

IMPORTANT: Avoid using names that are already used for other styles of the same type in other libraries and documents. Styles can easily be overwritten by styles of the same type, with the same name.

- 4 Select options to create the graphics style, then choose **OK** until you return to the **Styles** dialog box.
- 5 Choose **Close** to return to your document.

Editing a Graphics Style

To edit a text style, see *Editing a Style* in *Styles*.

- 1 Choose **Graphics Boxes**, **Graphics Lines**, or **Borders** from the **Graphics** menu, then choose **Styles**; or choose **Fill Styles** from the **Graphics** menu.

Or Press Alt+F9, then 1, 4; or 2, 3; or 3, 4; or 4

- 2 If you want to edit a style from a different library, select **Personal Library** or **Shared Library**.

- 3 Highlight the style you want, then choose **Edit**.

- 4 Select options to edit the style.

- 5 Choose **OK** and **Close** until you return to your document.

Your changes affect all occurrences of the graphics style throughout your document.

When you edit a graphics style you have copied from a personal or shared library, the bullet (•) disappears to remind you that the edited style is now associated with the current document, not the library. This way, the original library style remains unchanged. See *Copying Graphics Styles to Libraries* later in this section if you want to copy the edited style to a library. Also, see *Editing a Style* in *Styles*.

For information about editing system graphics styles, see *Editing System Graphics Styles* under *Helps and Hints* later in this section.

Saving a List of Graphics Styles as a Library

Graphics styles you create can be used only in the current document, unless you save the list in a style library that can be retrieved into other documents.

Note that styles in libraries are automatically saved when you create or edit them.

To save text styles as a library, see *Saving a List of Styles as a Library* in *Styles*.

- 1 Create a graphics style by following steps 1-4 under *Creating a Graphics Style*.
- 2 Choose **Save**, then type a filename for the list of styles.

You can choose a directory for the file from the **File List** or **QuickList**. You may want to save the file with a descriptive extension (such as .STY).

WordPerfect saves styles from your document or from your default personal library in the directory you specified for personal libraries in **Location of Files**.

WordPerfect saves styles from your shared library in the directory you specified for shared libraries in **Location of Files**.

If you have not specified a default personal library or shared library in **Location of Files**, WordPerfect saves the styles where your documents are stored. See *Setup: Location of Files*.

- 3 Choose **OK**, then choose **Close** to return to your document.

Retrieving a Graphics Style Library

When you retrieve a personal or shared library, the styles in that library are available in the active document.

To retrieve text styles, see *Retrieving Styles into a Document* in *Styles*.

- 1 Choose **Graphics Boxes**, **Graphics Lines**, or **Borders** from the **Graphics** menu, then choose **Styles**; or choose **Fill Styles** from the **Graphics** menu.

Or Press Alt+F9, then 1, 4; or 2, 3; or 3, 4; or 4
- 2 Choose **Retrieve**, then type the filename of the library you want, or choose it from the **File List** or **QuickList**, then choose **OK**.
- 3 Choose **Close**.

Copying Graphics Styles to Libraries

You can copy styles from one library to another, from a library to the current document, or from the current document to a library.

You can also duplicate a style within the current document or library by specifying a new name for it. This is useful if you want to make a few changes to an existing style but would like to keep it in the same document or library you are using.

To copy text styles, see *Copying Styles* in *Styles*.

- 1 Choose **Graphics Boxes**, **Graphics Lines**, or **Borders** from the **Graphics** menu, then choose **Styles**; or choose **Fill Styles** from the **Graphics** menu.

Or Press Alt+F9, then 1, 4; or 2, 3; or 3, 4; or 4
- 2 If you want to copy styles from a different library, select **Personal Library** or **Shared Library**.
- 3 Highlight a graphics style you want to copy, then choose **Copy**.
- 4 Choose the library where you want to copy the style.
- 5 Choose **Close**.

Deleting Graphics Styles

You can delete only graphics styles you have created. If you have *edited* a system style, use **Delete** to erase your edits and reset the style to its default state.

Note that you cannot delete system styles or styles that are being used in the current document. If you attempt to delete a system style, WordPerfect prompts you to indicate whether you want to reset the style to its default state (assuming you have edited it).

To delete text styles, see *Deleting Styles* in *Styles*.

- 1 Choose **Graphics Boxes**, **Graphics Lines**, or **Borders** from the **Graphics** menu, then choose **Styles**; or choose **Fill Styles** from the **Graphics** menu.

Or Press Alt+F9, then 1, 4; or 2, 3; or 3, 4; or 4

- 2 If you want to delete styles from a different library, select **Personal Library** or **Shared Library**.
- 3 Highlight a style, then choose **Delete**.
- 4 Choose **Yes** to confirm the deletion or to reset a system style to the default setting.
- 5 Choose **Close**.

Assigning a Library to a Document

When you assign a library of styles (both text styles and graphics styles) to your current document, WordPerfect accesses that library instead of the default library you have specified in **Location of Files**. You can then use the library without actually retrieving it into the document.

- 1 Choose **Graphics Boxes**, **Graphics Lines**, or **Borders** from the **Graphics** menu, then choose **Styles**; or choose **Fill Styles** from the **Graphics** menu.

Or Press Alt+F9, then 1, 4; or 2, 3; or 3, 4; or 4

- 2 Choose **Options**, then specify the filename of the library you want to use in the **Personal** or **Shared** entry field.
- 3 Choose **OK** and **Close** until you to return to your document.

Helps and Hints

Editing System Graphics Styles

If you want to edit a system graphics style to use in future documents, you can copy the edited style to a personal or shared library, then use that library for every document you want the edited style to affect.

See Also

- Borders
- Graphics: Editing the Box Appearance
- Graphics: Lines
- Setup: Location of Files
- Styles

Subdivide Page

Use the **Subdivide Page** feature when you want to create items such as programs, booklets, cards, and tickets.

What's in this section?

- Concepts
- Subdividing Pages
- Moving Between Logical Pages
- Turning Off Subdivide Pages
- Creating and Printing Booklet Pages
- Helps and Hints
- See Also

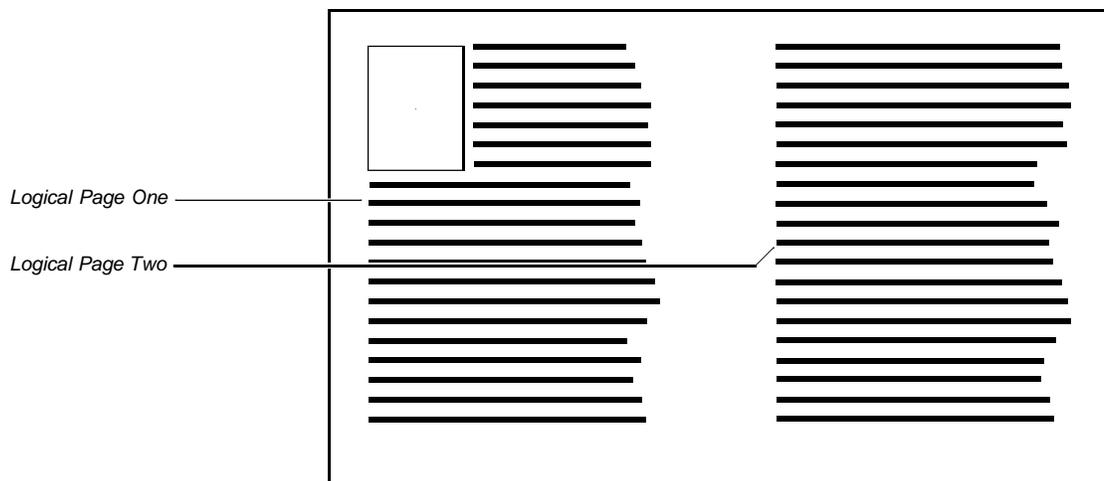
Concepts

Labels and Subdivide Page

Labels and **Subdivide Page** are similar features. However, the **Labels** feature is specifically designed to help you create and print labels. **Subdivide Page** is easier to use when you want to print several logical pages on one piece of paper.

Physical Page and Logical Pages

Subdivide Page lets you create several *logical* pages arranged on one *physical* page. WordPerfect treats the entire sheet of paper as a physical page. You can then divide the physical page into several logical pages.



The entire sheet is a physical page.

Subdividing Pages

1 Place the cursor on the page where you want to subdivide pages.

Auto Code Placement affects this feature (see *Auto Code Placement*).

2 Choose **Page** from the **Layout** menu, then choose **Subdivide Page**.

Or Press Shift F8, 3, 6

3 Specify the number of columns and rows of logical pages that you want on the physical page.

4 Choose **OK** and **Close** until you return to your document.

Pages are divided until you turn off **Subdivide Page**.

Moving Between Logical Pages

After you have entered information, you can use the following keystrokes to move between the existing logical pages:

Key	Function
Page Down (Pg Dn)	Moves the cursor to the next logical page
Page Up	Moves the cursor to the previous logical page
Go To (Ctrl+Home), <i>page number</i>	Moves to the specified logical page

The page indicator (Pg) on the status line shows which logical page you are on.

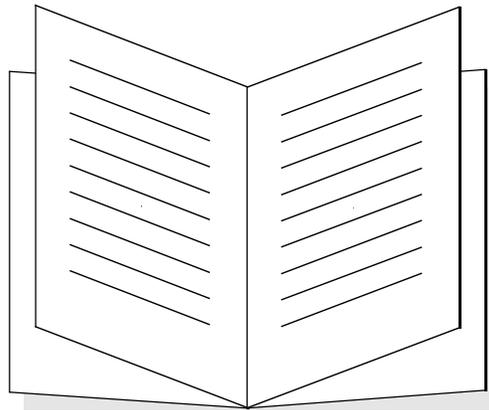
Turning Off Subdivide Pages

- 1 Place the cursor on the page where you want to turn off subdivided pages.
- 2 Choose **Page** from the **Layout** menu, then choose **Subdivide Page**.
Or Press Shift+F8, 3, 6
- 3 Choose **Off**, then choose **OK** and **Close** until you return to your document.

If you turn off subdivided pages before the end of the physical page, WordPerfect enters as many logical pages as it takes to finish the physical page, then begins a new physical page with subdivided pages turned off.

Creating and Printing Booklet Pages

When you use **Subdivide Page** to create programs and booklet-style documents, you can also use the **Print as Booklet** feature to number and arrange pages for you. If you have a printer that can print on both sides of the paper, you can also use the **Double-sided Printing** feature.



Booklet pages can be numbered and arranged automatically

- 1 Choose **Page** from the **Layout** menu, then choose **Paper Size/Type**.
Or Press Shift+F8, 3, 4
- 2 Select or create the paper definition you want. For more information on paper sizes, see *Paper Size/Type*.
- 3 If your printer supports duplex printing, choose **Double-sided Printing** in the **Page Format** dialog box, then select **Long Edge** or **Short Edge**, depending on how your paper will be fed into the printer.

IMPORTANT: If your printer does not support duplex printing, do not choose the **Double-sided Printing** option.

- 4 Choose **OK** and **Close** until you return to your document.

- 5 Choose **Page** from the **Layout** menu, then choose **Subdivide Page**.
Or Press Shift+F8, 3, 6
- 6 Specify 2 columns and 1 row for booklet format, then choose **OK** and **Close** until you return to your document.
- 7 Create the text and graphics for your document in normal sequential order. For example, create the front cover, then page 1 through the last page.
- 8 Choose **Print/Fax** from the **File** menu, then choose **Multiple Pages**.
Or Press Shift+F7, 4
- 9 Select **Print as Booklet**, choose **OK**, then choose **Print**.

If your printer does not support duplex printing, half of the pages will print first. You will then be prompted to turn the pages over and insert them into your printer again.

When the document finishes printing, information will be arranged and numbered back to back on the physical page, so that you can fold the pages in the middle to make a booklet.

Helps and Hints

Displaying Subdivided Pages

In **Text Mode** and **Graphics Mode**, subdivided pages are displayed one above the other on your screen and are separated by a single line to indicate the page break. If you want to see the pages as they will be arranged when you print, use **Page Mode** as you type, or use **Print Preview** to view pages before you print.

When using **Page Mode**, you may also want to choose **Zoom** from the **View** menu, then use a **Zoom** setting that displays the full width of the page, such as **Page Width** or **Full Page** (see *Zoom*).

Formatting Logical Pages

Because subdivided pages are considered to be separate logical pages, formatting features that normally affect physical pages will affect each logical page. For example, if you turn on page numbering or define headers or footers at the top of your document, they will appear on each subdivided page.

See Also

- Labels
- Paper Size/Type
- Print Document

Suppress

Use **Suppress** when you want to prevent a page number, header, footer, or watermark from appearing on the current page, such as a title page, copyright page, or chapter heading.

What's in this section?

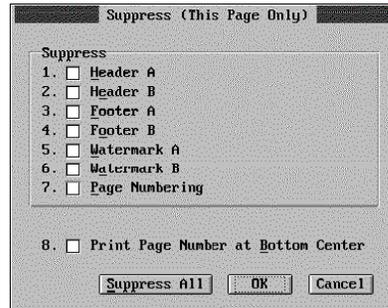
- Suppressing Items on the Current Page
- Helps and Hints
- See Also

Suppressing Items on the Current Page

- 1 Move the cursor to the page where you want to suppress the page number, header, footer, or watermark.

- 2 Choose **Page** from the **Layout** menu, then choose **Suppress**.

Or Press Shift+F8, 3, 9



- 3 Select one or more items.

or

Choose **Suppress All** to select all the items.

- 4 If you want to move the page number to the bottom center of the current page, you can select **Print Page Number at Bottom Center**.
- 5 Choose **OK** and **Close** until you return to your document.

Helps and Hints

Suppress Setting Placement

The **Suppress** settings will take effect as long as they remain on the page where you want items to be suppressed. When **Auto Code Placement** is on, the **Suppress** settings are automatically inserted as a **Delay Code** at the top of the document or previous hard page break (see *Delay Codes* and *Page Break*).

When **Auto Code Placement** is off, you should manually place the **Suppress** settings at the top of the document or previous hard page break.

Graphs and Charts

Use **Suppress** to keep page numbers, watermarks, headers, and footers from printing on top of graphics.

Instead of suppressing page numbers completely, you can choose the **Print Page Number at Bottom Center** option. This moves the page number to the center of the bottom margin for the current page.

See Also

- Delay Codes
- Headers and Footers
- Page Numbering
- Watermarks

Table of Authorities

Use **Table of Authorities** to create a list of citations for a legal brief. A table of authorities lists where citations of specific cases and statutes appear in the brief. The table can be divided into one or more sections (such as cases, statutes, and regulations), and each section can have a different format. WordPerfect sorts the authorities within each section alphanumerically.

There are four basic steps involved in creating a table of authorities:

- Design the table.
- Mark the authorities you want to include in the table.

- Define each section of the table.
- Generate the table.

After the table of authorities is generated, you may want to edit it and then generate a final draft.

TABLE OF AUTHORITIES	
CASES	
Andrade v. State, 700 S.W.2d 585 (Tex. Crim. App. 1985), cert. denied, 475 U.S. 1112 (1986)	8, 10, 11
Barclay v. Florida, 463 U.S. 939 (1983)	15
Barefoot v. Estelle, 463 U.S. 880 (1983)	29
Boyd v. California, 110 S. Ct. 190 (1990)	14
Broyles v. Commonwealth, 267 S.W.2d 73 (Ky. 1954)	16
California v. Ramos, 463 U.S. 992 (1983)	6-9, 11, 13-15
Coker v. Georgia, 433 U.S. 584 (1977)	20, 23
Commonwealth v. Reneer, 734 S.W.2d 794 (Ky. 1987)	10
Dennis v. United States, 341 U.S. 494 (1951)	22
Eddings v. Oklahoma, 455 U.S. 104 (1982)	25
Emmund v. Florida, 458 U.S. 782 (1982)	22, 26
Evans v. Muncy, 222 Va. 766, 284 S.E.2d 816 (1981), cert. denied,	

What's in this section?

- Concepts
- Marking Text for the Table
- Defining the Table
- Generating a Table of Authorities
- Changing the Page Number Format
- Helps and Hints
- Additional Information
- See Also

Concepts

Designing a Table

You should sketch out a design for your table before you begin marking the authorities in your document. You should decide how many sections you want to include and the order in which they will appear. One or more of the following categories are commonly used:

- Cases
- Constitutional Provisions
- Statutory Provisions
- Regulatory Provisions
- Miscellaneous

Marking Text for the Table

After you have designed the organization for your table of authorities, you are ready to mark the authorities (citations) you want listed in the table. You can mark authorities within the body of the document, as well as in footnotes, endnotes, graphics boxes, and captions.

The first time you mark an authority, you need to edit the text to appear as you want it in the table. This first mark is called the *full form*. As part of the full form mark, you also assign a short name or *short form* (such as the first name in the case being cited). You will often cite the same authority several times in your document. The short form makes it easy to mark several occurrences of the same authority.

Making Full Form Marks

- 1 Block the text of the authority.
- 2 Choose **Table of Authorities** from the **Tools** menu, then choose **Mark Full**.

Or Press Alt+F5, 3

- 3 Select **Section Name**, then type the name of the section where you want to include the authority.

or

If you have defined one or more sections, select **Section Name**, choose **List Sections**, then select the appropriate section from the list.

- 4 Choose **Short Form**, then edit the short form name.

The short form name must be unique to this full form, since it is used to identify other occurrences of the same authority (see *Making Short Form Marks* below).

- 5 Choose **Edit Full Form**.

- 6 Edit the full form text in the **ToA Full Form** editing window so that it appears exactly as you want it in the table, then choose **Exit** from the **File** menu.

Or Press F7

- 7 Choose **OK** to return to your document.

Making Short Form Marks

After you mark the full form of an authority, you can use **Search** to find any subsequent occurrences of the same authority (see *Search and Replace*). Mark these subsequent authorities using the short form.

It often works best to mark one full form and all the related short forms for one authority before marking another authority.

- 1 Place the cursor where you want to mark the short form.
- 2 Choose **Table of Authorities** from the **Tools** menu, then choose **Mark Short**.

Or Press Alt+F5, 1, 2

- 3 Type the short form name in the **Short Form** entry field.

or

Choose **List Short Forms**, then select the appropriate short form name from the list.

- 4 Choose **OK** and **Close** until you return to your document.

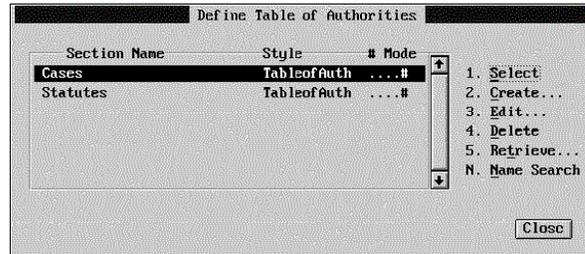
Defining the Table

When you mark each authority in your document, you can assign it to a specific section in the table (such as "Cases" or "2. Constitutional Provisions"). In order to do this, you need to create a heading, then define the format for each section.

- 1 Place the cursor where you want the table to appear when it is generated.
- 2 Type a heading (such as Cases, Constitutional Provisions, or Statutory Provisions), then press **Enter** a few times to add extra spacing.

- 3 Choose **Table of Authorities** from the **Tools** menu, then choose **Define**.

Or Press Alt+F5, 2, 3



- 4 Edit, create, or retrieve a definition for a section of the table (see *Creating or Editing a Section Definition* and *Retrieving a Section Definition* below).

- 5 Highlight the section and choose **Select**.

Follow the steps above for each section you want in the table. Each section can have its own format.

- 6 If you want page numbers to restart after the table of authorities, set a new number for the page that follows the table (see *Page Numbering* for instructions).

Creating or Editing a Section Definition

- 1 Choose **Table of Authorities** from the **Tools** menu, then choose **Define**.

Or Press Alt+F5, 2, 3

- 2 Choose **Create**, type a name for the section, then press **Enter**.

or

Highlight the section you want to define, then choose **Edit**.

- 3 Select a **Numbering Mode** option.
- 4 If you want, choose **Page Number Format** and customize the page number appearance for your table. See *Changing the Page Number Format* later in this section.
- 5 If you want groups of sequential page numbers combined (4-8), rather than printed out (4, 5, 6, 7, 8), make sure that **Combine Sequential Page Numbers** is selected.
- 6 If you want any underlining in the text you marked to appear in the table of authorities, select **Underlining Allowed**.

If you want to change the default settings for sequential pages and underlining, choose **Setup**, select the desired settings, then choose **OK**.

- 7 Choose **OK** and **Close** until you return to your document.

Retrieving a Section Definition

- 1 Choose **Table of Authorities** from the **Tools** menu, then choose **Define**.

Or Press Alt+F5, 2, 3

- 2 Choose **Retrieve**.

- 3 Type the filename of another document that has a table of authorities definition that you want, or use **File List** or **QuickList** to choose the file you want.

- 4 Mark (or unmark) the definitions you want (or don't want), choose **OK**, then choose **Yes**.

Generating a Table of Authorities

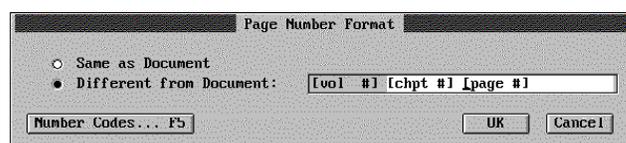
After you have marked the text for each section and defined all the sections of the table, you can generate the table. See *Generate* for instructions.

Changing the Page Number Format

Normally, the page numbers in your table will look like the page numbers in your document.

If you have used special numbering (such as volume, chapter, and secondary page numbers), you can customize the way the page numbers appear in your table of authorities. For more information on numbering pages in your document, see *Page Numbering*.

- 1 While defining your table, choose **Page Number Format** (see *Defining the Table* earlier in this section).
- 2 Select **Different from Document**.
- 3 Choose **Number Codes**, then choose the numbers you want to include in the page number format for your table of authorities.
- 4 Choose **OK**.



In the example above, the volume, chapter, and page numbers would be shown for each entry in your table.

Helps and Hints

Using Master Documents

If your document is extremely long, you may want to use the **Master Document** feature to break it into smaller files. You can generate a table of authorities in the master document that will include the citations in all subdocuments (see *Master Document*).

Additional Information

Table of Authorities Definition

Each time you define a section of the table, a Table of Authorities Definition [Def Mark] is inserted into your document at the cursor. The section will be placed where the [Def Mark] code is located.

Numbering Modes

The numbering mode you choose determines the way the page numbers display in the table of authorities. You can choose one of the following five numbering modes.

Numbering Mode	Description
None	No page numbers
# Follows Entry	Page numbers following the entries (separated by a space)
(#) Follows Entry	Page numbers in parentheses following the entries (separated by a space)
# Flush Right	Flush right page numbers
...# Flush Right	Flush right page numbers with dot leaders

Table of Contents

Use **Table of Contents** to create and maintain a table of contents for your document. Your table of contents can have up to five levels of headings and subheadings, and you can choose from several numbering modes.

The diagram shows a table of contents with the following structure:

- Main heading (Level 1):** Contents
- Subheading (Level 2):** Chapter 1: Management Fundamentals 2
 - What is Management? 2
 - Management: A Historical Perspective 3
 - Where to Begin 5
 - Why Me? 5
 - Accepting the Position 7
 - Self-Esteem 9
 - The Plan 12
 - The Management Leader 13
- Subheading (Level 2):** Chapter 2: Useful Goals 14
 - Goals vs. Wishes 14
 - Behavioral Objectives 19
 - Evaluation 22
- Subheading (Level 2):** Chapter 3: The Hiring Process 25
 - Finding the Right Person for the Job 26
 - Interviewing with a Purpose 29
 - Evaluating Applicants 30
 - Making a Decision 32
- Subheading (Level 2):** Chapter 4: Training the New Employee 34
 - Fundamental Training Approaches 35
 - Mentor Training 36
 - Formalized Curriculum 38

The callout 'Dot leader numbering mode' points to the dots used as leaders between the text and the page numbers.

There are three basic steps involved in creating a table of contents.

- Mark the text in your document that you want to include in the table of contents.
- Define the way you want the table of contents to look.
- Generate the table of contents.

What's in this section?

- Marking Text for the Table of Contents
- Defining a Table of Contents
- Generating a Table of Contents
- Changing the Page Number Format
- Additional Information
- See Also

Marking Text for the Table of Contents

- 1 Block the word or phrase you want to include as an entry in the table of contents.
- 2 Choose **Table of Contents** from the **Tools** menu, then choose **Mark**.
Or Press Alt+F5, 1
- 3 Specify the level number (1-5) for this entry, then choose **OK**.

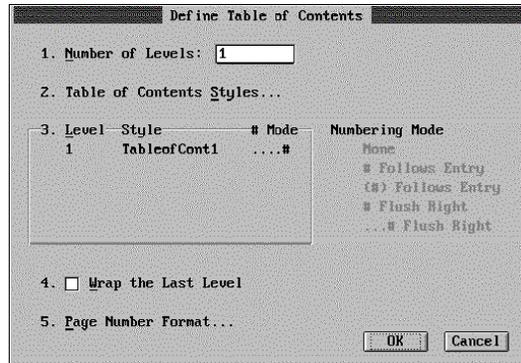
Repeat the steps above for each entry.

Defining a Table of Contents

Once you have marked the appropriate text, you can define where and how you want the table of contents to appear.

- 1 Place the cursor where you want the table to appear (usually the beginning of the document).
- 2 If you are at the beginning of the document and want the table generated on a page of its own, press **Hard Page** (Ctrl+Enter) to create a page break, then press **Up Arrow** (↑) to move the cursor to the first page.

- 3 Type **Table of Contents** or another title, then press **Enter** a few times to add extra spacing.
- 4 Choose **Table of Contents** from the **Tools** menu, then choose **Define**.
Or Press Alt+F5, 2, 1



- 5 Select **Number of Levels**, type the number of levels (1-5) you want in the table, then press **Enter**.
- 6 Select **Level**, select a level from the list, then select a **Numbering Mode** (see *Numbering Modes* under *Additional Information* later in this section).
- 7 If your table of contents has more than one level, and you want the last level wrapped flush left instead of indented, select **Wrap the Last Level** (see *Wrapped Format* under *Additional Information* later in this section).
- 8 Choose **Page Number Format** if you want to customize the page number appearance for your table (see *Changing the Page Number Format* later in this section).
- 9 Choose **OK** until you return to your document.
- 10 If you want new page numbers to begin after the table of contents, set a new number for the page that follows the table of contents (see *Page Numbering* for instructions).

Generating a Table of Contents

Once you have marked the text for the table and defined the table of contents, you can generate it (see *Generate*).

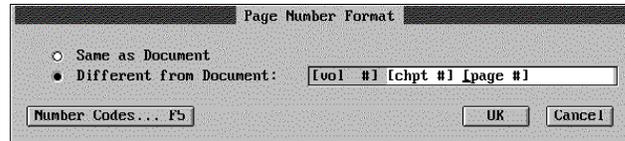
Changing the Page Number Format

Normally, the page numbers in your table of contents look like the page numbers in your document.

If you have used special numbering (such as volume, chapter, and secondary page numbers), you can customize the way the page numbers appear in your table of contents.

- 1 While defining your table of contents, choose **Page Number Format** (see *Defining a Table of Contents* earlier in this section).
- 2 Select **Different from Document**.
- 3 Choose **Number Codes**, then choose the types of numbers you want to include in the page number format for your table. Type any text you want to include with the page number format.

4 Choose **OK**.



In the example above, the volume, chapter, and page numbers would be shown for each entry in your table of contents.

Additional Information

Table of Contents Definition

After you define the table of contents (number of levels and numbering mode), a Table of Contents Definition [Def Mark] is inserted into your document at the cursor. The table will be generated at the [Def Mark].

Numbering Modes

The numbering mode you choose determines the way the page numbers display. You can choose one of the following five numbering modes for each level:

Numbering Mode	Description
None	No page numbers
# Follows Entry	Page numbers following the entries (separated by a space)
(#) Follows Entry	Page numbers in parentheses following the entries (separated by a space)
# Flush Right	Flush right page numbers
...# Flush Right	Flush right page numbers with dot leaders

The five options above affect only the placement of page numbers in a table of contents.

Wrapped Format

When text is longer than one line, it automatically wraps to the next line. In a table of contents, the wrapped line is usually indented.

When you select **Wrap the Last Level**, three things occur:

- The last level wraps without indenting. For example, if you are using three levels, all lines for level three will begin at the same position. Wrapped text for levels one and two is still indented.
- Only the first three numbering formats are available for the last level. Flush right and flush right with dot leaders are not available for the last level.
- All last-level headings appear one after the other on the same line, rather than each appearing on its own line. If the collective entries are longer than one line, the remaining text will wrap.

See Also

- Generate • Master Document • Page Numbering • Reveal Codes

Tables: Create

Use **Tables** to organize information into columns and rows without using tabs or tab settings. You can also use **Tables** to create spreadsheets in WordPerfect (see *Tables: Spreadsheet and Floating Cell*).

[Illustration not shown]

What's in this section?

- Concepts
- Creating a Table
- Converting Tabular Text or Parallel Columns into Tables
- Moving the Cursor in a Table
- Inserting a Tab in a Table
- Helps and Hints
- Additional Information

Concepts

Basic Components of a Table

A table consists of *rows*, which run horizontally, and *columns*, which run vertically. These rows and columns intersect to create *cells*.

A cell is like a small editing window in which you can insert text, numbers, or formulas. The cells in a table are labeled alphabetically from left to right and numerically from top to bottom.

	Work Time	Hourly Fee	Total Cost	Savings to Client	Hourly Fee after Savings
Junior	92 hrs	\$30	\$2,760	\$15,000	\$ -155
Senior	89	40	3,560	21,000	-196
Manager	68	75	5,100	33,000	-410
Partner	65	135	8,775	33,500	-380

Table Editing Window

Whenever you create or edit a table, you use the *table editing window*. The **Table Edit** dialog box, displayed at the bottom of the table editing window, provides options to change table structure, format table text, modify lines and borders, insert and calculate formulas, and name table components. Before you can insert text in a table, you need to close the table editing window. See *Tables: Edit*, *Tables: Line, Borders, and Fill*, *Tables: Names*, and *Tables: Spreadsheet and Floating Cell* for information about the table editing options.

Creating a Table

- 1 Choose **Tables** from the **Layout** menu, then choose **Create**.
Or Press Alt+F7, 2, 1
- 2 Specify the number of columns and rows you want, then choose **OK**.
- 3 Make editing changes to the table structure as desired. See *Tables: Edit* for more information.
- 4 Choose **Close** to return to your document.
Or Press F7

Converting Tabular Text or Parallel Columns into Tables

Tabular text is text you have placed in columns using the **Tab** feature (see *Tabs*). Parallel columns are columns created using the **Columns** feature (see *Columns*).

- 1 Block the tabular or parallel columns you want to convert into a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Create**.
Or Press Alt+F7, 2, 1
- 3 Choose **Tabular Text** or **Parallel Columns**, then choose **OK**.
- 4 Make editing changes to the table as desired.

Tables converted from tabular text may contain cells with extra lines. Use the **Join** option to remove the lines. See *Tables: Edit* for more information.

- 5 Choose **Close** to return to your document.
Or Press F7

Moving the Cursor in a Table

You can move the cursor in a table by simply clicking the mouse in a different cell, or you can use the keystrokes listed below. Keystrokes marked with an asterisk (*) work only in the document window. Keystrokes marked with a plus (+) work only in the table editing window.

If there is no text in the cell where the cursor is located, the arrow keys move the cursor one cell in the direction of the arrow.

To Move	Press
One Cell Down	Alt+Down Arrow (↓)
One Cell Left	Shift+Tab
One Cell Right	Tab
One Cell Up	Alt+Up Arrow (↑)
Beginning of Text in Cell*	Ctrl+Home, Up Arrow (↑)
Last Line of Text in Cell*	Ctrl+Home, Down Arrow (↓)
First Cell in Column	Ctrl+Home, Home, Up Arrow (↑)
Last Cell in Column	Ctrl+Home, Home, Down Arrow (↓)
First Cell in Row	Ctrl+Home, Home, Left Arrow (←)
Last Cell in Row	Ctrl+Home, End
First Cell in Table	Ctrl+Home, Home, Home, Up Arrow (↑)
Last Cell in Table	Ctrl+Home, Home, Home, Down Arrow (↓)
To a Specific Cell+	Ctrl+Home, Cell Address or Cell Name
To a Specific Column+	Ctrl+Home, Column Name
To a Specific Row+	Ctrl+Home, Row Name
To Another Table+	Ctrl+Home, Table Name
To a Cell/Column/Row in another Table+	Ctrl+Home, Cell, Column, or Row Name (for example, Table_A.cash)

Inserting a Tab in a Table

Pressing **Tab** or **Shift+Tab** does not insert a tab in a table. To insert a tab, press **Ctrl+a, Tab**. Use the keystrokes below to insert hard tabs in a table (see *Inserting Hard Tabs in Tabs*).

To Insert a	Press
Left Tab	Home, Tab
Right Tab	Home, Alt+F6
Center Tab	Home, Shift+F6
Decimal Tab	Home, Ctrl+F6

To insert dot leaders in tables, press **Home** twice. For example, to insert a Left Tab dot leader, press **Home, Home, Tab**.

Helps and Hints

Keeping a Table on One Page

A table can be divided by a page break. If you want to keep a table less than one page long from being split by a page break, use **Block Protect** (see *Block Protect*).

Inserting a Page Break in a Table

If you want to insert a page break inside a table, move the cursor inside the table and press **Ctrl+Enter**. The new page will start at a row boundary. Text within rows cannot be split by a page break. If you want to use the same heading on each page of your table, use the **Header Row** options in the **Row Format** dialog box. See *Formatting a Cell, Column, Row, or Table in Tables: Edit* for more information.

**Additional
Information*****Deleting a Table***

You can delete the entire table or just the table structure. For more information, see *Deleting a Table* in *Tables: Edit*.

Inserting Tables in Columns

You can insert a table in a column. To do so, place the cursor at the position in the column where you want to insert a table, then follow the steps under *Creating a Table* earlier in this section (see *Columns*).

Creating Graphics Boxes in Tables

You can create a graphics box in a table as long as the box is attached to a paragraph. If a graphics box is in a table that is attached to a page, the box will not be anchored to the table. See *Graphics: Adding to a Document* and *Graphics: Editing the Box Position and Size*.

Using Parallel Columns Instead of Tables

Although WordPerfect has a **Parallel Columns** feature, you can also use tables to create parallel columns. Try creating parallel columns with both features, and decide which is best for you (see *Columns*).

Printing Tables

The lines that are printed around a table are graphics lines. If your printer cannot print graphics, it cannot print table lines.

If a table width is wider than the actual page width (typical of imported spreadsheets or tables retrieved into a graphics box), WordPerfect prints only the information that fits on the page.

Sorting Information in Tables

You can sort the information in the table. Information in header rows will not sort with the rest of the table (see *Sort*).

Styles and Tables

You can include styles in tables. You can also include tables in styles. If you want to edit the structure of a table that is included in a style, you must first edit the style. You cannot calculate formulas in a table that is in a style unless you are editing a style. Formulas or tables in styles cannot reference formulas or tables outside of styles (see *Styles*).

Forms Fill-In

You can use **Tables** to create a form or to fill out pre-printed forms. Create the structure of the form with a table, and use merge codes to prompt for proper input (see *Merge*).

Tables: Edit

Use the **Table Edit** features to change table structure; format table text and numbers; modify lines, borders, and fill; insert and calculate formulas; and name table components.

Repeat header information on subsequent pages

Change text appearance and size

Move and copy rows, columns, cells, or blocks

Adjust row height, margins, and the number of lines in cells

Format numbers

Lock cells or ignore them for calculations

Horizontally position the table on the page

Justify and align text in cells

Join and split rows and columns

PICKUP	Next-day Delivery	Transit-packet (8oz.)	Regular 2-lb. package
USA	Europe	\$15.95	\$24.95
Seattle	London	\$10.28	\$16.00
San Francisco	Paris	\$5.39 F	134.30 F
Los Angeles	Amsterdam	f 23.43	f 44.47
Denver	Frankfurt	25.39 DM	39.72 DM
St. Louis	Zurich	23.25Fr	38.38Fr
Chicago	Stockholm	SEK 118.22	SEK 184.93
Boston	Milan	Lt 24.553	Lt 38.423
New York	Madrid	1,829Pts	2,882Pts
Washington D.C.	Vinna	S 178.69	S 279.61

C:\NJP60\DELIVERY

Cell 21 Doc 1 Pg 1 Ln 1.1" Pos 2.72"

Table Edit

Column Width Ctrl+Arrows Ins Del Move/Copy Calc Names Close

1 Cell 2 Column 3 Row 4 Table 5 Formula 6 Lines/Fill 7 Join 8 Split

This section explains all of the features in the table editing window except Lines/Fill, Names, and Formula. See *Tables: Lines, Borders, and Fill*; *Tables: Names*; and *Tables: Spreadsheet and Floating Cell* for more information on these features.

What's in this section?

- Concepts
- Changing Column Width
- Inserting Rows and Columns
- Deleting Rows or Columns
- Deleting a Table
- Inserting or Deleting Rows Using Keystrokes
- Moving or Copying Rows, Columns, Cells, or Blocks
- Moving or Copying Table Information to Other Tables
- Joining Cells
- Joining Tables
- Splitting Cells
- Splitting a Table
- Formatting a Cell, Column, Row, or Table
- Formatting Numbers
- Additional Information

Concepts

Status Line Table Notations

When you place the cursor inside a table, you may see certain notations on the status line.

For example, if there's a formula or function in a cell, the formula or function appears at the left end of the status line.

The cell address on the status line can reflect several settings in a cell. For example, if a header cell A1 is locked and ignored for calculations, its cell address would be "[A1]*".

Cell Address Notation	Cell Setting
A1*	Header cell
"A1	Ignored cell
[A1]	Locked cell
A1	Filled cell

Changing Column Width

- 1 Place the cursor inside a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Place the cursor in the column you want to change.
- 4 Press **Ctrl+Left Arrow (-)** to decrease the column width.
or
Press **Ctrl+Right Arrow (-)** to increase the column width.
or
Choose **Column** or **Table**, choose **Width**, specify a measurement, then choose **OK**.
- 5 Choose **Close**.
Or Press F7

Inserting Rows and Columns

- 1 Place the cursor inside a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Choose **Ins**.
Or Press Ins
- 4 Choose **Columns** or **Rows**.
- 5 Choose **How Many?** and specify the number of columns or rows you want to insert.
- 6 Choose **Before Cursor Position** or **After Cursor Position**.
- 7 Choose **OK**.
- 8 Choose **Close** to return to your document.
Or Press F7

New columns or rows contain the same formatting as the original column or row.

Deleting Rows or Columns

- 1 Place the cursor inside a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Choose **Del**.
Or Press Del
- 4 Select **Columns** or **Rows**.

- 5 Select **How Many?** and specify the number of columns or rows.
 - 6 Choose **OK**.
 - 7 Choose **Close**.
- Or Press F7

You can also delete text in your table without deleting table structure. Place the cursor in a cell, or block several cells that contain the text you want to delete. Choose **Del**, then select **Block** (if you are deleting a block of text) or **Cell Contents** (if you are deleting the contents of one cell). To undelete or undo a change in the table editing window, press **Esc** (undelete) or **Ctrl-z** (undo).

Deleting a Table

You can delete the entire table (codes and text) or just the table structure. If you mistakenly delete a table or one of its components, use **Undelete** or **Undo**. See *Undelete* and *Undo* for more information.

Deleting the Entire Table

You can delete a table from the document window.

- 1 Block the entire table (including all table codes), then press **Delete**.

Deleting Table Structure Only

When you delete table structure, table text is placed in tabular columns.

- 1 Choose **Reveal Codes** from the **View** menu.
- Or Press Alt+F3 or F11
- 2 Place the cursor on the [Tbl Def] code.
 - 3 Press **Delete**.

You may need to insert new tab stops to align columns if you want to keep the text in tabular columns. If you delete the [Tbl Def] code, you cannot use **Undelete** to restore the table; use **Undo** instead.

Inserting or Deleting Rows Using Keystrokes

The following keystrokes let you insert and delete table rows from the document window or the table editing window.

Keystroke	What It Does
Ctrl+Ins	Inserts a row <i>before</i> cursor position.
Ctrl+Plus Sign (+) (use the numberpad)	Inserts a row <i>after</i> cursor position.
Ctrl+Del	Deletes the current row.
Tab	Adds a row to the end of the table (when pressed in the last cell of the table in the document window).

Moving or Copying Rows, Columns, Cells, or Blocks

You can move or copy rows, columns, cells, or blocks from one location in a table to another location in the same table.

IMPORTANT: Table formatting (such as line and fill styles, number types, and text appearance) is also moved or copied. See *Tables: Spreadsheet and Floating Cell* for information about copying and moving formulas.

- 1 Place the cursor inside a table.

- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
 - 3 Place the cursor in the cell, row, or column you want to move or copy.
or
Block the cells, rows, or columns you want to move or copy.
 - 4 Choose **Move/Copy**.
Or Press Ctrl+F4
 - 5 Select **Block, Row, Column, or Cell**.
 - 6 Choose **Move** or **Copy**.
 - 7 Move the cursor to the place where you want to move or copy the block, row, column, or cell, then press **Enter**.
- If you copy a cell, you can indicate how many cells down or to the right you want to copy the cell.
- You can retrieve (paste) a block, row, column, or cell again by choosing **Move/Copy**, then choosing **Retrieve** or pressing **Shift+F10**.
- 8 Choose **Close** to return to your document.
Or Press F7

Moving or Copying Table Information to Other Tables

You can move or copy rows, columns, cells, or blocks from one table to another table.

IMPORTANT: Table formatting (such as line and fill styles, number types, and text appearance) is also moved or copied. See *Tables: Spreadsheet and Floating Cell* for information about copying and moving formulas.

- 1 Place the cursor in a table, then follow steps 1-6 under *Moving or Copying Rows, Columns, Cells, or Blocks* above.
- 2 Choose **Close** to return to the document window.
- 3 Place the cursor in another table.
- 4 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 5 Move the cursor to the place in the table where you want to retrieve the cell, row, column, or block.
- 6 Choose **Move/Copy**.
Or Press Ctrl+F4
- 7 Choose **Retrieve**.
- 8 Choose **Close** to return to your document.
Or Press F7

Joining Cells

- 1 Place the cursor in a table.

- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Block the cells you want to join.
- 4 Choose **Join**, then choose **Yes**.
- 5 Choose **Close** to return to your document.
Or Press F7

Joining Tables

Use **Join** to join two tables that have the same number of columns.

- 1 If the two tables are separated by text, move the text so that the second table immediately follows the first table. See *Cut, Copy, Paste*.
- 2 Delete all hard return codes [HRt] and any other codes in between the [Tbl Off] code of the first table and the [Tbl Def] code of the second table until the two codes are next to each other.
- 3 Place the cursor in the first table.
- 4 Choose **Tables** from the **Layout** menu, then choose **Join**.
Or Press Alt+F7, 2, 3

The second table acquires the formatting of the first table.

Splitting Cells

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Place the cursor in the cell that you want to split.
or
If you want to split several cells at the same time, block them.
- 4 Choose **Split**.
- 5 Choose **Columns** or **Rows**.
- 6 Specify the number of columns or rows into which you want to split the cells, then choose **OK**.
- 7 Choose **Close** to return to your document.
Or Press F7

Splitting a Table

Use **Split** to split a table into two parts.

- 1 Place the cursor in the location of the table where you want to create a split.
- 2 Choose **Tables** from the **Layout** menu, then choose **Split**.
Or Press Alt+F7, 2, 4
- 3 Turn on **Reveal Codes** and move the cursor in between the [Tbl Off] code of the first table and the [Tbl Def] code of the second table, then press **Enter** a few times to separate the tables (see *Reveal Codes*).

Formatting a Cell, Column, Row, or Table

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F7, 2, 2 or Alt+F11
- 3 If you want, block several cells, columns, or rows to format.
- 4 Choose **Cell, Column, Row, or Table**.
- 5 Select options to format the cell, column, row, or table, then choose **OK**.
- 6 Choose **Close** until you return to your document.

Or Press F7

Use

Appearance, Size, Normal

Justification

Vertical Alignment

Number Type

Lock

Ignore When Calculating

Use Column

Columns

Decimal Align Position

Row Margins

Row Height

Lines of Text

Header Row

Fixed Width

Table Position

To

Change the appearance and size of text in a cell, column, or table. Normal clears the appearance and size.

Align text horizontally in a cell, column, or table.

Align cell text vertically.

Specify how numbers are displayed and printed. See *Formatting Numbers* below.

Protect information in cells.

Prevent WordPerfect from using the contents of a cell when formulas are calculated.

Clear current cell setting, and use column settings.

Set column margins and width.

When justification is set to Decimal Align, this option indicates the position, in decimal places or a distance from the right of the cell, where the decimal will be placed.

Specify a new setting for row margins.

Specify a fixed row height, or use height based on text height.

Specify the number of lines of text that can be used in a row.

Designate a row (or rows) as a header. Header rows appear at the top of the table each time the table spans a page break.

Keep the width of the current column the same regardless of changes in adjacent column widths or left and right margin settings.

Position a table horizontally on the page.

Formatting Numbers

The **Number Type Formats** dialog box lets you specify how numbers are used (as values or text), displayed, and printed in your table.

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F7, 2, 2 or Alt+F11
- 3 Choose **Cell, Column, Row, or Table**.

4 Choose **Number Type**.

Now you can change the standard format or select number type options.

Changing the Standard Format

- 1 Select a **Standard Format**. The table below explains each format.
- 2 Select another **Number Type Format** option, or choose **OK** and **Close** until you return to your document.

Use	To
General	Display numbers without a thousands separator and no trailing zeros to the right of the decimal point.
Integer	Display numbers as counting numbers. Numbers are rounded to eliminate decimals.
Fixed	Display numbers with as many as 15 decimals. Does not display the thousands separator. If a number has fewer decimal places than you set, the empty decimal places are filled with zeros.
Percent	Display numbers as percent values (multiplied by 100) with the percent symbol (%) and the number of decimal places you set. For example, if you type a value of .45, the number is displayed as 45%.
Currency	Display numbers with as many as 15 decimal places, the currency symbol, thousands separator, and a decimal align character.
Accounting	Display numbers using the same format as the Currency option, but align the currency symbol to the edge of the column.
Commas	Display numbers using the same format as the Fixed option, but use commas for thousands separators, and display negative numbers within parentheses.
Scientific	Display numbers in scientific (exponential) notation. For example, if you specify 2 for the number of digits in a cell containing the number 3,450,000, the number is converted to 3.45e+06.
Date	Convert numbers into the current date format. For more information, see DATEVALUE in <i>Appendix Q: Table Functions</i> .
Text	Display the results of formulas as text, and not recognize or calculate formulas.

For all formats except **Date** and **Text**, negative numbers can be displayed with parentheses, a minus sign, or CR/DR notation. If a number exceeds the column width, **Scientific** format is used.

You can change the decimal align and thousands separator characters. See *Decimal/Align Character and Thousands Separator* under *Additional Information* later in this section.

Selecting Number Type Options

- 1 Select and change an option in the **Options** group in the **Number Type Formats** dialog box. The table below explains the function of each option.
- 2 Choose **OK** and **Close** until you return to your document.

Use	To
Digits After Decimal	Change the number of digits after the decimal point (15 digits is the maximum allowed).
Round for Calculation	Determine whether the rounded value of a cell is returned when referenced.

Use	To
Use Commas	Allow commas in the numbers you type in cells (this option is not available for Scientific, Date, and Text formats).
Negative Numbers	Format negative numbers with a minus sign (-), parentheses, or the CR/DR symbol (for example, 67 CR).
Currency Symbol	Turn on the currency symbol for any standard format except Date and Text, align currency symbol at the left edge of the cell for any standard format as long as Currency is on, or select an International currency symbol.

Changing the Currency Symbol

You can select a different currency symbol for any number format except **Date** and **Text**.

- 1 Select **Currency Symbol** in the **Number Type Formats** dialog box, then choose **Select**.
- 2 Highlight a currency symbol, then choose **Select**.
or
Choose **Reset to Default** to use the default currency symbol.
- 3 Choose **OK** and **Close** until you return to your document.

Additional Information

Undoing Changes

While in the table editing window, you can undo the last formatting change by pressing **Ctrl+z** (see *Undo*).

Spell-Checking Tables

You can spell-check the text in tables except for the text in locked cells.

Decimal/Align Character and Thousands Separator

The settings for the **Decimal Align Character** and **Thousands Separator** characters affect the way numbers are entered into formulas and displayed in tables.

543,210.34

Thousands separator character _____ Decimal align character

You can change the default characters for these options.

- 1 Choose **Character** from the **Layout** menu.
Or Press Shift+F8, 6
- 2 Choose **Decimal/Align Character**, then type a character.
- 3 Choose **Thousands Separator**, then type a character.
- 4 Choose **OK**.

Tables: Lines, Borders, and Fill

Use the **Lines/Fill** option on the **Table Edit** dialog box to select, create, and edit a table's lines, border, and fill styles.

[Illustration not shown]

What's in this section?

- Concepts
- Selecting a Predefined Table Line Style
- Turning Off All Table Lines
- Customizing the Predefined Table Line
- Selecting a Predefined Table Border Style
- Turning Off a Table Border
- Selecting a Predefined Table Fill Style
- Customizing Table Border and Fill
- Changing the Lines of the Current Cell or Block
- Turning Off Specific Table Lines
- Adding a Fill to the Current Cell or Block
- Helps and Hints
- Additional Information
- See Also

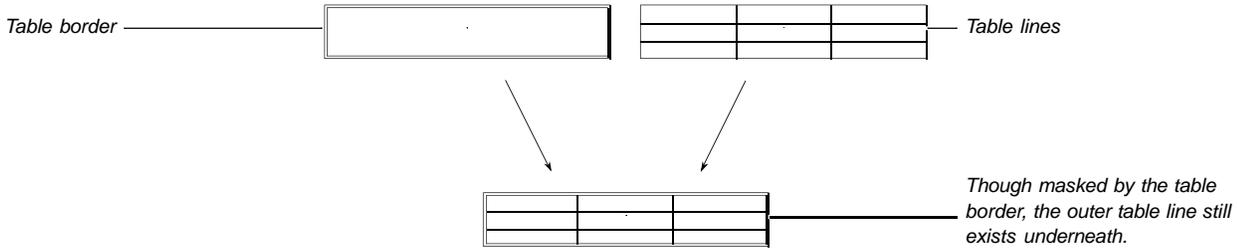
Concepts

Using Graphics Styles

If the predefined line, border, and fill styles for tables do not meet your needs, you can create new styles or edit the predefined styles. You can then use these graphics styles in future documents (see *Styles: Graphics*).

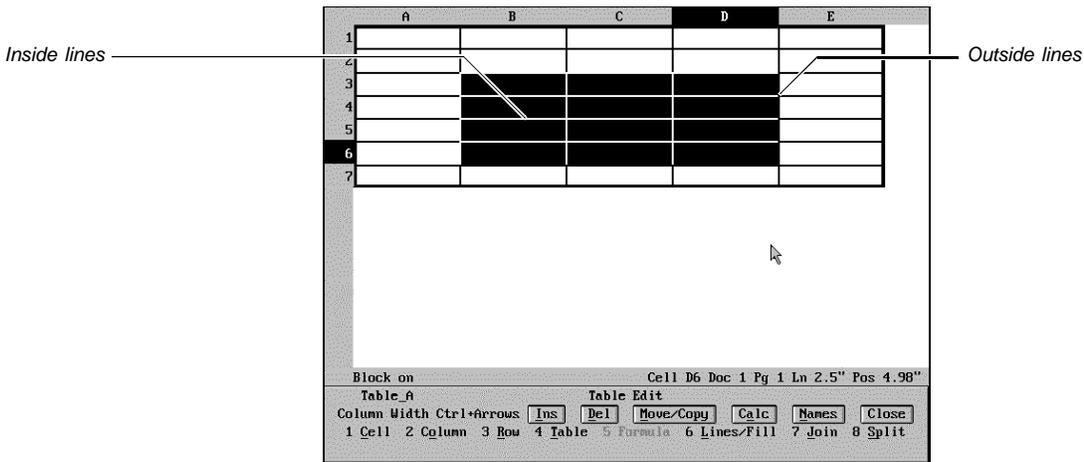
Table Lines and Table Borders

A table consists of two distinct graphics elements: lines and a border. Table lines form columns, rows, and cells. The table border surrounds the table and *masks* (but doesn't erase) the outer default table lines. Because table lines and a table border are independent elements, you select, create, and edit them separately.



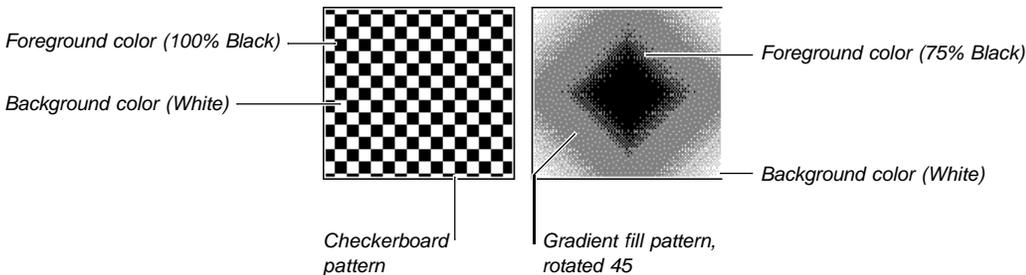
Inside and Outside Lines

Cells you block while in the table editing window contain lines that surround the block (outside lines) and lines within the block (inside lines). You can edit the two types of lines separately.



Fill Style Components

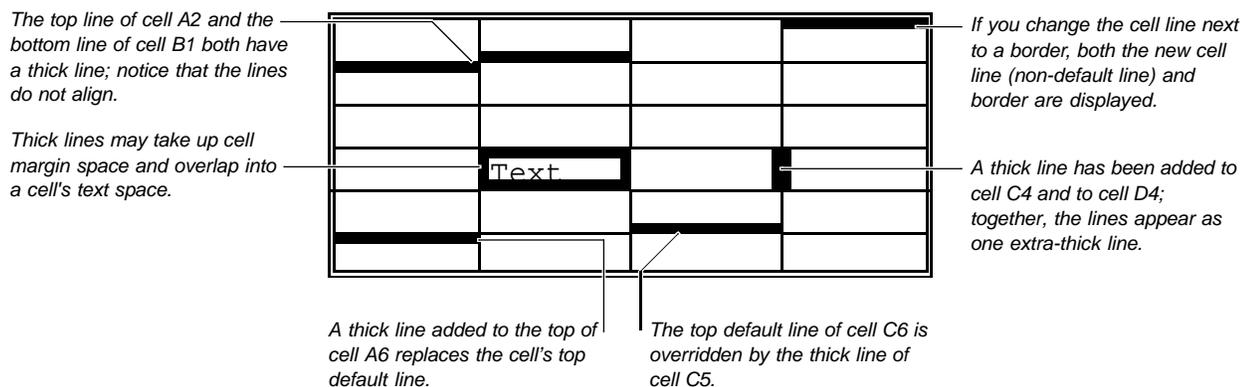
A **Fill Style** consists of a fill type (pattern or gradient) and foreground and background colors (shaded percentages of a color).



To view a gradient fill on screen, you must use the **Print Preview** feature. Only background colors display in **Graphics Mode**.

Table Line Formatting Method

You can format all table lines at the same time or only the lines in specific cells or blocks of cells. Because of the way WordPerfect assigns default lines to tables, you should note a few things before you work with table lines.



If thick lines take up cell text space, you can increase row height and column width to make room for text. See *Formatting a Cell, Column, Row, or Table* in *Tables: Edit* for more information.

Selecting a Predefined Table Line Style

When you select a default table line, the table border is not affected. To select a table border style, see *Selecting a Predefined Table Border Style* later in this section.

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Choose **Lines/Fill**.
- 4 Choose **Default Line**.

Now choose from the **Default Line** options:

Choosing a Line Style for the Default Table Line

- 1 Choose **Line Style**.
- 2 Highlight a predefined line style, then choose **Select**.
- 3 Choose another option on the **Default Table Lines** dialog box, or choose **Close** until you return to your document.

Choosing a Default Table Line Color

Use the steps below to choose a color other than the one included in the currently selected default table line style.

- 1 Select **Color**, then select **Choose Color**.
- 2 Highlight the color you want from the **Palette Colors** list box.
- 3 Specify a shade percentage (0-100) in the **Shade** entry field, then press **Enter** to see the resulting shade in the color box (the color box is available only in **Graphics Mode** and **Page Mode**).
- 4 Choose **Select**.

- 5 Choose **Close** until you return to your document.

If you want to use the color of the currently selected line style, select **Use Line Style Color** in step 1 above.

Turning Off All Table Lines

Use the following steps to turn off *all* default table lines. If you want to turn off only specific table lines, see *Turning Off Specific Table Lines* later in this section. To turn off the table border, see *Turning Off a Table Border* later in this section.

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Choose **Lines/Fill**.
- 4 Choose **Default Line**.
- 5 Choose **Line Style**.
- 6 Highlight **[None]**, then choose **Select**.
- 7 Choose **Close** until you return to your document.

Customizing the Predefined Table Line

If the predefined table line styles do not meet your needs, you can create a new style or edit a predefined style. You can use new line styles in future documents (see *Styles: Graphics*).

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Choose **Lines/Fill**.
- 4 Choose **Default Line**.
- 5 Choose **Line Style**.
- 6 Highlight a predefined line style, then choose **Edit**.
or
Choose **Create**, type a name for the new style, then choose **OK**.

Now choose from the following table line style customizing options:

Choosing a Pattern Type

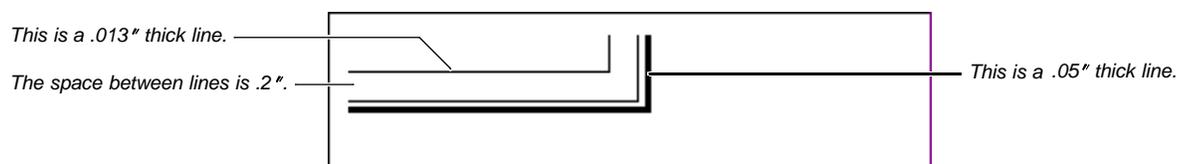
- 1 Select **Custom** or **Pre-defined** from the **Pattern Type** pop-up list.
- 2 If you select **Custom**, choose **Pattern**, then customize **Dash** and **Space** lengths as desired.
or
If you select **Predefined**, choose **Pattern**, then select a pre-defined line pattern.
- 3 Choose another line customizing option.
or
Choose **OK**, highlight the new or edited line style, choose **Select**, then choose **Close** until you return to your document.

Choosing a Line Color

- 1 Choose **Color**.
- 2 Highlight a color from the **Palette Colors** list box.
- 3 Specify a shade percentage (0-100) in the **Shade** entry field, then press **Enter** to see the resulting shade in the color box (the color box is available only in **Graphics Mode** or **Page Mode**).
- 4 Choose **Select**.
- 5 Choose another line customizing option.
or
Choose **OK**, highlight the new or edited line style, choose **Select**, then choose **Close** until you return to your document.

Adjusting Line Thickness and Spacing Between Lines

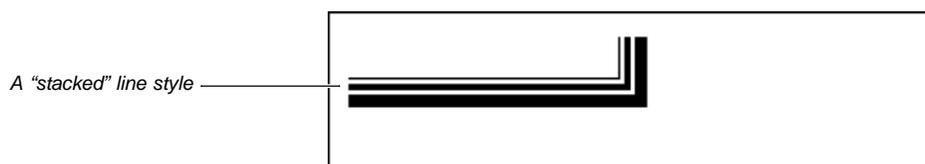
You can change the thickness of a line and the space between adjacent lines.



- 1 Choose **Thickness** or, if you have created two or more lines, choose **Interline Spacing**.
- 2 Specify a measurement.
- 3 Choose another line customizing option.
or
Choose **OK**, highlight the new or edited line style, choose **Select**, then choose **Close** until you return to your document.

Stacking Lines

"Stacking" means to create a line style that contains several lines.



- 1 Choose **Create**.
- 2 Highlight a line component, then use the customizing options on the **Create Line Style** dialog box to edit the pattern, color, thickness, and interline spacing.
- 3 Repeat steps 1 and 2 for each line you want to stack.
- 4 Choose **OK**, highlight the new or edited line style, choose **Select**, then choose **Close** until you return to your document.

Selecting a Predefined Table Border Style

When you select a table border, table lines are not affected. To select a default table line style, see *Selecting a Predefined Table Line Style* earlier in this section.

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Choose **Lines/Fill**.
- 4 Choose **Border/Fill**.
- 5 Choose **Border Style**.
- 6 Highlight a border style, then choose **Select**.
- 7 Choose **OK** and **Close** until you return to the document window.

Turning Off a Table Border

You can turn off a table border so that only the table lines remain. If you want to turn off table lines, see *Turning Off All Table Lines* earlier in this section and *Turning Off Specific Table Lines* later in this section.

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Choose **Lines/Fill**.
- 4 Choose **Border/Fill**.
- 5 Choose **Border Style**.
- 6 Highlight **[None]** to remove the border and expose the outer table line.
or
Highlight **Spacing Only (No Lines)** to remove the table border, but continue masking the outer table line.

See *Concepts* earlier in this section for an explanation of the difference between table lines and the table border.

- 7 Choose **Select**.
- 8 Choose **OK** and **Close** until you return to your document.

Selecting a Predefined Table Fill Style

A **Table Fill** style fills all cells in a table. To fill individual cells, see *Adding a Fill to the Current Cell or Block* later in this section.

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Choose **Lines/Fill**.
- 4 Choose **Border/Fill**.
- 5 Choose **Fill Style**.
- 6 Highlight a fill style, then choose **Select**.

- 7 Choose **OK** and **Close** until you return to your document.

Customizing Table Border and Fill

If the predefined border or fill styles don't meet your needs, you can create a new style or edit a predefined style. You can use new border and fill styles in future documents (see *Styles: Graphics*).

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Choose **Lines/Fill**.
- 4 Choose **Border/Fill**.
- 5 Choose **Customize**.

Now choose from the following border and fill customizing options:

Basing a New Border Style on a Predefined Border Style

There may be a predefined border that is close to what you need. You can base the new border style on the existing style.

- 1 Choose **Based on Border Style**.
- 2 Highlight a border style, then choose **Select**.
- 3 Continue choosing other options on the **Customize Table Border/Fill** dialog box.

Changing the Line Style

You can change individual lines or all four lines in the table border.

- 1 Choose **Lines**.
- 2 Choose **Select All** to edit the left, right, top, and bottom lines all at once.
or
Choose **Left Line**, **Right Line**, **Top Line**, or **Bottom Line**.
- 3 Highlight a line style, then choose **Select**.
or
Create a new style (see the steps under *Customizing the Predefined Table Line* earlier in this section).
- 4 Choose another border customizing option, or choose **Close** and **OK** until you return to your document.

Customizing the Color of a Border

Use the steps below to choose a color other than the one defined in the currently selected border style.

- 1 Choose **Color** from the **Customize Table Border/Fill** dialog box.
- 2 Select **Choose One Color For All Lines**.
- 3 Highlight the color you want from the **Palette Colors** list box.
- 4 Specify a percentage of shade (0-100) in the **Shade** entry field, then press **Enter** to see the resulting shade in the color box (the color box is available only in **Graphics Mode** or **Page Mode**).
- 5 If necessary, continue adjusting the shade percentage until you are satisfied.

- 6 Choose **Select**, then choose **OK**.
- 7 Choose another border customizing option, or choose **Close** and **OK** until you return to your document.

Adding a Shadow to a Border

- 1 Choose **Shadow** from the **Customize Table Border/Fill** dialog box.
- 2 Choose **Shadow Type**, then select the shadow position you want.

[Illustration not shown]

- 3 Choose **Shadow Color**, then highlight the color you want from the **Palette Colors** list box.
- 4 Type the percentage of shade color you want (0-100) in the **Shade** entry field, then press **Enter** to see the resulting shade in the color box (the color box is available only in **Graphics Mode** or **Page Mode**).
- 5 Choose **Select**.
- 6 Specify a shadow width in the **Shadow Width** entry field, then choose **OK**.
- 7 Choose another border customizing option, or choose **Close** and **OK** until you return to your document.

Customizing the Fill Inside a Border

- 1 Choose **Fill** from the **Customize Table Border/Fill** dialog box.
- 2 Choose **Fill Style**, highlight the percentage of shading, then choose **Edit**.
- 3 Choose **Pattern** or **Gradient** from the **Fill Type** pop-up list.
- 4 Choose **Fill Pattern**, then select a fill pattern.
or
If you chose **Gradient** in step 3, choose **Fill Pattern** and specify any gradient options (explained under *Additional Information* later in this section), then choose **OK**.
- 5 Choose **Color (Foreground)** or **Color (Background)**, highlight a **Palette Color**, type a shade percentage, then choose **Select**.
- 6 Choose **OK**.

- 7 Highlight the edited fill style, then choose **Select**.
- 8 Choose **OK** and **Close** until you return to the **Customize Table Border/Fill** dialog box.
- 9 Choose another border customizing option, or choose **Close** and **OK** until you return to the document window.

Changing the Lines of the Current Cell or Block

You can change (or turn off) the lines in a cell or a block of cells.

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Place the cursor in the cell that contains the lines you want to change.
or
Block several cells that contain lines you want to change.
- 4 Choose **Lines/Fill**.
- 5 Choose **Left**, **Right**, **Top**, **Bottom**, **Inside**, or **Outside**.
- 6 Highlight a predefined line style, then choose **Select**.
- 7 If you want all the lines in the current cell or block to have a uniform color, choose **Line Color**, select **Choose Color**, then select a color.
- 8 Choose another line to change, or choose **Close** until you return to your document.

Refer to *Customizing the Predefined Table Line* earlier in this section for detailed information on customizing line styles.

Turning Off Specific Table Lines

If you want to turn off a specific line in your table, follow the steps below. If you want to turn off all table lines, see *Turning Off All Table Lines* earlier in this section. To turn off the table border, see *Turning Off a Table Border* earlier in this section.

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 If you want to turn off the lines in several cells, block them.
- 4 Choose **Lines/Fill**.
- 5 Choose **Left**, **Right**, **Top**, **Bottom**, **Inside**, or **Outside**.
- 6 Highlight **[None]**, then choose **Select**.
- 7 Choose **Close** until you return to your document.

Adding a Fill to the Current Cell or Block

You can add a shaded fill inside individual cells or blocks of cells.

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F11 or Alt+F7, 2, 2
- 3 Place the cursor in a cell, or block those cells to which you want to add a fill.

- 4 Choose **Lines/Fill**.
- 5 Choose **Fill**.
- 6 Choose **Fill Style**.
- 7 Highlight the percent of shaded fill, then choose **Select**.
- 8 Choose **Color (Foreground)** or **Color (Background)**, highlight a **Palette Color**, type a shade percentage, then choose **Select**.
- 9 Choose **OK** and **Close** until you return to your document.

Refer to *Customizing Table Border and Fill* earlier in this section for detailed information about customizing fill styles.

Helps and Hints

Zooming In on Lines and Borders

If table lines are difficult to see and you are in **Graphics Mode** or **Page Mode**, zoom in 200% on the document to enlarge the view of the line. See *Zoom* for more information.

Additional Information

Gradient Options

The table below explains the functions of the gradient options on the **Gradient Fill Edit** dialog box.

Gradient Option	What It Does
Gradient Type	Lets you choose a linear, radial, or rectangular gradient.
Rotation Angle	Lets you rotate a linear or rectangular gradient counter-clockwise inside the border.
Horizontal Offset	Lets you specify the horizontal center of a radial or rectangular gradient.
Vertical Offset	Lets you specify the vertical center of a radial or rectangular gradient or the top of a linear gradient.
Number of Shades	Lets you specify how smoothly the foreground and background colors are blended. For example, specifying three shades in a linear gradient creates three gradations of color. This feature is available only when Calculate Number of Shades is deselected.
Calculate Number of Shades	Automatically calculates the number of shades for a given gradient type.

See Also

- Borders
- Graphics: Editing the Box Appearance
- Graphics: Lines

Tables: Names

Use the **Names** option in the table editing window to name cells, columns, rows, blocks, tables, or floating cells. This allows you to reference data for calculations quickly and easily (see *Referencing Names* in *Tables: Spreadsheet and Floating Cell*).

What's in this section?

- Concepts
- Naming Cells, Columns, Rows, and Tables
- Naming a Block of Cells
- Naming a Row or Column Using Text in a Cell
- Naming Cells Using Text in Adjacent Cells
- Listing, Editing, and Deleting Names

Concepts

Characters You Can Use in Names

Names must begin with a letter, underscore (`_`), or any character from the WordPerfect character sets. Press **Ctrl+W** while naming to insert WordPerfect Characters. (Note that most symbols in character set 0 are invalid.) Cell addresses (for example, C4, B12, A47) are not allowed as names.

Except for the first character, a name can include letters, digits, spaces, extended characters, and any of the following symbols: #, \$, ?, @, or `_` (underscore).

The following are appropriate names:

- Expenses
- Table #5
- interest\$
- `_æ?@#`

Default Names and Naming Convention

WordPerfect names the first table you create "Table_A." The second table you create in the same document is named "Table_B." This letter convention is also used for floating cells (for example, FloatingCell_A, FloatingCell_B).

The name of the current table appears in the table editing window.

Pickup	Next-day Delivery	TransPacket	Regular 2-lb. package
USA	Europe	\$16.95	\$24.95
Seattle	London	£10.28	£16.00
San Francisco	Paris	86.99 F	134.80 F
Los Angeles	Amsterdam	f 28.43	f 44.47
Denver	Frankfurt	25.39 DM	39.72 DM
St. Louis	Zurich	23.26Fr.	35.98Fr.
Chicago	Stockholm	SEK 118.22	SEK 184.99
Boston	Milan	Lit 24,563	Lit 38,423
New York	Madrid	1,829Pts	2,862Pts
Washington D.C.	Vienna	S 178.69	S 279.61

Table name: Table_A

Table Edit

Column Width Ctrl+Arrows Ins Del Move/Copy Calc Names Close

1 Cell 2 Column 3 Row 4 Table 5 Formula 6 Lines/Fill 7 Join 8 Split

Table name

You can also name cells, columns, rows, or blocks. The names for such table components can be referenced in the same table. For example, if you name C2 "Data," you can reference the value in C2 by using the name "Data."

You can also use names to reference data in other tables. For example, if you are in a table named "Table_B" and you want to reference data found in a cell named "interest\$" in a table named "Table_A," you can reference the data by using the name "Table_A.interest\$."

This is the name of the cell, column, row, or block in "Table_A."

This is the name of the table.

Table_A.interest\$

A period separates table names from other names in a table.

Naming Cells, Columns, Rows, and Tables

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F7, 2, 2 or Alt+F11
- 3 Place the cursor in the cell, column, or row you want to name. If you want to name the table, place the cursor anywhere in the table.
- 4 Choose **Names**.
- 5 Choose **Cell, Column, Row, or Table**.
- 6 Type a name, then choose **OK**.
- 7 Choose **Close** until you return to your document.

Naming a Block of Cells

Naming a block of cells is another way of referencing a group of cells for calculations. For example, if you name a block of cells "investments," then SUM(investments) adds any values contained in the block named "investments."

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F7, 2, 2 or Alt+F11
- 3 Block the cells that you want to name.
- 4 Choose **Names**.
- 5 Choose **Block**.
- 6 Type a name, then choose **OK**.
- 7 Choose **Close** until you return to your document.

Naming a Row or Column Using Text in a Cell

You can name a row or column using the text in a particular cell.

For example, suppose you want to name column D with the word "Europe."

Name column D with the word "Europe"

	A	B	C	D	E
1	Priority Delivery to Europe				
2				Next day Delivery	TransXpacket
3				Europe	\$15.95
4		10:00 am	10:00 am	London	£10.28
5				Paris	85.89 F
6			12:00 noon	Amsterdam	f 28.43
7		12:00 noon		Frankfurt	25.39 DM
8				Zurich	23.26Fr.
9			2:00 pm	Stockholm	SEK 118.22
10		2:00 pm		Milan	Lit 24,563
11			4:00 pm	Madrid	1,829Pts
12				Vienna	S 178.69

C:\MP69\DELIVERY.TBL Cell C3 Doc 1 Pg 1 Ln 1.77" Pos 2.85"

Table Edit
 Column Width Ctrl+Arrows Ins Del Move/Copy Calc Names Close
 1 Cell 2 Column 3 Row 4 Table 5 Formula 6 Lines/Fill 7 Join 8 Split

- 1 Place the cursor in a table.

- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.

Or Press Alt+F7, 2, 2 or Alt+F11

- 3 Place the cursor in the cell that contains the text you want to use as a name for the column or row.

or

If you want to name several adjacent columns or rows simultaneously, block the cells containing the text that you want to use to name the columns or rows.

- 4 Choose **Names**.

- 5 Choose **Columns** or **Rows**.

- 6 Choose **Close** until you return to your document.

Naming Cells Using Text in Adjacent Cells

Use the **Cells Right** and **Cells Down** options to name cells using the text contained in the cells above or the cells to the left.

For example, in the illustration below, you can name the cell that contains the value "\$15.95" with the text in the cell to the left ("Europe"). Or you can name this same cell with the text in the cell above ("TransXpacket").

	A	B	C	D	E
1	Priority Delivery to Europe				
2			Next-day Delivery		TransXpacket
3			Europe		\$15.95
4		10:00 am	10:00 am	London	£10.28
5				Paris	85.89 F
6			12:00 noon	Amsterdam	f 28.43
7		12:00 noon	noon	Frankfurt	25.39 DM
8				Zurich	23.26Fr.
9			2:00 pm	Stockholm	SEK 118.22
10		2:00 pm	pm	Milan	Lit 24,563
11			4:00 pm	Madrid	1,829Pts
12			pm	Vienna	S 178.69

Name this cell with the text in the cell above ("TransXpacket") or the cell to the left ("Europe")

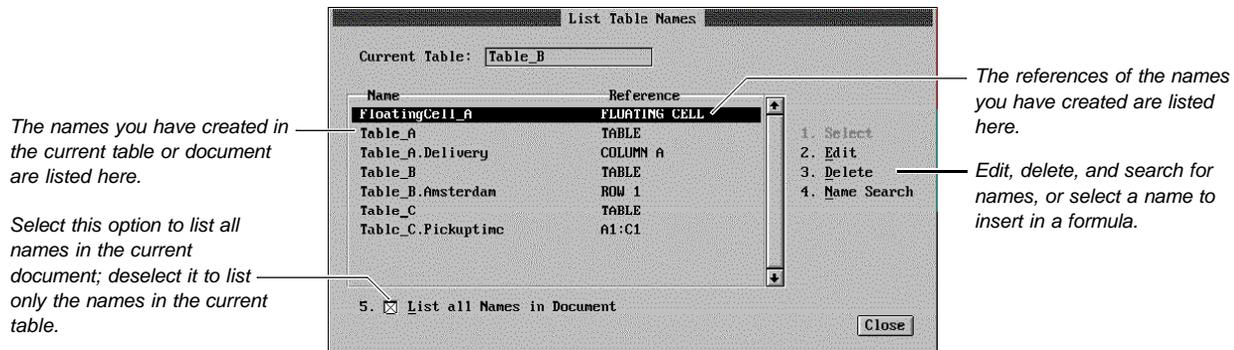
- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F7, 2, 2 or Alt+F11
- 3 Block the cells that contain text you want to use to name the cells below or to the right.
- 4 Choose **Names**.
- 5 Choose **Cells Down** or **Cells Right**.
- 6 Choose **Close** until you return to your document.

Listing, Editing, and Deleting Names

You can list the names in the current table or the names of all tables, table components, and floating cells in the current document. You can also edit names and references and delete names. You cannot delete the name of a table.

- 1 Place the cursor in a table.

- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F7, 2, 2 or Alt+F11
- 3 Choose **Names**.
- 4 Choose **List**.



To select a name for use in a formula, see *Referencing Names in Tables: Spreadsheet and Floating Cell*.

Editing Names and References

You can edit a name, a reference, or both.

- 1 Open the **List Table Names** dialog box by choosing steps 1-4 in *Listing, Editing, and Deleting names* above.
- 2 Highlight a name, then choose **Edit**.
- 3 Choose **Name**, then type a new name.
- 4 Choose **Reference**, then type a new reference (for example, a cell address, a new address for a block of cells, or a new row or column number).
- 5 Choose **OK** and **Close** until you return to your document.

Tables: Spreadsheet and Floating Cell

The **Formula** and **Floating Cell** Tables options give you powerful spreadsheet capabilities in WordPerfect.

[Illustration not shown]

What's in this section?

- Concepts
- Turning On Formula Recognition at Document Level
- Creating and Editing a Floating Cell
- Creating Formulas
- Calculating Formulas
- Additional Information
- See Also

Concepts

Floating Cells

Unlike a table cell, which is surrounded by table lines, a floating cell is simply a pair of codes ([Flt Cell Begin] and [Flt Cell End]) that is formatted with the text in your document. You can use floating cells to reference data in tables, columns, rows, cells, or other floating cells and calculate data in a particular location of your document. Floating cells are used *outside* of tables, not inside of them.

Formulas

You use a *formula* to make calculations. A calculation can be a simple mathematical operation, such as subtracting one number from another, or a more complicated operation, such as determining the net present value of a series of future cash flows.

A formula has two basic parts: values and operators or functions. Values can be numbers, text strings, cell addresses, cells you have pointed to, the names of tables, table components, floating cells, or cell intersections (see *Cell Intersections* later in this section).

If you use a cell address or a cell name, WordPerfect uses the current value of the referenced cell as the value in the formula.

You can use standard arithmetic and logical operators in formulas. See *Additional Information* later in this section for a list of valid operators.

In addition to values and operators, you can use *built-in* formulas called “functions”. WordPerfect offers nearly 100 functions, which manipulate and calculate information. Like values and operators, you can have more than one function in a formula. See *Appendix Q: Table Functions* for a complete list of all functions.

The following are examples of formulas:

Example Formula	What It Does
A1	Returns the value found in cell A1.
+E45	Adds all the values found in the cells above cell E45.
Wage*Time	Multiplies the value in a cell named “Wage” by the value in the cell named “Time.”
LN(Table_A.Data)	Returns the natural logarithm of the value in a cell named “Data” in the table named “Table_A”.
POWER(2,January.Week1)	Raises 2 to the value in the cell intersection “January.Week1” (see <i>Cell Intersections</i> later in this section).
[C4]-D14	Subtracts the value in D14 from the value in the absolute cell address C4 (see <i>Relative and Absolute Cell Addresses</i> later in this section).
LEFT("New York",3)	Returns the first 3 characters (“New”) in the text string “New York.” All text strings require quotes.
IF(ACOS(B2)=0,1,0)	Returns a 1 if the condition ACOS(B2)=0 is true, or a 0 if the condition is false. This is an example of <i>nested</i> functions.
2*3-A2	Multiplies 2 times 3, then subtracts the number in cell A2.
SUM(A10:A18)/B1	Adds all values in a block of cells A10 through A18, then divides by the value in B1. A colon between two cell addresses creates a block of cells.
PMT(8.5%/12,-2000,18,3500,0)	Calculates the periodic payment on a loan or investment, with a rate of 8.5%, a present value of \$2000, 18 periods, and a future value of \$3500.
(hms(14,0)-hms(10,30))*120*24	Calculates the amount owed based on a start time (10:30AM), stop time (2:00PM), and hourly rate of \$120.

Notice that spaces are not needed between the values, operators, and functions. Also notice that column and function letters can be uppercase or lowercase.

Formula Recognition at Document Level

The **Formula Recognition at Document Level** option lets you type valid formulas into table cells or floating cells from the document window. The formulas you type can include functions, operators, names, cell references, and so on. When you move the cursor out of the table cell or floating cell, the results of the formula are displayed, the formula is displayed on the status line, and you can edit the formula in the **Formula** dialog box (see *Creating Formulas* later in this section).

The only statements that are not recognized as a formula are date strings or strings containing numbers and the subtraction operator (-). The table below lists example strings that are not recognized as formulas. If you place parentheses around such strings, or if you type them in the **Formula** dialog box, WordPerfect recognizes them as formulas (see *Creating Formulas* later in this section).

Number Strings Not Calculated	Example
Phone Numbers	222-5000 1-801-222-4555
Zip Codes	84057-2399
Social Security Numbers	123-45-6789
Dates (mm/dd/yy format)	7/9/94

In addition, zip codes with leading zeros (for example, 00789) are not converted to integers (789). See *Turning On Formula Recognition at Document Level* below.

Valid formulas are also recognized in the document window if you are using a number format other than **Text** or **General** (see *Formatting Numbers in Tables: Edit*).

Turning On Formula Recognition at Document Level

You can turn on **Formula Recognition at Document Level** if you want WordPerfect to calculate valid formulas (except subtraction strings and date strings) that you type into tables or floating cells from the document window (see *Formula Recognition at Document Level* under *Concepts* above).

- 1 Place the cursor in a table.
or
Place the cursor just beyond the [Flt Cell Begin] code.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit** or **Edit Floating Cell**.
Or Alt+F7, 2, 2 or Alt+F7, 4, 2
- 3 Choose **Formula**.
- 4 Select **Formula Recognition at Document Level**.
- 5 Choose **OK** and **Close** until you return to your document.

If you want to keep **Formula Recognition at Document Level** turned on, but not recognize a formula, place quotes around the formula to prevent it from being calculated. For example, "FIND(apple, banana)" is not recognized as a formula.

You can also not recognize formulas by setting the cell, column, table, or floating cell standard format to **Text** (see *Formatting Numbers in Tables: Edit* for more information).

Creating and Editing a Floating Cell

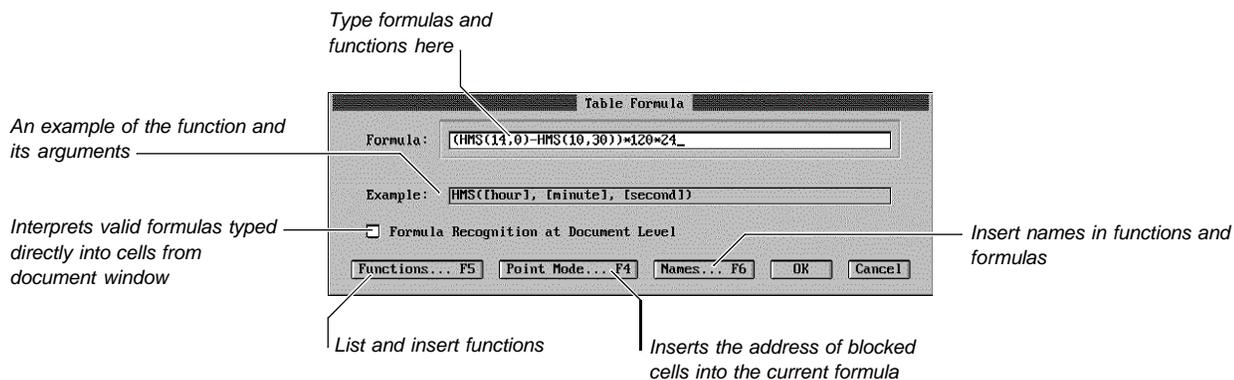
- 1 Place the cursor where you want to create a floating cell.
or
To edit a floating cell, place the cursor just after the [Flt Cell Begin] code.

- 2 Choose **Tables** from the **Layout** menu, then choose **Create Floating Cell** or **Edit Floating Cell**.
Or Press Alt+F7, 4, 1 or 2
- 3 If you want to rename the floating cell, choose **Name** and type a new name (see *Tables: Names*).
- 4 Choose **Number Type**, select a standard format and other number type format options, then choose **OK** (see *Formatting Numbers* under *Tables: Edit*).
- 5 Choose **Formula**, define a formula, then choose **OK** (see *Creating Formulas* later in this section).
- 6 Choose **OK**.
- 7 Use the following keystrokes to move out of a floating cell:

Press	To
Alt+Right Arrow (-)	Move to the right of the floating cell.
or Tab	
Alt+Left Arrow (-)	Move to the left of the floating cell.
or Shift+Tab	

Creating Formulas

Use the **Table Formula** dialog box to insert formulas and functions into tables and floating cells, to list functions, to point to a block of cells, and to reference names.



You can type formulas directly into tables or floating cells from the document window (see *Formula Recognition at Document Level* under *Concepts* earlier in this section). You may find this method of inserting formulas faster if you are familiar with spreadsheet functions and if you remember the names you want to reference.

However, if you need a list of functions and names and if you want to point to cells, you should use the **Table Formula** dialog box. The instructions below explain how to use the **Table Formula** dialog box.

- 1 Place the cursor in a table.
or
Place the cursor just beyond a [Flt Cell Begin] code.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit** or **Edit Floating Cell**.
Or Press Alt+F7, 2, 2 or 4, 2

- 3 If you are creating a formula in a table, place the cursor in the cell where you want to insert the formula.
- 4 Choose **Formula**.

Now choose from the following **Table Formula** options:

Creating Simple Formulas

To create a simple formula,

- 1 Type a formula in the **Formula** entry field (see *Concepts* earlier in this section for simple formula examples).
- 2 Choose another **Table Formula** option, or choose **OK** and **Close** until you return to your document.

Inserting Functions and Defining Arguments

You can use the **Table Functions** dialog box to select and insert table functions into a formula.

- 1 Choose **Functions** from the **Table Formula** dialog box.
- 2 Scroll through the list then highlight a function.
or
Begin typing the first few letters of a function to quickly highlight it.
- 3 Choose **Insert**.
- 4 If the function requires arguments, type them.

See *Appendix Q: Table Functions* for a complete description of all functions and their arguments.

Also see *Formula* under *Concepts* earlier in this section for examples of formulas that use names, cell intersections, absolute addresses, text strings, and nested functions. For detailed information about using cell intersections and absolute cell addresses, see *Cell Intersections* and *Relative and Absolute Cell Addresses* under *Additional Information* later in this section.

- 5 Choose **OK**.

Pointing to a Block of Cells

In a table, you can point to a block (or range) of cells for a formula or function instead of typing cell addresses. A block of cells is two cell addresses with a colon in between (for example, A3:D5).

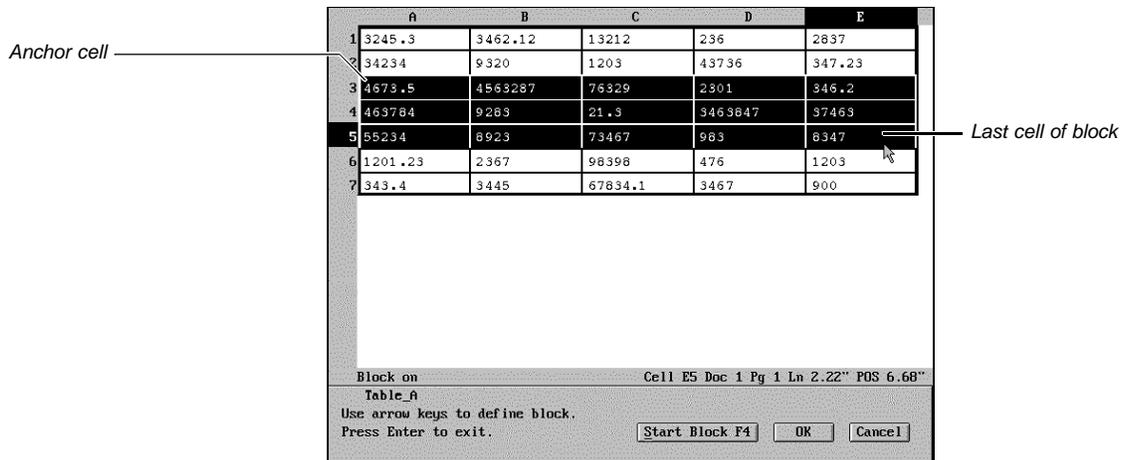
To point to cells to insert them in a formula or function,

- 1 While in the **Table Formula** dialog box, place the cursor in the formula or function displayed in the **Formula** entry field where you want to include the range of cells.

For example, if you want to place a block of cells in the SUM() function, place the cursor under the last parenthesis.
- 2 Choose **Point Mode**.
- 3 Place the cursor in the beginning cell (anchor cell) of the block you want to define.
- 4 Choose **Start Block**.

Or Press F4 or F12

- 5 Move the cursor to the last cell in the block, then choose **OK**.



- 6 Choose another **Table Formula** option, or choose **OK** and **Close** until you return to your document.

You can re-anchor a cell by pressing **Alt+F4** or **F4** again.

Referencing Names

You can reference the names of tables, table components, or floating cells in formulas and functions. You can use names in place of blocks or addresses in formulas.

For example, if you want to reference the data in cell B4 and you have named that cell "Payment," you can reference the name "Payment." If you want to reference the data in "Payment" in another table or a floating cell, you can use the name of the table name plus the cell name (for example, "Table_A.payment"). See *Tables: Names* for more information about naming tables, table components, or floating cells.

- 1 While in the **Table Formula** dialog box, place the cursor in the formula or function where you want to use the name of a cell, row, column, table, or block.
- 2 Type a name in the Formula entry field.
or
Choose **Names**, highlight a name, then choose **Select**.

You can select **List all Names in Document** to display a complete list of all the names in the document.

- 3 Choose another **Table Formula** option, or choose **OK** and **Close** until you return to your document.

Converting Text to a Value

You can quickly convert text in a table or floating cell into a formula.

- 1 Place the cursor in a table that contains text.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press **Alt+F11** or **Alt+F7, 2, 2**
- 3 Place the cursor in the cell that contains text.
or
Block several cells that contain text.

- 4 Press **Ctrl+f**.
- 5 Choose **Close** to return to your document.

If the text can be recognized as a valid formula, the text will be converted into a formula (indicated on the Status Line).

Calculating Formulas

You can calculate the formulas in the current table only or in the tables and floating cells throughout the entire document.

Calculating the Current Table

- 1 Place the cursor in a table.
- 2 Choose **Tables** from the **Layout** menu, then choose **Edit**.
Or Press Alt+F7, 2 or Alt+F11
- 3 Block cells if you want to calculate only the values in cells.
- 4 Choose **Calc**.
- 5 Choose **Close** to return to your document.

Calculating the Entire Document

- 1 Choose **Tables** from the **Layout** menu, then choose **Calculate All**.
Or Press Alt+F7, 2, 5

Additional Information

Cell Intersections

Cell intersections provide a way to reference data. To reference an intersection, specify the names or addresses of the intersecting table components separated by a period. For example, if column B is named January and row 2 is named Week1, the cell intersection January.Week1 references cell B2.

This column is named "January."

This row is named "Week1."

	A	C	D	E
1	January	February	March	April
2	Week 1	2	4	7
3	Week 2	4	8	9
4	Week 3	8	5	3
5	Week 4	6	4	2
6	Result			3

The intersection of January and Week1 (cell B2) can be referenced with "January.Week1."

Table Formula

Formula:

Formula Recognition at Document Level

Relative and Absolute Cell Addresses

If you type cell addresses into a formula, such as C4–C14, you are entering *relative* cell addresses, and the cell containing the formula is a *home base*. This means that if the formula is copied to a new cell, that cell becomes the new *home base*, and the cell addresses in the formula are updated to be in the same relative position to the new home base cell as those in the original formula were to the original home base cell.

For example, if you typed the formula C4–C14 into cell C16, then copied it to the next cell to the right, the following formula would be created:

Relative address formula

	A	B	C	D	E
1	Yearly Budget--1993				
2					
3			January	February	
4	Income		1800	1900	
5					
6	Car Payment		175	175	
7	Entertainment		150	150	
8	Food		300	300	
9	Household		75	75	
10	Personal		90	90	
11	Rent		600	600	
12	Utilities		120	120	
13					
14	Total Expenses		1510	1510	
15					
16	Net Income		290	390	

Table Edit
Column Width Ctrl+Arrows Ins Del Move/Copy Calc Names Close
1 Cell 2 Column 3 Row 4 Table 5 Formula 6 Lines/Fill 7 Join 8 Split

You can also create cell addresses that are not updated when they are copied. These are known as *absolute* cell addresses. To specify an absolute cell address, enclose the address in brackets (for example, [C4]).

For example, if you typed the formula [C4]–C14 into cell C16, then copied the formula one cell to the right, the following formula would be created:

Absolute address formula

	A	B	C	D	E
1	Yearly Budget--1993				
2					
3			January	February	
4	Income		1800	1900	
5					
6	Car Payment		175	175	
7	Entertainment		150	150	
8	Food		300	300	
9	Household		75	75	
10	Personal		90	90	
11	Rent		600	600	
12	Utilities		120	120	
13					
14	Total Expenses		1510	1510	
15					
16	Net Income		290	290	

Table Edit
Column Width Ctrl+Arrows Ins Del Move/Copy Calc Names Close
1 Cell 2 Column 3 Row 4 Table 5 Formula 6 Lines/Fill 7 Join 8 Split

You can also create an absolute cell reference by naming the cell (see *Tables: Names*).

Sometimes you may want to use a cell address that has an absolute column letter and a relative row letter, or vice versa. This is a mixed cell address. To create a mixed cell address, place brackets around either the column letter or the row number (for example, [C]4, C[14]).

Invalid Formulas

If two question marks (??) appear in a cell, it means that the formula you have specified in that cell is invalid. If a cell with a formula references a cell with the ?? notation, an ERR message is displayed in the **Table Formula** dialog box.

Arithmetic and Logical Operators

A description of each arithmetic and logical operator is given below.

Arithmetic Operator	What It Does
+	Adds values.
- (Negation)	Makes values negative.
- (Subtraction)	Subtracts the value on the right from the value on the left.
*	Multiplies values.
/ (Division)	Divides the value on the left by the value on the right.
% (Remainder)	Returns the <i>remainder</i> of a division calculation. For example, 13%5 returns 3 in the cell (13 divided by 5 leaves a remainder of 3). This also works the same as the MOD function (see <i>Appendix Q: Table Functions</i>).
% (Percent)	Divides the value on the left of the operator by 100. Be sure that the Percent operator is followed by another operator or separator or is the last operator in the formula. If the percent sign is placed between two values, it becomes the Mod (Remainder) operator.
^ (Power)	Raises the value on the left to the power indicated by the value on the right. For example, 3^4 raises 3 to the fourth power (3*3*3*3).
! (Factorial)	Calculates the factorial of the number preceding it. For example, entering 4! displays a result of 24 (4*3*2*1). Don't place an equal sign following this operator or it will become the not equal logical operator. The factorial operator works the same as the FACT function (see <i>Appendix Q: Table Functions</i>).

Logical operators compare two or more numeric or text values and return a result of 1 if the logical statement is true or 0 if the statement is false.

In addition to the following logical operators, you can also use more sophisticated logical operators listed in the table below.

Logical Operator	Meaning
=	Equal to
>	Greater than
<	Less than
< > or !=	Not equal to
>=	Greater than or equal to
<=	Less than or equal to

Logical Operators	What It Does
& (AND)	When placed between two or more logical statements, returns a 1 (true) if all of the statements are true and a 0 (false) if any of the statements are false. For example, $10+5=16 \& 5<7$ returns 0, because the statement "10+5=16" is false.
! (NOT)	Inverts the meaning of a function or another operator. For example, $ISNA(list)$ returns a 1 (true) if none of the cells in the list have an entry. $!ISNA(list)$ would return a 1 if <i>any</i> of the cells in the list had entries.
! (OR)	When placed between two or more logical statements, a 1 (true) is returned if at least one of the statements is true. A 0 (false) is returned if all of the statements are false. For example, $45>10 \! 10+5=16 \! 5<7$ returns 1 because at least one of the statements is true.
^ (XOR)	When placed between two or more logical statements, the EXclusive OR operator (or XOR) returns a 1 (true) if one or the other but not both of the statements in the formula are true (or if an odd number of statements (1, 3, 5, etc.) is true). It returns a 0 (false) if neither or both of the statements are true (or if an even number of the statements (0, 2, 4, etc.) is true). For example, $45>10 \wedge 10+5=16 \wedge 5<7$ returns 0 because two of the statements are true.

When using the logical operators with text strings, each letter in the string is analyzed alphabetically from left to right. "A" is considered the lowest value and "Z" is the highest value in the alphabet. For example, the formula `'cows'<'cats'` produces a result of 0 (false) because "cows" comes after "cats" alphabetically.

Operator Order

WordPerfect calculates all formula operators in a specific precedence (or order). The following is a list of the operators in the order in which they are calculated.

! (factorial), % (percent)
 ! (not), - (negate)
 ^
 *, /, % (mod)
 +, - (subtract)
 <, <=, >, >=
 =, <> or !=
 &
 ^^
 !
 ()
 ,

When operators of equal precedence (for example, * and /) appear in the same formula, WordPerfect usually calculates them from left to right. The only exceptions are the ! (not) and - (negate), which are calculated from right to left.

When you want to change the calculation order, you can place parentheses around that part of the formula you want calculated first.

See Also

- Math

Use the **Tab** key to indent a single line of text. Default tab settings are positioned every one-half inch from the left margin.

What's in this section?

- Concepts
- Using Tab to Move Forward
- Using Tab to Move Back (Back Tab)
- Displaying Tabs
- Setting Tabs
- Setting Evenly Spaced Tabs
- Changing Existing Tabs
- Clearing Tabs
- Resetting Default Tab Settings
- Helps and Hints
- Additional Information
- See Also

Concepts

Tabular Columns

Since tabs move text an exact amount of space, use tabs rather than spaces to align columns of information. The actual amount of space inserted when you press the space bar can vary depending on the font and printer you have selected.

Columns aligned using spaces

Columns aligned using tabs

Caheen, Henry J.	Belgium	555-3456	TWA	1st C
Thompson, Robert R.	Holland	555-3356	United	coach
Jensen, Gerald	Orlando	555-4391	Western	1st C
Pack, Patricia	Reading	555-2119	United	coach
Fielding, Tom	Phoenix	555-5233	TWA	coach
Gentry, Steven M.	Columbus	555-8970	Republic	coach
Gerrard, Doug	New York	555-8571	KLM	1st C
Clegg, Ted	Vegas	555-1730	Delta	coach
Anderson, Sherry	Boston	555-3161	Eastern	coach
Bassett, Don	England	555-7338	TWA	1st C
Fields, Carl J.	Sweden	555-1076	TWA	coach
Hyde, Mary C.	Maine	555-1555	Frontier	coach
Jacobs, Ronald	New York	555-2248	TWA	1st C
Little, Patty	Portland	555-2676	Western	1st C
White, Cathy	LA	555-6713	Western	coach
Collins, Fred	Calif	555-4981	Republic	coach
Jacobs, Daniel	LA	555-7502	Western	coach
Larsen, Scott J.	Calif	555-3566	Western	coach
Pryor, Ted H.	New York	555-2954	TWA	coach
Silvers, Conrad	D.C.	555-9132	TWA	coach
Curtis, Helen	LA	555-2604	Western	1st C
Anderson, Ken	New York	555-1831	TWA	coach
Boman, Della	Orlando	555-0987	Frontier	coach
Krudtsen, Steven	Germany	555-7513	Delta	1st C
Crowley, Anne	England	555-5657	Delta	1st C
Slattier, Rodney	Seattle	555-5890	Western	1st C
White, Ben	D.C.	555-1234	Eastern	1st C
Harris, Richard	LA	555-2345	TWA	coach
Anderson, David	New York	555-8577	Republic	coach
Johnson, Bruce	Seattle	555-6755	Frontier	coach
Jensen, Mike	Boston	555-7897	TWA	1st C
VanHiggenen, Ronald	LA	555-3423	Republic	coach
Johnson, Bret	Portland	555-4323	Western	1st C
Dillon, John	Sweden	555-2319	Eastern	coach
White, Robin	London	555-3456	TWA	coach
Christiansen, Aaron	Israel	555-9854	Frontier	coach

By adjusting the tab settings, you can reduce the number of times you have to press **Tab**. For example, if you need three tabular columns, you can change tab settings so that you only have to press **Tab** once to move to the next column.

Tab Settings

When you change tab settings in a document, changes take effect from that point on. For example, if you move a tab from the 2" setting to the 3" setting, existing text aligned using that setting will be aligned at the 3" setting from that point on in your document.

Auto Code Placement affects the placement of tab settings (see *Auto Code Placement*).

Tab Types

The type of tab inserted when you press **Tab** is determined by the current tab setting. You can select from four different types of tabs in the **Tab Set** dialog box (**Left**, **Right**, **Center**, or **Decimal**). Default tab settings are all left tabs. If you want to set a tab that will not be affected by preceding tab setting types, use a hard tab (see *Inserting Hard Tabs* under *Helps and Hints* later in this section).

Tab Type	How It Affects Text	Tab Position
Left [Lft Tab]	Text you type moves to the right of the tab.	left tab
Right [Rgt Tab]	Text you type moves backwards to the left of the tab.	right tab
Center [Cntr Tab]	Text you type centers itself around the tab.	center tab
Decimal [Dec Tab]	Text you type before you insert the align character (usually a decimal point) moves to the left of the tab. Text you type after the align character moves to the right of the tab. The decimals stay aligned.	45 78

Absolute/Relative Tabs

When you set tabs, you can measure them from the left edge of the page (*absolute tabs*) or from the left margin (*relative tabs*).

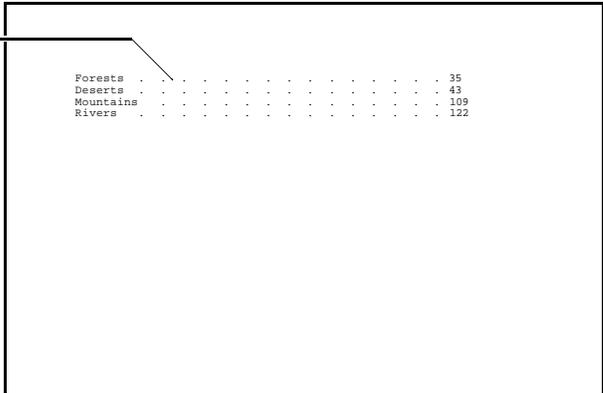
Default tab settings are relative to the left margin. If you change the left margin, tabs shift to new positions so that they stay the same distance from the left margin.

If you choose **Absolute Tabs**, tabs are measured from the left edge of the page whether you change margin settings or not. The left edge of the page begins at zero (0) on the tab set ruler.

Dot Leaders

You can turn on **Dot Leaders** and insert a row of dots when you press **Tab**. Dot leaders are inserted from the cursor position to the next tab stop.

You can insert dot leaders between tabs.



```
Forests . . . . . 35
Deserts . . . . . 43
Mountains . . . . . 109
Rivers . . . . . 122
```

Using Tab to Move Forward

- 1 Press **Tab** to move the cursor to the next tab setting.

The cursor and subsequent text on the same line move to the next tab setting.

If you press **Tab** and the cursor does not move, it is possible that no more tab settings remain on that line.

Using Tab to Move Back (Back Tab)

- 1 Press **Shift+Tab** to move the cursor back to the previous tab setting.

The cursor and subsequent text on the same line move to the previous tab setting.

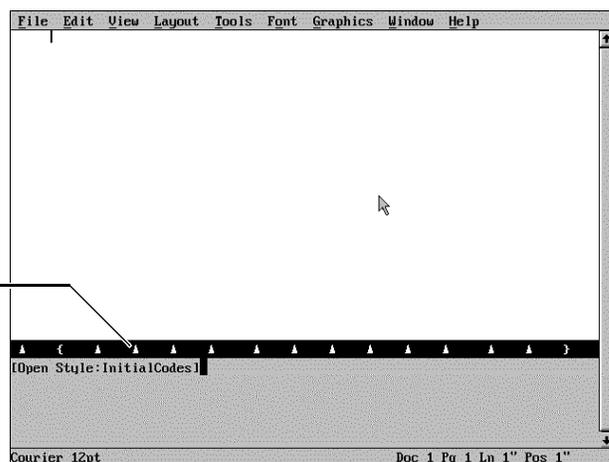
Displaying Tabs

Ordinarily, tab settings are not displayed in the document window. If you want to see tab positions while you are editing a document, you can use **Reveal Codes**.

- 1 Choose **Reveal Codes** from the **View** menu.

Or Press Alt+F3

Tab settings display as triangles in Reveal Codes.



The tab settings display as triangles on the bar at the top of **Reveal Codes**. These tab settings are for display only and cannot be edited in **Reveal Codes**.

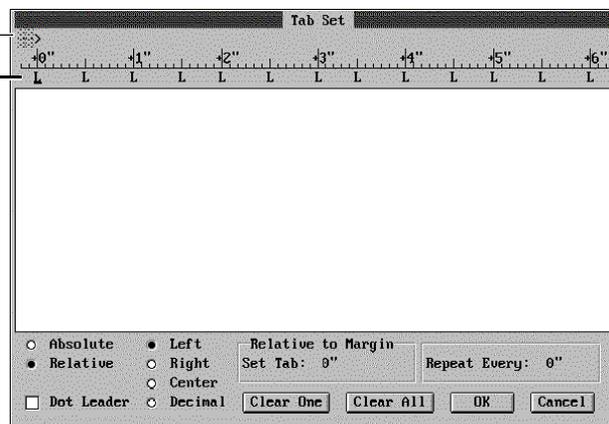
Setting Tabs

- 1 Place the cursor in your document where you want the new tab settings to take effect.
- 2 Choose **Tab Set** from the **Layout** menu.

Or Press Shift+F8, 1, 1

Tab Set ruler

Current tab settings



- 3 Clear the tab settings you don't want (see *Clearing Tabs* later in this section).
- 4 Select **Absolute** or **Relative**.
- 5 Select a tab type (**Left**, **Right**, **Center**, or **Decimal**).

- 6 Select **Dot Leader** if you want to include dot leaders between tabs.
or
Move the cursor to a new or existing tab position on the Tab Set ruler, then press the period key (.).
 - 7 Place the cursor at the setting on the **Tab Set** ruler where you want the tab, then double-click or press **Enter**.
or
Type a position number in the **Set Tab** entry field, then press **Enter**. (For example, type **2"** to enter a tab at the 2" position.)
- You can type either decimals or fractions.
- 8 When you finish setting tabs, choose **OK** and **Close** until you return to your document.

Setting Evenly Spaced Tabs

- 1 Place the cursor in your document where you want the new tab settings to take effect.
- 2 Choose **Tab Set** from the **Layout** menu.
Or Press Shift+F8, 1, 1
- 3 Choose **Clear All** to clear all tabs.
- 4 Select the type of tab you want: **Left**, **Right**, **Center**, or **Decimal**.
- 5 Choose **Absolute** or **Relative** tabs.
- 6 Type the spacing you want between tabs in the **Repeat Every** entry field, then press **Enter**.
or
Double-click on the ruler where you want the first tab, type the amount of space you want between tabs in the **Repeat Every** entry field, then press **Enter** (for example, type **1"**).
or
Type the starting tab position in the **Set Tab** entry field followed by a comma. Type the amount of space you want between tabs, then press **Enter**. (For example, type **2,1"** if you want tabs at 1" intervals starting at 2".)
- 7 When you finish setting tabs, choose **OK** and **Close** until you return to your document.

Changing Existing Tabs

- While you are in the **Tab Set** dialog box, you can change existing tabs.
- 1 To change a tab type, move the cursor to the tab setting on the **Tab Set** ruler, then type the first letter of the type of tab you want (**Left**, **Right**, **Center**, **Decimal**).
 - 2 To move a tab, place the cursor on the tab on the **Tab Set** ruler, then hold down the **Ctrl** key while using the arrow keys to move the tab.

You can move the tab as far as the next tab.

Clearing Tabs

You can clear existing tabs in the **Tab Set** dialog box by using one of the following methods:

Method	How to Use It
Clear One	Move cursor to the tab, then choose Clear One
Delete	Move cursor to the tab, then press Delete
Clear All	Choose Clear All to remove all tabs
Ctrl+End	Press Ctrl+End to clear all tabs to the right of the cursor

Resetting Default Tab Settings

If you change tab settings and would like to set them back to the default settings,

- 1 Choose **Tab Set** from the **Layout menu**.
Or Press Shift+F8, 1, 1
- 2 Choose **Clear All** to clear all tabs.
- 3 Type **1"** in the **Set Tab** entry field.
- 4 Type **.5"** in the **Repeat Every** entry field, then choose **OK**.

Helps and Hints

Using Indent, Tables, or Columns Instead of Tabs

Instead of a tab, you may want to use an indent, a table, or columns. (See *Columns*, *Indents*, and *Tables: Create*.)

[Illustration not shown]

Tables also make it easier to enter information at exact column positions. After you create a table, you can then remove the lines of the table so that just the text displays (see *Tables: Edit*).

Converting Tabular Columns into a Table

You can convert tabular columns into a table. For more information, see *Converting Tabular Text or Parallel Columns into Tables* in *Tables: Create*.

Inserting Hard Tabs

When you want to insert a tab for use one time only, you can insert a hard tab. For example, suppose you want to insert a right tab at the next tab setting, but you don't want to change that tab setting for the rest of the document. You can insert a hard right tab. If you change the preceding tab settings or margins, the hard right tab will remain a right tab.

Use the following keystrokes to insert hard tabs:

Type of Hard Tab	Keystroke
Hard Left	Home, Tab
Hard Right	Home, Alt+F6
Hard Center	Home, Shift+F6
Hard Decimal Align	Ctrl+F6

For dot leader versions of these hard tabs, press **Home** twice.

Setting Decimal Tabs

You can align text on a specific character by placing a single decimal tab or by setting a decimal tab in the **Tab Set** dialog box.

	When to Use It	What It Changes
Single Decimal Tab	When you have only a few items to align	Affects the current tab position only
Tab Set Dialog Box	When you want to list many items in a column	Changes the tab setting from that point on

Setting a Single Decimal Tab •

- 1 Choose **Alignment** from the **Layout** menu, then choose **Decimal Tab**.

Or Press Ctrl+F6

Setting a Decimal Tab in the Tab Set Dialog Box •

- 1 Choose **Tab Set** from the **Layout** menu.

Or Press Shift+F8, 1, 1

- 2 Position the cursor on the **Tab Set** ruler where you want the tab, then choose **Decimal**.
- 3 Choose **OK** and **Close** until you return to your document.

Changing the Decimal Tab Character

By default, the decimal tab character is preset as a period or decimal point (.). However, you can use other characters, including special characters.

- 1 Place the cursor where you want to change the decimal tab character.
- 2 Choose **Character** from the **Layout** menu, then choose **Decimal/Align Character**.

Or Press Shift+F8, 6, 1

- 3 Type a keyboard character.

or

Press **Ctrl+w** and specify a WordPerfect character, then choose **Insert**.

- 4 Choose **OK** and **Close** until you return to your document.

Changing the Dot Leader Character

You can change the dot leader character from a dot to any character. You can also change the spacing between dot leader characters.

- 1 Place the cursor where you want to change the dot leader character.
- 2 Choose **Character** from the **Layout** menu, then choose **Dot Leader Character**.

Or Press Shift+F8, 6, 3

- 3 Type a keyboard character in the **Character** entry field.

or

Press **Ctrl+w** and specify a WordPerfect character, then choose **Insert**.

- 4 Type the number of spaces you want between characters in the **Spaces Between Dots** entry field (for example, type **0**, **1**, **2**, or **3**).

- 5 Choose **OK** and **Close** until you return to your document.

Additional Information

Tab and Dialog Boxes

When you are in a dialog box, pressing **Tab** moves the cursor to the next option.

Display Pitch

A tab is displayed in the document window as a certain amount of space. In **Text Mode** you can use the **Display Pitch** feature to change how much actual on-screen space each tab uses (see *Display Pitch*).

Initial Codes

If you want tab settings to affect such things as headers and footers, you can set tabs in **Document Initial Codes**. If you want to change tab settings for all future documents, you can set tabs in **Initial Codes Setup** (see *Initial Codes*).

Math

When you are using the **Math** feature, pressing **Tab** inserts a decimal tab in numeric or calculation columns and a left tab in text columns (see *Math*).

Tables

When you are in a table, pressing **Tab** moves the cursor to the next cell. For information on using tabs in a table, see *Inserting a Tab in a Table* in *Tables: Create*.

Typeover

When you are using **Typeover**, pressing **Tab** moves the cursor through a line of text from one tab setting to another without inserting a new Tab. If there is no existing text, a tab is inserted (see *Typeover*).

Units of Measure

The **Tab Set** dialog box displays the tab measurements in the current units of measure. The default unit of measurement is inches, unless you change it using **Setup** (see *Setup: Environment*). However, you can type a number followed by the abbreviation for another unit of measure, and WordPerfect will convert the measurement. You can also type fractions (see *Setup: Environment*).

See Also

- Columns
- Display Pitch
- Flush Right
- Indents
- Initial Codes
- Math
- Outline
- Setup: Environment
- Tables: Create

Thesaurus

Use the WordPerfect **Thesaurus** to search for synonyms or antonyms of words.

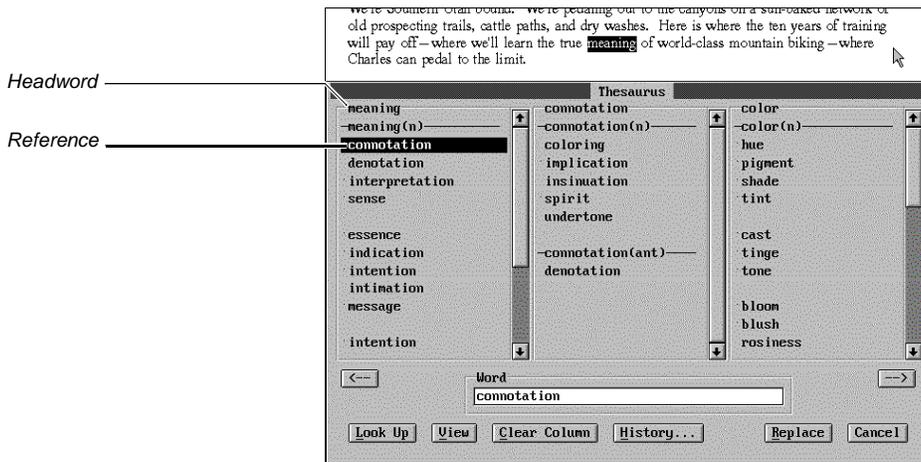
What's in this section?

- Concepts
- Looking Up Words with the Thesaurus
- Helps and Hints
- See Also

Concepts

Headwords, References, and Subgroups

When WordPerfect displays alternatives for a word, they are arranged as headwords, references, and subgroups.



A *headword* is a word that can be looked up in the Thesaurus. The words under the headword are divided into nouns (n), verbs (v), adjectives (a), and antonyms (ant) and are called *references*. A reference marked with a bullet (•) is a headword, which, if selected, will display other useful words in subgroups.

A *subgroup* is a group of words with the same basic meaning. Subgroups appear under the headwords.

Looking Up Words with the Thesaurus

- 1 Move the cursor to the word you want to look up.
- 2 Choose **Writing Tools** from the **Tools** menu, then choose **Thesaurus**.
Or Press Alt+F1, 2
- 3 Select any of the options listed on the **Thesaurus** dialog box. The options are explained in the table below.
- 4 Press **F7** to exit **Thesaurus** and return to your document.

Option	Lets you
Look Up	Look up a word.
View	Switch to the document window to view the current page.
Clear Column	Clear the current column.
History	See a list of currently active headwords.
Replace	Replace a word in your document with a word from the Thesaurus.

Helps and Hints

Moving Through Columns Using a Mouse

You can click the left and right arrows located on the lower half of the **Thesaurus** dialog box to move between columns. To scroll down through word references, you can use the scroll bars on the right side of each column. You can look up a reference word by double clicking it.

Moving Through Columns Using the Keyboard

You can use the arrow keys on the keyboard to move between columns and to scroll down through the word references. You can look up a reference word by highlighting it and then pressing **Enter**.

Word Not Found

If the word you are searching for is not in the Thesaurus, the **Word Not Found** dialog box appears.

International Thesauruses

The main Thesaurus file, which comes as a .THS file, is included as part of a language module. Language modules are available in many languages. To purchase an international language module, contact your local WordPerfect affiliate or authorized reseller or see *Registration and Ordering Information*.

See Also

- Language
- Speller

Typeover

Use **Typeover** to type over existing text without first deleting it. Normally, WordPerfect inserts text as you type and pushes any existing text to the right of the cursor.

What's in this section?

- Concepts
- Using Typeover
- Restoring Typed-Over Text
- Additional Information
- See Also

Concepts

Keystroke Changes

Typeover changes the function of the following keys:

Key	Function
Backspace	Replaces the character left of the cursor with a space rather than moving text to the left
Space Bar	Replaces the character at the cursor with a space rather than inserting a space and moving text to the right
Tab	Moves the cursor through the text to the next tab stop, or inserts a tab if the text on the line ends before the next tab stop
Back Tab (Shift+Tab)	Moves the cursor back through text to the previous tab stop, or inserts a Back Tab if the cursor is already at the left margin

Using Typeover

- 1 Press **Insert** (Ins) to turn on Typeover.

The word "Typeover" displays on the status line at the bottom of your screen.

- 2 Type the new text.
- 3 Press **Insert** (Ins) to turn off Typeover.

Restoring Typed-Over Text

When you use **Typeover**, you are actually deleting text. If you accidentally type over something you do not want to delete, you can choose **Undo** from the **Edit** menu to restore the deleted text (and remove the newly typed text).

You can also choose **Undelete** from the **Edit** menu to choose between your last three deletions and restore the deletion of your choice (see *Undelete*).

Additional Information

Codes and Typeover

When you use **Typeover**, characters you type over are replaced, but codes remain as they are. The cursor jumps over codes, and the text after the codes is replaced.

Line Draw

Typeover lets you add text to **Line Draw** boxes without disturbing the box borders. When you are using **Line Draw**, **Typeover** is always on, even though “Typeover” is not displayed on the status line (see *Line Draw*).

See Also

- Line Draw
- Undelete

Typesetting

Typesetting is the process of adjusting the way text appears in your printed document. Adjusting the spacing between letters, words, and lines is a big part of the typesetting task.

Use the WordPerfect typesetting features to change line height, justification limits, letterspacing, word spacing, line spacing, baseline placement, and kerning.

What's in this section?

- Concepts
- Inserting a Hard Space
- Placing the Baseline at the Top Margin
- Adjusting Line Height
- Adjusting Leading
- Using Kerning
- Adjusting Word Spacing and Letterspacing
- Adjusting Justification Limits
- See Also

Concepts

Hard Spaces

A *hard space* holds two words together on one line. A common use for a hard space is to keep dates, names, or equations from being divided.

WordPerfect treats words joined by hard spaces as one word.

Baselines

Baseline

Ecoservices has a

The *baseline* is the line the characters in a line of text sit on. Normally, WordPerfect places the *top* of the first line of text even with the top margin and places the first baseline at the *bottom* of the first line of text. This means that the placement of the first baseline on a page varies depending on the font and font size you are using.

To place text at a precise location on a page, the first baseline must remain constant. To do that, you can place the first baseline even with the top margin of the page. Since the top margin and the first baseline are now the same, the baseline (your text) is placed consistently on the top margin of every page, regardless of the font and font size.

Baseline Placement and Other Features

Setting the baseline at the top margin affects any WordPerfect feature that places text in a specific position on the page. Baseline placement affects the whole document.

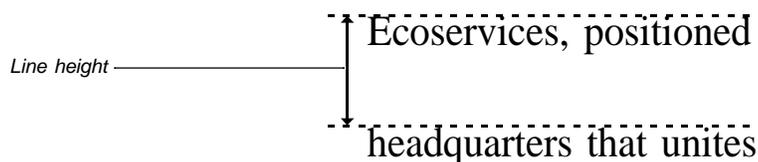
For example, if you use the **Advance** feature to move text a specified distance down the page, the baseline of the text is normally placed below that specified distance. But if you set the baseline at the top margin, the baseline of the advanced text will be placed at the exact measurement you specified.

Line Spacing

Line spacing determines whether your text uses single-spacing, double-spacing, or some other spacing (see *Line Spacing*).

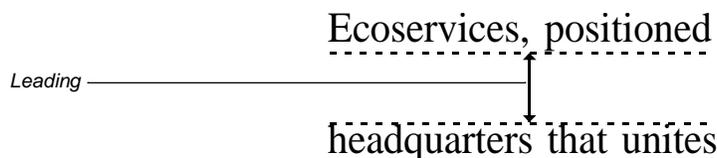
WordPerfect calculates line spacing by multiplying the line height by the line spacing setting. In other words, a line spacing setting of 2 results in double-spaced text.

Line Height



WordPerfect measures *line height* as the distance between the top of one line of text to the top of the next line of text. Ordinarily, the line height is automatically set according to the font being used. You can, however, set the line height to a fixed distance regardless of the font.

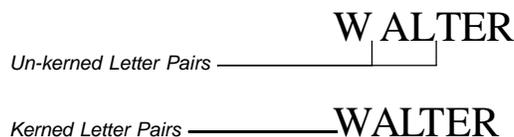
Leading



Leading is a typesetting term that refers to the amount of white space between lines of text. You can specify an amount of space to be added to or subtracted from the line height in order to adjust the leading.

Kerning

On the printed page, certain letter pairs appear to have more space between them than others because of the shape and slant of each letter. *Kerning* refers to the adjustment of the space between specific letter pairs to improve their appearance. The example below shows the effects of kerning letter pairs.



Only certain letter pairs are adjusted with the **Kerning** feature. See *Adjusting Word Spacing and Letterspacing* later in this section to find out how to adjust spacing between all letters in your text.

Word Spacing and Letterspacing

Use **Word Spacing and Letterspacing** to increase or decrease the space between words and letters in your document.

Letterspacing adjusts the space between all letters.

Justification Limits

Use **Word Spacing Justification Limits** to adjust spacing between words in justified text. You can set the minimum and maximum limits for the spacing.

When **Justification** is set to **Full**, WordPerfect makes adjustments based on these limits. Once the word spacing limit is met, WordPerfect will adjust the spacing between letters to justify the text.

Inserting a Hard Space

- 1 Press **Home, space bar**.

Placing the Baseline at the Top Margin

- 1 Choose **Document** from the **Layout** menu.
Or Press Shift+F8, 4
- 2 Select **Baseline Placement for Typesetters**.
- 3 Choose **OK** and **Close** until you return to your document.

Adjusting Line Height

- 1 Place the cursor where you want the new line height setting to begin.
or
Block the text for which you want to change the line height.
- 2 Choose **Line** from the **Layout** menu.
Or Press Shift+F8, 1
- 3 Choose **Line Height**.
- 4 Choose **Fixed**, then specify a new line height measurement.
- 5 Choose **OK** and **Close** until you return to your document.

Adjusting Leading

- 1 Place the cursor where you want the new leading to begin.
or
Block the text that you want to have new leading.
- 2 Choose **Other** from the **Layout** menu.
Or Press Shift+F8, 7
- 3 Choose **Printer Functions**, then choose **Leading Adjustment**.
- 4 Specify the amount of space you want to add to the line height (a negative number will decrease the line height).
- 5 Choose **OK** and **Close** until you return to your document.

See *Margins* for information on how to adjust the spacing between paragraphs (sometimes called secondary leading).

Using Kerning

- 1 Place the cursor where you want kerning to begin.
or
Select a block of text to be kerned.

- 2 Choose **Other** from the **Layout** menu.
Or Press Shift+F8, 7
- 3 Choose **Printer Functions**.
- 4 Select **Kerning**.
- 5 Choose **OK** and **Close** until you return to your document.

Use the **Kerning** feature to reduce the space between specific letter pairs throughout your entire document or in a selected block of text.

To adjust the spacing of letter pairs individually, you should use the **Advance** feature.

Adjusting Word Spacing and Letterspacing

- 1 Place the cursor where you want the new word spacing or letterspacing setting to begin.
or
Block the text that you want to have a new setting.
- 2 Choose **Other** from the **Layout** menu.
Or Press Shift+F8, 7
- 3 Choose **Printer Functions**, then choose **Word Spacing and Letterspacing**.
- 4 Choose **Word Spacing** or **Letterspacing**.
- 5 Select a spacing option (see the table below).

Option	Description
Normal	Use settings chosen by the font manufacturer
Optimal	Use settings chosen by WordPerfect Corporation
% of Optimal	Set your own spacing
Set Pitch	Specify the number of characters per inch

- 6 If necessary, specify a value (percent of optimal or pitch).

You can set a spacing of your own expressed as a percent of the optimal setting. Numbers less than 100% reduce the amount of space between words and letters, while numbers greater than 100% increase the amount of space. Entering 100% is the same as selecting **Optimal**.

- 7 Choose **OK** and **Close** until you return to your document.

Adjusting Justification Limits

- 1 Place the cursor where you want the new justification limit setting to begin.
or
Block the text that you want to have a new setting.
- 2 Choose **Other** from the **Layout** menu.
Or Press Shift+F8, 7
- 3 Choose **Printer Functions**, then choose **Word Spacing Justification Limits**.
- 4 Specify the lower limit (**Compressed to (0% - 100%)**), then press **Enter**.
- 5 Specify the upper limit (**Expanded to (100% - unlimited)**), then press **Enter**.
- 6 Choose **OK** and **Close** until you return to your document.

If the words are too compressed, increase the minimum justification. If the words are spaced too far apart, decrease the maximum justification.

IMPORTANT: If your printer cannot support this feature, any percentages you type will not affect your document.

See Also

• Auto Code Placement • Justification • Line Spacing • Return: Soft and Hard

Undelete

Use **Undelete** to restore any or all of your last three deletions.

What's in this section?

- Concepts
- Using Undelete
- Helps and Hints
- See Also

Concepts

Undelete Compared to Undo

Unlike **Undo**, which restores your text in its original location, **Undelete** restores your most recently deleted text at the cursor. See *Undo*.

Using Undelete

- 1 Choose **Undelete** from the **Edit** menu.

Or Press Esc

- 2 Choose **Restore** to restore your last deletion.

or

Choose **Previous Deletion** to cycle through your last three deletions, then choose **Restore** when you see the one you want to restore.

Helps and Hints

Moving Text

You can use **Undelete** to move text. Simply delete the text you want to move, position the cursor where you want the text, then undelete it.

See Also

• Cancel • Delete • Undo

Undo

Use **Undo** to reverse your last editing action. You can undo simple actions, such as deleting a word, and you can undo more complex actions, such as sorting, changing the font, changing the margins, and so on.

What's in this section?

- Concepts
- Using Undo
- Helps and Hints
- See Also

Concepts

Undo Compared to Undelete

Unlike **Undelete**, which restores your most recently deleted text at the cursor, **Undo** restores your text in its original location. See *Undelete*.

Using Undo

1 Choose **Undo** from the **Edit** menu.

Or Press Ctrl+z

Helps and Hints

Turning Off Undo

If you're deleting or moving long passages of text, the **Undo** feature can slow WordPerfect operations. **Undo** also consumes memory and disk space in temporary files. To avoid this, you can turn off **Undo** by deselecting **Allow Undo** in **Environment** (see *Setup: Environment*). When **Undo** is turned off, you can still restore text using **Undelete**.

See Also

• Cancel • Undelete

View Modes

Three display modes are available in WordPerfect: **Text Mode**, **Graphics Mode**, and **Page Mode**. When you work on a document, you can switch between display modes.

What's in this section?

- Concepts
- Changing View Modes
- Helps and Hints
- See Also

Concepts

Text Mode

Text Mode displays your document in monospaced characters, like the screen characters you see when you are typing commands at a DOS prompt. The screen characters do not reflect the type of font or the font size you are using in your document. Attributes such as bold, underline, and italics display differently than normal text, depending on the selections you make in **Setup**. See *Changing Screen Colors* under *Helps and Hints* below.

In **Text Mode**, the contents of graphics and equation boxes do not display on screen. Also, you cannot use the mouse to size and move graphics.

Section 1: Budget Considerations
 Besides the obvious savings from lower construction costs in the Green Creek plan (see table), we should not overlook one outgrowth from the Green Creek plan. As Ivan Divac stated, it is an increase in employee productivity that, calculated into overall expenses, ultimately saves Ecoservices money.

Going Up in Cost
 Remodelling a paper mill to accommodate 2,330 employees is no small enterprise. Already we're looking at \$90 a square foot. Still, that figure is roughly half the cost of constructing the eight-story complex.

Cost Analysis				
	Cost per unit foot	Avg Office Space	Employee Count	Total Cost
Low Rise (Remodel)	\$95	150 sq ft	2,500	35,625,000

C:\WP60\LEARN\REPORT Doc 1 Pg 3 Ln 1.33" Pos 1"

Text Mode

Monospaced characters

Graphics do not display

Use **Text Mode** when your computer has limited memory (less than the minimum 480K) or when you don't have a graphics video card.

Graphics Mode

Graphics Mode imitates a WYSIWYG (What You See Is What You Get) environment. WordPerfect displays your document close to the way it will look when it prints. When you are typing, WordPerfect attempts to match the fonts you see on the screen to your printer fonts. Attributes such as italics, bold, and underline appear as italics, bold, and underline.

Section 1: Budget Considerations
 Besides the obvious savings from lower construction costs in the Green Creek plan (see table), we should not overlook one outgrowth from the Green Creek plan. As Ivan Divac stated, it is an increase in employee productivity that, calculated into overall expenses, ultimately saves Ecoservices money.

Going Up in Cost
 Remodelling a paper mill to accommodate 2,330 employees is no small enterprise. Already we're looking at \$90 a square foot. Still, that figure is roughly half the cost of constructing the eight-story complex.

Cost Analysis				
	Cost per unit foot	Avg Office Space	Employee Count	Total Cost
	\$95	150 sq ft	2,500	35,625,000
	\$90	100 sq ft	3,500	31,500,000
	\$190	140 sq ft	2,500	66,500,000
	\$192	90 sq ft	3,500	60,480,000

High Rise vs. Low Rise
 Organizational ecologists are citing evidence that buildings

C:\WP60\LEARN\REPORT Doc 1 Pg 3 Ln 1.33" Pos 1"

Graphics Mode

Fonts on the screen match your printer fonts.

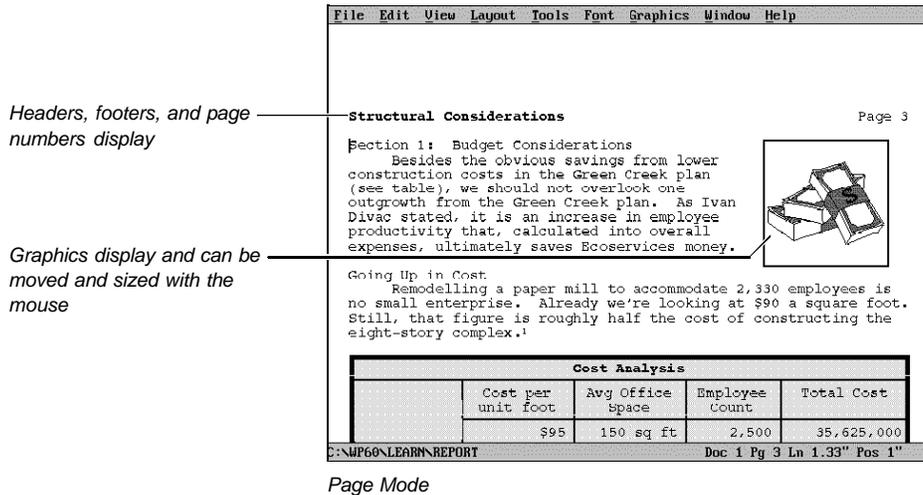
Graphics display and can be moved and sized with the mouse.

Graphics Mode requires a minimum 480K of memory and a video graphics card. (CGA video cards are not supported.) For more information about memory requirements, see *Memory*.

Use **Graphics Mode** when you are working with graphics and equations. **Graphics Mode** lets you size and move graphics with your mouse.

Page Mode

Page Mode displays the characters in your document like **Graphics Mode**. However, while **Graphics Mode** shows only the body of your document, **Page Mode** displays such things as document headers, footers, footnotes, and label arrangement.



Page Mode

You can also use the mouse to move and size graphics in **Page Mode**.

Changing View Modes

1 Choose **Text Mode**, **Graphics Mode**, or **Page Mode** from the **View** menu.

Or Press Ctrl+F3, then select 2, 3, or 4

Helps and Hints

Complex Documents

When you work with complex documents that contain several graphics, font changes, or columns, you may find that you can type and edit faster when using **Text Mode**. After entering text, you can then change to **Graphics Mode** or **Page Mode** to get a better representation of what your document will look like when it is printed. You can also use **Print Preview** to see what the document will look like.

Changing Screen Colors

You can change the on-screen colors for **Text Mode** so that you can distinguish text with attributes. For example, you can have bolded or italicized text display in different colors than normal text.

You can change the screen colors of menus and dialog boxes in **Graphics Mode** and **Page Mode**.

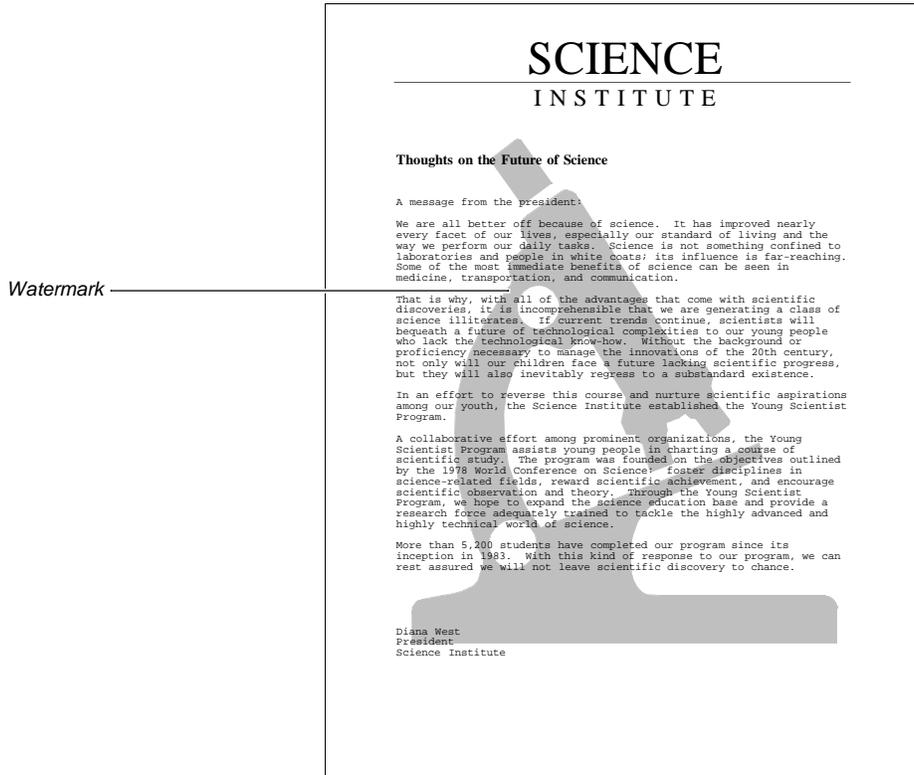
For more information about changing colors, see *Setup: Display*.

See Also

• Graphics: Editing the Box Position and Size • Setup: Display • Windowing

Watermarks

Use **Watermarks** to add a drawing, logo, clip art image, or headline sized text behind the printed document text.



Suggested use for a Watermark

What's in this section?

- Concepts
- Creating a Watermark
- Editing a Watermark Image
- Deleting a Watermark
- Moving a Watermark
- Turning Off a Watermark
- Helps and Hints
- Additional Information

Concepts

Watermark A and Watermark B

Watermarks function similarly to Headers and Footers. You can use two different watermarks at any place in your document. You can also create two watermarks and have them appear on alternating pages.

Watermarks are specified as A or B to help you tell them apart. There is no difference between Watermark A or Watermark B. You can, therefore, create Watermark B before you create Watermark A. You can have several Watermark As and Watermark Bs in a document, but you can have only two watermarks active on any given page.

When you want to replace a watermark, only a Watermark A can replace another Watermark A, and only a Watermark B can replace another Watermark B.

Specifying Pages for Watermarks

A watermark appears on the pages you specify (all pages, even pages, or odd pages) until you turn it off or replace it with a new watermark. For example, if you create Watermark A on page 1, then you create a new Watermark A on page 5, the first Watermark A appears on pages 1-4, and the new Watermark A begins on page 5.

When you create a Watermark A and a Watermark B on the same page using the Watermark Image box style, they are superimposed on each other.

Watermark Image Box Style

The Watermark Image box style automatically lightens the text or image you are using and applies it to the entire page.

If you use another graphics box style, you will need to change the box attachment type to **Page** and manually lighten the image or change the text color.

Turning Off a Watermark

You must turn off each watermark in your document separately.

For example, if your document contains two Watermark A's, you can turn off one Watermark A without turning off the other Watermark A.

Creating a Watermark

- 1 Place the cursor on the page where you want the watermark to begin.
- 2 Choose **Header/Footer/Watermark** from the **Layout** menu, then choose **Watermark A** or **Watermark B**.
Or Press Shift+F8, 5, 3, 1 or 2
- 3 Select the pages where you want the watermark to appear.
- 4 Choose **Create** to enter the Watermark Editor.

These steps explain how to create watermarks using an image such as a drawing, clip art image, or logo. You can, however, create a watermark by simply typing text (usually in a larger font size than the document text) in the Watermark Editor.

- 5 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Create**.
Or Press Alt+F9, 1, 1
- 6 Choose **Filename**, type the path and filename containing the image or select it from the **File List** or **QuickList**, then choose **OK**.
- 7 If you do not need to edit the image, choose **OK** to return to the Watermark Editor.
or
Choose **Image Editor**, then edit the image. See *Graphics: Editing Images* for more information.
When you are finished editing the image, choose **Close** from the **File** menu (or press F7), then choose **OK** to return to the Watermark Editor.
- 8 Choose **Exit** from the **File** menu to return to your document.

Or Press F7

A watermark does not display in the document window regardless of the viewing mode you are in. To see the watermark, choose **Print Preview** from the **File** menu or print the document.

For information on what you can do using the Watermark Editor, see *Additional Information* in this section.

Editing a Watermark Image

You can change a watermark image at any time. For example, you can adjust the brightness and contrast of the image, or you can rotate or enlarge the image.

If you have more than one Watermark A or more than one Watermark B in your document, make sure the cursor is located where the watermark you want to edit is turned on.

- 1 Place the cursor on a page containing the watermark you want to edit.
- 2 Choose **Header/Footer/Watermark** from **Layout** menu, then choose the watermark type you want to edit.
Or Press Shift+F8, 5, 3, 1 or 2
- 3 Choose **Edit**.
- 4 Choose **Graphics Boxes** from the **Graphics** menu, then choose **Edit**.
Or Press Alt+F9, 1, 2
- 5 Specify the **Document Box Number**, then choose **Edit Box** to enter the **Edit Graphics Box** dialog box.
- 6 Choose **Image Editor**, then use the features from the **Edit** pull-down menu to make choices about how you want the image to appear.

See *Graphics: Editing Images* for more information about what you can do in the Image Editor.

- 7 Choose **Close** from the **File** menu to exit the Image Editor, then choose **OK** to return to the Watermark Editor.
Or Press F7
- 8 Choose **Exit** from the **File** menu to return to your document.
Or Press F7

Deleting a Watermark

You can use **Reveal Codes** to delete a watermark from the document window at any time.

If you have more than one Watermark A or more than one Watermark B in your document, make sure you highlight the watermark code you want to delete.

- 1 Choose **Reveal Codes** from the **View** menu.
Or Press Alt+F3
- 2 In the **Reveal Codes** window, highlight a watermark code ([Watermark X]).

You can use **Search** to locate a Watermark code in the **Reveal Codes** window (see *Search and Replace*).

- 3 Press **Delete** to erase the code.
- 4 Choose **Reveal Codes** from the **View** menu to hide the Reveal Codes window.
Or Press Alt+F3

If you delete a watermark by mistake, choose **Undo** or **Undelete** from the **Edit** menu.

Or Press Ctrl+z or Esc

Moving a Watermark

You can change the pages on which a watermark appears in your document.

- 1 Place the cursor on the page where you want the change to occur.
- 2 Choose **Header/Footer/Watermark** from **Layout** menu, then choose the watermark you want to change.
Or Press Shift+F8, 5, 3, 1 or 2
- 3 Choose the pages where you want the watermark to appear, then choose **Edit**.
- 4 Choose **Exit** from the **File** menu to return to your document.
Or Press F7

Turning Off a Watermark

You can turn off a watermark at any point in your document.

- 1 Place the cursor in the first full paragraph on the page where you want to turn off the watermark.
or
Block only those pages where you want to turn off the watermark.
- 2 Choose **Header/Footer/Watermark** from **Layout** menu, then choose the watermark you want to turn off.
Or Press Shift+F8, 5, 3, 1 or 2
- 3 Choose **Off**.
- 4 Choose **OK** and **Close** until you return to your document.

Helps and Hints

Suppressing a Watermark on a Page

You can place a watermark at the very beginning of your document, then use the **Delay Codes** or **Suppress** feature to keep it from appearing on a title page, copyright page, the first page of a chapter, or any other single page in your document (see *Delay Codes* and *Suppress*).

Additional Information

Watermark Editor

The Watermark Editor functions just like a document window. For example, you can do any of the following:

- Create tables or text columns.
- Change the font color, style, and point size.
- Cut, copy, and paste text.
- Change text justification, alignment, and spacing.
- Add graphics lines and images.
- Size the window.

Dimmed features on the pull-down menus are not available.

Editing Watermarks

If you have several watermarks in your document and you edit a watermark, WordPerfect will select the watermark code (in **Reveal Codes**) before the cursor. If no watermark code is found before the cursor, WordPerfect will select the first watermark code after the cursor.

Watermark Images

You can retrieve an image created in WordPerfect graphics format (.WPG) or in another graphics format directly into the Watermark Editor. WordPerfect automatically applies the Watermark Image Box style. See *Graphics: Adding to a Document* for information about box styles.

Widow/Orphan Protect

Use **Widow/Orphan Protect** to avoid printing one line of a paragraph alone at the top or bottom of a page.

Widow — while raising five boys.*

A Time for Reflection

While the past provides understanding, the present provides reality. In this part of the report, we hope to give an overview of HALVA International that provides an insight into the current direction of the company.

Direction vs. Management

The nature of an organization is often determined by the personality of its founder. In focusing on the nature of HALVA International, one immediately recognizes the influence of Bryan Metcalf, the man.

Despite advice to the contrary, Metcalf has always maintained that employees should be given direction instead of management. To that end, he has worked to give employees a voice in both their job descriptions and the goals of the company.

Maximizing the Organization

However, in all the attention to employees, the goal to provide quality products at discount prices continues to give purpose and direction to the company.

As indicated in the Operating Expenses table below, that goal contributes to the recent venture into retail outlets. After the opening of several retail stores in 1991, sales increased by 50% during the last quarter. However as demonstrated by the table figures, operating expenses were often more than twice those of the third quarter.

Operating Expenses			
Expense	Fourth Quarter	Third Quarter	Change
Payroll	330,485.00	289,800.00	14.04%
Taxes	35,500.00	12,075.00	194.00%
Rent	29,600.00	29,600.00	0.00%
Communications	26,277.50	17,803.50	47.60%
Total/Change	421,862.50	349,278.50	20.78%

Orphan — While some expenses increased significantly, the overall average

What's in this section?

- Preventing Windows and Orphans
- Helps and Hints
- See Also

Preventing Widows and Orphans

- 1 Place the cursor where you want **Widow/Orphan Protect** to take effect.
- 2 Choose **Other** from the **Layout** menu, then select **Widow/Orphan Protect**.
Or Press Shift+F8, 7, 3
- 3 Choose **OK** and **Close** until you return to your document.

Helps and Hints

Other Ways to Keep Text Together

You can use **Block Protect** to keep a block of text from being split between two pages, or you can use **Conditional End of Page** to keep a specific number of lines together on one page (see *Block Protect* and *Conditional End of Page*).

Windowing

The area on-screen where you type your documents is called a *document window*. You can open, move, size, and arrange as many as nine document windows (depending on available memory).

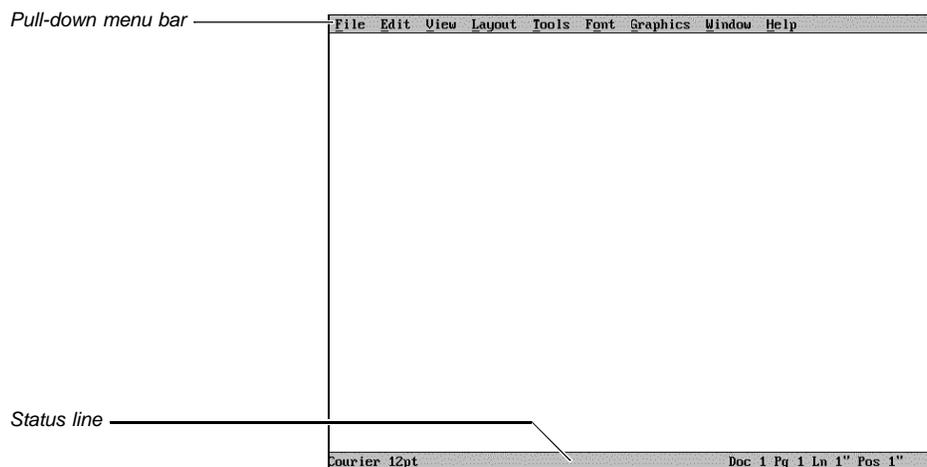
What's in this section?

- Concepts
- Opening Windows
- Sizing Windows
- Arranging Windows
- Switching Between Windows
- Closing a Document Window
- Exiting All Document Windows
- See Also

Concepts

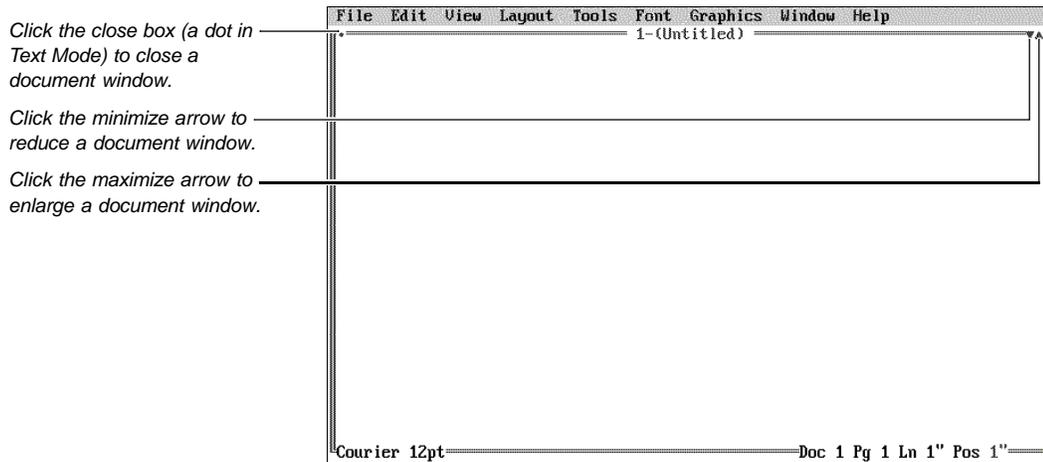
Window Controls

When you start WordPerfect, a new document window opens ready for you to begin typing. This is a *maximized* (or full-screen) window without a *frame*. The frame is the border around the document window (including the document title). When you maximize a window, the frame no longer displays.



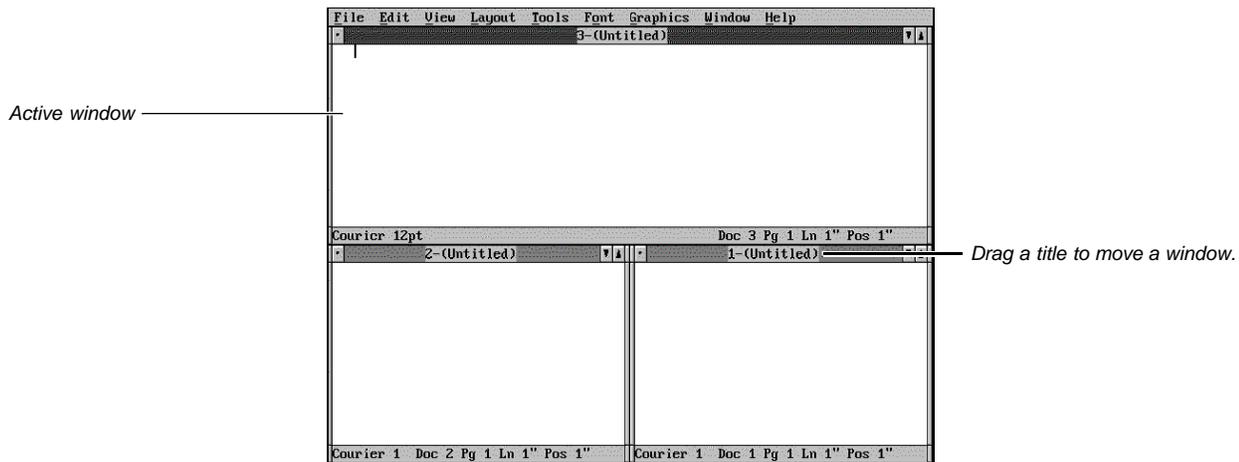
Maximized document window without a frame

You can size and close a framed document window by clicking on the window controls (maximize, minimize, and close). You can move and size a document window by dragging the frame itself. This is true whether you are in **Text Mode**, **Graphics Mode**, or **Page Mode** (for more information, see *View Modes*).



Framed document window in Text Mode

To move a window with a frame, drag the title bar at the top of the window. To size a framed window, drag the sides or bottom. The window you are currently working in is the *active window*.



Arranged document windows in Graphics Mode

One way you can arrange document windows is to *tile* them (have them arranged side by side with no overlapping). See *Tiling Windows* under *Arranging Windows* later in this section. Another way to arrange document windows is to *cascade* them (have them arranged overlapping with the title of each document displayed). See *Cascading Windows* under *Arranging Windows* later in this section.

Opening Windows

- 1 Choose **New** from the **File** menu to open an empty window, or choose **Open** from the **File** menu to open a document window as you open a file.

Or Press Shift+F10 to open a file

Sizing Windows

Framing a Window

When you frame a document window, you can move, size, and close the window using the displayed controls.

- 1 Choose **Frame** from the **Window** menu to frame the active window (you can also double-click on the status line).

Or Press **Ctrl+F3, 1, 2**

The frame also displays whenever the document window becomes smaller than the screen, for example, when you cascade several windows.

Minimizing a Window

When you minimize a window, the document is reduced to a small rectangle. This lets you view several documents at one time.

- 1 Click the minimize arrow (down arrow) in the upper-right corner of a framed document window, or choose **Minimize** from the **Window** menu.

Or Press **Ctrl+F3, 1, 1**

Maximizing a Window

When you maximize a document window, the document enlarges to fill the entire document space without a frame. However, when you click on the maximize control (up arrow) in a minimized window, the document returns to the previous size.

- 1 Click the maximize arrow (up arrow) in the upper-right corner of a framed document window, or choose **Maximize** from the **Window** menu to maximize the active window.

Or Press **Ctrl+F3, 1, 3**

Sizing a Framed Window

To change the frame with the mouse,

- 1 Drag the left, right, or bottom side of the frame to “stretch” or “shrink” the document window.

or

Drag the corner of the frame to change the size in two directions at once.

To change the frame with the keyboard,

- 1 Press **Ctrl+F3, 1, s**.
- 2 Use arrow keys to change the size, then press **Enter** or **F7**.

Arranging Windows

When document windows have been framed and reduced in size, they can be arranged.

Moving Windows

To move a framed window with the mouse,

- 1 Drag the title bar to move the document window to a new location.

To move a framed window with the keyboard,

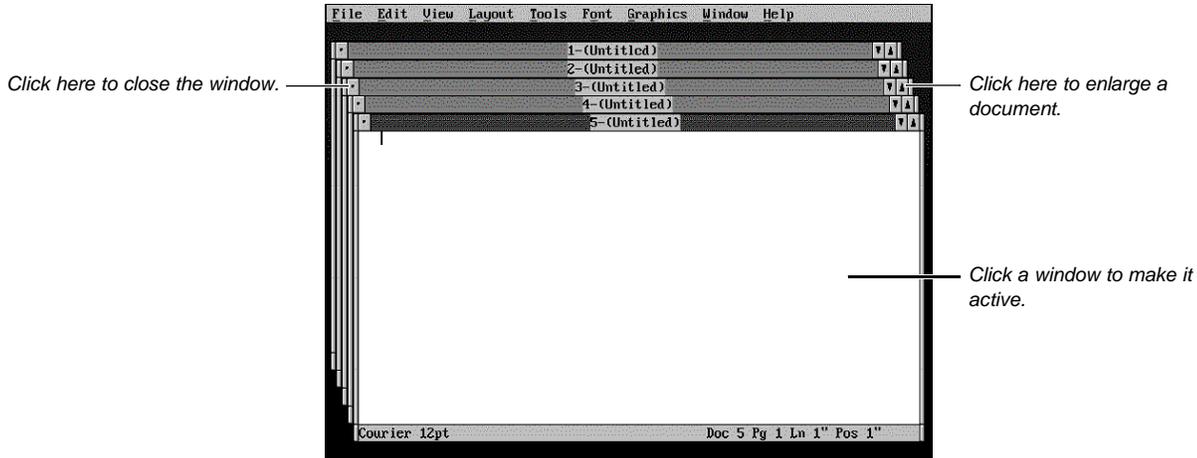
- 1 Press **Ctrl+F3, 1, 9**.
- 2 Use arrow keys to move the document window, then press **Enter** or **F7**.

Cascading Windows

When you have more than one document window open, you can use **Cascade** to arrange the windows. Cascaded windows overlap so that the title bar of each window is displayed.

- 1 Choose **Cascade** from the **Window** menu.

Or Press Ctrl+F3, 1, 5



Cascaded document windows

Tiling Windows

When you have more than one document window open, you can use **Tile** to arrange the windows. Tiled windows are arranged on the screen with no overlapping.

- 1 Choose **Tile** from the **Window** menu.

Or Press Ctrl+F3, 1, 4



Tiled document windows

Switching Between Windows

You can switch between displayed or undisplayed document windows.

Using the Mouse

To select a displayed window,

- 1 Click on the window to make it active.

Using the Keyboard and Window Menu

To switch between open windows whether they are currently displayed or not, choose one of the following items from the **Window** menu or use available keystrokes:

Menu Item	Keystroke	What It Does
Next	Ctrl+y	Makes the next window active
Previous		Makes the previous window active
Switch	Shift+F3	Switches between the current active window and the last active window (or opens a second window)
Switch to	F3 or Home,0	Lists all current windows and lets you choose one (documents remain untitled until they are saved)
Switch to	Home,# of window	Switches to the number of the window you type

When using the **Home,#** keystroke, if you type a number for a document window that is not open, WordPerfect will open it for you.

Using the Window Dialog Box

You can also access **Next**, **Previous**, and **Switch to** using the **Window** dialog box.

- 1 Press **Ctrl+F3**, **1**, then choose options **6**, **7**, or **8**.

Closing a Document Window

You can close each document window and save its contents as you close. To close an individual window,

- 1 Click the close box in the upper left corner of a framed document window, or choose **Close** from the **File** menu.
Or Press F7
- 2 If the document has not been saved previously, specify a filename for the document.
or
Choose **Yes** to save the document with the existing filename.

For more information, see *Exit and Close*.

Exiting All Document Windows

- 1 Choose **Exit WP** from the **File** menu.
Or Press Home, F7

WordPerfect prompts you to mark the documents you want to save before exiting.

For more information, see *Exit and Close*.

See Also

- Exit and Close • New • Open and Retrieve • Setup: Screen • View Modes • Zoom

Zoom

In **Graphics Mode** and **Page Mode**, you can use **Zoom** to specify the size of on-screen text.

What's in this section?

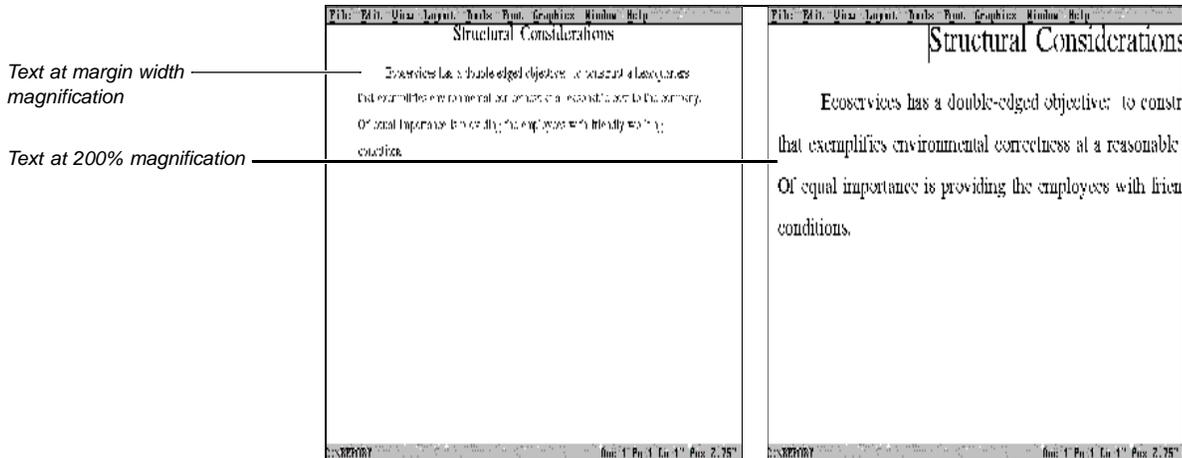
- Concepts
- Using Zoom In the Current Window
- Changing the Zoom Setting for All Windows
- See Also

Concepts

Text Magnification

When you start WordPerfect, the text in your document is displayed at **Margin Width** magnification. **Margin Width** displays a complete line of text within a window. Consequently, you do not have to scroll text from side to side to be able to read it.

The text to the left below is displayed at margin width magnification. By contrast, the text to the right is magnified at 200%. It is actually twice the size it will appear in print.



Zoom Settings

You can select a Zoom percentage (from 40% to 800%), or you can have WordPerfect calculate a percentage based on the following Zoom options.

Zoom Option	Result
Margin Width	Displays a complete line of text within a window, with minimal white space to the right and left.
Page Width	Displays the width of the page (including any margins) within a window (for example, displays the complete width of an envelope).
Full Page	Displays all page margins in the window (left, right, top, and bottom). This is similar to a full-page view in Print Preview.

If you display labels in **Graphics Mode** using the **Page Width** or **Full Page** option, each label is shown as one page. **Page Width** shows the width of the label. **Full Page** shows the width and height.

If you display labels in **Page Mode** using the **Page Width** option, all the labels across the page are displayed. If you select **Full Page**, all the labels on one page are displayed.

Using Zoom in the Current Window

To use **Zoom**, you must be in the **Graphics Mode** or **Page Mode** (see *View Modes*).

To change magnification for the current document window only,

- 1 Choose **Zoom** from the **View** menu.
Or Or Press Ctrl+F3, 7
- 2 Specify the percentage of magnification you want.
or
Select **Margin Width**, **Page Width**, or **Full Page**.
- 3 Choose **OK** to return to your document.

Changing the Zoom Setting Using the Ribbon

- 1 Click the **Zoom** button.
The Zoom button is the first button on the left of the ribbon. By default, it displays **Marg**.
- 2 Specify the percentage of magnification you want.
or
Select **Marg**, **Wide**, or **Full**.
- 3 Choose **OK** to return to your document.

Your selection applies to the current document window only.

Changing the Zoom Setting for All Windows

You can use **Screen Setup** to specify a **Zoom** setting for all new documents (see *Setup: Screen*).

See Also

- Print Preview
- View Modes

Appendix

.....

Appendix A: Character Sets

WordPerfect provides various characters in addition to those found on your standard keyboard. The sections that follow list the characters and explain how you can access them.

WordPerfect Character Sets

The tables below contain more than 1500 WordPerfect characters and their corresponding character set values (locations). If your printer will print graphics, you can print most of the characters in the character sets. If your printer cannot print graphics, you must have a font that contains the character in order to print it.

To determine which characters will print with a particular font,

- 1 Open the CHARMAP.TST file.
- 2 Select your printer.
- 3 Change the document initial font to the font you want to use.
- 4 Set the **Graphics Quality** setting to **Do Not Print**, then print the document.

Only the characters supported by your currently selected font will be printed.

CHARMAP.TST is installed when you install WordPerfect and is located in the same directory as the WP.EXE file.

Printing Characters

When printing characters, WordPerfect first tries to locate the characters within your currently selected font. If they are unavailable there, WordPerfect tries to locate the characters in other available fonts. If the characters are not found in any of the fonts, WordPerfect generates and prints the characters graphically.

All WordPerfect characters, even when generated graphically, print according to the **Text Quality** setting. You can set **Text Quality** to **High**, **Medium**, **Draft**, or **Do Not Print**. However, if either **Text Quality** or **Graphics Quality** is set to **Do Not Print**, the WP.DRS characters will not print. For more information on print quality settings, see *Print: Specify Document Settings*.

International .DRS File and Language Modules

The WordPerfect characters in the tables below were printed using the International-Expanded WP.DRS file, instead of the standard WP.DRS file that ships with WordPerfect. Some of the characters (such as Japanese and Arabic) will not appear with the same quality as shown below unless you use the International-Expanded WP.DRS file.

If you are interested in obtaining the Additional Fonts diskette, call WordPerfect Information Services. The Information Services phone number is listed in *Introduction: Registration and Ordering Information*.

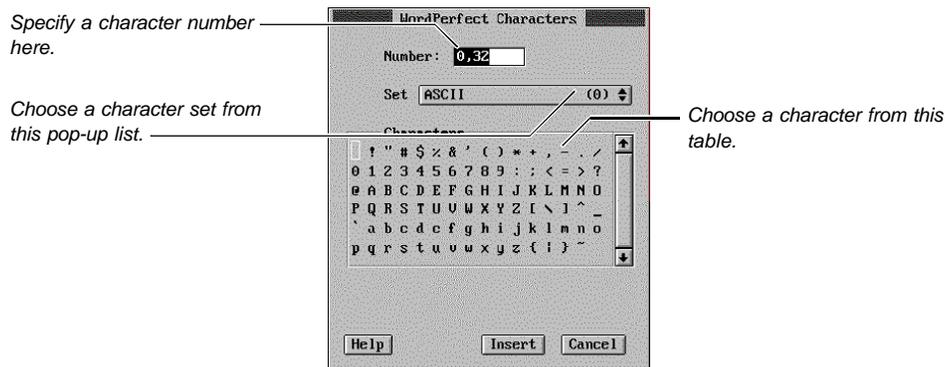
Enhanced WordPerfect characters from the International-Expanded WP.DRS file use more printer memory and take longer to print than standard WP.DRS characters. If the print job does not finish printing, your printer may not have enough memory.

If you use WP.DRS characters frequently, you may want to consider ordering an appropriate WordPerfect language module or some printer soft fonts. The language modules include the International-Expanded WP.DRS file and provide language-specific printer fonts that improve the speed and quality of printing; they also provide language-specific keyboard layouts.

Inserting Characters into your Document

- 1 Place the cursor where you want the character to appear in your text, then choose **WP Characters** from the **Font** menu.

Or Press Ctrl+w



- 2 Choose the WordPerfect character set you want from the **Set** pop-up list.
- 3 Select the character you want, then choose **Insert**.

IMPORTANT: The print quality with which the characters in your document are printed depends on the capabilities of your printer and on the font and point size you select. The print quality also depends on the **Text Quality** setting (**Print/Fax** dialog box) and on which WP.DRS file you are using.

[Character Set 0 (ASCII) and Character Set 1 (Multinational) not shown]

[Character Set 2 (Phonetic) not shown]

[Character Set 3 (Box Drawing) not shown]

[Character Set 4 (Typographic Symbols) not shown]

[Character Set 5 (Iconic Symbols) not shown]

[Character Set 6 (Math/Scientific) not shown]

[Character Set 7 (Math/Scientific Extensions) not shown]

[Character Set 8 (Greek) not shown]

[Character Set 9 (Hebrew) not shown]

[Character Set 10 (Cyrillic) not shown]

[Character Set 11 (Japanese) not shown]

[Character Set 12 not shown]

[Character Set 13 (Arabic) not shown]

[Character Set 14 (Arabic Script) not shown]

IMPORTANT: Character sets 11, 13, and 14 will not display or print unless you have the International-Expanded WP.DRS file. See *International .DRS File and Language Modules* earlier in this section.

Digraphs, Symbols, and Diacritics

The list below shows some of the digraphs and symbols that can be created with **Compose (Ctrl+a)**. For more information on **Compose**, see *Characters*.

Digraphs and Symbols

Type	Character	Result
AE	[1,36]	Æ
ae	[1,37]	æ
IJ	[1,138]	IJ
ij	[1,139]	ij
OE	[1,166]	Œ
oe	[1,167]	œ
ox	[4,24]	Ɑ
ss	[1,23]	ß
L-	[4,11]	£
P!	[4,5]	¶
<<	[4,9]	«
>>	[4,10]	»
Y=	[4,12]	¥
Pt	[4,13]	₤
c/	[4,19]	¢
+-	[6,1]	±
<=	[6,2]	≤
>=	[6,3]	≥
==	[6,14]	≡
	[6,13]	≈
/=	[6,99]	≠
tm	[4,41]	™
sm	[4,42]	SM
ro	[4,22]	®
co	[4,23]	©
rx	[4,43]	℞
/2	[4,17]	½
/4	[4,18]	¼
*	[4,3]	·
**	[4,0]	•
*o	[4,45]	◦
*O	[4,1]	◊
ao	[1,35]	å
f-	[4,14]	f
a=	[4,15]	ä
o=	[4,16]	ö
??	[4,8]	¿
!!	[4,7]	¡
n-	[4,33]	ñ
m-	[4,34]	—
--	[4,34]	—

Diacritics

Diacritics are marks used with characters to represent a certain phonetic value. Unlike digraphs and symbols, diacritics can be combined with many characters using **Compose (Ctrl+a)**. Diacritics can also be typed in using the **Characters** dialog box (see *Characters* for more information).

Examples of some diacritics are listed below.

Mark	Example	Result
Acute	'i	í
Caron	vz	
Cedilla	,c	ç
Centered Dot	:l	l•
Circumflex	^a	â
Crossbar	-t	‡
Dot Above	.c	ċ
Grave	‘e	è
Macron	_u	ū
Ogonek	;a	ą
Ring Above	@a	å
Slash	/o	ø
Stroke	\l	
Tilde	~n	ñ
Umlaut	"u	ü

Every possible combination of characters and diacritics is not contained in this table. Many other combinations are possible.

Appendix B: Codes

Following is a list of WordPerfect codes that may appear in your documents. You can use **Reveal Codes** to view codes in your document.

Code	Description
-	Hard Hyphen (Character)
[- Hyphen]	Hyphen
[- Soft Hyphen]	Soft Hyphen
[- Soft Hyphen EOL]	Soft Hyphen at End of Line
[Auto Hyphen EOL]	Automatic Hyphen at End of Line
[Back Tab]	Back Tab (Margin Release)
[Bar Code]	Bar Code
[Begin Gen Txt]	Beginning of Generated Text
[Binding Width]	Binding Width
[Block]	Block
[Block Pro Off]	Block Protect Off
[Block Pro On]	Block Protect On
[Bold Off]	Bold Off
[Bold On]	Bold On
[Bookmark]	Bookmark
[Bot Mar]	Bottom Margin
[Box Num Dec]	Box Number Decrement
[Box Num Disp]	Box Number Display
[Box Num Inc]	Box Number Increment
[Box Num Meth]	Box Numbering Method
[Box Num Set]	Box Number Set
[Calc Col]	Calculation Column (Math)
[Cancel Hyph]	Cancel Hyphenation of Word
[Cell]	Table Cell
[Change BOL Char]	Change Beginning of Line Character
[Change EOL Char]	Change End of Line Character
[Chap Num Dec]	Chapter Number Decrement
[Chap Num Disp]	Chapter Number Display
[Chap Num Inc]	Chapter Number Increment
[Chap Num Meth]	Chapter Numbering Method
[Chap Num Set]	Chapter Number Set
[Char Box]	Character Box
[Char Shade Change]	Character Shade Change
[Char Style Off]	Character Style Off
[Char Style On]	Character Style On
[Cntr Cur Pg]	Center Current Page (Top to Bottom)
[Cntr on Cur Pos]	Center on Cursor Position
[Cntr on Mar]	Center on Margins
[Cntr on Mar (Dot)]	Center on Margins with Dot Leader

Code	Description
[Cntr Pgs]	Center Pages (Top to Bottom)
[CNTRTAB]	Hard Centered Tab
[Cntr Tab]	Centered Tab
[CNTRTAB (DOT)]	Hard Centered Tab with Dot Leader
[Cntr Tab (Dot)]	Centered Tab with Dot Leader
[Col Border]	Column Border
[Col Def]	Column Definition
[Color]	Text Color
[Comment]	Document Comment
[Condl EOP]	Conditional End of Page
[Count Dec]	Counter Decrement
[Count Disp]	Counter Display
[Count Inc]	Counter Increment
[Count Meth]	Counter Method
[Count Set]	Counter Set
[Date]	Date/Time Function
[Date Fmt]	Date/Time Format
[Dbf Und Off]	Double Underline Off
[Dbf Und On]	Double Underline On
[Dbf-Sided Print]	Double-Sided Printing
[DECTAB]	Hard Decimal-Aligned Tab
[Dec Tab]	Decimal-Aligned Tab
[DECTAB (DOT)]	Hard Decimal-Aligned Tab with Dot Leader
[Dec Tab (Dot)]	Decimal-Aligned Tab with Dot Leader
[Dec/Align Char]	Decimal/Alignment Character
[Def Mark]	Definition Marker for Index, List, Table of Authorities, or Table of Contents
[Delay]	Delay
[Delay Off]	Delay Off
[Delay On]	Delay On
[Do Grand Tot]	Calculate Grand Total (Math)
[Do Subtot]	Calculate Subtotal (Math)
[Do Total]	Calculate Total (Math)
[Dorm HRt]	Dormant Hard Return
[Dot Lead Char]	Dot Leader Character
[End Cntr/Align]	End of Centering/Alignment
[End Gen Txt]	End of Generated Text
[Endnote]	Endnote
[Endnote Min]	Endnote Minimum Amount
[Endnote Num Dec]	Endnote Number Decrement
[Endnote Num Disp]	Endnote Number Display
[Endnote Num Inc]	Endnote Number Increment
[Endnote Num Meth]	Endnote Numbering Method

Code	Description
[Endnote Num Set]	Endnote Number Set
[Endnote Placement]	Endnote Placement
[Endnote Space]	Endnote Spacing
[Ext Large Off]	Extra Large Font Size Off
[Ext Large On]	Extra Large Font Size On
[Filename]	Filename
[Fine Off]	Fine Font Size Off
[Fine On]	Fine Font Size On
[First Ln Ind]	First Line Indent
[Flsh Rgt]	Flush Right
[Flsh Rgt (Dot)]	Flush Right with Dot Leader
[Flt Cell Begin]	Floating Cell Begin
[Flt Cell End]	Floating Cell End
[Font]	Font
[Font Size]	Font Size
[Footer A]	Footer A
[Footer B]	Footer B
[Footer Sep]	Footer Separator Space
[Footnote]	Footnote
[Footnote Cont Msg]	Footnote Continued Message
[Footnote Min]	Footnote Minimum Amount
[Footnote Num Dec]	Footnote Number Decrement
[Footnote Num Disp]	Footnote Number Display
[Footnote Num Each Pg]	Restart Footnote Numbers Each Page
[Footnote Num Inc]	Footnote Number Increment
[Footnote Num Meth]	Footnote Numbering Method
[Footnote Num Set]	Footnote Number Set
[Footnote Sep Ln]	Footnote Separator Line
[Footnote Space]	Footnote Spacing
[Footnote Txt Pos]	Footnote Text Position
[Force]	Force Odd/Even Page
[Formatted Pg Num]	Formatted Page Number
[Graph Line]	Graphics Line
[HAdv]	Horizontal Advance
[HCol]	Hard Column Break
[HCol–SPg]	Hard Column Break–Soft Page Break
[Header A]	Header A
[Header B]	Header B
[Header Sep]	Header Separator Space
[Hidden Off]	Hidden Text Off
[Hidden On]	Hidden Text On
[Hidden Txt]	Hidden Body Text (Outline)
[HPg]	Hard Page Break

Code	Description
[HRow-HCol]	Hard Table Row-Hard Column Break
[HRow-HCol-SPg]	Hard Table Row-Hard Column Break-Soft Page Break
[HRow-HPg]	Hard Table Row-Hard Page Break
[HRt]	Hard Return
[HRt-SCol]	Hard Return-Soft Column Break
[HRt-SPg]	Hard Return-Soft Page Break
[HSpace]	Hard Space
[Hypertext Begin]	Hypertext Begin
[Hypertext End]	Hypertext End
[Hyph]	Hyphenation State
[Hyph SRt]	Hyphenation Soft Return
[Index]	Index Entry
[Italc Off]	Italics Off
[Italc On]	Italics On
[Just]	Justification
[Just Lim]	Word Spacing Justification Limits
[Kern]	Kerning
[Labels Form]	Labels Form
[Lang]	Language
[Large Off]	Large Font Size Off
[Large On]	Large Font Size On
[Leading Adj]	Leading Adjustment
[Lft HZone]	Left Edge of Hyphenation Zone
[Lft Indent]	Left Indent
[Lft Mar]	Left Margin
[Lft Mar Adj]	Left Margin Adjustment
[LFT TAB]	Hard Left-Aligned Tab
[Lft Tab]	Left-Aligned Tab
[LFT TAB (DOT)]	Hard Left-Aligned Tab with Dot Leader
[Lft Tab (Dot)]	Left-Aligned Tab with Dot Leader
[Lft/Rgt Indent]	Left and Right (Double) Indent
[Link]	Spreadsheet Link
[Link End]	Spreadsheet Link End
[Ln Height]	Line Height
[Ln Num]	Line Numbering
[Ln Num Meth]	Line Numbering Method
[Ln Num Set]	Line Number Set
[Ln Spacing]	Line Spacing
[Macro Func]	Macro Function
[Math]	Math State
[Math Def]	Definition of Math Columns
[Math Neg]	Math Negate
[MRG:command]	Merge Programming Command

Code	Description
[Mrk Txt List Begin]	Beginning of List Entry
[Mrk Txt List End]	End of List Entry
[Mrk Txt ToC Begin]	Beginning of Table of Contents Entry
[Mrk Txt ToC End]	End of Table of Contents Entry
[Open Style]	Open Style
[Outline]	Outline
[Outln Off]	Outline Off (Font Attribute)
[Outln On]	Outline On (Font Attribute)
[Ovrstk]	Overstrike
[Paper Sz/Typ]	Paper Size and Type
[Para Border]	Paragraph Border
[Para Box]	Paragraph Box
[Para Num]	Paragraph Number
[Para Num Set]	Paragraph Number Set
[Para Spacing]	Paragraph Spacing
[Para Style]	Paragraph Style
[Para Style End]	Paragraph Style End
[Pause Ptr]	Pause Printer
[Pg Border]	Page Border
[Pg Box]	Page Box
[Pg Num Dec]	Page Number Decrement
[Pg Num Disp]	Page Number Display
[Pg Num Fmt]	Page Number Format
[Pg Num Inc]	Page Number Increment
[Pg Num Meth]	Page Numbering Method
[Pg Num Pos]	Page Number Position
[Pg Num Set]	Page Number Set
[Ptr Cmnd]	Printer Command
[Redln Off]	Redline Off
[Redln On]	Redline On
[Ref Box]	Reference to Graphics Box
[Ref Chap]	Reference to Chapter
[Ref Count]	Reference to Counter
[Ref Endnote]	Reference to Endnote
[Ref Footnote]	Reference to Footnote
[Ref Para]	Reference to Paragraph
[Ref Pg]	Reference to Page
[Ref Sec Pg]	Reference to Secondary Page
[Ref Vol]	Reference to Volume
[Rgt HZone]	Right Edge of Hyphenation Zone
[Rgt Mar]	Right Margin
[Rgt Mar Adj]	Right Margin Adjustment
[RGTTAB]	Hard Right-Aligned Tab

Code	Description
[Rgt Tab]	Right-Aligned Tab
[RGTTAB (DOT)]	Hard Right-Aligned Tab with Dot Leader
[Rgt Tab (Dot)]	Right-Aligned Tab with Dot Leader
[Row]	Table Row
[Row–SCol]	Table Row–Soft Column Break
[Row–SPg]	Table Row–Soft Page Break
[Sec Pg Num Dec]	Secondary Page Number Decrement
[Sec Pg Num Disp]	Secondary Page Number Display
[Sec Pg Num Inc]	Secondary Page Number Increment
[Sec Pg Num Meth]	Secondary Page Numbering Method
[Sec Pg Num Set]	Secondary Page Number Set
[Shadw Off]	Shadow Off
[Shadw On]	Shadow On
[Sm Cap Off]	Small Caps Off
[Sm Cap On]	Small Caps On
[Small Off]	Small Font Size Off
[Small On]	Small Font Size On
[Sound]	Sound Clip
[Speller/Grammatik]	Speller/Grammatik State
[SRt]	Soft Return
[SRt–SCol]	Soft Return–Soft Column Break
[SRt–SPg]	Soft Return–Soft Page Break
[StkOut Off]	Strikeout Off
[StkOut On]	Strikeout On
[Subdivided Pg]	Subdivided Page
[Subdoc]	Subdocument (Master Document)
[Subdoc Begin]	Beginning of Subdocument
[Subdoc End]	End of Subdocument
[Subscpt Off]	Subscript Off
[Subscpt On]	Subscript On
[Subtot Entry]	Subtotal Entry (Math)
[Suppress]	Suppress Header, Footer, Watermark, or Page Number
[Suprscpt Off]	Superscript Off
[Suprscpt On]	Superscript On
[Tab Set]	Tab Set
[Target]	Target (Cross-Reference)
[Tbl Dec Tab]	Table Decimal Tab
[Tbl Def]	Table Definition
[Tbl Off]	Table Off
[Tbl Off–SCol]	Table Off–Soft Column Break
[Tbl Off–SPg]	Table Off–Soft Page Break
[Tbl Tab]	Table Tab

Code	Description
[THCol]	Temporary Hard Column Break
[THCol-SPg]	Temporary Hard Column Break-Soft Page Break
[Third Party]	Third Party (Non-WordPerfect Corporation) Code
[Thousands Char]	Thousands Character
[THPg]	Temporary Hard Page Break
[THRt]	Temporary Hard Return
[THRt-SCol]	Temporary Hard Return-Soft Column Break
[THRt-SPg]	Temporary Hard Return-Soft Page Break
[ToA]	Table of Authorities Entry
[Top Mar]	Top Margin
[Total Entry]	Total Entry (Math)
[TSRt]	Temporary Soft Return
[TSRt-SCol]	Temporary Soft Return-Soft Column Break
[TSRt-SPg]	Temporary Soft Return-Soft Page Break
[Und Off]	Underline Off
[Und On]	Underline On
[UndrIn Space]	Underline Spaces
[UndrIn Tab]	Underline Tabs
[Unknown]	Unknown Code
[VAdv]	Vertical Advance
[Very Large Off]	Very Large Font Size Off
[Very Large On]	Very Large Font Size On
[Vol Num Dec]	Volume Number Decrement
[Vol Num Disp]	Volume Number Display
[Vol Num Inc]	Volume Number Increment
[Vol Num Meth]	Volume Numbering Method
[Vol Num Set]	Volume Number Set
[Watermark A]	Watermark A
[Watermark B]	Watermark B
[Wid/Orph]	Widow/Orphan Protect State
[Wrd/Ltr Spacing]	Word Spacing and Letterspacing

Appendix C: Equation Commands

The following information describes the contents of each of the eight equation palette sets available in the **Equation Editor**. With the exception of **Commands**, each table shows the command or symbol as it is displayed on the palette and the accompanying keyword where applicable.

For information on how to create or edit equations, see *Equations: Create* and *Equations: Edit*.

For information on using the correct syntax in equations, see *Equations: Examples*.

Many symbols and characters are also available using the WordPerfect character sets (see *Characters*).

What's in this section?

- Commands
- Large
- Symbols
- Greek
- Arrows
- Sets
- Other
- Functions

Commands

The **Commands** set displays commands that are represented by keywords. All commands have some formatting function, such as drawing a line or arranging variables. See *Equations: Examples* for detailed information on using the **Commands** set.

Large

The **Large** set displays mathematical, scientific, bracket, and brace symbols in two sizes—large and small.

Symbol	Keyword	Description
Σ	SUM	Summation
Σ	SMALLSUM	Small Summation
\int	INT	Integral
\int	SMALLINT	Small Integral
\oint	QINT	Contour Integral
\oint	SMALLOINT	Small Contour Integral
\prod	PROD	Product
\prod	SMALLPROD	Small Product
\coprod	COPROD	Coproduct
\coprod	SMALLCOPROD	Small Coproduct
\cap	CAP	Intersection
\cap	BIGCAP	Big Intersection
\cup	CUP	Union
\cup	BIGCUP	Big Union
\uplus	UPLUS	Multiset Union (U Plus)
\uplus	BIGUPLUS	Big Multiset Union (Big U Plus)
\sqcap	SQCAP	Square Intersection
\sqcap	BIGSQCAP	Big Square Intersection
\sqcup	SQCUP	Square Union

Symbol	Keyword	Description
\sqcup	BIGSQCUP	Big Square Union
\vee	OR	Logical Or
\bigvee	BIGVEE	Big Logical Or
\wedge	AND	Logical And
\bigwedge	BIGWEDGE	Big Logical And
\oplus	OPLUS	Circle Plus
\bigoplus	BIGOPLUS	Big Circle Plus
\ominus	OMINUS	Circle Minus
\bigominus	BIGOMINUS	Big Circle Minus
\otimes	OTIMES	Circle Multiply
\bigotimes	BIGOTIMES	Big Circle Multiply
\oslash	ODIV	Circle Divide
\bigoslash	BIGODIV	Big Circle Divide
\odot	ODOT	Circle Dot
\bigodot	BIGODOT	Big Circle Dot
((Left Parenthesis
))	Right Parenthesis
[[Left Bracket
]]	Right Bracket
\llbracket	LDBRACK	Left Double Bracket
\rrbracket	RDBRACK	Right Double Bracket
{	LBRACE	Left Brace
}	RBRACE	Right Brace
\lfloor	LFLOOR	Left Floor
\rfloor	RFLOOR	Right Floor
\lceil	LCEIL	Left Ceiling
\rceil	RCEIL	Right Ceiling
\langle	LANGLE	Left Angle
\rangle	RANGLE	Right Angle
	LINE	Vertical Line
	DLINE	Double Vertical Line

Symbols

The **Symbols** set displays a variety of commonly used mathematical symbols.

Symbol	Keyword	Description
'	'	Prime
"	"	Double Prime
'''	'''	Triple Prime
∞	INF (INFINITY)	Infinity
∂	PARTIAL	Partial Derivative
∇	GRAD	Nabla (Gradient)
\times	TIMES	Multiplication Sign (x)
\div	DIV	Division Sign
\pm	+(PLUSMINUS)	Plus Or Minus
\mp	-(MINUSPLUS)	Minus Or Plus
\bullet	CDOT	Center Dot
\vee	XOR	Logical Exclusive Or

Symbol	Keyword	Description
\leq	<=	Less Than Or Equal To
\geq	>=	Greater Than Or Equal To
\ll	<<	Much Less Than
\gg	>>	Much Greater Than
\lll	LLL	Much Much Less
\ggg	GGG	Much Much Greater
\neq	!=	Not Equal
\neg	NOT	Logical Not
\prec	PREC	Precedes
\succ	SUCC	Succeeds (Follows)
\preceq	PRECEQ	Precedes Or Equals
\succeq	SUCCEQ	Succeeds (Follows) Or Equals
\equiv	==	Equivalent
\nequiv	NEQUIV	Not Equivalent
\sim	SIM	Similar
\simeq	SIMEQ	Similar Or Equal
\approx	APPROX	Approximately Equal
\cong	CONG	Congruent
\propto	PROPTO	Proportional To
\doteq	DOTEQ	Equal by Definition
\parallel	PARALLEL	Parallel
\perp	PERP	Perpendicular To
\forall	FORALL	For All
\exists	EXISTS	There Exists
\therefore	THEREFORE	Therefore
\because	BECAUSE	Because
\doteq	IDENTICAL	Identical
$\dot{+}$	DSUM	Direct Sum (Dot Plus)
$\stackrel{?}{=}$	QEQUAL	Questioned Equality
\fallingdotseq	IMAGE	Image (Falling Dots Equals)
\Rrightarrow	RIMAGE	Reverse Image
\cong	ISO	Isomorphic
$\not\cong$	NISO	Not Isomorphic
\asymp	ASYMEQ	Asymptotically Equivalent
$\not\asymp$	NASYMEQ	Not Asymptotically Equal
\smile	SMILE	Smile
\frown	FROWN	Frown
\wp	BETWEEN	Between (Quantic)
\wr	WREATH	Wreath Product
\top	TOP	Top
\vDash	ASSERT	Assertion
\dashv	MASSERT	Mirrored Assertion
\models	MODELS	Models
\sphericalangle	ANGLE	Angle
\sphericalangle	MSANGLE	Measured Angle
\sphericalangle	SANGLE	Spherical Angle
$\text{\textcircled{R}}$	RTANGLE	Right Angle
$^\circ$	DEG	Degree

Greek

The **Greek** set displays uppercase and lowercase Greek characters, as well as some variants. Keywords typed in the **Type Equation Text** window are differentiated only by the case. For example, **SIGMA** and **Sigma** create Σ , while **sigma** creates σ .

Symbol	Keyword	Description
α	alpha	
β	beta	
γ	gamma	
δ	delta	

Symbol	Keyword	Description
ϵ	epsilon	
ε	varepsilon	epsilon (variant)
ζ	zeta	
η	eta	
θ	theta	
ϑ	vartheta	theta (variant)
ι	iota	
κ	kappa	
λ	lambda	
μ	mu	
ν	nu	
ξ	xi	
\omicron	omicron	
π	pi	
ϖ	varpi	pi (variant)
ρ	rho	
ϱ	varrho	rho (variant)
σ	sigma	
ς	varsigma	sigma (variant)
τ	tau	
υ	upsilon	
ϕ	phi	
φ	varphi	phi (variant)
χ	chi	
ψ	psi	
ω	omega	
A	ALPHA	
B	BETA	
Γ	GAMMA	
Δ	DELTA	
E	EPSILON	
Z	ZETA	
H	ETA	
Θ	THETA	
I	IOTA	
K	KAPPA	
Λ	LAMBDA	
M	MU	
N	NU	
Ξ	XI	
O	OMICRON	
Π	PI	
P	RHO	
Σ	SIGMA	
T	TAU	
Y	UPSILON	
Φ	PHI	
X	CHI	
Ψ	PSI	
Ω	OMEGA	

Arrows

The **Arrows** set contains a variety of arrows, as well as several hollow and solid figures such as triangles, squares, and circles.

Symbol	Description
\leftarrow	Left Arrow
\rightarrow	Right Arrow
\uparrow	Up Arrow

Symbol	Description
↓	Down Arrow
↔	Left & Right Arrow
↑↓	Up & Down Arrow
⇐	Two Left Arrows
⇒	Two Right Arrows
⇌	Left & Right Arrows
⇨	Right & Left Arrows
⇐⇐	Double Left Arrow
⇒⇒	Double Right Arrow
⇩	Double Up Arrow
⇩	Double Down Arrow
⇔	Double Left & Right Arrow
⇕	Double Up & Down Arrow
↗	Northeast Arrow
↘	Southeast Arrow
↙	Southwest Arrow
↖	Northwest Arrow
↪	Curly Right Arrow
↵	Left Harpoon Up
↶	Left Harpoon Down
↷	Right Harpoon Up
↸	Right Harpoon Down
↹	Left & Right Harpoons
↻	Right & Left Harpoons
↰	Up Harpoon Left
↱	Up Harpoon Right
↲	Down Harpoon Left
↳	Down Harpoon Right
↵	Hook Left Arrow
↶	Hook Right Arrow
↷	Maps To
◀	Triangle Left
▶	Triangle Right
△	Triangle Up
▽	Triangle Down
◄	Small Triangle Left
►	Small Triangle Right
△	Big Triangle Up
▽	Big Triangle Down
◄	Solid Triangle Left
►	Solid Triangle Right
▲	Solid Triangle Up
▼	Solid Triangle Down
△	Defined As
△	Corresponds To
✶	Bowtie
★	Solid Star
★	Big Solid Star
◇	Diamond
◆	Solid Diamond
◇	Hollow Diamond
○	Big Circle
○	Circle
◦	Small Circle
●	Small Solid Circle
□	Square
■	Solid Square

Sets

The **Sets** set displays symbols, relational operators, and some commonly used Fraktur and hollow letters. Some symbols have a keyword that can be typed in the **Type Equation Text** window.

Symbol	Keyword	Description
\setminus	SETMINUS	Set Minus (Figure Backslash)
\subset	SUBSET	Proper Subset
\supset	SUPSET	Proper Superset
\subseteq		Reflex Subset (Contained In)
\supseteq		Reflex Superset (Contains)
$\not\subseteq$		Subset But Not Equal
$\not\supseteq$		Superset But Not Equal
\sqsubset	SQSUBSET	Square Proper Subset
\sqsupset	SQSUPSET	Square Proper Superset
\sqsubseteq		Square Reflex Subset
\sqsupseteq		Square Reflex Superset
$\not\sqsubseteq$		Square Subset, Not Equal To
$\not\sqsupseteq$		Square Superset, Not Equal To
\in	IN	Member (Element)
\notin	NOTIN	Not a Member
\owns	OWNS	Owens (Contains As A Member)
\emptyset	EMPTYSET	Empty Set
\cup		Double Union
\cap		Double Intersection
$\subset\subset$		Double Subset
$\supset\supset$		Double Superset
$\not\subset$		Not Subset
$\not\supset$		Not Superset
$\not\subseteq$		Not Reflex Subset
$\not\supseteq$		Not Reflex Superset
$\not\sqsubset$		Square Not Subset
$\not\sqsupset$		Square Not Superset
$\not\sqsubseteq$		Square Not Reflex Subset
$\not\sqsupseteq$		Square Not Reflex Superset
\nless		Not Less Than
\nlessoreq		Not Less Than or Equal To
\ngreater		Not Greater Than
\ngreateroreq		Not Greater Than or Equal To
\nsim		Not Similar
\nsimoreq		Not Similar or Equal To
\ncong		Not Congruent
\napprox		Not Approximately Equal To
\nprec		Does Not Precede
\nprecnseq		Neither Precedes nor Equals
\nfollows		Does Not Follow
\nfollowsnseq		Neither Follows nor Equals
\nparallel		Not Parallel
\nmid		Does Not Divide
\nexists		There Never Exists
\Re	REAL	Real (R Fraktur)
\Im	IMAG	Imaginary (I Fraktur)
\mathbb{C}		C Fraktur
\mathbb{Z}		Z Fraktur
\mathbb{P}		Weierstrass
\mathbb{P}		Capital Weierstrass
\hbar		Planck's Constant
\mathcal{L}		Laplace Transform (Script L)
\mathcal{E}		Script E
\mathcal{F}		Fourier Transform (Script F)
\mathbb{C}		Complex Number (Hollow C)

Symbol	Keyword	Description
I		Integer (Hollow I)
N		Natural Number (Hollow N)
R		Real Number (Hollow R)
Ⓜ	MHO	Mho
Å	ANGSTROM	Angstrom

Other Other set displays thirteen types of diacritical marks (accents) and four orientations of ellipses.

Symbol	Keyword	Description
→	VEC	Vector Above: x VEC
—	BAR	Bar (Overline): x BAR
ˆ	HAT	Hat (Above): x HAT
´	ACUTE	Acute Accent: x ACUTE
˘	GRAVE	Grave Accent: x GRAVE
ˆ	BREVE	Breve Accent: x BREVE
˙	DOT	Dot Above: x DOT
¨	DDOT	Double Dot Above: x DDOT
⋯	DDDOT	Triple Dot Above: x DDDOT
◯	CIRCLE	Circle Above: x CIRCLE
˜	TILDE	Tilde Above: x TILDE
↯	DYAD	Dyad Above: x DYAD
⋯	DOTSAXIS	Ellipsis (centered)
⋯	DOTSLOW	Ellipsis (on baseline)
⋮	DOTSVERT	Ellipsis (vertical)
⋯	DOTSDIAG	Ellipsis (diagonal)
↯	CHECK	Check Above: x CHECK

Functions

The **Functions** set displays commands recognized as mathematical functions such as cos, sin, and log. All functions can be typed from the keyboard.

Keyword	Description
cos	Cosine
sin	Sine
tan	Tangent
arccos	Arc Cosine
arcsin	Arc Sine
arctan	Arc Tangent
cosh	Hyperbolic Cosine
sinh	Hyperbolic Sine
tanh	Hyperbolic Tangent
cot	Cotangent
coth	Hyperbolic Cotangent
sec	Secant
cosec	Cosecant
exp	Exponent
log	Logarithm
ln	Natural Logarithm
lim	Limit
liminf	Limit Inferior
limsup	Limit Superior
min	Minimum
max	Maximum
gcd	Greatest Common Denominator
arc	Arc Function
det	Determinant
mod	Modulo

Appendix D: Error Messages

This appendix contains the most common error messages associated with WordPerfect 6.0. Each error message is listed as it appears on the screen.

One or more possible causes for the error are listed below each error message, followed by solutions for those causes of the error. If you receive an error message,

- Follow the order of the steps suggested to solve the problem.
- Consult the Help files, WordPerfect manuals, or other accompanying manuals for your software or system.
- Contact your dealer for a hardware-related problem.
- Call WordPerfect Customer Support (see *Getting Help in Introduction*).

If an error seems unusual to you, or if an error, cause, or solution that you are aware of does not appear on this list, please call and report it to WordPerfect Corporation. The Customer Support phone numbers are listed in *Getting Help in Introduction*.

IMPORTANT: In several of the error messages described below, we have used the term */d disk*. This term refers to the device or directory to which overflow and temporary buffer files are directed. You can specify this device or directory when you start WordPerfect by using the */d* startup option (see */d* in *Appendix O: Startup Options*). Unless you specify the device or directory through the startup option, WordPerfect directs the files to where WPEXE is located for stand-alone WordPerfect or to your default directory for network WordPerfect.

Access denied

Cause: The maximum number of files allowable in the root directory has been reached.

Solution: Delete files from the root directory, or save the file to a subdirectory or to another disk.

Cause: The file is read-only. (Type **ATTRIB** and the filename at the DOS prompt to see current attributes of the file.)

Solution: Use the ATTRIB -R command to change the file from read-only to read-write. (See your DOS manual.)

Cause: You are trying to delete a file that is open.

Solution: Exit the file before deleting it.

Cause: You are trying to create a directory with the same name as an existing directory or file.

Solution: Use another name, or remove the existing directory.

Cause: You don't have the necessary access rights on the network.

Solution: Obtain access rights for your network. (See your network manual.)

Cause: When more than one user has the same file open on the network, only the first user has write rights to the file.

Solution: If you have not changed the file, exit the file without saving. If you have changed the file and want to preserve your changes, save the file under a different name.

Adjust paper and reset printer (or turn printer OFF and ON)

Cause: A print job was canceled before it finished printing. WordPerfect does not know where the paper is, because the print job was terminated, and the paper stopped being fed into the printer.

Solution: Place the paper in the proper location, or reset the printer by pressing the reset button or turning the printer off and on.

Block is too large

Cause: You attempted to create a Table of Authorities, Full Form by using **Block**, but the amount of text in the block is either as large as or larger than your edit buffer.

Solution: Make your block smaller, or use smaller blocks to bring the text in.

Can't find COMMAND.COM

Cause: You are using **Go to Shell** to execute a DOS command, but WordPerfect cannot find COMMAND.COM. If you are on a network and this error message displays, the COMSPEC environment variable may not been set up correctly by the operating environment.

Solution: Use **File Manager** (see *File Manager*) to see if COMMAND.COM is in your active root directory. Also, see your DOS manual for information on changing the COMSPEC environment variable.

Can't find correct copy of WP.FIL. Enter full path and filename

Cause: The WP.FIL file is not in the same directory as WP.EXE, or you don't have a correct copy of WP.FIL.

Solution: Enter the correct path and filename. If you don't know the correct path, exit WordPerfect, find the file, put it in the same directory as WP.EXE, then restart WordPerfect.

Cause: The date and time of the WP.FIL file do not match the date and time of the WP.EXE file.

Solution: Re-install WordPerfect.

Can't find virtual files

Cause: This error may occur because of a conflict with the operating environment.

Solution: If there is an operating environment active (such as TopView, DesqView, Windows, WinDOS, Concurrent DOS, or network software), remove the environment from memory, then try the operation again.

Cause: On a network, a virtual file has been modified to a read-only status.

Solution: See your System Manager so that the file can be changed back to read-write status.

Can't read sort data

Cause: An error occurred while reading from the **Sort** input file. (If "(Screen)" was specified as the input file, then this is a temporary file to which WordPerfect has written the document on the screen.) This might be because of an operating environment problem or because someone else is accessing the input file on a network.

Solution: Retrieve the input file, and check to be sure it is intact. If you were sorting from disk, try sorting from the screen.

Can't rename file

Cause: You are trying to rename a file or directory, and the intended new name already exists.

Solution: Choose a different name.

Cause: The file to be renamed is open (on a network).

Solution: Rename it after it has been closed.

Cause: You don't have network rights to rename files.

Solution: See your System Manager about obtaining this right.

Cause: The intended name is not a valid name because of the characters or extension you have used.

Solution: Choose a new name.

Cause: The operating environment can't handle certain characters in filenames (sometimes there are problems with !, {, }, and ').

Solution: Try renaming the file at the DOS prompt, or remove the operating environment and try again. Refer to your DOS manual.

Clipboard data is not correct format

Cause: You are using a version of the WordPerfect Shell that does not support your version of WordPerfect.

Solution: Update to the current version of the Shell.

Color scheme not found

Cause: A macro is trying to select or delete a text or graphics mode color scheme that does not exist.

Solution: This is an information-only error message.

Critical disk error occurred

Cause: One of a number of critical disk errors (data error, sector not found, drive not ready, and so forth) has occurred.

Solution: Copy the file(s) to an undamaged disk, or use a third-party utility program to try to recover the file(s). Then try printing again.

Delete without saving for undelete?

Cause: You are deleting a large block, and the disk where the undelete files are kept (the /d disk) is full.

Solution: Choose **Yes** if you want the block deleted (you will not be able to undelete it). If you choose **No**, your deletion will be canceled. Free up some space on the drive, or exit WordPerfect and restart with a different /d disk that has more available space.

Directory is in use

Cause: You have entered WordPerfect with the same initials as another user concurrently using WordPerfect, and the temporary files used in running WordPerfect cannot be used by both of you at the same time.

Solution: Follow the prompt to specify a new directory or location for the temporary files (for example, type **c:\temp**).

Disk drive for overflow file almost full, please exit WP

Cause: The overflow file is directed to a drive that is almost full.

Solution: See your System Manager to delete files from this drive, or direct overflow files to another location with the /d startup option.

Disk full

Cause: You do not have enough disk space on your diskette or hard drive to save a file (or additions/changes to a file).

Solution: Free up space on your diskette or hard drive by deleting unwanted files, or insert another formatted diskette into the drive. If **Original Backup** is on, turn it off so that WordPerfect will stop creating backup (.BK!) files, which take up space. If you receive this error message for your hard disk, save the document on a diskette. See your hardware dealer about increasing the space on your hard disk.

Disk full—can't undelete graphics

Cause: WordPerfect is trying to read a graphics file from the undelete buffer and copy it to a temporary file where graphics images for the document on the screen are stored, but there is no room on the disk. When the undelete operation finishes, one or more graphics boxes will be empty.

Solution: For each empty graphics box, replace the graphics image into the graphics box from its original source file. To prevent this from happening repeatedly, do not redirect temporary files to a RAM drive or a diskette unless it has enough space to hold graphics data.

Disk or directory full, can't add job to list

Cause: Overflow and temporary buffer files are directed to a device that is full, and no new jobs can be printed.

Solution: Either free up some room on the /d disk, or wait for a print job to finish before trying to start a new print job.

Display file is wrong version

Cause: WordPerfect has found a copy of the .DRS file from a different version of WordPerfect (or Presentations, PlanPerfect, and so forth) and cannot use it.

Solution: Make sure the WP.DRS files directory is correctly specified in **Location of Files**, and make sure the WordPerfect 6.0 WP.DRS file is installed.

Divide overflow—press any key to continue

Cause: The software may have been corrupted or have inadequate limits checking for bad data (for example, if WordPerfect let you set your display pitch to 0, you would get thousands of divide overflow errors, but this limit is checked). One possible cause could be a corrupt .PRS file.

Solution: Often the effects are not serious—after pressing a key to continue, normal operation may proceed. If not, re-install the WordPerfect program files and reselect the printer.

Document error—generate terminated

Cause: An error was found during generation.

Solution: Go to the page in the document indicated on the dialog box, and correct the error.

Document line is too complex to print

Cause: A line in the document contained too many font changes, embedded printer commands, advances, or other printer codes.

Solution: Simplify the complicated lines in the document by removing font changes or printer commands, or by putting hard returns between lines instead of vertical advances.

Drive not ready

Cause: You are trying to use a diskette, and either the diskette isn't inserted in the correct drive or the drive door is not closed.

Solution: Insert the diskette in the correct drive, and shut the drive door.

Driver for specified format is not available

Cause: You have tried to convert a file into a format, and WordPerfect cannot find the conversion driver (.CVX).

Solution: Re-install the conversion driver that is needed.

Driver warning

Cause: You have selected a graphics driver that may not work on the current display configuration.

Solution: Autoselect the graphics driver, or refer to your display card documentation to see what kind of graphics driver is compatible.

Entry is required

Cause: You are creating a label file or label definition and have not entered a filename or description.

Solution: Specify a filename or label description.

Cause: You are creating a **QuickList** item and have not specified a path.

Solution: Specify a path.

Error: Can't sort with spanned columns

Cause: You cannot sort in a table that has joined column cells.

Solution: This is an information-only message.

Error: End of file

Cause: You are retrieving or converting a file that is in a format other than WordPerfect 6.0, and the file is corrupted or missing necessary information.

Solution: Go back into the original program from which you got the file, and save it back out into WordPerfect.

Error: Print job canceled in network queue

Cause: A print job was deleted from the network queue while the status was still **Adding**.

Solution: This is an information-only message.

Error nn reading overlay, Cancel exits WP without saving

(Where *nn* is an error number.) If you receive this error message, please call Customer Support.

File creation error

Cause: You are trying to save a document or otherwise create a file in the root directory of a disk that already has the maximum number of files.

Solution: Delete unneeded files from the root directory, or create the file in a subdirectory or on another disk.

File is Password protected

Cause: You were trying to access a locked (password-protected) document, but did not enter the password correctly.

Solution: Open the file again, and enter the correct password when prompted. See *Save and Save As* for more information on passwords. If you have forgotten the password, there is no way to retrieve the document.

Graphics in block not saved to clipboard

Cause: Clipboard formats for the Shell program (version 3.1 or earlier) do not allow the mixture of text and graphics codes, so the graphics portion of the block you are saving to the **Clipboard** will not be included in the **Clipboard**.

Solution: Use a named or unnamed block to move the text and graphics instead of the **Clipboard** (see *Cut, Copy, Paste*).

Illegal character(s)

Cause: When a Math Definition in **Math** was created, invalid characters were included in a calculation formula.

Solution: Remove the illegal characters. The only valid characters are digits, math operators (+ - / *), decimal points, parentheses, and column letters (A-X). Also check for incorrect syntax.

Incompatible file format

Cause: The file is not in the correct format for the requested operation.

Solution: Convert the file to the correct format, and try again. See *Conversion* for more information.

Incompatible supplementary dictionary file format

Cause: The supplementary dictionary you specified is not a WordPerfect 6.0 file format.

Solution: Convert the supplemental dictionary to WordPerfect 6.0 format with the Spell-Hyphen Utility (you need to request this utility from WordPerfect Corporation). Also, you can retrieve the supplemental dictionary into WordPerfect 6.0, use **Speller**, and add each of the words to the WordPerfect 6.0 dictionary.

Incorrect format

Cause: You are trying to select or edit a keyboard or macro that has become corrupted.

Solution: If you have a backup copy of the keyboard or macro file, recopy the file and select or edit it.

Insert paper—press “G” to continue

Cause: “Prompt to Load” in **Paper Size/Type** is marked Yes for the paper size you are currently printing on.

Solution: Insert the paper (position it correctly), and press **g** to continue.

Insufficient disk space — insert new diskette and press any key

Cause: You are copying files in **File Manager**, and the destination disk is full.

Solution: Insert a blank diskette in the destination drive, and press a key. If the destination drive is a hard disk, you must choose **Cancel**.

Insufficient file handles to run WordPerfect. Increase FILES= in CONFIG.SYS and reboot your computer

Cause: The FILES= command in the CONFIG.SYS file is too small, or there are too many files open by other programs. WordPerfect 6.0 requires at least 30 available file handles in order to run. If any other programs have open files, the number should be greater.

Solution: To increase the number of file handles from DOS, exit to a DOS prompt, make a copy of your CONFIG.SYS file by typing **copy c:\config.sys c:\config.old**, typing **type config.sys**, and pressing **Return** to display the contents of the CONFIG.SYS file. Locate the "Files =" line, and see how many file handles are currently open. Type **copy config.sys+con config.sys**, and press **Return**. Type **files=*n***, where *n* is the number of file handles you want to open. (Try increasing the number of file handles in increments of five.) Press **F6**, press **Return**, then restart your computer.

If you are still unable to run WordPerfect, repeat the process, and increase the number of file handles by another increment of five. (See your DOS manual for more information.)

The CONFIG.SYS file is a DOS text file, so you can edit it (using WordPerfect or a text editor) instead of having to create a new file each time you make a change.

Insufficient memory

Cause: Not enough memory is available for the current operation.

Solution: See *Memory*.

Cause: Not enough free RAM is available on the machine to run the program.

Solution: Free some memory by taking out memory-resident (TSR) programs. Make sure total memory is large enough to load WordPerfect 6.0 (480K).

Insufficient memory for /r

There is insufficient extended or expanded memory for the /r startup option (see *Appendix O: Startup Options*). When the /r startup option is used to start WordPerfect, WordPerfect looks for extended memory. If no extended memory is available, WordPerfect loads WP.FIL into available expanded memory. Causes for having insufficient memory for /r include the following:

Cause: The /ne or /nx startup options, which inhibit WordPerfect's use of expanded or extended memory, was also specified.

Solution: Restart WordPerfect without the /ne option.

Cause: There is not enough expanded or extended memory available (as much as the size of the WP.FIL plus a few thousand bytes is needed).

Solution: Make sure expanded or extended memory is present and active with the utilities shipped with your memory board or with the memory map in **Shell** (see the documentation that came with the utilities or with the Shell). Also, reduce other programs' use of expanded memory (for example, if you have swapped some programs to expanded memory, exit from some of those programs before entering WordPerfect).

Cause: The Expanded Memory Manager (EMS) is not properly installed or functioning.

Solution: Make sure EMS has been properly installed and is functioning.

Insufficient memory to run WordPerfect

Cause: WordPerfect requires a minimum of approximately 480K of free memory, and WordPerfect was started with less than this amount of memory free.

Solution: If needed, increase the base memory to at least 520K, preferably 640K. Remove memory-resident (TSR) programs (such as **Shell**). Reduce the FILES= or BUFFERS= commands in CONFIG.SYS, and remove device drivers, or reduce the size of RAM drives in base memory (see your DOS manual). Remember, WordPerfect needs at least 30 files in the FILES= command.

Internal printing error

If you receive this error message, please call Customer Support (see *Getting Help* in *Introduction*).

Invalid display file (.DRS)

Cause: Your .DRS file has become altered or corrupted.

Solution: Re-install the .DRS file.

Invalid drive/path specification

Cause: You are trying to access a file (saving or opening a document, executing a macro, printing a document from disk, and so forth), and the drive or path you specified is not valid. Either the drive or directory name was entered incorrectly. If the drive or directory is on a network, you are not logged on.

Solution: Check to see if the drive and the specified subdirectory exist. Make sure you are logged on to the network.

Invalid error ID found

Something is wrong with the program. If you receive this error message, please call Customer Support (see *Getting Help* in *Introduction*).

Invalid filename

Cause: You attempted to save a file with a name reserved by DOS (e.g., .CON, .AUX, .NUL, or .PRN).

Solution: Save the file with a different name. See *Save and Save As* for more information.

Cause: The filename contained invalid characters.

Solution: See *Save and Save As* for information about naming files.

Invalid graphics file format

Cause: While retrieving a graphics file into a graphics box, WordPerfect detected that the file or something in the file is not in a WordPerfect-supported format.

Solution: If the format of the graphics file is not supported by WordPerfect, then you need to convert it into a supported format (see *Conversion*).

Many graphics packages save graphics images in several formats. Some formats have many variations in the industry, not all of which are currently supported by WordPerfect. If a file in one of these formats cannot be retrieved, please send in the file so that we can try to extend WordPerfect's support of the format to handle this new variation.

Send the file to:

Graphics Format Q-3350
WordPerfect Corporation Information Services
1555 N. Technology Way
Orem, UT 84057-2399

Invalid POSTNET bar code

Cause: You have specified a bar code that isn't 5, 9, or 11 digits.

Solution: Specify a valid POSTNET bar code of 5, 9, or 11 digits.

Invalid printer definition string

Cause: Your .PRS file contains an unrecognized command and is not communicating properly with the printer. Your .PRS file may contain an invalid or unrecognized command if you modified the .PRS file using Printer Program. If you did not use Printer Program, the .PRS file was corrupted some other way.

Solution: If you used Printer Program, review the modification(s) you made to the .PRS file and ensure that all the commands are valid. If you did not use Printer Program, try updating your .PRS file by selecting **Update** from the **Select Printer** dialog box. WordPerfect will then update the existing .PRS file.

Invalid thesaurus file format

Cause: The Thesaurus is not in a correct format.

Solution: Reinstall the Thesaurus.

Job is already printing

Cause: You tried to rush a print job that was already being printed.

Solution: A rush job places the print job at the top of the list; it doesn't decrease the amount of time required to print.

Labels will not fit on paper size

Cause: The label size, number of labels, top left corner, or distance between labels will not fit on the label paper size.

Solution: Reduce one or more of the above until they will fit.

Marked files must be copied to a directory or drive

Cause: In **File Manager**, you marked one or more files and requested that they be copied to a filename instead of a disk, directory, or drive.

Solution: Specify a directory or drive only.

Maximum records exceeded

Cause: The input file for the sort contained too many records.

Solution: Break up the file into smaller files, and sort them individually.

Maximum string size exceeded

Cause: The **Select String** in **Sort** contains a constant of more than sixteen digits.

Solution: Reduce the size of any constants in the **Select String**.

Cause: When you were creating a Math Definition in **Math**, the formula you entered for a Calculation column is larger than 20 bytes.

Solution: Reduce the length or complexity of the formula string. Each column or operator referred to takes one byte, and constants take four bytes (no matter how long it is, however, a constant can't exceed seven characters).

Network device fault on drive

A network timeout error occurred for one of the following reasons:

Cause: Another card is trying to use the same high memory space as the network card (expanded memory page frames are a common cause of this conflict).

Solution: Remove the conflicting card, or adjust the portion of high memory it uses. Check the manufacturer's instructions for your card.

Cause: There is too much physical distance between the station and the server.

Solution: You may need to reduce the distance. You may also want to contact your dealer; some cards may be available to correct this problem.

Network not accepting job

Cause: WordPerfect is trying to spool a print job to the network spooler, which will not accept it. Either the server volume to which it is spooling is full or the maximum number of print jobs has been reached. You will also get this message in the **Control Printer** dialog box if you have entered an invalid queue name or an incorrect logical printer number for the port on the **Edit Print Setup** dialog box (see *Print: Select Printer*). It may also be that the network print server spooler is down (see your network manual).

Solution: Free some disk space on the spooler volume, or wait for other network spool jobs to finish, so that there will be a slot available for your job. Enter a valid queue name or a correct logical printer number.

Cause: The printer port is not properly set up.

Solution: Check the printer port settings.

Network spool disk full

Cause: The network has spooled its print jobs to a full disk.

Solution: Free up some disk space on that volume, and check your network manual.

No available file handles

Cause: WordPerfect is trying to access a file, but is unable to do so because there are no more DOS file handles. Either some other program is running or the FILES= command in the CONFIG.SYS file is too small.

Solution: See "Solution:" under *Insufficient file handles to run WordPerfect. Increase FILES= in CONFIG.SYS and reboot your computer* for details on increasing file handles. See your DOS manual for information on the CONFIG.SYS file.

No room on backup drive — press any key

Cause: The location you have specified for **Backup Files** in **Location of Files** has no more space.

Solution: Specify a different location in **Location of Files**. See *Setup: Location of Files*.

No room on WP disk to retrieve text

Cause: The /d disk or WP.FIL disk is full, or would be if WordPerfect tried to retrieve the document.

Solution: Free up some space on your /d disk, or change your /d disk to a disk with more free space.

Non-unique ToA short form(s) found. Continue generating?

Cause: Two or more full forms in the document have the same short form name. If you choose **Yes** to continue generating, the page numbers of both full forms will be generated in the position of one form, and an asterisk will be generated as the page number for the other form.

Solution: Change the short form name of one of the two full forms, and regenerate.

Not enough memory for graphics

Cause: WordPerfect ran out of memory while trying to display a graphics image (or trying to switch into a graphics mode, such as **Graphics Mode**, **Page Mode**, **Equation Editor**, **Print Preview**, and so forth).

Solution: Change back to a text mode, or free some memory by taking out memory-resident (TSR) programs.

Not enough memory to load display fonts

Cause: WordPerfect ran out of memory trying to load an EGA/VGA display font (512 characters, underline, italics, or small caps).

Solution: See *Memory*.

Not enough memory to print columns

Cause: WordPerfect ran out of memory while printing columns.

Solution: See *Memory*.

Not enough memory to print graphics

Cause: WordPerfect ran out of memory while printing graphics.

Solution: See *Memory*.

Password protected files must be saved in a WordPerfect format

Cause: You are trying to save a password-protected file in a format other than WordPerfect 6.0, 5.1/5.2, or 4.2.

Solution: Save in a WordPerfect format, or remove the password and save in the format that you want.

Path not found

Cause: You are trying to save a file and have not specified a filename, or you are trying to open a file with an invalid path (for example, c:\wp60\docs\stuff, where wp60 does not exist).

Solution: Specify the correct path, including the filename.

Port not set up in printer selection

Cause: The port information for the printer you have selected is not set up.

Solution: Add the port information to the printer selection (see *Print: Select Printer*). This will make the selection permanent. You will never get this message if you select **Format Document for Default Printer on Open** in **Setup** (see *Setup: Environment*).

Printer not accepting data

Cause: WordPerfect is trying to send data to your printer, which will not accept it. Either the printer is not on-line, or the connection between your printer and computer is faulty.

Solution: See *Appendix R: Troubleshooting*.

Printer not ready

See *Printer not accepting data* above.

Printer not selected

Cause: You are trying to print or view a document, or choose **Paper Size/Type, Envelope, or Labels**, but you have not selected a printer.

Solution: Select a printer (make sure that an asterisk appears by it in the printer selection list), then try to print again (see *Print: Select Printer*).

.PRS file in use. Cannot be modified

Cause: You have tried to go into **Paper Size/Type** or **Select Cartridges/Fonts/Print Wheels** during a print job.

Solution: Wait until all the print jobs have completed to make and save any changes to these settings.

Record too large

Cause: While sorting, the maximum size allowed per record (9216 bytes) has been exceeded for at least one record.

Solution: Make your records smaller.

Short form(s) found without matching full form(s). Problem short form(s) will be marked with an "*" in Table of Authorities

Cause: A Short Form mark has no corresponding Full Form in the open document.

Solution: Find the entry in the ToA form that has an asterisk (*) at the beginning of the entry. Go to the page that was generated for that entry, find the Short Form mark, and either change it to another Short Form, change it to a Full Form, or delete the mark.

Stack overflow: expression too complex

Cause: An area in RAM dedicated to processing hardware requests, called stacks, is currently full. There is a hardware, memory, or EMS problem.

Solution: Free some memory by taking out memory-resident (TSR) programs and unneeded device drivers.

Subdocument not found

Cause: The filename of the subdocument was not found in the default file directory specified in **Location of Files** (see *Setup: Location of Files*) or in the path you specified.

Solution: Choose **Skip** to skip this subdocument and continue to the next one, choose **Cancel** to cancel the procedure and return to the document, or choose **New Filename** to type in the correct path and filename.

Too many characters in constant

Cause: You have included more than seven digits in a constant when creating a Math Definition for a Calculation column in **Math**.

Solution: Make sure to use no more than seven digits for each constant.

Unable to change key repeat speed

Cause: During startup, WordPerfect detected that its method for changing the cursor speed will not work on your hardware/BIOS combination.

Solution: If your hardware/BIOS combination cannot support **Cursor Speed**, upgrade the BIOS to be fully IBM compatible or use the /nc startup option (see *Appendix O: Startup*)

Options) to disable **Cursor Speed**. If your hardware/BIOS combination can support **Cursor Speed**, restart WordPerfect without the /nc startup option.

Unable to write to .SET file

Cause: Your .SET file has been changed to read-only.

Solution: See your System Manager so that this can be changed to read-write, or use the /ps startup option (see *Appendix O: Startup Options*).

Unmatched (or)

Cause: A parenthesis is missing in the sort select string (see *Sort*). All mathematical expressions require the same number of left and right parentheses, with the left parenthesis to the *left* of the matching right parenthesis.

Solution: Examine the string to find the missing parenthesis.

WARNING: A critical DOS error has occurred while accessing the .VRM file. By canceling this operation you are almost certain to lose part of your document

Cause: The /d startup option has been used to direct the temporary files to a floppy disk drive, and the diskette has been removed.

Solution: Put the diskette back in the disk drive.

WARNING: Backup file deleted due to disk error — press any key to continue

Cause: A disk error or disk full error occurred during timed backup. In the event that the power fails, you do not have a valid timed backup at this point.

Solution: Save your document so that you will have it securely backed up, then can continue editing. Investigate what caused the backup file to be deleted, and fix it (see your DOS manual).

WARNING: No room on backup drive — press any key to continue

Cause: WordPerfect is trying to back up the file on the screen to either a disk or drive that is full or a nonexistent directory.

Solution: Check where the backup files are directed to (see *Setup: Location of Files*), then check the location to see that there is space available.

WP disk full

Cause: You have added so much text to your document that the edit buffer, cache memory, expanded memory, and the /d disk are full. Consequently, there is no more room to increase the size of your document. You will receive this error message for each keystroke you type at the main document level. If you continue to type and add text, you may lose the document.

Solution: Free some room on your /d disk, or save the document and start WordPerfect again with a /d disk pointing to a disk with more free space (see *Appendix O: Startup Options*).

WP.DRS File not found

Cause: You have changed from a text mode to a graphics mode (for example, you have changed to **Graphics Mode**, **Page Mode**, **Print Preview**, **Image Editor**, **Equation Editor**, and so forth), and WordPerfect cannot locate WP.DRS, which is required for using a graphics mode.

Solution: Specify the correct path for the WP.DRS file in **Location of Files** (see *Setup: Location of Files*).

Write-protect error writing drive. Press any key to continue.

Cause: There is a write-protect tab on the disk you are trying to save or print to.

Solution: Remove the write-protect tab, or insert a different diskette.

Appendix E: Font Installer

WordPerfect gives you many font-handling abilities. Several graphics fonts are available through the WP.DRS file. And, if WordPerfect supports your printer, WordPerfect can use any of your printer's built-in fonts.

WordPerfect also provides the WordPerfect Font Installer (WPF) to let you use various third-party fonts with WordPerfect. If you have any of the following font types, you can use WPF to use your font with WordPerfect:

- AutoFont
- Bitstream FaceLift (Speedo format)
- Bitstream Fontware (bitmapped fonts)*
- CG Intellifont
- HP LaserJet (bitmapped fonts)
- TrueType
- Type 1

*Any Bitstream diskette imprinted with the Bitstream black diamond logo is in Speedo format. If you have Bitstream Fontware, check with Bitstream to upgrade to Speedo format for a minimal charge. If you upgrade to Speedo format, choose Bitstream Speedo as the font type when installing from WPF. Otherwise, choose HP LaserJet (Bitmapped Fonts).

WPF lets you install information into WordPerfect about specific third-party printer (soft) fonts and graphics (screen) fonts. (The AutoFont option in WPF also lets you install cartridge font information.) The printer and cartridge font information is added to WordPerfect printer definitions (.ALL files); the graphics fonts information is added to the WP.DRS file. Once this information is added, WordPerfect is able to access and use your third-party fonts.

WPF does not work with previous versions of .ALL files or WP.DRS files (for example, WordPerfect 5.1).

Installable Fonts

Font Types

WPF lets you install six font types. Fonts are grouped into "types" based on how they are created by the manufacturer. If you have previously installed your fonts on your hard drive using a font manufacturer's installation program (or the DOS "Copy" command), each type is installed into a separate default directory and given a certain filename extension. At the same time, files are created that must exist for some font types to work. These font types, along with their default directories and filename extensions, are listed in the table below.

IMPORTANT: You must install your fonts on your hard drive before running WPF. Follow the installation instructions that came with your fonts.

If you don't know what font type category your font belongs in, look on your hard drive for any of the directories listed under "Default Directory" in the following table. If you don't find any of these directories, look on your hard drive for files with the filename types listed under "File Types" in the following table. Once you find these files on your hard drive, look on this table for the font type that goes with them.

Font Type	Default Directory	File Types
AutoFont*	\AUTOFONT	.TFM and GLUE.TXT
Bitstream Speedo†	\BTFONTS	.SPD and .TDF
CG Intellifont*	\TDTYPE \TDFONTS	.TYP and IF.FNT .SFS

Font Type	Default Directory	File Types
Type 1*	\PSFONTS\AFM \PSFONTS\PFM \PSFONTS	.AFM .PFM .PFB
TrueType†	\TT \WINDOWS\SYSTEM (for Windows users)	.TTF .TTF
HP LaserJet (Bitmapped Fonts)‡	No default	Any of several (.USP, .R8P, .SFP are examples)

* Printer and graphics fonts
 † Graphics fonts only
 ‡ Printer fonts only

Using WPM to Install Fonts

IMPORTANT: Make sure you select your printer before you install fonts using WPM. Some of the WPM options depend on the printer you have selected. Also, you must have installed WPM itself in order to use it. It is installed optionally with other utility files during the WordPerfect installation process. You can check to see if WPM is installed by looking for the files WPM.EXE, WPM.FIL, and WPM.BIN in the WPC60DOS, or printer file, directory. If you have not installed WPM, you can do so by running the WordPerfect install program again, choosing the custom installation process, and choosing to install only the utility files. (For thorough information about doing a custom installation, please read *Installation in Introduction.*)

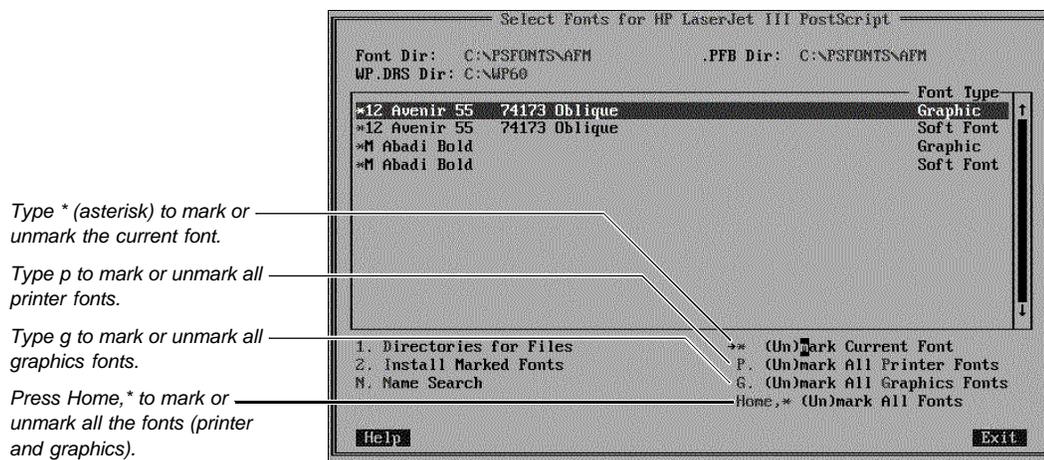
To install fonts using WPM,

- 1 Choose **Font** from the Font menu, choose **Setup**, then choose **Install Fonts**.

Or Press Ctrl+F8, Shift+F1, 9

- 2 Choose one of the font types from the Select Font Type dialog box. See *Installable Fonts* above to identify the font types.

If the Location of Files dialog box appears, WPM can't find the files for that font type. Enter the path to the files or exit WordPerfect and install the fonts on your hard drive.



- 3 Mark the fonts you want to use, then choose **Install Marked Fonts**.

WPM installs information about marked graphics fonts into the .DRS file and information about marked printer fonts into the .ALL file. It then saves the files. A message box lets you know when the font installation is complete.

- 4 Choose **Continue**.
- 5 Choose another font type.
or
Choose **Exit** if you are finished installing fonts.

If you marked printer fonts to be installed, WordPerfect will update your .PRS file when you exit WPFI. If you marked graphics fonts, WordPerfect will update the WP.DRS file when you exit WPFI.

Printer Selection

Four of the options on the Select Font Type dialog box let you install printer fonts: AutoFont, CG Intellifont, Type 1, and HP LaserJet (Bitmapped Fonts). Each of these options behaves differently depending on the printer you have selected before using WPFI.

AutoFont and CG Intellifont

If you choose AutoFont or CG Intellifont without a PCL5 (HP LaserJet III or compatible) printer selected, or without a printer selected at all, only the graphics fonts will be displayed in the Select Fonts dialog box. Selecting an HP LaserJet III or compatible printer will let you install both printer and graphics fonts.

Type 1

If you choose Type 1 without a PostScript printer selected or without a printer selected at all, only the graphics fonts will be displayed in the Select Fonts for [Type 1] dialog box.

HP LaserJet (Bitmapped Fonts)

If you have not selected an HP LaserJet or compatible printer, this option on the Select Font Type dialog box will be dimmed and you will not be able to choose it.

Appendix F: Grammatik

Use **Grammatik** to check your documents for spelling, grammar, and punctuation errors and style flaws. You can create custom writing styles and rules for your specific types of writing. You can also compare your documents to samples and learn how to make your writing more easily understood.

IMPORTANT: Because Grammatik is a separate program from WordPerfect, it does not use WordPerfect mouse drivers. MOUSE.COM is a program that comes with your mouse. If you want to use a mouse, you must run MOUSE.COM before starting Grammatik. Refer to the documentation that came with your mouse for information.

What's in this section?

- Proofreading a Document
- Performing Statistical Analysis
- Creating a Custom Writing Style
- Helps and Hints
- Additional Information

Proofreading a Document

- 1 From your WordPerfect document, start Grammatik by choosing **Writing Tools** from the **Tools** menu, then choosing **Grammatik**.

Or Press Alt+F1, 3

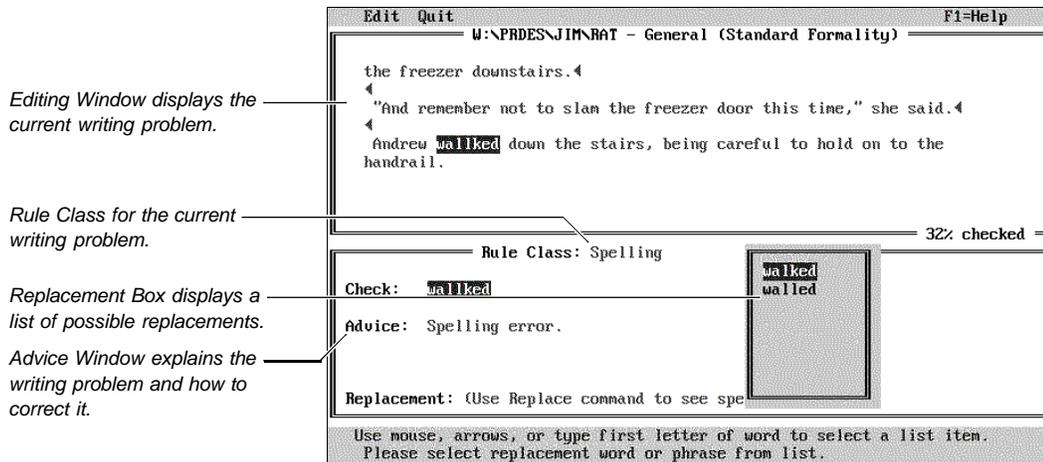
- 2 If you want to check your document according to a writing style other than the one currently specified, choose **Writing style** from the **Preferences** menu, highlight a writing style, then choose **OK**.

For information on Grammatik's predefined writing styles, see *Predefined Writing Styles* under *Additional Information* later in this appendix.

- 3 Choose a mode from the **Checking** menu. The proofreading modes are described below.

Proofreading Mode	What It Does
Interactive	Pauses at each error and waits for your input. Choose Quit, place bookmark to save your place if you need to stop proofreading before the end of the document. Choose Resume Interactive from the Checking menu to start proofreading again from where you left off.
Grammar & Mechanics	Uses only grammatical and mechanical rule classes when you choose this mode. See <i>Rule Classes</i> in <i>Additional Information</i> for more information.
Spelling Only	Checks for spelling errors only.
Read Only	Displays each error but does not let you edit the problem.
Mark	Marks the problem and inserts advice in the document. Use the Search feature to locate marked problems (see <i>Search and Replace</i>). Choose Unmark from the Checking menu to remove markings.

While Grammatik checks your document, the Error Detection Screen is displayed.



Correcting Errors

Use the following commands to respond to grammar and spelling errors.

Key	Command	What It Does
F1	Help	Displays indexed and context-sensitive help.
F2	Replace	Replaces the highlighted error with a new word. Press F9 to edit the problem manually if none of the suggestions are appropriate.
F3	Replace/Next	Replaces the highlighted error with a new word, and goes to the next problem in one step.
F4	Show parts-of-speech info	Shows the Grammatik parts-of-speech analysis.
F5	Ignore phrase (word)	Ignores the spelling of a highlighted phrase or word for the rest of the proofreading session. To ignore a grammar error, use Ignore rule class.
F6	Ignore rule class	Ignores the rule class permanently or just for this session. Choose Restore Rule Classes from the Edit menu if you want to turn the rule class back on.
F7	Learn word	Adds a word to the Grammatik user spelling dictionary.
F8	Mark this problem	Marks a problem for later consideration. Use the Search function when you want to find the marking characters later to edit. Choose Unmark from the Checking menu to unmark a document.
F9	Edit problem	Rechecks from the cursor position. With one-sentence paragraphs, you will need to place the cursor. In manual editing, type in your new text. See <i>Manual Editing Keys</i> under <i>Helps and Hints</i> later in this appendix.
F10	Next problem	Skips this problem, and goes to the next problem.

Ending a Proofreading Session

If you have used the Ignore Rule Class button, a message reminds you that rule classes have been turned off and asks if you want to save these changes permanently by creating a custom writing style.

You can return to your document in WordPerfect by choosing **Quit** from the **File** menu.

IMPORTANT: If you are not running Grammatik from within WordPerfect at the end of a proofreading session, Grammatik saves the unedited version of your file with a .GBK extension. The file containing your changes is saved with the original filename.

If you want to stop checking before the end of a document, choose one of the following options from the **Quit** menu.

Option	What it does
Quit, Save work so far	Saves the work done so far, then skips to the end of the document with no additional proofreading.
Quit, place bookmark	Saves your place by inserting the marker string %GMK% in the text. To resume proofreading from where you left off, choose Resume Interactive from the Checking menu.
Quit, mark rest of document	Saves the work done so far, then skips to the end of the document, marking the remaining errors, and inserting advice in the document.
Cancel, ignore work so far	Exits Grammatik and cancels editing changes.

Performing Statistical Analysis

You can use Statistics to help improve your writing.

- 1 From your WordPerfect document, start Grammatik by choosing **Writing Tools** from the **Tools** menu, then choosing **Grammatik**.
Or Press Alt+F1, 3
- 2 Choose an option from the **Statistics** menu. The options are described below.
- 3 Choose **Quit** from the Grammatik **File** menu when you want to return to your document in WordPerfect.

Show Statistics

Displays readability, paragraph, sentence, and word statistics for your document. Use the following information to interpret readability statistics.

Flesch Reading Ease •

Score	Reading	Grade Level
90 - 100	Very Easy	4th grade
80 - 90	Easy	5th grade
70 - 80	Fairly Easy	6th grade
60 - 70	Standard	7th - 8th grade
50 - 60	Fairly Difficult	Some High School
30 - 50	Difficult	High School to College
0 - 30	Very Difficult	College and up

Flesch-Kincaid Grade • A readability score of between 6th and 10th grade is considered most effective for a general audience. If you are writing for a specialized audience (for example, a scientific or scholarly audience), a higher readability score may be acceptable.

Gunning's Fog Index • The Fog Index is another measure of the approximate grade level a reader must have achieved to understand the document.

Historical Profile

Displays a cumulative listing of the most frequently used words in all of the documents you have checked with Grammatik.

Single Document Profile

Displays a listing of all words used in the current document.

Comparison Charts

Displays the readability statistics of your document compared with those of three standard works: the Gettysburg Address, a Hemingway short story, and a life insurance policy.

Restore Default Comparisons

Restores the three default works used for comparison charts if you have changed them. See *Replacing the Standard Comparison Statistics* under *Additional Information* later in this appendix.

Save Statistics in File

Saves statistics to an ASCII text file with a .SUM extension. You can edit the path and filename to save to the directory you would like.

Creating a Custom Writing Style

If your work requires a special writing style that is not on Grammatik's style list or you want to qualify the kinds of errors Grammatik finds, create a custom style using an existing style for a template.

- 1 Start Grammatik by choosing **Writing Tools** from the **Tools** menu, then choosing **Grammatik**.

Or Press Alt+F1, 3

- 2 Choose **Writing style** from the **Preferences** menu.
- 3 Highlight a predefined style from the list to use as a template for creating your new style, then choose **Create Custom Style**.
- 4 Highlight a custom style placeholder, then choose **OK**.
- 5 Type a new name for your style, then choose **OK**.

The next four screens let you modify Grammar Rules, Mechanical Rules, Style Rules, and Writing Thresholds. If you are not using a mouse, use the arrow keys to highlight a setting, then press the **Space bar** to change the setting.

- 6 Select or deselect the desired grammar rules, then choose **Next**.

To learn more about a specific rule class, select the item in the rule class list, then press **F1** for help. Select the item at the top of the **Help** menu.

- 7 Select or deselect the desired mechanical rules, then choose **Next**.
- 8 Select or deselect the desired style rules, then choose **Next**.
- 9 Modify the writing style thresholds. (See *Thresholds* below for information about each option.)
- 10 When you have finished adjusting the writing style options, choose **Save**, then choose **OK**.

Your new style now appears in the Writing Styles list of styles.

Threshold

Threshold Option	What it does
Consecutive nouns	Lets you specify the number of consecutive nouns allowed in a sentence.
Consecutive prepositional phrases	Lets you specify the number of consecutive prepositional phrases allowed in a sentence.
Long sentence length	Lets you specify the number of words allowed in a sentence.
Passive sentences (of last 10)	Lets you specify the number of occurrences of passive voice allowed in the last 10 sentences.
Spell number below or equal to	Lets you specify the threshold value used to determine if a number should be spelled out (ten) or written as a figure (10).
Words allowed in split infinitive	Lets you specify the number of modifiers allowed in a split infinitive.

Helps and Hints

Checking Part of a Document

You can check part of a document by blocking the part you want to check in WordPerfect before starting Grammatik (see *Block*).

Manual Editing Keys

In addition to Delete, Backspace, and the arrow keys, you can use the following keystrokes to edit text manually while proofreading a document.

Editing Keystroke	What it does
Ctrl+Right Arrow	Moves the cursor one word to the right.
Ctrl+Left Arrow	Moves the cursor one word to the left.
Ctrl+l	Deletes one line of text.
Ins	Toggles between Insert and Typeover editing modes.
Page Up or Page Down	Moves the cursor up or down one screen.
Home	Moves to the beginning of the line or to the top of the screen.
End	Moves to the end of the line or to the bottom of the screen.

Ignoring Blocks of Text

You can tell Grammatik to ignore an entire block of text by enclosing the text within special Ignore Block characters, like this:

```
!*( text to be ignored goes here )*-!
```

Use no spaces between the Ignore Block characters.

Working with One-Sentence Paragraphs

If a document contains section headings, Grammatik treats headings as one-sentence paragraphs. The words in headings are included in the readability statistics. If you turn off **Check For Paragraph Errors** in the Options list, it will prevent one-sentence paragraph error reporting; however, you also lose all statistics about paragraphs.

Additional Information

Predefined Writing Styles

Grammatik lets you select a predefined writing style that matches the type of document you are proofreading. If none of the predefined styles are appropriate, you can create a custom writing style. See *Creating a Custom Writing Style* earlier in this appendix.

Writing Style	Description
General	Use for a broad range of documents written in Standard formality. Permits prepositions at the end of sentences and the use of "you." Select this style for typical business writing for a general audience. Formality is set to Standard.
Business Letter	Use for writing that requires a formal tone and the strictest interpretation of grammar and style rules. Formality is set to Formal.
Memo	Use for interoffice memoranda. Formality is set to Standard.
Report	Use for business reports and college papers. Formality is set to Formal.
Technical	Use for scientific publications containing long, complex noun phrases and a technical vocabulary. Formality is set to Formal.
Documentation	Use for manuals and instruction booklets targeted for a general, non-scientific audience. Formality is set to Standard.
Proposal	Use for long documents that must adhere strictly to all rules of good grammar and style. Formality is set to Formal.
Journalism	Use for stories and other journalistic pieces. Jargon and colloquial language are accepted. Formality is set to Standard.
Advertising	Use for advertising copy and other marketing literature. The emphasis is on mechanics and grammatical accuracy. Formality is set to Informal.
Fiction	Use for creative writing. Makes allowances for the writer's artistic license. Formality is set to Standard.

Rule Classes

Grammatik uses 58 rule classes to detect writing problems. These grammar rules are organized into three general categories:

Rule Class	Description
Grammar	Rule classes relating to the correct use of parts of speech, such as subject/verb agreement, possessive form, split infinitives, comparatives, and homonyms. Mechanical Rule classes relating to errors in capitalization, spelling, transposed letters, doubled words, and punctuation.
Mechanical	Rule classes relating to errors in capitalization, spelling, transposed letters, doubled words, and punctuation.
Style	Rule classes relating to style and word choice, such as passive voice, wordiness, cliches, and jargon.

Changing Formality Level

The level of formality you choose depends on the tone of your writing and the audience.

- 1 Choose **Writing style** from the **Preferences** menu.
- 2 Highlight a writing style in the list, then choose **Change Formality Level**.
- 3 Highlight **Informal**, **Standard**, or **Formal**, then choose **OK**.

IMPORTANT: Formality level changes affect the current checking session only. They are not permanent unless saved in a Custom preferences file, nor do they apply to any other writing style you may choose during this proofreading session.

Replacing the Standard Comparison Statistics

Use Comparison to replace the statistics for the three standard works with those of your own comparison documents.

- 1 Start Grammatik with a new standard work on-screen as the document to proofread.
- 2 Select **Comparison charts** from the **Statistics** menu.
- 3 Choose **Customize Charts**, type the number **1**, **2**, or **3** to select the first, second, or third standard work to be replaced, then press **Enter**.
- 4 Type a descriptive message for the new comparison standard (up to 23 characters), then choose **OK**.
- 5 Choose **Done**.

To return to the default comparison statistics, select **Restore default comparisons** from the **Statistics** menu. The default comparisons will be restored the next time you start Grammatik.

IMPORTANT: When you restore the default comparisons, they supersede any custom comparison works, unless you save your custom comparisons in a custom preferences file. See *Preferences Files* later in this appendix.

Changing Preference Options

- 1 Choose **Options** from the **Preferences** menu.
- 2 Select or deselect options in the **Set Options** dialog box. If you are not using a mouse, use the arrow keys to move between options, and use the **space bar** to change settings.

Set Option	What it does
Check for paragraph errors	Finds end of paragraph punctuation marks and hard carriage returns [HRt].
Ignore periods within words	Ignores DOS filenames and other words containing periods.
Print errors on printer	Sends any errors and their advice to your printer.
Show all file warnings	Displays warning messages when you exit.
Swap left/right mouse button	Switches the active mouse button to accommodate right- or left-handed use.
Write errors to .ERR file	Creates a file containing the errors you marked during a proofreading session.

Preferences Files

When launched from WordPerfect, the changes you make to preferences are saved in Grammatik's standard preferences file (GK51XX.INI, where XX is the two-letter language code) unless you specify a custom file. By creating custom preferences files, you can save different sets of preference settings for use on different documents. Custom preferences files contain the following settings:

- Default document path
- Default document extension
- Current writing style and formality level
- Rule class settings for all custom styles
- Writing style thresholds

- Options set from the Options dialog box
- Screen attributes
- Comparison chart statistics

Creating Custom Preferences Files • There is no limit to the number of custom preferences files you can create.

- 1 Choose **Save preferences file** from the **File** menu.
- 2 Select the drive and directory for your new preferences file.
- 3 Type a filename for your custom preferences file, then press **Enter**. The filename must have a .INI extension.
- 4 Choose **Yes** to confirm your preference filename.
- 5 Type a new identification message for the preferences file, then press **Enter**.
- 6 Change the preferences to the settings you want to have stored in the file.

Using Custom Preferences Files •

- 1 Choose **Get preferences file** from the **File** menu, specify a custom preferences file, then choose **OK**.

Starting Grammatik from DOS

You can run Grammatik outside of WordPerfect by entering **gmk** at a DOS prompt.

Utilities

Two Grammatik utilities are available on the WordPerfect Utilities disk. For ordering information, see *Orders* under *Registration and Ordering Information* in *Reference*.

The Rule Designer lets you create custom style guides by adding new grammar and style rules.

The Dictionary Utility lets you add WordPerfect supplemental dictionaries to the Grammatik spelling dictionary.

Upgrade Notes

If you are upgrading from a previous version of Grammatik, here are a few important notes: By default, Grammatik 5 was installed in the \GMK directory on your hard drive or a directory specified by you during installation. The WordPerfect install program installs Grammatik into the \WPC60DOS directory. If you saved user words in Grammatik's USER.DIC file, you can add them to the Grammatik 5 spelling dictionary after installation. These words were saved by default in the directory where Grammatik was installed. After adding user words to the new dictionary named GK51XX.MOR, where XX is the two-letter language code, in the \WPC60DOS directory, delete your old version of Grammatik.

Appendix G: Graphics Images

The graphics images filenames listed below have been provided for your use in the WordPerfect Graphics feature. For information on retrieving graphics images into your document, see *Graphics: Adding to a Document*.

BORDER4.WPG	OVERHD1.WPG
BORDER7.WPG	PARROT.WPG
CONDUCT.WPG	PENPUSH.WPG
DRAGON.WPG	PHEASANT.WPG
FISHTROP.WPG	PLAN2.WPG
GRIZZLY.WPG	SKIER1.WPG
HOTAIR.WPG	SKIPPER.WPG
HOTROD.WPG	SUMMRCNR.WPG
HUMBIRD.WPG	TIGERHD.WPG
INDANCE.WPG	WATER4.WPG
JEEP.WPG	WATER7.WPG
JOCKEY.WPG	WINDMILL.WPG
LIGHTHS.WPG	WINRACE.WPG
MEDICAL1.WPG	WIZARD.WPG
MTNCLIMB.WPG	WSKIER.WPG

[Illustrations not shown]

[Illustrations not shown]

Appendix H: International Affiliates

WordPerfect Offices

Asia (Covers Hong Kong, Indonesia, Malaysia, Philippines, Singapore, and Taiwan)

WordPerfect Asia, Regional Office
75 Science Park Drive,
#02-04 CINTECH II
Singapore 0511

Tel: (65) 773 2622

Fax: (65) 773 1622

For toll free customer support from the following areas:

Hong Kong: 800 3350

Indonesia: 00800 656585

Malaysia: 800 1090

Singapore: 773 1400

Taiwan: 0080 651042

Austria

WordPerfect Österreich
Theresianumgasse 7
A-1040 Vienna
Austria

Tel: (43 1) 504 5200

Fax: (43 1) 504 5211

Australia (Also covers New Guinea and New Caledonia)

WordPerfect Pacific, Regional Office
Building 2
25 Sirius Road
Lane Cove NSW 2066
Australia

Tel: (61 2) 415 5222

Fax: (61 2) 418 7505

Belgium (Also covers Luxembourg)

WordPerfect Belgium
Manhattan Office Tower
Avenue du Boulevard 21 bte 9
Bolwerklaan 21 bus 9
1210 Brussel
Belgium

Tel: (32 2) 217 48 54

Fax: (32 2) 218 83 53

Brazil

WordPerfect Brasil
Rua Dr. Luiz Migliano, 1110, Conj.
601/602
São Paulo - SP
05711-001
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Appendix I: Merge Expressions

Expressions are used to determine values in the ASSIGN, ASSIGNLOCAL, CAPS, CASEOF, CTON, FIRSTCAP, FOREACH, FORNEXT, IF, NTOC, STRLEN, STRPOS, SUBSTR, SWITCH, TOLOWER, TOUPPER, and WHILE commands (see *Appendix J: Merge Programming Commands*). Expressions can perform operations on either numbers or strings.

What's in this section?

- Numeric Expressions
- String Expressions
- Expression Evaluation
- Additional Information
- See Also

Numeric Expressions

The following is a list of numeric expressions. The values must contain only integers (or variables that contain integers).

You can use signed numbers in expressions. The highest positive number you should use is 2,147,483,647. Numbers higher than 2,147,483,647 are considered negative by WordPerfect (see *Negative Numbers* under *Additional Information* below). The lowest negative number you can use is -2,147,483,648.

If you try to use an invalid numeric expression, the expression is treated as a text string. Examples of invalid numeric expressions are characters other than numbers and valid operators or expressions that evaluate to numbers outside the numeric limits.

In the table, the terms n1 and n2 represent number 1 and number 2. Although only a single operator is illustrated in each example below, you can use several operators as well as parentheses in expressions. For definitions of the operations used in this table, see *Expression Terms* under *Additional Information* below.

Expression	Operation
NOT n1	Returns the logical (0 or -1) NOT of the number n1 (see <i>Expression Terms</i> under <i>Additional Information</i> below). Examples: NOT 0 is -1. NOT 2 is 0.
!n1	Returns the arithmetic (bitwise) NOT of the number n1 (see <i>Expression Terms</i> under <i>Additional Information</i> below). Examples: !0 is -1. !2 is -3.
-n1	Returns the negative of the number n1 (see <i>Negative Numbers</i> under <i>Additional Information</i> below). Example: If variable Num holds 5, -VARIABLE(Num) is -5.
n1+n2	Returns the sum of n1 and n2. Example: 5+4 is 9.
n1-n2	Returns the difference of n1 and n2. Example: 10-1 is 9.
n1*n2	Returns the product of n1 and n2. Example: 6*5 is 30.
n1/n2 or n1 DIV n2	Returns the integer quotient of n1 and n2. Examples: 20/5 is 4. 5/2 is 2.
n1%n2 or n1 MOD n2	Returns the remainder of the quotient of n1 and n2. Examples: 20%5 is 0. 5%2 is 1.
n1 AND n2	Returns the logical (0 or -1) AND of n1 and n2 (see <i>Expression Terms</i> under <i>Additional Information</i> below). Examples: 0 AND -1 is 0. 3 AND 4 is -1.

Expression	Operation
$n1 \& n2$	Returns the arithmetic (bitwise) AND of $n1$ and $n2$ (see <i>Expression Terms</i> under <i>Additional Information</i> below). Examples: 7&4 is 4. 3&4 is 0.
$n1 \text{ OR } n2$	Returns the logical (0 or -1) OR of $n1$ and $n2$ (see <i>Expression Terms</i> under <i>Additional Information</i> below). Examples: 0 OR -1 is -1. 3 OR 4 is -1.
$n1 n2$	Returns the arithmetic (bitwise) OR of $n1$ and $n2$ (see <i>Expression Terms</i> under <i>Additional Information</i> below). Examples: 7 4 is 7. 3 4 is 7.
$n1 \text{ XOR } n2$	Returns the logical (0 or -1) XOR (exclusive OR) of $n1$ and $n2$ (see <i>Expression Terms</i> under <i>Additional Information</i> below). Examples: 0 XOR -1 is -1. 3 XOR 4 is 0.
$n1 = n2$	Returns a true value (-1) if $n1$ and $n2$ are equal; otherwise, returns a false value (0). Examples: If variable 1 holds 5, then VARIABLE(1)=5 is true and VARIABLE(1)=3 is false.
$n1 \neq n2$ or $n1 <> n2$	Returns a true value (-1) if $n1$ and $n2$ are not equal; otherwise, returns a false value (0). Examples: If variable 1 holds 5, then VARIABLE(1)≠3 is true and VARIABLE(1)≠5 is false.
$n1 > n2$	Returns a true value (-1) if $n1$ is greater than $n2$; otherwise, returns a false value (0). Examples: 6>4 is true. 4>6 is false.
$n1 < n2$	Returns a true value (-1) if $n1$ is less than $n2$; otherwise, returns a false value (0). Examples: 2<10 is true. 10<2 is false.
$n1 \geq n2$	Returns a true value (-1) if $n1$ is greater than or equal to $n2$; otherwise, returns a false value (0). Examples: 6≥6 is true. 4≥6 is false.
$n1 \leq n2$	Returns a true value (-1) if $n1$ is less than or equal to $n2$; otherwise, returns a false value (0). Examples: 2≤2 is true. 10≤2 is false.

String Expressions

A string is a name for any sequence of one or more characters, including spaces. For example, 245, Strawberry, QB12, Z, and Personal Computer are strings. Quotation marks are not necessary to define strings.

To include quotation marks within a string, you must use triple quotes. For example, ""Test"" would evaluate to "Test" when merged.

The expressions outlined below are used to compare strings. The terms $s1$ and $s2$ represent string 1 and string 2.

Expression	Operation
$s1 = s2$	Returns a true value (-1) if string 1 is identical (including case) to string 2; otherwise, returns a false value (0). Examples: blue=blue is true. blue=BLUE is false.
$s1 \neq s2$ or $s1 <> s2$	Returns a true value (-1) if string 1 is not identical (including case) to string 2; otherwise, returns a false value (0). Examples: If variable 1 holds the string "thread," then VARIABLE(1)≠rope is true. VARIABLE(1)≠thread is false.
$s1 > s2$	Returns a true value (-1) if string 1 is greater than† string 2; otherwise, returns a false value (0). Examples: abcd>aabcd is true. a>A is true.
$s1 < s2$	Returns a true value (-1) if string 1 is less than† string 2; otherwise, returns a false value (0). Examples: aabcd<abcd is true. A<a is true.

Expression	Operation
s1>=s2	Returns a true value (-1) if string 1 is greater than† or equal to string 2; otherwise, returns a false value (0). Examples: abcd>=abcd is true. a>=A is true.
s1<=s2	Returns a true value (-1) if string 1 is less than† or equal to string 2; otherwise, returns a false value (0). Examples: abcd<=abcd is true. A<=a is true.

†In a string comparison, the WordPerfect character set values are compared. See WordPerfect Character Set Values under Additional Information below for details.

Expression Evaluation

An expression must be written according to the rules in this appendix for WordPerfect to evaluate it correctly. The following information will help you create and use expressions.

When an expression is encountered in a command, the expression is evaluated first, and the result of the expression is used to complete the command. For example, in the statement `ASSIGN(1;VARIABLE(1)+1)`, the expression is `VARIABLE(1)+1`. When the expression is evaluated, the contents of variable 1 are incremented by one. The assignment is then performed, replacing the old contents of variable 1 with the result of the expression.

In several of the expressions, the result of the operation is either true or false. WordPerfect assigns a numeric value to true (-1) and false (0). These values were chosen, because they are opposites (numeric complements) of each other (see *Bitwise NOT* under *Expression Terms* under *Additional Information* below). WordPerfect interprets any non-zero numeric value as true, but when it assigns a value for true, it assigns -1.

In the following example, the first assignment statement assigns false (0) to variable 1, the second assignment statement assigns true (-1), the logical opposite of false, to variable 1, and the third assignment statement assigns true (-1) to variable 1.

```
ASSIGN(1;5=4)
ASSIGN(1;NOT VARIABLE(1))
ASSIGN(1;5!=4)
```

The order in which the various operators are applied in an expression is not simply the order in which they occur. WordPerfect uses an order of precedence that determines which operators are used first, second, and so forth. For example, in the expression `4+7*8`, there is a different result depending on whether the addition is performed before or after the multiplication. Operator precedence is described below.

Operator Precedence

WordPerfect supports expressions with several operators. Consequently, some order of evaluation must be followed. The operator precedence used by WordPerfect is similar to the accepted precedence for mathematical operators in arithmetic. The following table shows the order in which operators are applied:

Order	Operator
1	- (unary minus), + (unary plus), ! (bitwise NOT), NOT (logical NOT)
2	* (multiply), / (divide), DIV (divide), % (mod), MOD (mod)
3	- (subtract), + (add)
4	< (less than), > (greater than), = (equal), != (not equal), <= (less than or equal to), >= (greater than or equal to) (Relational operators also work on strings.)
5	& (bitwise AND), AND (logical AND), (bitwise OR), OR (logical OR), XOR (exclusive OR)

You can override the operator precedence by placing parentheses around those elements you want evaluated first. Elements inside of parentheses are always evaluated before the

elements outside. If parentheses are nested, the innermost parentheses are evaluated first.

In the expression $4+7*8$, the multiplication ($7*8$) is performed first, followed by the addition, because multiplication has a higher precedence than addition. The result is 60. If you wanted the addition to be performed first, you would type $(4+7)*8$. In this case, the result is 88.

Additional Information

Expression Terms

The following are technical terms referenced in the discussion of expressions above. An understanding of these terms is not an essential part of performing merges. These definitions are provided for those who are somewhat familiar with programming.

Bitwise AND (&) • A bitwise AND operation compares the bits of two numbers. When both numbers have a 1 bit in the same position (for example, there is a 1 bit in column 1 (right-most column) of the first number *and* the second number), a 1 is placed in that position in the result. The following table demonstrates the way the expression $21\&47$ is evaluated.

Value	Bits
21	000000000010101
47	000000000101111
$21\&47$	00000000000101

The resulting bits represent the number 5. So, $21\&47=5$.

Bitwise NOT (!) • A bitwise NOT operation takes the bits of the number and complements them. For example, if the expression is $!0$ (0 is 0000000000000000), the resulting value is -1 (-1 is 1111111111111111).

Bitwise Operation • In the computer's memory, numbers are represented as a series of sixteen 1s and 0s. Each of the 1s and 0s represents a bit. The pattern for each number is unique. The following table outlines some values and their corresponding bits.

Value	Bits
0	0000000000000000
-1	1111111111111111
-3	1111111111111101
-21	1111111111101011
3	000000000000011
4	000000000000100
7	000000000000111
21	00000000010101
47	000000000101111

A bitwise operation works on one column at a time, using a single bit from each number. The operation is done 16 times so each bit of each number is operated on.

Bitwise OR (|) • A bitwise OR operation compares the bits of both numbers. When either number has a 1 bit in the same position (for example, there is a 1 bit in column 1 (right-most column) of the first number *or* the second number), a 1 is placed in that position in the result. For example, the expression $21|47$ is evaluated as follows:

Value	Bits
21	00000000010101
47	000000000101111
$21 47$	000000000111111

The resulting bits represent the number 63. So, $21|47=63$.

Evaluate the Expression • Perform the operation(s) on the expression.

Exclusive OR (XOR) • A logical XOR operation evaluates two expressions and returns a true (-1) if one, but not both, of the expressions is true. If both expressions are false or both are true, XOR returns a false (0). For example, **1=1 XOR 2=3** is true (-1), because only one of the expressions being evaluated is true. **6>3 XOR 3>1** is false (0), because both expressions are true.

Logical AND (AND) • A logical AND operation evaluates two expressions and returns a true (-1) if both expressions are true. In all other cases, it returns a false (0). For example, **1=1 AND 2=3** is false (0), because one of the expressions being evaluated is false. **6>3 AND 3>1** is true (-1), because both expressions are true.

Logical NOT (NOT) • A logical NOT operation returns the logical opposite (0 or -1) of the expression. WordPerfect interprets any non-zero numeric value as true, but when it assigns a value for true, it assigns -1. For example, **NOT 2** is false (0), because 2 is evaluated as true. **NOT 0** is true (-1).

Logical OR (OR) • A logical OR operation evaluates two expressions and returns a true (-1) if either or both expressions are true. If both expressions are false, it returns a false (0). For example, **1=1 OR 2=3** is true (-1), because one of the expressions being evaluated is true. **6<3 OR 3<1** is false (0), because both expressions are false.

Negative Numbers

In WordPerfect, negative numbers are represented as large positive numbers, from 2,147,483,648 to 4,294,967,295. The number 4,294,967,295 is -1, 4,294,967,294 is -2, and so on. To determine the number WordPerfect uses to represent any given negative number from -1 to -2,147,483,648, use the following formula:

$$4,294,967,296 - |x|$$

where x is the negative number whose equivalent you are trying to find. For example, to find the WordPerfect equivalent of -3,

$$4,294,967,296 - 3 = 4,294,967,293$$

To find the negative number (n) represented by a given WordPerfect equivalent, use this formula:

$$x - 4,294,967,296 = n$$

where x is the WordPerfect equivalent. For example, to find the negative number represented by 4,294,967,293,

$$4,294,967,293 - 4,294,967,296 = -3$$

You can assign variables to be negative numbers by using the minus (-) operator (see *Numeric Expressions* above) or by using the WordPerfect equivalent. Do not use commas or other punctuation in the WordPerfect equivalent. For example,

ASSIGN(number;-1)

is the same as

ASSIGN(number;4294967295)

String Delimiters

A string delimiter is a character that marks the beginning or end of a string. In string operations, quotation marks (") serve as string delimiters. In most cases, string delimiters are not needed. Any expression that cannot be evaluated as a valid numeric expression is considered a string.

However, there may be times when you want an expression to remain a string even though it could be evaluated as a numeric expression. For example, if you are assigning a phone number to a variable, you may need to surround the number in quotes. The command **ASSIGN(1;555-1555)** assigns the result of subtracting 1555 from 555 (-1000) to variable 1. The command **ASSIGN(1;"555-1555")** assigns the string 555-1555 to variable 1.

WordPerfect Character Set Values

WordPerfect assigns a unique value to each character in each WordPerfect character set (see the descriptions for the CTON and NTOC commands in *Appendix J: Merge Programming Commands*). This is called the WordPerfect character set value. In a string comparison, the character set values are compared.

For characters in the same character set, one character is considered "less than" another character if the first character comes before the second character. For example, in character set 0, "3" is less than "4" and "A" is less than "a."

For characters in different character sets, the character from the character set with the lower numerical value is considered "less than" the character from the higher numerical character set. For example, any character from character set 2 is less than any character from character set 3.

See Also

- Merge • Appendix A: Character Sets • Appendix J: Merge Programming Commands
- Appendix K: Merge Variables

Appendix J: Merge Programming Commands

The WordPerfect Merge programming commands let you control merges. You may notice that many commands are similar to those in other programming languages. For basic information on the **Merge** feature, see *Merge*.

What's in this section?

- Inserting Commands
- Command Syntax
- Parameters and Arguments
- Programming Commands
- Additional Information
- See Also

Inserting Commands

- 1 In a form or data file, choose **Merge** from the **Tools** menu, then choose **Define**.
Or Press Shift+F9
- 2 Choose **Merge Codes**.
- 3 Highlight a command, then choose **Select**.

Command Syntax

Most merge programming commands use *parameters* or *arguments*, which must be enclosed in parentheses. When you choose a merge command, WordPerfect enters the parentheses for you.

In this appendix, when merge commands include brackets [] around parameters, those parameters are optional.

Parameters and Arguments

Some common parameters and arguments are listed below. More specific parameters are discussed with the merge commands that use them.

Parameter	What You Enter
(expr)(subexpr)	Number, string, variable, command, expression, or combination of these
(label)	Unique name
(var)	Unique variable name
(field)	Unique name or field number
(filename)	Filename; should include full path
(macroname)	Unique macroname; may include full path; no .WPM extension is needed
(title)	Title of dialog box
(prompt)(message)	Information you want to display on the screen
(comment)	Description of what the merge does; does not display on screen

Programming Commands

ASSIGN(*var* ; *expr*)

Use ASSIGN to assign the value returned by *expr* to the global variable *var*. You do not need to enclose the expression in quotes. Expressions are evaluated, and the result is assigned to the variable. Non-numeric characters and expressions that cannot be evaluated numerically are treated as strings.

After a value has been assigned to a variable, the variable command VARIABLE(*var*) can be placed anywhere you would normally place the variable contents. For more information on variables, see *Appendix K: Merge Variables*.

If you want to erase a variable (remove it from memory), leave the *expr* argument empty. For example, you could use the command `ASSIGN(Fred;)` to erase a variable named Fred. When you erase a variable, it no longer “exists” (see *IFEXISTS*).

To assign a local variable, see *ASSIGNLOCAL*.

In the following example, variable Fred is first assigned a value, then an expression, then a string.

```
CODES
ASSIGN(Fred;3)
Assign 3 to variable Fred.
ASSIGN(Fred;VARIABLE(Fred)*2)
Multiply old value of var Fred by 2, assign the result (6) as the new value of var Fred.
ASSIGN(Fred;WordPerfect)
Assign the string “WordPerfect” to var Fred
VARIABLE(Fred)
Return the value of the variable to the document.
)
```

ASSIGNLOCAL(var ;expr)

Use *ASSIGNLOCAL* to assign the value returned by *expr* to the local variable *var*. Local variables are accessible only to the current file; they are deleted when the merge is finished or the file is exited. For more information, see *ASSIGN* and *Appendix K: Merge Variables*.

For an example of *ASSIGNLOCAL*, see *CTON*.

BEEP

Use *BEEP* to cause your computer to beep. This command is often useful in combination with *CHAR*, *KEYBOARD*, *PROMPT*, *STATUSPROMPT*, and *GETSTRING*, which prompt the user. You can also use it to signal various points of the merge, such as the end of a lengthy process.

The following example sounds a beep at each keyboard pause. The user enters the requested information, then presses *ENDFIELD* (F9) to continue to the next prompt.

MEMO

```
To:      BEEP KEYBOARD(Enter To information)
From:    BEEP KEYBOARD(Enter From information)
Date:    DATE
Subject: BEEP KEYBOARD(Enter Subject information)
```

BREAK

Use *BREAK* to exit from a loop before it would normally end. The location of the command and the type of file it is in determine how it functions.

The rules that govern how *BREAK* functions are:

Each of the following rules assumes that the previous rules do not hold.

- If *BREAK* is encountered within a *FORNEXT* or *WHILE* structure, execution moves to the end of the structure (just after the *ENDFOR* or *ENDWHILE*). If these structures are nested, execution moves after the *ENDFOR* or *ENDWHILE* command of the current level.
- If *BREAK* is encountered in a nested file, execution returns to the parent file.
- If *BREAK* is encountered in a form file, the merge moves to the top of the form file and continues with the next data record.
- If *BREAK* is encountered in a data file, the merge is terminated.

The following example uses *BREAK* to exit an infinite loop when the correct number is guessed.

```

CODES(
ASSIGN(Actual Number;SUBSTR(SYSTEM(random);3;1))
WHILE(1)
  CHAR(Guess;Guess a number between 0 - 9?;Guessing Game)
  IF(VARIABLE(Guess)=VARIABLE(Actual Number))
    BEEP
    PROMPT(Correct, the number was VARIABLE(Actual Number))
    WAIT(30)
    BREAK
  ELSE
    PROMPT(Sorry, the number wasn't VARIABLE(Guess))
    WAIT(10)
  ENDIF
ENDWHILE
)

```

CALL(label)

Use CALL to transfer execution to the *label* subroutine. When execution of the subroutine is completed (when a RETURN is encountered in the subroutine), execution returns to the command following CALL. For more information about subroutines and levels, see *Subroutines* and *Levels* under *Additional Information* later in this section.

The example below is a form file that creates a data file. The subroutine Info is called to get the information for each record. GETSTRING prompts the user to enter information and assigns the information to a variable. MRGCMND places the necessary merge codes into the data file being created.

When no name is entered for variable name, that variable is erased. IFEXISTS then returns a false (0), and QUIT is executed, ending the merge.

```

CODES(
MRGCMND(FIELDNAMES(Name;Address;City;State;ZIP)ENDRECORD
)
)
WHILE(1)
  CALL(Info)
  VARIABLE(name)MRGCMND(ENDFIELD
) VARIABLE(address)MRGCMND(ENDFIELD
) VARIABLE(city)MRGCMND(ENDFIELD
) VARIABLE(state)MRGCMND(ENDFIELD
) VARIABLE(zip)MRGCMND(ENDFIELD
) MRGCMND(ENDRECORD
)
)ENDWHILE
)
LABEL(Info)
  GETSTRING(name;Enter Name;Press Enter without a name to Quit)
  IFEXISTS(name)
  ELSE
  QUIT
  ENDIF
  GETSTRING(address;Enter Address;Address)
  GETSTRING(city;Enter City;City)
  GETSTRING(state;Enter State;State)
  GETSTRING(zip;Enter ZIP Code;ZIP Code)
RETURN
)

```

CANCELOFF

Use CANCELOFF to stop the Esc key from performing its normal function. CANCELOFF is useful if you want to prevent a user from stopping a merge by pressing **Cancel (Esc)**.

CANCELOFF

-
- (During this part of the merge, pressing Cancel will not end the merge)

CANCELON

-
- (During this part of the merge, pressing Cancel will end the merge)

CANCELON

Use CANCELON to enable the Esc key after it has been disabled with the CANCELOFF command.

For an example of CANCELON, see *CANCELOFF*.

CAPS(expr)

Use CAPS to capitalize the first character of each word in the returned expression *expr*.

If you want to uppercase or lowercase all letters in a returned expression, see *TOUPPER* OR *TOLOWER*. To capitalize just the first word, see *FIRSTCAP*.

In the example below, CAPS capitalizes the first letter of each word in the name, address, and city variables. TOUPPER capitalizes both letters of the state abbreviation. FIRSTCAP capitalizes the first letter of the first word in the comments string. TOLOWER ensures that the merge will continue if either an uppercase or a lowercase “y” is assigned to variable char.

CODES(

```
  LABEL(Info)
    GETSTRING(name;Enter Name;Name)
    ASSIGN(name;CAPS(VARIABLE(name)))
    GETSTRING(address;Enter Address;Address)
    ASSIGN(address;CAPS(VARIABLE(address)))
    GETSTRING(city;Enter City;City)
    ASSIGN(city;CAPS(VARIABLE(city)))
    GETSTRING(state;Enter 2 letter state  abbreviation;State)
    ASSIGN(state;TOUPPER(VARIABLE(state)))
    GETSTRING(zip;Enter ZIP code;ZIP)
    GETSTRING(comments;Enter comments;Additional Comments)
    ASSIGN(comments;FIRSTCAP(VARIABLE(comments)))
  )
  VARIABLE(name)
  VARIABLE(address)
  VARIABLE(city)  VARIABLE(state)  VARIABLE(zip)

  VARIABLE(comments)
```

CODES(

```
  CHAR(char;Do Another Record?;Continue (Y/N)?)
  IF(TOLOWER(VARIABLE(char)) = y)
    GO(info)
  ENDIF
)
```

CASEOF(expr[;...;expr])

Use CASEOF when using the SWITCH command. When you use CASEOF, you can enter multiple merge expressions within the parentheses.

For examples of CASEOF, see *SWITCH* and *FORNEXT*.

CHAINDATA(filename)

Use CHAINDATA to begin using records from the named data file, when the end of the current data file is reached. This command is especially useful if you have broken a large data file into several smaller files. If you insert CHAINDATA in the smaller data files, they will act like one data file.

For more information on chaining, see *Chaining, Nesting, and Substituting* under *Additional Information* later in this section.

The following example shows how a large data file has been broken into two smaller files. When you specify the first small file as the data file in a merge, the records of the second small file will be used as soon as those in the first small file are completed.

First Small File:

```
FIELDNAMES(name;status)
ENDRECORD
```

```
PROCESSON CHAINDATA(file2)PROCESOFF COMMENT(
```

```
    The PROCESS commands ensure that the CHAINDATA command executes. The merge remembers the
    CHAINDATA command and filename, so that it can execute it when the current data file has ended.)
```

```
JoseENDFIELD
```

```
StaffENDFIELD
```

```
ENDRECORD
```

-
-
- - (additional records)
 -

```
BarbaraENDFIELD
```

```
ProfessionalENDFIELD
```

```
ENDRECORD
```

Second Small File (named FILE2 and in the default directory):

```
FIELDNAMES(name;status)
ENDRECORD
```

```
JulieENDFIELD
```

```
Part-timeENDFIELD
```

```
ENDRECORD
```

-
-
- - (additional records)
 -

```
ShojiENDFIELD
```

```
Leave of AbsenceENDFIELD
```

```
ENDRECORD
```

CHAINFORM(filename)

Use CHAINFORM to continue the merge with an additional form file after all records have been merged with the current form file.

For more information on chaining, see *Chaining, Nesting, and Substituting* under *Additional Information* later in this section.

The following example uses CHAINFORM to merge an envelope form file with the current data file.

```
CHAINFORM(envelope.frm)
```

-
- (body of form file)
-

CHAINMACRO(macroname)

Use CHAINMACRO to start the named macro at the end of the merge, if the merge terminates normally. You can place CHAINMACRO anywhere in the form file.

Only the last macro chained during the merge is executed.

For more information on chaining, see *Chaining, Nesting, and Substituting* under *Additional Information* later in this section.

In the following example, the chained macro PRINT.WPM executes when the merge is complete.

```
CHAINMACRO(print)COMMENT(
  Chain the macro PRINT.WPM when the merge is complete
)DATE

Dear FIELD(Name),
•
• (rest of the letter)
•
  Sincerely,

  Chris Smith
```

CHAR(var[:prompt][:title])

Use CHAR to prompt the user to input a single character. CHAR prompts you with a message and waits until you press a single key. The key is then assigned to the specified variable.

See *Message Display* under *Additional Information* later in this section for information on changing the way messages are displayed. See also *Prompting and User Input* under *Additional Information* later in this section.

For an example of CHAR, see *CTON*.

CODES(merge codes)

Use CODES to enter merge codes without worrying about formatting or text. The merge carries out all the merge commands inside the CODES parentheses but ignores any text or formatting (such as hard returns). If you want to enter text or formatting inside the CODES parentheses, you can use the INSERT command. See *INSERT*.

```
CODES(
  LABEL(top)
    ASSIGN(field;FIELD(1))
    EMBEDMACRO(
      PERSIST(fld)
      DLGCREATE(fld;"Which Name would you like to merge";DlgNoOk!;;;6)
      DLGCONTROL(CtrlLabel!;"Would you like to merge "+field+"? ")
      DLGCONTROL(CtrlPushButton!;" Yes";StyDefault!)
      DLGCONTROL(CtrlPushButton!;" No";;9;4)
      DLGEND
    )
    IF(VARIABLE(fld)=2)
      FIELD(1)INSERT(
    ) FIELD(2)INSERT(
    ) FIELD(3)INSERT(
  ) ENDIF
  NEXTRECORD
  GO(top)
)
```

For an additional example of CODES, see *CTON*.

COMMENT(comment)

Use COMMENT to include comments that will make the merge easier to understand. Merge ignores everything between the COMMENT parentheses.

For an example of COMMENT, see *CTON*.

CONTINUE

Use CONTINUE at the end of a CASEOF statement to execute the commands in the next CASEOF statement.

For examples of CONTINUE, see *SWITCH* and *FORNEXT*.

CTON(character)

Use CTON (Character To Number) to convert a *character* (any character in the WordPerfect character sets) to a unique number (its WordPerfect “key value”). CTON performs the inverse (opposite) function of NTOC (see *NTOC*). You can use the key value to calculate the WordPerfect character set value.

To calculate the character set value for a given character,

- 1 Use CTON to obtain the key value.
- 2 Divide the key value by 256.

The quotient is the number of the WordPerfect character set (0-12). The remainder is the character number in the character set (0-255).

The following example calculates the character set value for a character. Because all of the variables are local, this file could be nested within another file and would not change any of the original file’s variables, even if they have the same name. The comments in the first part of this merge do not need to be in a COMMENT command, because they are within the CODES command. The final comment must be in a COMMENT command, or it will be inserted in the merged document.

```
CODES(  
  ASSIGNLOCAL(char;0)  
    Initialize a local variable named char  
  CHAR(char;Type a character; Display Character Set Value)  
    Assign input to the variable char  
  ASSIGNLOCAL(set;CTON(VARIABLE(char))/256)  
    Assign quotient to a variable named set  
  ASSIGNLOCAL(num;CTON(VARIABLE(char))%256)  
    Assign remainder to a variable named num  
)  
VARIABLE(set),VARIABLE(num))  
COMMENT(Write out the character set value.)
```

DATE

Use DATE to insert the current date in merged documents, as formatted in the Date Format feature (see *Date*). The merged file will contain the current date as indicated by your computer’s internal clock.

For an example of DATE, see *BEEP*.

DEFAULT

Use DEFAULT with the SWITCH command to cover all cases not covered by CASEOF. When the expression being tested is different from all the CASEOF expressions, the merge executes DEFAULT.

For examples of DEFAULT, see *SWITCH* and *FORNEXT*.

DISPLAYSTOP

Use DISPLAYSTOP to stop the display of text after another merge command. For example, after a KEYBOARD command, the merge displays up to 1000 characters ahead. DISPLAYSTOP placed in text after KEYBOARD stops the text from displaying from that point on.

DATE

FIELD(name)
FIELD(address)
FIELD(city)

Dear **FIELD**(name):

It has come to our attention that your bill has not been paid. Please send us \$**KEYBOARD**(Enter how much they owe us--Press F9 when done), which is the balance of your unpaid account.

DISPLAYSTOP

If the balance of your account is not paid in **KEYBOARD**(Enter how many days--Press F9 when done) days, we will be forced to take legal action.

The rest of the letter after DISPLAYSTOP does not display on the screen while the user is prompted to type information at the keyboard. This removes distracting information from the screen, so users can focus their attention on the area where they are to enter information.

DOCUMENT(filename)

Use DOCUMENT to insert the named document into the merged document at the DOCUMENT command. The document is not processed as a merge file, so any merge commands in the inserted document are included in the file but not executed. This command is commonly used for inserting variable paragraphs in contracts and similar documents (often called *document assembly*) or for building a form or data file.

In the following example, DOCUMENT inserts the document called ONEROOM.MRG in the merged document if the variable, rooms, is equal to 1, or it inserts the document TWOROOMS.MRG if the variable, rooms, is not equal to 1.

```
CODES(  
CHAR(rooms;Enter the number of rooms (1 or 2); Number of Rooms)  
IF(VARIABLE(rooms)=1)  
    DOCUMENT(c:\mrgfiles\oneroom.mrg)  
ELSE  
    DOCUMENT(c:\mrgfiles\tworooms.mrg)  
ENDIF  
)
```

ELSE

Use ELSE with IF, IFBLANK, IFEXISTS, IFNOTBLANK, and ENDIF. ELSE marks the beginning of the commands that execute should the IF value be zero (false) (see *IF*).

ELSE is not a required part of an IF statement. It should be used when there are certain steps that need to be performed *only* when the IF value is zero (false).

Commands that appear after ENDIF execute whether or not the IF value is true.

For an example of ELSE, see *IF*.

EMBEDMACRO(macro statements)

Use EMBEDMACRO to embed macro commands within a merge. You can enter any macro command inside the EMBEDMACRO parentheses. The macro commands are compiled the first time they are encountered during the merge.

For an example of EMBEDMACRO, see *CODES*.

ENDFIELD

Use ENDFIELD to signal the end of a field in a data file. A Hard Return [HRt] is automatically inserted with this command to make the file easier to read.

When you insert this command, the number of the field where the cursor is currently located displays at the bottom of the window. If you use FIELDNAMES, the name of the field appears instead of the number.

Records in the following data file have three fields:

International Exporting**ENDFIELD**
(801) 555-4421**ENDFIELD**
George Wiley**ENDFIELD**
ENDRECORD

Tradewinds, Inc.**ENDFIELD**
(409) 555-3567**ENDFIELD**
Susan Escher**ENDFIELD**
ENDRECORD

ENDFOR

Use ENDFOR to signal the end of FORNEXT and FOREACH loops.

For an example of ENDFOR, see *FORNEXT*.

ENDIF

Use ENDIF to mark the end of an IF structure. ENDIF is used with IF, IFBLANK, IFEXISTS, IFNOTBLANK, and ELSE.

For an example of ENDIF, see *IF*.

ENDRECORD

Use ENDRECORD to signal the end of a record in a data file. A hard page break is inserted automatically with this command to make the file easier to read.

When you insert this command, the number of the field where the cursor is currently located displays at the bottom of the window. If you use FIELDNAMES, the name of the field appears instead of the number.

For examples of ENDRECORD, see *ENDFIELD* and *FIELDNAMES*.

ENDSWITCH

Use ENDSWITCH to end a SWITCH statement.

For an example of ENDSWITCH, see *SWITCH*.

ENDWHILE

Use ENDWHILE to signal the end of a WHILE loop.

For an example of ENDWHILE, see *NEXTRECORD*.

FIELD(field)

Use FIELD to insert the contents of the named (or numbered) field in the merged document or in another merge command.

In the following example, the contents of the name and address fields are inserted in the letter.

```
FIELD(name)  
FIELD(address)
```

Dear **FIELD(name)**:

For additional examples of FIELD, see *DISPLAYSTOP*.

FIELDNAMES(name1;...;nameN)

Use FIELDNAMES to declare the names and order of the fields in a data file. Using this command in the data file allows you to reference the fields by name in a form file, which is usually much easier than remembering the order of the fields and referencing them by number.

WordPerfect places FIELDNAMES at the top of the data file. It must be located at the top of the file to work correctly. If records have more fields than those declared in FIELDNAMES, additional fields are numbered. When initially inserted, the command and field names are all on one line. You may find it easier to read if you put each field name on

a separate line, as in the example below. A Hard Page Code [HPg] is automatically inserted when you insert ENDRECORD.

After you insert this command, the name or number of the field where the cursor is currently located displays on the status bar at the bottom of the window.

In the following example, the first three fields of each record are named using FIELDNAMES. The additional fields are not named and are therefore numbered Field 4, Field 5, and so on.

```
FIELDNAMES(  
company;  
phone;  
contact)ENDRECORD  


---

  
International ExportingENDFIELD  
(801) 555-4421ENDFIELD  
George WileyENDFIELD  
FurnitureENDFIELD  
45ENDFIELD  
$1.5 millionENDFIELD  
ENDRECORD  


---

  
Tradewinds, Inc.ENDFIELD  
(409) 555-3567ENDFIELD  
Susan EscherENDFIELD  
MemorabiliaENDFIELD  
200ENDFIELD  
$2.0 millionENDFIELD  
ENDRECORD  


---


```

For an additional example of FIELDNAMES, see *CHAINDATA*.

FIRSTCAP(expr)

Use FIRSTCAP to capitalize the first letter of the first word in the returned expression *expr*.

For an example of FIRSTCAP, see *CAPS*.

FOREACH(var;expr1;...;exprN)

Use FOREACH to assign a list of items to one variable *var*. The merge then executes the subsequent commands for each *expr* listed in FOREACH, changing *var* to the next value at the end of each loop.

For example, the following codes assign the different days of the week to the variable Weekday until it matches the field Day.

```
FOREACH(Weekday;Monday;Tuesday;Wednesday;Thursday;Friday)  
  IF(VARIABLE(Weekday)=FIELD(Day))  
    BREAK  
  ENDF  
ENDFOR
```

FORNEXT(var ;start ;stop [;step])

Use FORNEXT to execute a series of commands a certain number of times. The commands between FORNEXT and ENDFOR are executed once for each value of *var* between *start* and *stop* inclusive, as incremented by *step*.

The start, stop, and step values can be entered in the command as expressions, variables, or other commands. Each expression, variable, or command is evaluated, and the resulting value is assigned to the variable. The step value is optional; its default value is 1 (or -1, if *stop* is less than *start*).

In any FORNEXT loop, ENDFOR must be used to determine the end of the series of commands included in the loop. ENDFOR sends execution to the top of the loop for the

next iteration. You can also use NEXT to send execution to the next iteration (see *NEXT*), but you must still include ENDFOR to mark the end of the loop.

FORNEXT initializes the variable with the start value. If the variable has not been assigned, it is defined as a local variable. You do not need to pre-assign the variable. Each subsequent time FORNEXT is executed (at the top of the loop), the variable is incremented by the *step* value.

The example below uses a FORNEXT loop to apply a SWITCH statement once for each character in the sentence that is entered.

```
CODES(  
  GETSTRING(sentence;Type a sentence;Sentence To Be Evaluated)  
  ASSIGN(vowels;0)  
  ASSIGN(consonants;0)  
  ASSIGN(misc;0)  
  FORNEXT(i;1;STRLEN(VARIABLE(sentence));)  
    SWITCH(TOLOWER(SUBSTR(VARIABLE(sentence);VARIABLE(i);1)))  
      CASEOF(a;e;i;o;u)  
        ASSIGN(vowels;VARIABLE(vowels)+1)  
      CASEOF(b;c;d)  
        CONTINUE  
      CASEOF(f;g;h;)  
        CONTINUE  
      CASEOF(j;k;l;m;n)  
        CONTINUE  
      CASEOF(p;q;r;s;t)  
        CONTINUE  
      CASEOF(v;w;x;y;z)  
        ASSIGN(consonants;VARIABLE(consonants)+1)  
      DEFAULT  
        ASSIGN(misc;VARIABLE(misc)+1)  
    ENDSWITCH  
  ENDFOR  
)  
There were:  
VARIABLE(vowels) vowels,  
VARIABLE(consonants) consonants, and  
VARIABLE(misc) other characters.
```

GETSTRING(var[:prompt][:title])

Use GETSTRING to prompt the user by displaying a dialog box. Information returned by the dialog box is assigned to the variable *var*. *Prompt* is the information displayed in the dialog box telling the user what to do. *Title* is the title of the dialog box created during the merge.

For information on displaying messages, see *Message Display* under *Additional Information* later in this section. See also *Prompting and User Input* under *Additional Information* later in this section.

For an example of GETSTRING, see *CAPS*.

GO(label)

Use GO to transfer execution to the location in the merge file indicated by *label*. It is used in conjunction with LABEL, which marks the place to which execution is transferred.

GO is useful when you want to skip a part of your merge or transfer control to another part based on a condition. Unlike CALL, GO does not require the merge to return to that point of execution.

For an example of GO, see *CAPS*.

IF(expr)

Use IF to execute a set of commands only *if* a certain condition exists. If the condition exists (*expr* is evaluated to be true), the commands between the IF and ENDIF are executed. If an ELSE is included, the commands between the IF and ELSE are executed if the expression is true; otherwise, the commands between the ELSE and ENDIF are executed.

The *expr* argument is usually a logical expression. An expression is true if it is evaluated as a non-zero number. For example, when the expression 4=4 is evaluated, the result is -1 (which corresponds to true). The value is false if it results in a 0 or contains nothing at all.

An IF statement always begins with IF and ends with ENDIF. If you want certain commands to execute only when the value is not true, use ELSE (see *ELSE*).

For an example of IF, see *DOCUMENT*.

IFBLANK(field)

Use IFBLANK to execute a set of commands if the indicated field is blank. Be sure to end the set of commands to be executed with an ENDIF command. See *IFNOTBLANK*.

In the following example, the data file records have a Title field and a Name field. WordPerfect checks to see if the Title field of the current record is blank. If so, it inserts just the Name in the merged document. Otherwise, it inserts the Title before the Name.

```
CODES(
  IFBLANK(title)
    If the Title field is blank in this record
  INSERT(FIELD(name))
    Write out just the Name
  ELSE
    Otherwise
  INSERT(FIELD(title) FIELD(name))
    Write the Title before the Name
  ENDIF
  End of IFBLANK statement
)
```

IFEXISTS(var)

Use IFEXISTS to check if the indicated variable has been defined. If it has, the commands following IFEXISTS are executed. Like other IF statements, IFEXISTS requires an ENDIF and can use an ELSE command (see *IF*).

The following commands could be placed at the end of any form file. They cancel the merge if any key is pressed.

```
LOOK(Key)
IFEXISTS(Key)
  STOP
ENDIF
```

IFNOTBLANK(field)

Use IFNOTBLANK to execute a set of commands if the indicated field is not blank. Be sure to end the set of commands to be executed with an ENDIF command. See also *IFBLANK*.

In the following example, the data merge file records have a Title field and a Name field. WordPerfect checks to see if the Title field of the current record is blank. If not, it inserts the Title before the Name. Otherwise, it inserts just the Name.

```
CODES(
  IFNOTBLANK(title)
    If the Title field is not blank in this record
  INSERT(FIELD(title) FIELD(name))
```

```
Write the Title before the Name
ELSE
  Otherwise
INSERT(FIELD(name))
  Write out just the Name
ENDIF
  End of IFNOTBLANK statement
)
```

INSERT(text)

Use INSERT to enter text or formatting when inside a CODES command. For example, the merge will not recognize a hard return inside the CODES parentheses. To make the merge return a hard return, use INSERT, then press hard return.

For an example of INSERT, see *IFNOTBLANK*.

KEYBOARD(prompt)

Use KEYBOARD to pause an executing merge, so that the user can enter information from the keyboard. Up to 1000 characters of the form file are displayed. Merge codes are displayed using the current display setting (see *Hiding Merge Codes* in *Merge*). When you press **End Field (F9)**, the merge continues. For additional methods of obtaining user input, see *Prompting and User Input* under *Additional Information* later in this section.

The prompt for KEYBOARD is optional. If no prompt is entered, the message display will be from the last STATUSPROMPT.

While an executing merge is paused at KEYBOARD, you can execute QUIT, NEXTRECORD, or STOP from the keyboard. For more information, see *Inserting Merge Commands During Execution* under *Additional Information* later in this section.

In the following example, the KEYBOARD commands pause to let you enter the "From:," "To:," and "Subject:" text as the merge is executed.

MEMO

```
To:      BEEP KEYBOARD(Enter To information)
From:    BEEP KEYBOARD(Enter From information)
Date:    DATE
Subject: BEEP KEYBOARD(Enter Subject information)
```

If KEYBOARD is executed within another merge command, a dialog box is displayed with the indicated prompt. You cannot execute commands from the keyboard, but any text entered at the prompt is inserted into the merged document.

LABEL(label)

Use LABEL to mark a place in the merge file. Execution can be sent directly there from any place in the merge file. CALL and GO are used to send execution to the label. For more information about using LABEL with subroutines, see *Subroutines* under *Additional Information* later in this section.

The label name distinguishes one label from another. Label names can be as many as 30 characters long including spaces. Characters after the first 30 are ignored.

There can be many labels in the same merge file as long as each one has a different name. If a name is duplicated, the first one is used, and the other is ignored.

If a label and local variable have the same name, the merge may not function properly. Rename either the label or the local variable.

For examples of LABEL, see *CALL* and *CAPS*.

LOOK(var)

Use LOOK to see if a key has been pressed. If it has, that key is assigned to the variable; it is not executed. If no key has been pressed, the variable is deleted, and execution is continued without stopping.

For an example of LOOK, see *IFEXISTS*.

MRGCMND(merge codes)

Use MRGCMND to insert text, codes, and commands in the document being created by the merge. Any text, codes, or merge commands that appear between the MRGCMND parentheses are sent directly to the merged document, without the commands being interpreted or executed.

For an example of MRGCMND, see *CALL*.

NESTDATA(filename)

Use NESTDATA to open a data file during a merge. Use of the parent data file can be continued only when the merge on the nested data file has been completed. You can nest data files up to 10 deep. For details, see *Levels* under *Additional Information* later in this section.

If you nest from within one data file to another, be very careful to avoid infinite loops. Use CANCEL or BREAK to terminate the loop.

For an example of NESTDATA, see *NESTFORM*.

NESTFORM(filename)

Use NESTFORM to turn control of the merge over to another form file. When the commands in the nested file have been executed, control is returned to the original form file, where execution is resumed after NESTFORM. For information on how to change the data file, see *NESTDATA*.

You can nest form files up to 10 deep. Using NESTFORM without specifying a filename is the same as using SUBSTFORM with the current form filename as the argument (see *SUBSTFORM*). In this case, NESTFORM does not use one of the 10 nest levels. For more information, see *Levels* under *Additional Information* later in this section.

```
FIELD(name),
It has been a pleasure serving you this year.
CODES(
  IF(FIELD(balance)!=0)
    NESTDATA(transact.dat)
    NESTFORM(invoice.frm)
  ENDIF
)
Sincerely,
```

NESTMACRO(macroname)

Use NESTMACRO to execute the named macro. When the macro is finished, the merge continues with the code following NESTMACRO.

If you use macros that you created in WordPerfect 5.1 for DOS, you will need to convert them.

For more information on nesting, see *Chaining, Nesting, and Substituting* under *Additional Information* later in this section.

The following example nests a macro that computes the interest on an account balance.

```
CODES(
  ASSIGN(balance;FIELD(balance))
  NESTMACRO(calclnt)
  INSERT(Interest on this balance is VARIABLE(interest))
)
```

NEXT

Use NEXT to execute the next iteration of a FORNEXT, FOREACH, or WHILE loop. Usually, the ENDFOR or ENDWHILE that ends the loop sends execution to the next iteration. However, you can use NEXT to send execution to the next iteration from anywhere within the loop. For example, you may use nested IF statements as part of the loop. Then, when a certain condition is true, execution will skip the rest of the commands in the loop and go to the next iteration. In this case, you would use NEXT at the point where you want the next iteration to begin.

Even if you use NEXT in a loop, you must still use an ENDFOR or ENDWHILE to mark the end of the loop.

The following merge writes *****@@@@.

```
CODES(  
FORNEXT(i;1;15;1)  
  Repeat the loop 15 times, starting at 1, ending at 15, in  
  increments of 1.  
  IF(VARIABLE(i)>10)  
    If variable i is greater than 10,  
    INSERT(@)  
    write an @,  
    NEXT  
    and skip to the next iteration of this FORNEXT loop.  
  ENDIF  
  INSERT(*)  
  Write an * each time the loop is completed.  
ENDFOR  
)
```

NEXTRECORD

Use NEXTRECORD to move the record pointer in the data file to the next record. If it does not find the next record, it ends the merge or returns the merge to the previous data file if the data file was nested.

While an executing merge is paused at KEYBOARD, you can execute NEXTRECORD from the keyboard. See *Inserting Merge Commands During Execution* under *Additional Information* later in this section.

In this example, the data file is searched until the variable Company Name matches the field Company in the data file. When a match is found, the contents of the Amount field for that record in the data file are written to the merged document.

```
CODES(  
WHILE(VARIABLE(Company Name)<>FIELD(Company))  
  NEXTRECORD  
ENDWHILE  
)FIELD(Amount)
```

NTOC(number)

Use NTOC (Number To Character) to convert a WordPerfect key value or character set number to its character equivalent. It performs the inverse function of CTON. For example, the NTOC of 294 is Ç.

If you want to calculate the key value for a given character set value,

1 Multiply the character set number by 256, then add the number of the character.

For example, “Ç” is character number 38 in Character Set 1. Multiply 256 times 1 (256), then add 38 (294). The NTOC of 294 is Ç.

NTOC will return nothing if you enter a number that is not equivalent to a character.

The following example prompts for a number, then returns the character equivalent.

GETSTRING(num;Enter a key value number;)
NTOC(**VARIABLE**(num))

ONCANCEL(*action*)

Use **ONCANCEL** to tell WordPerfect what to do if you press **Cancel (Esc)** or if a **RETURNCANCEL** has been returned by a subroutine, a nested macro, or a nested merge. When a Cancel occurs, WordPerfect will perform the default action (**STOP**) if it has not already encountered the **ONCANCEL** command. For this reason, it is a good idea to place the command before a Cancel can occur, otherwise execution will terminate when Cancel is pressed. If no *action* is specified in **ONCANCEL**, the cancel is ignored and execution continues as if there had been no cancel.

Valid *actions* available with this command are:

BREAK
CALL
GO
QUIT
RETURN
RETURNCANCEL
RETURNERROR
STOP

When Cancel is pressed, the last **ONCANCEL** command encountered in the file is executed.

ONCANCEL is local to the file in which it is encountered. It cannot be seen from other files. For example, a data file cannot use **ONCANCEL** from a form file.

In the following example, if you press **Cancel (Esc)** during the merge, the subroutine **End** is executed.

```
CODES(  
  ONCANCEL(GO(end))  
    If Cancel (Esc) is pressed during the merge, execute the End subroutine  
    .  
    . (commands in form file)  
    .  
  STOP  
  LABEL(end)  
    Beginning of End subroutine  
  PROMPT(Merge canceled prematurely.)  
    Send notification message  
  WAIT(40)  
    Display message for 4 seconds  
  STOP  
    Terminate execution  
)
```

For an additional example, see *RETURNCANCEL*.

ONERROR(*action*)

Use **ONERROR** to tell WordPerfect what to do if an error is detected in merge execution or if a **RETURNERROR** has been returned by a subroutine or nested macro or merge.

Inserting **ONERROR** without an action will cause WordPerfect to ignore the error and continue execution (when possible).

The errors that can be trapped with this command are:

- File not found
- Print queue errors
- End of file condition returned by a **NEXTRECORD**

If you chain a file that does not exist or is not found, the error condition is not generated until WordPerfect tries to execute the chained file (that is, at the end of the current merge file). For more information, see *Chaining, Nesting, and Substituting* under *Additional Information* later in this section, and *CHAIN*, *CHAINDATA*, *CHAINFORM*, and *CHAINMACRO*.

The default action is *STOP*. For a list of other possible actions, see *ONCANCEL*.

ONERROR is local to the file in which it is encountered. It cannot be seen from other files. For example, a data file cannot use *ONERROR* from a form file (see *ONCANCEL*).

In the following example, a new form file is nested. *ONERROR* specifies that the Error subroutine be executed if the file is not found when the merge tries to nest it.

```
CODES(  
  ONERROR(GO(error))  
    If an error is generated, execute the Error subroutine  
  .  
  . (more merge commands)  
  .  
  NESTFORM(invoice.frm)  
  .  
  . (more merge commands)  
  .  
  STOP  
  
  LABEL(error)  
    If the file was not found when the merge tried to nest it, execution moves here  
  PROMPT(File not found. Move INVOICE.FRM to default directory and start merge again.)  
    Send a message to the user  
  WAIT(15)  
    Display the message for 1.5 seconds  
  STOP  
    Terminate execution  
)
```

For an additional example, see *RETURNERROR*.

PAGEOFF

Use *PAGEOFF* to eliminate the hard page code [HPg] between copies of the form file in the merged document. Use *PAGEON* to begin inserting hard page codes again after you have used *PAGEOFF*. *PAGEON* and *PAGEOFF* are global to the merge; they may be included in any form or data file and are in effect for all the files in the merge until the opposite command is encountered. *PAGEOFF* and *PAGEON* override the option set in the **Merge Run** dialog box.

These commands are useful for merging labels or for including multiple records in a document. You can also use *PAGEOFF* with *PRINT* to eliminate blank pages between copies of the merged document when merging to the printer (see *PRINT*).

For an example of *PAGEOFF*, see *PAGEON*.

PAGEON

Use *PAGEON* to reinstate the use of hard page codes between copies of the form file in the merged document. For more information, see *PAGEOFF*.

In the example below, the nested form file, *LIST.PF*, creates a list of players on a given team. The final result of the merge is a list of the players on each team, one team per page.

```
CODES(  
  ASSIGN(team;FIELD(team))  
    Assign the current field to a global variable so that the nested form file can use it  
  INSERT(These people are on Team FIELD(team):)  
  PAGEOFF
```

This command prevents the insertion of a hard page between iterations of the nested form file
NESTFORM(list.frm)
This form file produces a list using the Name field of all records whose Team field matches the current Team variable.)
PAGEON
This command restores the use of page breaks to allow one team list per page
)

POSTNET(string)

Use POSTNET to insert a POSTNET bar code into a form file for letters, envelopes, or labels. For the *string* parameter, you can type the ZIP Code or enter a ZIP Code field.

The following is a sample form file for an envelope:

Adelle Hartman
5555 Ribbonwood Drive
Orem, Utah 84057-5555

FIELD(name)
FIELD(address)
FIELD(city/state)
POSTNET(**FIELD**(ZIP Code))

When this form file is merged, the mailing address will return a different bar code for each record.

PRINT

Use PRINT to send the current merged text to the printer. Once the text is sent to the printer, it is no longer in the merged document. When you merge to the printer using this command, the usual page break is still inserted between each iteration of the form file. To eliminate the extra page between each copy, insert PAGEOFF before PRINT as shown in the example.

The data file to be used with the form file in the following example contains 1000 records. If you were to merge it to the document window, the resulting document would have 1000 pages. This merge uses PRINT to send each letter to the printer as soon as it is merged.

ABC Company
245 West Center Street
Long Beach, California 90807

DATE

FIELD(name)
FIELD(company)

Dear **FIELD**(firstname):

Thank you for your inquiry regarding our new product.

-
-
-

Sincerely,

Amy Wilcox
Product Manager
PAGEOFF PRINT

PROCESSOFF

Use PROCESSOFF to end a PROCESSION command. See *PROCESSION*.

PROCESSION

Use PROCESSION with PROCESSOFF in a data merge file to ensure that codes are processed even if they are not in the field or record being processed by the form file.

For an example of PROCESSION and PROCESSOFF, see *CHAINDATA*.

PROMPT(message)

Use PROMPT to display a *message* that gives instructions to the user.

For information about displaying messages in the document window, see *Message Display* under *Additional Information* later in this section. For other methods of prompting the user, see *Prompting and User Input* under *Additional Information* later in this section.

For examples of PROMPT, see *ONCANCEL* and *ONERROR*.

QUIT

Use QUIT to stop the execution of the merge. For example, while a merge is paused at KEYBOARD, you can execute QUIT from the keyboard. See *Inserting Merge Commands During Execution* under *Additional Information* later in this section.

In a merge, the rest of the form file after QUIT is written out to the resulting merged document before the merge terminates, but any commands after QUIT are not executed. If you don't want the rest of the form file written out, use STOP instead of QUIT (see *STOP*).

If QUIT is used in a data file, the data file is abandoned at that point. However, the rest of the form file is written out (but not processed) just as if the command had been encountered in the form file. The merge then terminates.

The following example is a standard memo sent by a personnel department to all employees before their six-month salary review. The merge ends just after the DATE command, but the rest of the memo is written out to the resulting merged document.

MEMO

To: **KEYBOARD**(Enter To information)
From: Kim Charleston, Personnel
Date: **DATE QUIT**
Subject: Six-month Review Preparation

=====
•
• (rest of memo)
•

RETURN

Use RETURN to mark the end of a subroutine and signal the merge to return from a CALL command. RETURN must be paired with CALL, or an error message will be displayed.

For an example of RETURN, see *CALL*.

RETURNCANCEL

Use RETURNCANCEL to cause execution to leave the current level and return a Cancel to the next higher level. See *Levels* under *Additional Information* later in this section.

In this example, RETURNCANCEL is used to return a cancel from a status checking subroutine.

```
CODES(  
ONCANCEL(GO(send message))  
•  
• (During this part of the merge, if the user presses Cancel, execution will be transferred to the Send  
  Message label.)  
•  
CALL(check status)  
•  
•  
•  
STOP  
LABEL(check status)  
IF(VARIABLE(chk)=0)  
  RETURNCANCEL  
ELSE  
  RETURN  
ENDIF
```

(If the chk variable equals FALSE (0), then the ONCANCEL condition is executed; if it is TRUE, then it returns without executing the ONCANCEL condition.)

RETURNERROR

Use RETURNERROR to cause execution to leave the current level and return an error to the next higher level. For further details, see *Levels* under *Additional Information* later in this section.

In this example, RETURNERROR returns an error from a subroutine that nests a form file.

```
CODES(  
ONERROR(GO(error))  
  If an error is generated, execute the Error subroutine  
•  
• (more merge commands)  
•  
CALL(getfile)  
•  
• (more merge commands)  
•  
STOP
```

LABEL(getfile)
ONERROR(RETURNERROR)
NESTFORM(invoice.frm)
RETURN

LABEL(error)
If the file was not found when the merge tried to nest it, execution moves here
PROMPT(File not found. Move INVOICE.FRM to default directory and start merge again.)
Send a message to the user
WAIT(15)
Display the message for 1.5 seconds
STOP
Terminate execution
)

REWRITE

Use REWRITE to rewrite the document window. Since none of the merged document is written to the document window during a merge, you may want to use this command to display what has been merged at a certain point.

In the following example, REWRITE is used to view each letter on the screen as it is merged.

ABC Company
245 West Center Street
Long Beach, California 90807

DATE
FIELD(name)
FIELD(company)

Dear **FIELD**(firstname):

Thank you for your inquiry regarding our new product.

-
- (rest of the letter)
-

Sincerely,

Amy Wilcox
Product Manager

REWRITE

STATUSPROMPT(message)

Use STATUSPROMPT to display a message on the status line. The message is displayed whenever the status line is normally displayed, including after the merge is completed. The message stays in the status line memory until it is cleared by another command that uses the status line, such as another STATUSPROMPT or a KEYBOARD command.

For example, if you always run two merges one after the other, you could use STATUSPROMPT to display the prompt "Step 1 has been completed" at the end of the first merge.

- - (Main body of first form file)
 -
- STATUSPROMPT**(Merge 1 has been completed)

You could then clear the status line at the end of the second merge by using STATUSPROMPT with no parameters.

- - (Main body of second form file)
 -
- STATUSPROMPT**()

STEPOFF

Use STEPOFF to turn off single step execution after it has been turned on (see *STEPON*).

STEPON

Use STEPON for debugging merges. It causes the merge to execute one step at a time. Between each step, a message indicates what the next command is. The command executes when the user presses any key. Each character is displayed after it is written out to the resulting document.

You may find it useful to step through merges with Reveal Codes on.

-
- (This section will execute normally.)
-
- **STEPON**
-
- (This section will execute one keystroke at a time.)
-
- **STEPOFF**
-
- (This section will execute normally.)
-

STOP

Use STOP to stop all execution. It is similar to QUIT, except that the rest of the form file is not read in. If this command is found in a nested file, execution is not returned to the parent file. Chained files are also not executed.

While an executing merge is paused at KEYBOARD, you can execute STOP from the keyboard. See *Inserting Merge Commands During Execution* under *Additional Information* later in this section.

For an example of STOP, see *IFEXISTS*.

STRLEN(expr)

Use STRLEN to determine the length of a variable or of the value returned by an expression. This command is useful for validating or restricting the length of user input.

You can use FIELD, VARIABLE, text, or complex expressions in argument *expr*.

For an example of STRLEN, see *SUBSTR*.

STRPOS(expr;subexpr)

Use STRPOS to determine the position of a *subexpr* within an *expr*.

For an example of STRPOS, see *SUBSTR*.

SUBSTDATA(filename)

Use SUBSTDATA to change to the named data file and start with the first record in that file. The merge does not return to the original data file. If you substitute a file that is not found or no file, an error will be returned. You can use ONERROR to determine what should happen if this error occurs (see *ONERROR*).

In the following example, two data files are used, each sorted by ZIP Code in descending order, so that any records where the ZIP field is blank will be at the end of the file. SUBSTDATA causes the records with no ZIP Code to be skipped, and the next data file to be used.

```
CODES(  
  IFBLANK(ZIP)  
    SUBSTDATA(file2.dat)  
  ENDIF )
```

SUBSTFORM(filename)

Use SUBSTFORM to change to the named form file. SUBSTFORM is similar to NESTFORM and CHAINFORM. The difference is that the named form file is used instead of the current form file from the point of this command on. You are never returned to the original form file; no commands following this one in the original form file are executed. Local variables in a previous form file are erased.

If you substitute either a file that is not found or no file, an error will be returned. You can use ONERROR to determine what should happen if this error occurs (see *ONERROR*).

In the following example, the data file has a field named Days Overdue. The merge begins using the form file INVOICE.FRM, which substitutes a different form file depending on the number in the Days Overdue field. At the end of each substituted file, the record pointer is moved to the next record, and INVOICE.FRM is substituted, so that it will execute again.

```
CODES(
  ASSIGN(days;FIELD(Days Overdue) DIV 30)
  SWITCH(VARIABLE(days))
    CASEOF(0)
      SUBSTFORM(under30.frm)
    CASEOF(1)
      SUBSTFORM(under60.frm)
    CASEOF(2)
      SUBSTFORM(under90.frm)
    DEFAULT
      SUBSTFORM(90&over.frm)
  ENDSWITCH
)
```

In this example, the following code would be placed at the end of each substituted form file.

```
•
• (body of file)
•
NEXTRECORD SUBSTFORM(invoice.frm)
```

SUBSTR(expr;start;length)

Use SUBSTR to extract a portion (substring) of the expression specified in the *expr* parameter. You can specify which part of the expression to use with the *start* and *length* parameters. The *start* parameter counts from the left side of the *expr*. The *length* parameter specifies how many characters are included in the substring.

For example, if a form file contains the statement SUBSTR(think;2;2), the substring "hi" will be inserted into the merged document. Since the *start* parameter has the value 2, the substring begins with the second character in the *expr* parameter: "h." Since the *count* parameter has the value 2, the substring contains two characters: "h" and "i."

You can use FIELD, VARIABLE, text, or complex expressions in argument *expr*.

In this example, the data file has a Name field where the names are stored in the format "Last, First." SUBSTR extracts the first name from the Name field. STRPOS is used to find the beginning of the first name (2 characters after the start of the comma and space). STRLEN is used to find the length of the first name (by subtracting the starting position of the first name from the length of the full name).

```
CODES(
  ASSIGN(start;STRPOS(FIELD(name);,)+2)
  ASSIGN(length;STRLEN(FIELD(name))-VARIABLE(start))
  ASSIGN(firstname;SUBSTR(FIELD(name);VARIABLE(start);VARIABLE(length)))
  VARIABLE(firstname)
)
```

SWITCH(expr)

Use SWITCH with CASEOF, CONTINUE, DEFAULT, and ENDSWITCH to evaluate input and execute different functions depending on the input.

The expression in SWITCH must match the expression in CASEOF exactly. For example, "y" will not match "Y." If no match is found in the SWITCH statement, execution continues after the SWITCH statement. You can use DEFAULT as the last case in the command to handle all cases that do not match. You can use CONTINUE to perform the commands for more than one case.

In the following example, SWITCH is used to include certain documents in the merge file based on the value of the class field in a data file. If the class field does not match any of the first three cases, DEFAULT is executed, and the file GENERAL.FIL is included in the merged document.

Because each of the other cases ends with CONTINUE, the DEFAULT case and any cases following the one selected are executed along with the case selected. For example, if the class field contains 2nd, then the files 2NDCLASS.FIL, 3RDCLASS.FIL, and GENERAL.FIL would all be included in the merged document for that record.

Dear **FIELD**(name):

You have chosen to travel **FIELD**(class) class. This allows you to enjoy the following privileges during your trip.

```
CODES(  
  SWITCH(FIELD(class))  
    CASEOF(1st)  
      DOCUMENT(1stclass.fil)  
      CONTINUE  
    CASEOF(2nd)  
      DOCUMENT(2ndclass.fil)  
      CONTINUE  
    CASEOF(3rd)  
      DOCUMENT(3rdclass.fil)  
      CONTINUE  
    DEFAULT  
      DOCUMENT(general.fil)  
  ENDSWITCH  
)
```

For an additional example of SWITCH, see *FORNEXT*.

SYSTEM(sysvar)

Use SYSTEM to return the value of the given system variable. System variables allow the merge to be aware of the current state of WordPerfect.

In the following example, the merge only includes the first three records of the form file. When the merge reaches the fourth page of the resulting merge document, it stops.

```
CODES(  
  IF(SYSTEM(Page)=4)  
    STOP  
  ENDIF  
)  
.  
.  
  (Body of the form file)  
.
```

System variables can be listed by pressing List Variables (F5) from the SYSTEM command Parameter Entry dialog box.

TOLOWER(expr)

Use TOLOWER to lowercase each character in the returned expression *expr*.

For an example of TOLOWER, see *CAPS*.

TOUPPER(expr)

Use TOUPPER to uppercase each character in the returned expression *expr*.

For an example of TOUPPER, see *CAPS*.

VARIABLE(var)

Use VARIABLE to access the contents of global and local variables. If you have both a global and local variable by the same name, this command accesses the local variable. There is no way to access global variables while local variables of the same name exist. For an explanation of global and local variables, see *Appendix K: Merge Variables*.

After you assign a value to a variable (see *ASSIGN* and *ASSIGNLOCAL*), you can place the VARIABLE command anywhere you would normally place the variable contents. You can place it as an argument for another command, as part of an argument for another command, or by itself.

For an example of VARIABLE, see *SUBSTR*.

WAIT(10ths second)

Use WAIT to delay further execution of the merge for the indicated time. This command is useful when you want a message to be displayed for a certain amount of time.

For an example of WAIT, see *ONCANCEL*.

WHILE(expr)

Use WHILE to execute commands repeatedly. While the expression *expr* is true, the commands between WHILE and ENDWHILE are repeatedly executed. This command is like FORNEXT, except that it does not increment a value each time through the loop. In order to end the loop, you must use BREAK, or another command that will force the expression to be evaluated as false (see *Loops* under *Additional Information* later in this section).

Remember that if you use a variable in *expr*, the variable must already exist *before* the WHILE command is executed.

For an example of WHILE, see *NEXTRECORD*.

**Additional
Information*****Chaining, Nesting, and Substituting***

Chaining a merge file causes the named file to take control of execution as soon as execution of the current file is complete. A single file (whether a form or data file) can use only one chain command for each file type. If you include more than one chain command, the last one encountered during the merge will be the one executed. The chained file executes only when the current merge file is finished.

The commands that chain are:

CHAINMACRO
CHAINFORM
CHAINDATA

Nesting is the process of moving control of execution to another file (such as another macro file or form file). When execution of the nested file terminates, execution returns to the parent file (directly after the nest command).

Nesting a macro is similar to calling a subroutine (see *Subroutines* below). It is referenced by giving the macro name or the full pathname. You do not need to include the .WPM extension in the filename or pathname.

Because execution is automatically returned when the nested macro has finished, you do not need to place a RETURN at the end of a nested macro.

If there are certain procedures that you frequently use in your merges, you can put them in smaller files and nest them when they are needed.

You can nest merge files several levels deep (see *Levels* below). The main file nests a second file; the second file nests a third. After the third file has finished, the rest of the second file is executed. After the second file has finished, the remaining part of the main file is executed.

The commands that nest are:

```
NESTMACRO
NESTFORM
NESTDATA
```

Substituting is the process of permanently changing control of execution to another file. The substitution takes effect as soon as the command is encountered, and control is never returned to the file that contained this command.

The commands that substitute are:

```
SUBSTFORM
SUBSTDATA
```

Inserting Merge Commands During Execution

While an executing merge is paused at a KEYBOARD command, you can execute QUIT, NEXTRECORD, or STOP from the keyboard.

IMPORTANT: If the KEYBOARD command is inside another merge command, you cannot execute these commands from the keyboard.

- 1 Choose **Merge** from the **Tools** menu, then choose **Define**.

Or Press Shift+F9

- 2 Select a command from the list.

Selecting the command from this list functions as if the command had been encountered in the form file. See the description of each of these commands in this appendix for more information on their functions.

Levels

In Merge, you can have up to 40 levels of execution *per file*. IF commands do not require a level; they can be nested indefinitely. Each SWITCH, FORNEXT, or WHILE uses one level.

NESTMACRO, NESTFORM, and NEXTDATA do not require an execution level, because for each file nested you have 40 new execution levels. However, they do require a nesting level. You can nest files 10 deep.

Merge uses separate stacks to maintain execution levels and nesting levels.

Loops

Whenever the same commands repeat several times, that section of the merge is called a loop. When you create a loop, it is very important to have a way for the loop to end. If the loop does not have an end, there is no way to stop execution without pressing **Esc** or **Ctrl+Break**.

There are many types of loops you can create with Merge commands. You can use an IF structure or you can use FORNEXT or WHILE (see each command earlier in this section). You can also create loops by going to or calling subroutines (with GO or CALL). The

structure you should use for any given loop will depend on the task you are trying to accomplish.

Message Display

The following commands send a message to the document window when executed:

```
CHAR
GETSTRING
KEYBOARD
PROMPT
STATUSPROMPT
```

If you use CHAR or GETSTRING, or KEYBOARD inside another merge command, the **Merge Information** dialog box displays, prompting you for input. If you use PROMPT, STATUSPROMPT, or KEYBOARD, the message displays at the bottom of the window.

Prompting and User Input

The following commands can be used to prompt or require input from the user:

```
CHAR
GETSTRING
KEYBOARD
LOOK
PROMPT
STATUSPROMPT
```

The chart below shows both the differences and similarities of these commands. Comparisons are based on the following features of each command:

- Whether or not a message is sent with the command or command combination.
- Whether or not execution stops for user input at the command or command combination.
- If execution stops for input, whether the input goes directly into the document or into a variable.
- If execution stops for input, the method of terminating input.

Commands	Sends Message ?	Stops for User Input?	Input Goes To:	Input Termination Method
CHAR	Yes	Yes	Var	1 Char
GETSTRING	Yes	Yes	Var	ENTER
KEYBOARD	Yes	Yes	Doc	ENDFIELD
LOOK	No	No	Var	1 Char or nothing
PROMPT	Yes	No	n/a	n/a
STATUSPROMPT	Yes	No	n/a	n/a

Subroutines

A subroutine is a set of commands you may want to execute several times in a merge. Instead of repeating the commands each time you need them, you can include them only once. You can then send execution to that spot each time you want the commands performed. Inserting a call to a subroutine acts as if its commands were placed at each point of the call. There is no limit to the number of subroutines you can have.

A subroutine is identified by two commands. The first command, LABEL, marks the beginning of a subroutine. The second command, RETURN, marks the end. Use CALL to send execution to the label.

Since there may be more than one subroutine in a merge, the name associated with each one must be unique. The label name must be entered as an argument in the CALL command that sends execution to the subroutine and must match the name in the LABEL command identifying the beginning of the subroutine.

You cannot use the same name for a subroutine and a local variable.

Troubleshooting

If you have trouble getting your merges to work, make sure that you aren't making one of the following errors:

- Using an incorrect number of parentheses or placing them incorrectly. See the descriptions of the commands you are using.
- Using a variable name instead of the VARIABLE(var) command, or vice versa. See the description of the commands you are using and *Appendix K: Merge Variables*.
- Making other syntax errors. See the descriptions of the commands you are using.
- Creating infinite loops (see *Loops*).
- Trying to reference a global variable while a local variable of the same name is accessible (see *Appendix K: Merge Variables*).
- Using a local variable and label of the same name (see *ASSIGNLOCAL* and *LABEL*).
- Omitting a RETURN at the end of a subroutine (see *Subroutines*).
- Misspelling variable or label names.
- Going to or calling nonexistent labels, or accessing nonexistent variables.
- Nesting files too many deep or using too many levels (see *Levels*).
- Performing a numeric operation on a string. This usually happens when you use an invalid character (such as a space, period, or comma) in an expression assigned to a variable (see *Appendix I: Merge Expressions*).
- Not inserting loop terminators (see *ENDFOR*, *ENDIF*, *ENDWHILE*).
- Nesting files improperly or terminating them incorrectly (see *NESTMACRO*, *NESTFORM*, *NESTDATA*, and *Chaining, Nesting, and Substituting*).
- Using an open code (such as a Tab Set or Margin Set) in a form file that is not reset at the beginning of the file. Any open code encountered during the merge will be in effect in the resulting merged document until another open code of the same type is found to counteract it.

See Also

- Merge • Appendix I: Merge Expressions • Appendix K: Merge Variables

Appendix K: Merge Variables

A variable represents a place in memory where data is stored. As its name indicates, the data in a variable is changeable. You might want to use variables to calculate and keep track of values and text that change during a merge.

What's in this section?

- System Variables vs. User-Defined Variables
- Global Variables vs. Local Variables
- Naming Variables
- Assigning Variables
- Executing Variables
- Variable Duration
- Operations on Variables
- See Also

System Variables vs. User-Defined Variables

There are two major types of variables in WordPerfect: *system variables* and *user-defined variables*. System variables are variables that WordPerfect creates and maintains; they contain information about the current state of WordPerfect. You cannot change the names or contents of these variables, but you can use their contents at any given time. The names and possible contents of system variables are listed in *Appendix J: Merge Programming Commands* under the description of SYSTEM.

User-defined variables are variables that you create. You determine the name and contents of these variables when you assign them. You can also perform operations on them to change their contents. There are two subcategories of user-defined variables: *global* and *local*.

Global Variables vs. Local Variables

Global variables are accessible from anywhere inside a merge or a macro. All global merge variables can be read by macros; macro variables can be read by merge commands if the PERSIST command is used in the macro.

Local variables are available only in Merge and are stored in a place in memory separate from global variables. They are accessible only from the file in which they are defined. For example, if you create a local variable named *Number* in a form file, the data file or other form files cannot access the information stored in it. When you nest merge files, the local variables in the parent file are not visible to the nested file. When you return to the parent file, the local variables in the nested file no longer exist, but the local variables in the parent file are once again accessible.

Local variables take precedence over global variables. For example, suppose you have both a global and a local variable named *Number*. If you try to access the global variable *Number* from inside a file where the local variable *Number* is accessible, you will get the contents of the local variable. The global variable *Number* still exists, but is inaccessible until you are no longer accessing the current merge file.

Naming Variables

Variable names can be as many as 30 characters long for both global and local variables. Although you can use the same name for a local and a global variable, you cannot use the same name for any two local variables or any two global variables. You should not use the same name for a local variable and a label.

Variable names are not case sensitive. WordPerfect considers Abc, AbC, ABC, and abc to be the same variable.

Variables receive their names when they are *assigned*. See *Assigning Variables* below for more information.

Variable Contents

All user-defined variables can contain text or numbers. A user-defined variable can hold 127 characters.

Assigning Variables

You assign a global variable with ASSIGN and a local variable with ASSIGNLOCAL. For example, the following two statements assign two different variables, one global and one local:

```
ASSIGN(Number;45)
ASSIGNLOCAL(Number;36)
```

ASSIGN creates a global variable named Number with “45” as its contents. ASSIGNLOCAL creates a separate, local variable named Number with “36” as its contents. (See the descriptions of ASSIGN and ASSIGNLOCAL in *Appendix J: Merge Programming Commands*.)

In addition to using ASSIGN and ASSIGNLOCAL, the following commands also assign variables:

```
CHAR
FOREACH
FORNEXT
GETSTRING
LOOK
```

See *Appendix J: Merge Programming Commands* for a description of each of these commands.

The following rules determine whether the variable assigned by CHAR, GETSTRING, and LOOK are local or global in a merge:

- If a local variable with the name used in the command exists, the command will assign the value to the local variable.
- If no local variable with the name used in the command exists, but a global variable by that name does exist, the command will assign the value to the global variable.
- If no variable with the name used in the command exists, a global variable of that name is created and assigned by the command.

FORNEXT and FOREACH in Merge assign variables by the same rules as above, except that if no variable with the name used in the command exists (the third rule), a *local* variable is created and assigned by the command. This feature allows recursion using FORNEXT and FOREACH in Merge.

If a variable already exists and you assign new contents to it, the previous contents will be replaced without warning.

Executing Variables

You can *execute* or *write out* a variable anywhere you would want its contents. For example, by executing a variable you can do the following:

- Use the contents of the variable as a subroutine
- Insert the contents as text in a document or in the message strings of programming commands
- Provide variable arguments in other programming commands

To execute a variable, use VARIABLE. For example, the statement VARIABLE(Number) would execute the variable named Number.

Variable Duration

Local variables exist only in the file in which they are defined. Once you quit the file that defined the variables, or once the merge ends, the local variables are erased (and the memory assigned to them is released). However, the contents of global variables remain

in memory until you exit WordPerfect. To conserve memory, you should use local variables instead of global variables whenever possible.

If you want to erase a variable without exiting a file or exiting WordPerfect, assign the variable “nothing” by using the following commands: `ASSIGN(var ;)` or `ASSIGNLOCAL(var ;)`. These commands empty the variable of its contents and release the memory used by the variable. After you use this command, the variable no longer exists. It is a good idea to empty variables at the beginning of the merge in which they are used (unless the merge assigns new contents to them).

Operations on Variables

All variables can be compared to each other, and user-defined variables can have other operations performed on them. Operations are performed using various programming commands (see *Appendix I: Merge Expressions* and *Appendix J: Merge Programming Commands*).

See Also

- Merge
- Appendix I: Merge Expressions
- Appendix J: Merge Programming Commands

Appendix L: Networking WordPerfect

Setting up WordPerfect on a network gives multiple users access to the WordPerfect program.

What's in this section?

- Concepts
- Getting Ready to Install WordPerfect on the Network
- Installing WordPerfect on the Network
- Granting Rights/Privileges
- Establishing Network-Wide Default Settings
- Setting Up User Workstations
- Using NWPSETUP to Add/Change Shared Settings
- Using Startup Options
- Using the Network Print Queue
- Troubleshooting

Concepts

Intended Audience

This appendix is for the network supervisor who is responsible for installing and maintaining WordPerfect on the network. You should have a basic knowledge of networks. If you need basic information about networks, review your network documentation.

NetWare Users

If you are using a Novell NetWare network, be aware of special NetWare tips, which are indicated by the NETWARE USERS: tag.

Understanding Your Software License Agreement

Whether you are installing to a server or an individual workstation, the total number of WordPerfect copies in use should not exceed the number printed on your Certificate of License.

You should have received the Certificate of License when you purchased WordPerfect. The Software License Agreement on the back of your Certificate of License explains more about using multiple copies of WordPerfect.

If your license does not authorize use of enough copies of WordPerfect, contact WordPerfect Information Services toll-free at the numbers listed in *Getting Help* in the *Introduction* to receive information about purchasing additional licenses. You can also contact your dealer for additional license prices.

Getting Help

If you are still having trouble running WordPerfect on a network after reading this appendix, you can reach WordPerfect Corporation's Network Support operators. See *Getting Help* in the *Introduction* for a list of phone numbers.

Customer Support can help you more easily if you note the keystrokes or procedures that caused you problems. You should also be at your computer and refer to this appendix as the Customer Support operator helps you.

Getting Ready to Install WordPerfect on the Network

WordPerfect can be installed on a network server or on the hard disks of individual workstations.

The benefit of installing to the server is that users may access WordPerfect without sacrificing their own hard disk space. The advantage of installing to individual workstations is that WordPerfect runs faster and is not subject to network down time. The installation steps later in this section work for either kind of installation.

System Requirements

See *Installing WordPerfect* in the *Introduction* for a list of system requirements.

Checking Rights/Privileges to Installation Drive

Make sure you have sufficient rights or privileges to the drive on which you are going to install WordPerfect. You should be able to copy, rename, write, delete, read, and create files.

Planning WordPerfect Directories

Before you install WordPerfect, determine how you want the files organized. You can set up WordPerfect files in one directory or in multiple directories. Each type of installation has advantages and disadvantages.

One Directory

Advantages

Simplifies the installation process.
Works well if you have a small network and/or are not concerned about rights.

Disadvantages

Reduces network flexibility—users will have either all rights or no rights.
Compromises file integrity if users have all rights to files.
Generates more work for you as the network supervisor. If the users have no rights to files, they will probably rely heavily on you to set up WordPerfect initially and to make subsequent changes.
Makes it more difficult to determine the purpose of each file.

Multiple Directories

Advantages

Increases the flexibility of access to files.
Makes it possible to assign different levels of security as needs dictate.
Gives users more autonomy; lets them change their own settings.
Helps you organize files.

Disadvantages

Requires more effort to maintain, since you will have to keep track of the contents of each directory.

A multiple directory installation is often best, because it affords greater flexibility and it allows individualized file security.

The installation program stores files in multiple directories because of greater flexibility. You can create these directories using the DOS MD (“Make Directory”) command, or you can let the installation program create them for you. See *Installing WordPerfect on the Network* below.

NETWARE USERS: Because you will not be able to exit the installation program to map a search drive to the directory that contains the WordPerfect program, we recommend mapping a search drive now. Only one search drive is needed to run WordPerfect on NetWare.

Installing WordPerfect on the Network

Because WordPerfect files are in compressed format, you must use WordPerfect’s installation program to place the files on your hard disk. You’ll follow the same steps whether you’re installing WordPerfect for the first time or as a new (upgrade) version.

You don’t have to delete any earlier versions of WordPerfect from your hard drive before installing WordPerfect 6.0. For example, if you’re using WordPerfect 5.1, it may be located in C:\WP51. Installing WordPerfect 6.0 creates a new directory, C:\WP60.

IMPORTANT: To run both WordPerfect 5.1 and WordPerfect 6.0 on the network, make sure only one of the directories (either C:\WP51 or C:\WP60) is in the Path statement.

NETWAREUSERS: Make sure *either* the C:\WP51 *or* C:\WP60 directory is a search drive.

If you need help using the installation program after reading this section, call WordPerfect Installation Support toll-free. See *Getting Help* in the *Introduction* for a list of phone numbers. Have the installation program running when you call, so you can refer to it as the Customer Support operator helps you.

To install WordPerfect on a network,

- 1 Make sure the destination resource (or drive) to which you intend to install WordPerfect is available.
- 2 Insert the disk labeled Install 1 into your disk drive.
- 3 Type **a:install** (or **b:install** if you are using the B drive) at the DOS prompt.
- 4 Press **Enter**.

Answer the on-screen prompts until the **WordPerfect 6.0 Installation** menu appears.

- 5 Choose **Network Installation**.
- 6 Choose **Install Files From**, specify the drive from which you will install WordPerfect, then press **Enter**.
- 7 Choose **Install Files To**, choose file categories and specify the drive letters and directories to which you will install WordPerfect and to which all users will have access.

NETWARE USERS: Specify mapped or searched network drive letters.

- 8 Choose **Exit** to return to the **Network Installation** screen.
- 9 Choose **Continue Installation** to start installing files.
- 10 If you have enough disk space to install WordPerfect, choose **Yes**.
or
If you don't have enough disk space, choose **No**, exit the installation program, free up disk space, and run Install again.
- 11 Select the file groups you want to install by highlighting a File group, then pressing **Enter** or **space bar** to mark it.
- 12 Press **F10** to install the files you have selected.
- 13 Choose a prompt option (see the on-line help text for an explanation of the three types of prompts).
- 14 Select the number below that corresponds to your network operating system:

- 0—Other
- 1—Novell NetWare
- 2—Banyan VINES
- 3—TOPS Network
- 4—IBM LAN Network
- 5—Nokia PC-Net
- 6—3COM 3+
- 7—10Net
- 8—LANtastic
- 9—AT&T StarGROUP

- A—DEC PATHWORKS
- B—3COM 3+ OPEN
- C—StreeTalk

Network number 4 can also be used for any of the following networks:

- IBM LAN Server
- OS/2 2.x
- Microsoft LAN Manager
- Ungerman Bass LAN Manager
- LANsmart
- PCNOS
- DNA
- Invisible NET
- NetWare Lite 1.1
- Main LAN
- PowerLAN
- HP LAN Manager
- CBIS

If your network is not listed above, try network numbers 4 or 0. If neither of these choices works, call WordPerfect Customer Support operators. See *Getting Help* in the *Introduction* for a list of phone numbers. If you do not choose a network number, no more than one user will be able to use WordPerfect at the same time. After you select your network, you are prompted for the setup file directory.

15 Type the pathname where you want WordPerfect to write setup files, then press **Enter**.

Based on the network number and the setup file pathname you specify, the installation program creates an environment file (WP{WP}.ENV) that is read every time you start WordPerfect. Two startup options are placed in this file: the /nt option, which tells WordPerfect to operate as networked software under the network you choose, and the /ps option, which specifies where WordPerfect will place setup files. Below is an example of the information in this file:

```
/nt=1
/ps=x:\wp60\setup
```

If you need to change the network number or setup file directory pathname, you can edit the WordPerfect environment file using a DOS text editor. You can include other startup options in the WordPerfect environment file, provided they don't perform memory or stand-alone functions.

16 Select each type of graphics driver and printer that will be on the network.

Granting Rights/Privileges

Before WordPerfect is used regularly on the network, you should secure files that are critical to the operation of WordPerfect. Secure the directories or files by granting read-only rights, which give users access to files but prevent modification of files.

Protecting Directories

Securing a directory protects all the files within that directory. The following table lists 12 major networks and the rights or privileges WordPerfect users should have.

You can assign rights to directories by using a special utility provided by your network, such as the SYSCON utility or GRANT command line utility offered by Novell.

Network Operating System	WordPerfect Executable Files	Setup and Temporary Files	*Most Location of Files Directories	**Printer Files
Novell NetWare 286	Read, Open, Search	All but Parental	All but Parental	Read, Open, Search

Network Operating System	WordPerfect Executable Files	Setup and Temporary Files	*Most Location of Files Directories	**Printer Files
Novell NetWare 386	Read, Filescan	All but Supervisor and Access Control	All but Supervisor and Access Control	Read, Filescan
Banyan VINES	Read or R	Modify or M	Modify or M	Read or R
IBM PC LAN	Read, Execute	Read, Write, Create, Execute	Read, Write, Execute, Delete	Read
IBM OS/2 LAN	Read, Execute	Read, Write, Create, Execute	Read, Write, Execute, Delete	Read
MS LAN MAN 2.0	Read, Execute	Read, Write, Create, Execute	Read, Write, Delete	Read, Execute
3COM 3+ Share	Read	Read, Write, Create	Read, Write	Read
10NET	Read	Read, Write, Create	Read, Write, Create	Read
LANtastic	Read, File Lookup, Execute	All but Physical Access to Devices	All but Physical Access to Devices	Read, File Lookup
AT&T	Read, Execute	Read, Write, Create, Delete	Read, Write, Execute, Delete	Read
DEC PATHWORKS PCSA	Disk Service	File Service	File Service	File Service
3 COM 3+ OPEN	Read, Execute	Read, Write, Create, Delete	Read, Write, Execute, Delete	Read

*These include the Backup, Macros, Keyboard, Button Bars, Writing Tools (Speller, Thesaurus, Grammatik), Styles, Graphics, Spreadsheet, QuickFinder, Font, and Screen Font files. If you do not want to give users write capabilities to the files in these directories, assign the rights found under Printer files.

**Because you cannot edit a file that is read-only, do not assign rights to the directory that contains printer files until you have created a master setup file (for example, W{WP_}.SET) and have set up network printers. See *Creating the Master Setup File and Setting Up Network Printers* under *Establishing Network-Wide Default Settings* later in this appendix.

What Rights Should Users Have to Printer Files? • The extent to which you allow users to edit printer settings depends on your network managerial style and your users' needs.

As a general rule, you should give users read-only rights to printer files (those with .PRS and .ALL extensions). If users are limited to read-only rights (or equivalent), you will have to perform simple tasks, such as adding new paper sizes and types, cartridges, or fonts.

If you want to relax the level of security to printer files, so that users can change settings, grant them read/write rights (or equivalent). Since read/write status allows users to change files, you may want to make a backup copy and store it in a protected directory for safekeeping.

Protecting Individual Files

In addition to the general directory security, you should also secure WordPerfect files that have the following extensions:

.COM	.HLP	.MRS	.SRS
.DRS	.IRS	.ORS	.TRS
.EXE	.LEX	.PRS*	.VRS
.FIL	.LRS	.SPW	.WPF

*Because you cannot edit a file that is read-only, do not assign rights to individual printer files until you have edited those files.

To make a printer file read-only, use the DOS ATTRIB command or use your network's file attribute feature.

NETWARE USERS: Use the FLAG command to set printer files to SRO.

Locking WordPerfect Files

To augment network security features, WordPerfect offers a file locking feature.

When a user opens a file from the network that is being used by someone else, a dialog box displays indicating that the file is in use or specified read-only. If the user opens the file and edits it, the file will need to be saved using a different filename. Brackets also appear around the filename on the status line, indicating that the file is locked. This ensures that only one person at a time can edit a file.

Establishing Network-Wide Default Settings

You can establish network-wide default settings (master settings) to help give company documents a consistent, uniform look.

You can decide how much autonomy users have over their own settings and can maintain control of over 30 WordPerfect default settings using the Network Setup Utility (NWPSETUP) provided with WordPerfect. See *Using NWPSETUP to Add/Change Master Settings* later in this appendix.

Possible Default Settings

WordPerfect is shipped with predefined settings; you can edit these settings to fit your company's needs. WordPerfect records default settings in the Setup (*.SET), Printer Resource (*.PRS), and .DRS files. The following lists, which are organized by the settings that each file contains, show the most common default settings.

.SET	.PRS	.DRS
Backup interval	Paper size/type	Graphics fonts
Beep options	Sheet feeders	
Color printing palette		
Color schemes		
Date format		
Default document style		
Default printer*		
Display options		
Document Summary		
Envelope return address		
Environment options		
Equation options		
File Manager setup		
Initial Base Font		

.SET**.PRS****.DRS**

Initial Codes
 Keyboard layout
 Location of Files
 Mouse options
 Path for downloadable fonts*
 Print options*
 Printer names*
 Printer ports*
 Printer list*
 Repeat value
 Save options
 Sound setup
 Table of Authorities

*Note that .SET files contain some printer information.

Master vs. Personal Setup Files

Two types of setup files can be created: master and personal. The master setup file contains company-wide default settings, while personal setup files are defined by the individual user and override the master setup file settings for that user only. They include users' unique initials. For example:

Master Setup File •

W{WP__}.SET

Personal Setup Files •

WKLC__.SET
 WKSW1__.SET
 WKA__.SET
 WRANDY}.SET
 WSHRNF}.SET

Personal setup files inherit settings from the master setup file (W{WP__}.SET) the first time a user starts WordPerfect, so you should define a master setup file before any users start WordPerfect on the network. Otherwise, users will inherit only the default settings that ship with WordPerfect, which may not be the settings you would choose.

Note that by using NWPSETUP, you can select any personal setup file as a master setup file. See *Using NWPSETUP to Add/Change Master Settings* later in this section for more information.

User Initials

Up to 5 characters are allowed for user initials. To ensure that only one setup file exists for each user, users should use the same initials every time they start WordPerfect. You can make sure WordPerfect is started with the same initials in one of three ways:

- The /u startup option can be used in each user's AUTOEXEC.BAT file (or login script for NetWare users). See *Setting Up User Workstations* and *Using Startup Options* later in this section.
- The USERID.FIL file exists if you are running WordPerfect Office 3.x. If you are running WordPerfect Office 4.0, you must create USERID.FIL.
- Using a hashing algorithm, WordPerfect creates user initials based on a user's username (or the network login name). The resulting initials bear little resemblance to the original username.

Creating a Master Setup File

A master setup file can be the one that is created by starting WordPerfect with the traditional “{wp” supervisor initials, which copies settings to users’ setup files the first time users start WordPerfect, or it can be a setup file created when you start WordPerfect with the initials of any user on the network and then selected as a master setup file in NWPSETUP (see *Using NWPSETUP to Add/Change Settings* later in this appendix).

To create a master setup file,

- 1 Start WordPerfect using the {wp supervisor initials to create a W{WP__}.SET master setup file (for example, type **wp/u={wp** at the DOS prompt, then press **Enter**).
- 2 Set up WordPerfect with the options you want users on your network to have.

See the following sections for more information about the options you can set up:

- Date
- Document Summary
- Envelope
- Equations: Create
- File Manager
- Font Setup
- Initial Codes
- Print sections
- Repeat
- Save and Save As
- Setup sections
- Sound
- Styles
- Table of Authorities

One of the most important options for network users is **Location of Files** pathnames, which change frequently on a network because users edit pathnames to fit their own needs. When you install WordPerfect on the network, the installation program creates shared paths, which lets users create their own personal paths without changing shared paths. See *Setup: Location of Files* for more information.

Another important option for network use is printer setup.

- 3 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 4 Choose **Select**.
- 5 Examine the Printer **Description** list, and make sure a unique printer definition (or .PRS file) exists for each printer on the network.

Even though you may have two identical printers on the network, you should create a unique .PRS file for each printer, because each one may have a different location or unique (customized) settings (such as different cartridges, varied paper sizes and types, and so on).

- 6 If necessary, use the **Copy** option to copy previously created .PRS files, so that a .PRS file exists for each printer on your network.
- 7 Highlight a printer definition name.
- 8 Choose **Edit**.
- 9 Choose **Description**, then type a unique name based on location or owner (for example, DOC4 or RICK’S PRINTER).
- 10 Choose **Network Port**, then specify a port.

NETWAREUSERS: Choose **Server**, then select a server name; choose **Queue**, then select a queue name. If you want to suppress the top of the form that NetWare sends at the end of each printer job, select **Suppress Top of Form**.

- 11 Choose **OK**.

- 12 Continue editing the printer definition by designating sheet feeders, cartridges, and fonts for this particular printer.

Many printers let you access additional fonts with interchangeable print cartridges or downloadable font files. See *Fonts*.

- 13 Repeat steps 6-11 for each printer in the Print Description list.

Files with .ALL extensions contain general printer information and are used to create printer-specific .PRS files. If you are concerned about disk storage space, you may want to delete .ALL files after you have selected printers. You can also copy them to a protected directory to prevent users from replacing .PRS files. If users replace a .PRS file, all default settings that you have established in that file will be lost.

If you add or replace printers on your network, or select additional soft fonts or sheet feeders, you will need to access .ALL files. This may require using the installation program to re-install the .ALL files if they have been deleted.

- 14 If you have given users read/write access (or equivalent) to the printer files directory, you may want to store a backup copy of each .ALL and .PRS file in a read-only (or equivalent) directory for safekeeping. See *What Rights Should Users Have to Printer Files?* under *Granting Rights/Privileges* earlier in this appendix.

Setting Up User Workstations

Before users start WordPerfect from their workstations, you may want to include various startup options and other commands in their AUTOEXEC.BAT files (or in login scripts for NetWare users).

After you have included the proper commands in the users' AUTOEXEC.BAT files and/or login scripts, all users must reboot their computers to put settings into effect.

AUTOEXEC.BAT File

The information below is an example of the commands you can place in the AUTOEXEC.BAT file for networks that do not use a login script or an equivalent batch of commands.

```
PATH X:\WP60  
SETWP=/U-KLC/D-X:\KENT/PF-X:\KENT
```

Note that startup options that normally use an equal sign (=) require a hyphen (-) when included in a DOS SET command. For example, use /u=klc from the command line, but /u-klc in a DOS SET command.

See *Appendix O: Startup Options* and *Using Startup Options* later in this appendix for more information.

Novell Login Script

The following is an example of what to include in the Novell system login script:

```
DOSSETWP="/U-%LOGIN_NAME/D-X:\%LOGIN_NAME/PF-X:\%LOGIN_NAME"
```

LOGIN_NAME can be only five or fewer characters long. You must use uppercase letters for all variables, such as the %LOGIN_NAME. You must also use the quotation marks (") as shown in the examples above.

Using NWPSETUP to Add/Change Shared Settings

Users inherit the settings found in the master setup file (W{WP_}.SET) the *first* time they start WordPerfect if a personal setup file is not present. This is why you should establish network-wide or master settings *before* any users start WordPerfect. See *Establishing Network-Wide Default Settings* earlier in this section. If master settings change after users have created their own setup files (for example, a new printer is added to the network), there are three ways to update users' setup files with the new settings:

- Start WordPerfect with each user's initials, and make changes to each user's setup file. This could be very time consuming, especially in a large organization.

- Delete all users' setup files, and have users restart WordPerfect to inherit the latest master setup changes. This option erases users' unique settings.
- Use the Network Setup Utility (NWPSETUP) provided with WordPerfect to update settings.

Before Running NWPSETUP

If you want to use a mouse with NWPSETUP, make sure that MOUSE.COM has been loaded and that the STANDARD.IRS file is in the same directory as NWPSETUP.EXE.

The /ps startup option, which is placed in the WP{WP}.ENV during installation, specifies the location where .SET files are stored. If you want to use the pathname specified by /ps as the default NWPSETUP pathname (for managing user .SET files and recording default NWPSETUP settings), place the following files in the same directory:

```
WP{WP}.ENV
NWPSETUP.EXE
NWPSETUP.FIL
WP_NS_US.TRS
```

Starting NWPSETUP

- 1 Make sure all users have exited WordPerfect.

If users are still in WordPerfect when you run NWPSETUP, their setup files will not be updated.

- 2 Make a backup copy of all setup files in case you change items you do not intend to update.
- 3 At a DOS prompt, change to the setup file directory.
- 4 Type **nwpsetup**, then press **Enter**.

Now choose from the following NWPSETUP options below:

Creating, Editing, and Selecting a SET File Group

Use **Select SET File Group to Update** to select, create, edit, delete, copy, rename, and search SET file groups. SET file groups give you the flexibility of updating only a specific group of users on the network. For example, you may have some users who use certain settings and other users who use other settings.

- 1 Choose **Select SET File Group to Update**.

Or Press 1

- 2 Choose **Create**, type a group name (for example, "Word Processing Group" or "Development Group"), then choose **OK**.

or

If you want to change a current group, highlight a group name in the **Groups** list box, then choose **Edit**.

- 3 Choose **Directory**, then type the directory where setup files are stored.
- 4 Choose **All SET Files in Specified Directory** to update all setup files in the directory you specified in step 3.
or
Choose **All SET Files in Subdirectories** to update all setup files in the directory you specified in step 3 plus any directories under that directory.
or
Choose **Marked SET Files in Specified Directory** to update the setup files that you will mark in the **SET Files** list box.

- 5 If you chose **Marked SET Files**, choose **SET Files**, highlight a setup file, then select **Mark/Unmark**.
or
 To quickly mark or unmark all setup files, select **Mark/Unmark All**.
- 6 Choose **Change Directory** if you need to change the directory that contains setup files you want to update.
- 7 Choose **OK**.
- 8 Highlight the group name you want to update, then choose **Select**.
- 9 Choose another NWPSETUP option, or choose **Exit** to quit NWPSETUP.

Selecting a Master SET File

You can select the W{WP__}.SET file or any user setup file to be a master setup file. This can save you time as you set up WordPerfect defaults. For example, if Joe's setup file already contains the settings that you would like everyone in his group to have, you can easily select Joe's setup file as the master setup file, thus saving you the trouble of setting up WordPerfect yourself.

To select a master setup file,

- 1 Choose **Select Master SET File**.
Or Press 2
- 2 If you want to use a different setup file directory, choose **Change Directory**, then specify another directory.
- 3 Highlight the user setup file you want to use as the master setup file, then choose **Select**.

If you want to use W{WP__}.SET—the file that is created when you start WordPerfect with the {wp supervisor initials—as the master setup file, highlight it, then choose **Select**.

- 4 Choose another NWPSETUP option, or choose **Exit** to quit NWPSETUP.

Selecting Setup Options to Update

The number of Setup options you can update in WordPerfect 6.0 is significantly greater than the ones you can update with WordPerfect 5.1. In fact, you can update over 30 different options.

- 1 Choose **Select Setup Options to Update**.
Or Press 3
- 2 Select **Mouse Options**, **Keyboard Layout**, and **Color Printing Palette** if you want to update these options.
- 3 Choose **Display**, select the options you want to update, then choose **OK**.
- 4 Choose **Environment**, select the options you want to update, then choose **OK**.
- 5 Choose **Location of Files**.
- 6 Select **Copy from Master SET File**, then select **Update All Locations** to update setup file pathnames with those in the master setup file.
or
 Select **Use Specified Paths** to update setup files with pathnames that you will specify.

- 7 Choose a file category, specify a personal path and a shared path (if available), then choose **OK**. Continue choosing file categories and specifying paths until you have completed the list.
or
If you have selected **Copy from Master SET File** in step 6 above, select **Update All Locations** to quickly update the pathnames of all locations.
- 8 Choose **OK**.
- 9 Choose **Other Settings**, select the options you want to update, then choose **OK**.
- 10 If you don't want to update the features at this time, select **Do Not Update The Above Features**.
- 11 Choose **OK**.
- 12 Choose another NWPSETUP option, or choose **Exit** to quit NWPSETUP.

Setting Printer Update Options

Use **Set Printer Update Options** to control how printers are replaced as you update setup files.

- 1 Choose **Set Printer Update Options**.
Or Press 4
- 2 Choose **Network Printers** or **Local Printers**, then select one of the following options:

Option	What It Does
Replace all	Replaces all printer definitions with those in the master setup file.
Replace only printers added by NWPSETUP	Replaces only the printer definitions that you have added previously to user setup files using NWPSETUP.
Do not update	Does not update any printer definitions.

- 3 Choose **Duplicate Printer Names**, then select one of the following options:

Option	What It Does
Prompt to Replace/Rename	If you update printers that already exist, prompts to replace the printer name.
Replace with New Definition	Replaces old definitions with new definitions without warning.
Do not Replace	Does not replace any duplicated printer names.

- 4 Select **Update Selected Printer** if you want to update the printer that users have selected.
- 5 Choose **OK**.
- 6 Choose another NWPSETUP option, or choose **Exit** to quit NWPSETUP.

Locking Features

Use **Feature Lockout** to prevent network users from using the **Go to DOS/Shell** and **Password** features.

- 1 Choose **Feature Lockout**.
Or Press 5

- 2 Select **Disable Goto DOS/Shell** and **Disable Password Protection** if you don't want users to have these features.
- 3 Choose **OK**.
- 4 Choose another NWPSETUP option, or choose **Exit** to quit NWPSETUP.

Updating SET Files

Use **Update SET Files** when you are ready to update user setup files with the changes you have specified on the **Network Setup Utility** dialog box.

- 1 Choose **Update SET Files**, then choose **Yes**.
- 2 Choose **OK** after updating is complete.
- 3 Choose **Exit** to quit NWPSETUP.

Using Startup Options

Startup options, also known as switches, can help WordPerfect work as networked software. Some startup options are essential; others are optional.

The /nt, /ps, /d, /pf, /u, /d, /@u, and /sa startup options are among the most helpful to network WordPerfect. See *Appendix O: Startup Options* for more information.

The following list shows the order in which startup options are prioritized.

- Command line
- WP DOS variable
- WPC DOS variable
- WordPerfect environment file (WP{WP}.ENV)

The WP DOS variable is for the WordPerfect program, whereas WPC is the variable for all WordPerfect Corporation DOS products. You can use the /d, /pf, /u, and /sa startup options from the command line or in the WP DOS or WPC variables.

Using the Network Print Queue

If you are using Novell NetWare, you can use **Network Print Queue** to list the jobs that have been sent to a network printer in the order they will be printed and to cancel or hold a print job. You can cancel or hold print jobs only if you have sufficient rights to do so.

- 1 Choose **Print/Fax** from the **File** menu.
Or Press Shift+F7
- 2 Choose **Control Printer**, then **Network**.
- 3 To cancel a print job, highlight a print job, choose **Cancel**, then choose **Yes**.
- 4 To hold or release a print job, highlight a print job, choose **Hold/Release**, then choose **Yes**.
- 5 Choose **OK** and **Close** until you return to your document.

Troubleshooting

One way to troubleshoot WordPerfect network problems is to narrow the problem by eliminating the variables:

- Determine if the user can duplicate the problem. If so, determine if the problem can be duplicated on another networked computer.
- Start WordPerfect with different user initials.
- Login as the network supervisor.
- Start WordPerfect on a stand-alone machine's local drive.
- Unload any memory-resident (TSR) programs from CONFIG.SYS or AUTOEXEC.BAT files or from login scripts or batch files. Reboot.

- Exit WordPerfect, then try again.
- If you receive an “Access Denied” message, start WordPerfect with the /d and /pf startup options to redirect temporary files to a local drive or a drive with all rights (or equivalent).
- If you have a printing problem, try printing from DOS or hooking up the printer locally.
- Use the /sa startup option to see if WordPerfect operates differently in stand-alone mode than it does in network mode.

Appendix M: Program Files

When you install files from the WordPerfect master diskettes, they are installed in groups. The following list shows which files are included in the various groups. This should help you if you need to locate a particular file.

An asterisk in parentheses (*) to the right of a filename means that the file is essential to WordPerfect operation. Keep in mind, though, that some files are not essential to WordPerfect operation but are essential to the operation of a specific feature (such as Speller, Thesaurus, or Equation Editor). Read the description under a filename to determine the function of that file.

What's in this section?

- WordPerfect Program
- QuickFinder
- Utility Files
- Learning Files
- Help Files
- Button Bar, Keyboard, and Macro Files
- Style Library File
- Speller/Thesaurus Files
- Grammatik Files
- Printer Files
- Graphics Driver Files
- Sound Driver Files
- Sound Clips
- Conversion Files
- Clip Art Files
- Font Files
- Fax Service Files
- WordPerfect Shell and Editor

WordPerfect Program

***.ORS**

Files ending with .ORS contain icons used in WordPerfect.

EGA.VRS, TIBM.VRS, VGA.VRS

EGA.VRS and VGA.VRS are the standard graphics-mode driver files, and TIBM.VRS is the standard text-mode driver file (see *Setup: Display*).

INSTALL.EXE

This is the WordPerfect installation program. To run this program, insert the Install 1 diskette into drive A, go to the DOS prompt, type **a:install**, and press **Enter**.

PRINTER.TST

This is the printer test file. When printed, this file shows the graphics and scalable font capabilities of WordPerfect 6.0.

STANDARD.IRS

This is the standard mouse driver file (see *Mouse*).

VAPINUL.COM

This file controls sequencing of MIDI sound files and timing of both MIDI and WAV sound files (see *Sound*).

VMP.COM

This is the standard audio control file (see *Sound*).

WP.COM

This is the Launcher program used to “launch” WordPerfect (WP.EXE) from DOS if you are not running WordPerfect from the WordPerfect Shell. When WP.EXE is launched, it is run in such a way that it can be swapped to expanded memory or to disk. You will usually start WordPerfect by running WP.COM instead of WP.EXE.

WP.COM must be in the same directory as WP.EXE. If you do not want to launch WordPerfect, you can delete WP.COM.

WP.DRS (*)

This file displays fonts in the Graphics Mode and Page Mode views in WordPerfect. It also prints graphics fonts (see *.DRS File* under *Print: Specify Document Settings*).

WP.EXE (*)

This is the main WordPerfect program file. You must start WordPerfect from either the directory where WP.EXE is located or the directory where WP.EXE is located must be included in a DOS PATH command (see *DOS and WordPerfect*).

WP.FIL (*)

This contains part of the WordPerfect code. For information on redirecting this file to extended or expanded memory, see */r*, */re*, and */rx* in *Appendix O: Startup Options*.

WP.LRS

This is the WordPerfect Language Resource File (see *Language Resource File*).

WP_WP_xx.BRS

This file is used with the Button Bar feature (see *Button Bar*). The *xx* represents the two-letter language code for your version of WordPerfect.

WP_WP_xx.MRS

This file is used when you edit macros or keyboard layouts (see *Macros* and *Setup: Keyboard Layout*). The *xx* represents the two-letter language code for your version of WordPerfect.

WP_WP_xx.QRS

This file displays the Equation Editor (see *Equations: Create* and *Equations: Edit*). The *xx* represents the two-letter language code for your version of WordPerfect.

WP_WP_xx.TRS (*)

This is a text resource file used with WP.EXE. It contains all of the text displayed by the program, such as the text in dialog boxes and error messages. The *xx* represents the two-letter language code for your version of WordPerfect.

WPCC60xx.DTL (*)

This file is required to operate the Speller, Hyphenation, and Thesaurus writing tools. It also blocks sentences or paragraphs and switches blocked text to lowercase. The *xx* represents the two-letter language code for your version of WordPerfect.

WPSTAND.DR

This file contains the opening screen that is displayed when you start WordPerfect in Graphics or Page Mode.

WPxx.ICR

This is the Initial Caps Resource File (see *Convert Case*). The *xx* represents the two-letter language code for your version of WordPerfect.

QuickFinder***QFIGEN.EXE***

This is the QuickFinder file indexer (see *QuickFinder*).

Utility Files****.BIN***

Files ending with .BIN are required for the WordPerfect Font Installer to make changes to .ALL files (see *Appendix E: Font Installer*).

GMK_OS2.ICO

This file contains program icons that you can use if you are running Grammatik under OS/2.

MCV.EXE

This is the WordPerfect Macro Conversion Program, used to convert WordPerfect 5.x macros to tokenized WordPerfect 6.0 macros (see the online Help for macros).

NWPSETUP.EXE, NWPSETUP.FIL, WP_NS_xx.TRS

These are the Network Setup Utility files used to help you install WordPerfect as a network version and to update network .SET files (see *Appendix L: Networking WordPerfect*). The xx in the .TRS file represents the two-letter language code for your version of WordPerfect.

PCLAMAP.FIL

This is a template file for the character map used by the WordPerfect Font Installer.

WP_OS2.ICO

This file contains program icons that you can use if you are running WordPerfect under OS/2.

WP60.PIF

This is a program information file that can be used if you are running WordPerfect under Microsoft Windows.

WPFI.EXE, WPFI.FIL, WP_FI_xx.TRS

These files are required for the WordPerfect Font Installer (see *Appendix E: Font Installer*). The xx in the .TRS file represents the two-letter language code for your version of WordPerfect.

WPICONS.DLL

This file contains program icons that you can use if you are running WordPerfect under Microsoft Windows.

WPINFO.EXE

This program helps you gather information about your system. If you plan to call Customer Support, we recommend that you run this program and record the information on the screen before calling. For more information, see *Appendix R: Troubleshooting*.

Learning Files****.TUT***

Files ending with .TUT are used with the online Tutorial (see *Help*).

****.WPG***

Files ending with .WPG that are installed with the Learning files are WordPerfect graphics images that are used in various *Learning WordPerfect* lessons.

LESSON*.*

Files beginning with LESSON are used with *Learning WordPerfect*.

WPCH* Files

Files beginning with WPCH are used with the online Coaches (see *Help*).

Help Files

***.HLP**

Files ending with .HLP are required for the online Help (see *Help*).

WP_WP_xx.HLM

This file contains the online Help for macros. The xx represents the two-letter language code for your version of WordPerfect.

Button Bar, Keyboard, and Macro Files

***.WPB**

These are predefined Button Bars (see *Button Bar*).

FONT.SWPB • This Button Bar can be displayed in the Document Windows. It provides quick access to most of the options on the **Font** menu.

LAYOUT.SWPB • This Button Bar can be displayed in the Document Windows. It provides quick access to the most commonly used layout features.

MACROS.SWPB • This Button Bar can be displayed in the Document Windows. It provides quick access to the predefined macros (see *.WPM below).

OUTLINE.SWPB • This Button Bar can be displayed in the Document Windows. It provides quick access to most of the **Outline** options.

TABLES.SWPB • This Button Bar can be displayed in the Document Windows. It provides quick access to the most commonly used **Tables** features.

TOOLS.SWPB • This Button Bar can be displayed in the Document Windows. It provides quick access to the most commonly used features from the **Tools** menu.

WPEQEDIT.SWPB • This is the default Button Bar displayed in the Equation Editor.

WPGEDIT.SWPB • This is the default Button Bar displayed in the Image Editor.

WPMAIN.SWPB • This is the default Button Bar that can be displayed in the Document Windows.

WPPREV.SWPB • This is the default Button Bar displayed in Print Preview.

***.WPK**

These are predefined keyboard layouts (see *Setup: Keyboard Layout*).

CUAWPW52.WPK • This is a Common User Access (CUA) compatible keyboard layout. Its function key assignments match those used in WordPerfect for Windows.

EQUATION.WPK • This keyboard layout assigns mathematical and scientific characters to keys on your keyboard.

MACROS.WPK • This keyboard layout assigns some useful macros to the Alt and Ctrl keys on your keyboard.

***.WPM**

The following predefined WordPerfect macros can help you perform several common tasks. For general information about playing or editing macros, see *Macros*. For a description of each of the macros included with WordPerfect, see the online Help for macros.

- ALLFONTS.WPM
- BULLETS.WPM
- CALC.WPM
- EDITCODE.WPM
- EXITALL.WPM
- GLOSSARY.WPM

- INITCAPS.WPM
- LIBRARY.WPM
- MEMO.WPM
- MOD_ATRB.WPM
- NOTECVT.WPM
- PLEADING.WPM
- SPACETAB.WPM

Style Library File

LIBRARY.STY

This file contains several common styles that you may want to use as your style library. You can customize each style to fit your needs. For more information, see *Styles*.

Speller/Thesaurus Files

WPHY60xx.DTL

This file is required to operate the Hyphenation tool (see *Hyphenation*). The *xx* represents the two-letter language code for your version of WordPerfect.

WPxx.LEX

This file is the main word list for the Speller and the external dictionary for the Hyphenation feature. The *xx* represents the two-letter language code for your version of WordPerfect.

WPxx.THS

This file is the word list for the Thesaurus. The *xx* represents the two-letter language code for your version of WordPerfect.

Grammatik Files

GK51*

Files beginning with GK51 are resource files required by the Grammatik writing tool.

GMK.EXE

This file is the main program file for the Grammatik writing tool.

Printer Files

****.ALL***

Files ending with .ALL are printer files containing information for many printer drivers. When you select a printer, a .PRS file, which contains information specific to a single printer, is created from the information in the .ALL file. .ALL files are installed when you select a printer during installation.

****.WPP***

Files ending with .WPP are color palettes used for color printing (see *Setup: Color Printing Palette*).

CHARACTR.DOC

This file lists the names of the characters in the WordPerfect character sets (see *Appendix A: Character Sets*). Print this file as you would any other document.

CHARMAP.TST

This file contains all of the characters in the WordPerfect character sets (see *Appendix A: Character Sets*).

EHANDLER.PS

This file is installed when you select a PostScript printer during installation. It is furnished to simplify troubleshooting on PostScript printers. You are not required to use this file. To use the file, copy it to your printer from DOS (see your DOS manual for instructions).

PRINTER.TST

See *WordPerfect Program* earlier in this section.

STDPRINT.PRS

This is the standard printer definition. You can create it from the WP60DM03.ALL file by selecting **Standard Printer** during installation (or from the **Add Printer** dialog box). For more information, see *Print: Select Printer*.

TIMEOUT.PS

This file is installed when you select a PostScript printer during installation. It sets the wait timeout to infinite so that the printer will not output an unnecessary formfeed before a print job is completed. To use the file, copy it to your printer from DOS (see your DOS manual for instructions).

WP_WP_xx.LAB

This file contains the predefined label definitions used with the Labels feature (see *Labels*). The xx represents the two-letter language code for your version of WordPerfect.

Graphics Driver Files

The following files are installed as graphics driver files:

****.VRS***

Files ending with .VRS are graphics or text drivers (see *Setup: Display*).

****.FRS***

Files ending with .FRS are used to display screen fonts in **Text Mode** with an EGA or VGA display type or Hercules Graphics Card with RamFont (see *Setup: Display*).

Sound Driver Files

****.ARS***

Files ending with .ARS are audio resource files.

AAPI*.COM, SAPI*.COM, TAPI*.COM

These files are drivers for various sound cards (see *Sound*).

Sound Clips

****.MID***

These files are sound clips (see *Sound*).

Conversion Files

****.CVX***

Files ending with .CVX are conversion modules used by CV.EXE and WordPerfect.

CV.EXE

This is the ConvertPerfect program used to convert documents to and from other word processing formats, and to convert graphics from other graphics formats to WordPerfect Graphics (WPG) format. For information about converting documents, see *Conversion*.

****.DOC***

Files ending with .DOC (excluding CHARACTER.DOC) are explanations of how various non-WordPerfect formatting codes convert to and from WordPerfect. The .DOC files are WordPerfect 6.0 documents.

Clip Art Files

****.WPG***

Files ending with .WPG are graphics images that you can retrieve into a graphics box (see *Graphics: Adding to a Document*).

Font Files

****.SPD***

Files ending with .SPD are Bitstream Speedo font definition files for printer fonts and screen fonts (see *Font: Graphics Fonts* and *Font Setup*).

****.WAO***

Files ending with .WAO are WordPerfect's streamlined versions of *.PFB files (see *Font Setup* and *Appendix E: Font Installer*).

***.WFW**

Files ending with .WFW are WordPerfect font definition files (see *Font Setup*).

FAX Services Files

The following files are used by the FAX Services feature:

- CLASS1.FXH
- CLASS2.FXH
- CLEARLOG.EXE
- EXPFONT0.FNT
- FAXB.COM
- FAXDIR.EXE
- FAXMAN.OVL
- FAXSEND.EXE
- INTELFAX.COM
- PORTUTIL.EXE
- REINDEX.EXE
- SENDFAX.FXH
- SETUPFD.EXE

**WordPerfect Shell
and Editor**

The program files for WordPerfect Shell and WordPerfect Editor are listed in the *WordPerfect Shell User's Guide*.

Appendix N: Running WordPerfect Under Windows and OS/2

You can run WordPerfect 6.0 for DOS under operating systems other than DOS. This appendix discusses how to set up WordPerfect to run under Windows and OS/2.

What's in this section?

- Running WordPerfect Under Windows
- Running WordPerfect Under OS/2
- Helps and Hints

Running WordPerfect Under Windows

As a non-Windows application, you can run WordPerfect 6.0 for DOS under Windows with a *program information file* (.PIF). WordPerfect ships with a .PIF file that lets you set up WordPerfect 6.0 for DOS to run under Windows 3.0 or higher.

- 1 Start Windows.
- 2 Select the program group where you want to add WordPerfect. (For example, you may have a program group called WordPerfect that contains other WordPerfect products such as WordPerfect for Windows and WordPerfect Office.)
or
Create a new program group. (Choose **New** from the **File** menu. Select **Program Group**, then choose **OK**. Type the name you want in the Description text box, then choose **OK**.)
- 3 Choose **New** from the **File** menu.
- 4 Select **Program Item**, then choose **OK**.
- 5 Type **WPDOS 6.0** in the **Description** text box (or another descriptive name that will help you remember what program you're running).
- 6 Press **Tab**, then type **c:\wp60\wp60.pif** (or the full pathname if you installed WordPerfect to a different directory) in the **Command Line** text box.
- 7 Press **Tab**, then type **c:\wp60** (or the full path where WordPerfect is located) in the **Working Directory** text box.

The .PIF file contains information about WordPerfect 6.0 for DOS, including the memory needed, display usage, and so forth.

- 8 Choose **Change Icon**.

A message tells you, "There are no icons available for the specified file."

- 9 Choose **OK**.
- 10 Delete the text from the **File Name** text box, type **c:\wp60\wpicons.dll** (or the full pathname if you installed WordPerfect to a different directory), then choose **OK**.
- 11 Highlight the icon you want from the Current Icon list, then choose **OK**.

The selected icon appears in the lower left of the **Program Item Properties** dialog box.

- 12 Choose **OK** to close the **Program Item Properties** dialog box.

A WordPerfect 6.0 for DOS icon should appear in the program group you selected. You can now start WordPerfect by double-clicking on the WPDOS 6.0 icon.

If you receive an error message, you either typed the wrong directory in step 6 or the .PIF file was not installed. Double-check the directory where WP.EXE is located, or install WP.PIF.

IMPORTANT: You can edit the .PIF file in Windows with the .PIF Editor if you want to change some of the settings. You should make certain, however, that the Display Usage is set to Full Screen. You may have trouble running WordPerfect 6.0 for DOS in a window. We recommend running WordPerfect full screen.

Running WordPerfect Under OS/2

- 1 Start OS/2.
- 2 Double-click the Templates icon.
- 3 Using mouse button 2, drag the Program icon out of the Templates-Icon View window to a folder or a blank space on the desktop.
- 4 Type **c:\wp60\wp.exe** (or the full pathname if you installed WordPerfect to a different directory) in the **Path and file name** text box.
- 5 Type any parameters you want in the **Parameters** text box.

If you don't use special startup options when running WordPerfect, you can leave the Parameters text box blank. See *Appendix O: Startup Options* for more information.

- 6 Click on the Session tab.
- 7 Select **DOS full screen**.
- 8 Choose DOS settings.
- 9 Specify the settings as indicated below:

Item	Recommended Setting
DOS_BACKGROUND_EXECUTION	On
DOS_FILES	40
DOS_HIGH	On
DOS_UMB	On
DPMI_MEMORY_LIMIT	4
EMS_MEMORY_LIMIT	As much memory as possible (at least 25% of your system memory or 2048 minimum)
IDLE_SENSITIVITY	88
MOUSE_EXCLUSIVE_ACCESS	On (Turn to Off if using WordPerfect in Graphics Mode)
XMS_MEMORY_LIMIT	0

- 10 Choose **Save**.
- 11 Choose the **General tab**.
- 12 Delete **Program 1** from the **Title** text box, then type **WPDOS 6.0** (or another descriptive name that will help you remember what program you're running).

With the program settings specified, you can select the WP icon to designate the program on the desktop.

- 13 Choose **Find**, then choose **Locate**.
- 14 Choose the **Path tab**.

15 Type **c:\wp60** in the **Enter Physical Path of Desired Location** text box, then choose **OK**.

16 Choose **Find**.

The available icons appear in the Find Results window.

17 Select the WP icon you want, then choose **OK**.

The icon now appears in the current icon box.

18 Double-click the Title Bar Icon (that should now appear as the WP icon) in the upper left of the window to close and save the specifications.

A WPDOS 6.0 icon appears on the desktop. You can now start WordPerfect by double-clicking the WPDOS 6.0 icon. You may have trouble running WordPerfect 6.0 for DOS in a window. We recommend running WordPerfect full screen.

IMPORTANT: If you cannot open WordPerfect, you may have a problem with the launch command and your upper memory block (UMB). If you tried to start WordPerfect and your screen went black, try pressing **Ctrl+Esc**, click on **WordPerfect** (in the programs window) with the right mouse button, choose **Close**, then choose **Yes** to shut down WordPerfect. Then try changing the recommended settings to those listed below in *Helps and Hints*.

Helps and Hints

Problems Launching WordPerfect Under OS/2

If you have trouble running WordPerfect under OS/2, try changing the following settings.

1 Turn DOS_UMB to **Off** (step 6).

or

Type **c:\wp60\wp.com** as the pathname (step 4), then type **/ll** as a parameter (step 5).

Changing either setting in step 1 may let you successfully run WordPerfect under OS/2. If not, try changing both settings.

Appendix O: Startup Options

Startup options are commands you can use when you start WordPerfect from DOS. Often these options are for your convenience, but sometimes they are necessary to run WordPerfect on your particular hardware.

Any combination of these options may be used. See *DOS and WordPerfect* for general information about startup options.

Startup options used in other products (e.g., Shell) are not passed to WordPerfect. However, you can use the DOS SET command to have options automatically included when you start WordPerfect (see *DOS SET Command* below).

What's in this section?

- Using a Startup Option
- Available Startup Options
- DOS SET Command

Using a Startup Option

- 1 Exit all programs until you are at the DOS prompt.
- 2 Type **wp**, then type the startup option. For example, if you want to use the **/ln** startup option to change your WordPerfect license number, type **wp/ln**.

The startup options are listed in *Available Startup Options* below.

- 3 Press Enter.

Available Startup Options

/?

Displays the startup options available for WordPerfect 6.0 for DOS.

/bp=printing output buffer

Specifies the amount of memory (in K) allocated for the printing output buffer if you are printing directly to the hardware port. The allowable range is 0-63. Setting this option to zero disables printing to the hardware port.

/cp=code page number

Tells WordPerfect which code page your hardware (BIOS) system uses. Setting this option lets you access the proper keyboard and 256-character ASCII character set for which your system is preset. WordPerfect supports the following code pages: 437 Standard, 850 PC Multilingual, 895 Czechoslovakian, 851 Greek, 8510 Greek Alternate, 852 Eastern Language Standard, 860 Portuguese, 8600 Portuguese Alternate, 8601 Brazilian Alternate, 861 Icelandic, 863 French (Canada), 865 Norwegian and Dutch, 897 Hungarian, 866 Russian, and 8660 Russian Alternate.

To create a code page that maps values 128-254 of the first 256 ASCII characters defined by DOS ROM, create a file called WPxxxx.WCP (where xxxx is a number that is padded left with zeroes; e.g., WP0002.WCP instead of WP2.WCP). In the file, type the ASCII number, a space or tab, the WordPerfect character set number, a space or comma, the WordPerfect character number, then a hard return (e.g., 128 8,1[HRt]). The first 32 characters in the WPxxxx.WCP file can be remapped. Start WordPerfect with the /cp option and the number of the file (e.g., /cp=2 or /cp=0002).

Using this option will not make WordPerfect display or print in these languages. For more information on code pages, see your DOS manual.

/d-path

Redirects the overflow files and temporary buffer files to the specified directory. If you do not specify a directory, these temporary files are created in the directory where WP.EXE is kept.

You can help WordPerfect work faster by saving the overflow files and buffers to your RAM drive, if you have one.

/dl

Disables the Launcher (does not execute LC.EXE). This option is useful if you have little reserve memory and cannot start WordPerfect when the Launcher is present.

/du

Prevents the use of Upper Memory Blocks (the memory above the first 640K and below 1M). This option may prevent conflicts with memory resident (TSR) programs and hardware adapters that use Upper Memory Blocks.

/f2

Preserves the extended text modes on your monitor (more than 25 lines and 80 columns) that the /ss option cannot solve. Although this option was created to support the Paradise Autoswitch EGA 480 and Paradise VGA Plus video boards, the /f2 option may correct a similar problem with other video boards.

To use the /f2 option, set the desired text mode with the software included with the video board. Then, start WordPerfect with the /f2 option. WordPerfect should automatically recognize the current number of columns and rows and, if possible, will preserve this configuration when exiting graphics screens or exiting to DOS. This option remains in effect until WordPerfect is exited.

/h

Displays the startup options available for WordPerfect 6.0 for DOS.

/l=language code

Tells WordPerfect which text resource file (.TRS) to use. You must specify a two-character language code. See *Language* for more information.

/ld-path

Specifies a local directory for the WP.FIL and .TRS files. If the files are on a remote (network) drive and the /ld option is specified, the local directory is checked for a correct copy of the files. If a correct copy is found, the remote WP.FIL and .TRS files are closed and the files are reopened on the local directory. If a correct copy is not found on the specified local directory, WordPerfect will copy the remote files to the local directory and use the local copy of the files.

When WordPerfect copies the remote files to the specified local directory, there will be a delay in the startup process. This delay will only occur the first time the /ld option is used.

Use this option to reduce network traffic and improve the program's performance when WordPerfect is run from a network.

/ln

Lets you update or change your WordPerfect license number.

/m=macroname

Starts the specified macro when WordPerfect starts. If the macro is not located in the keyboard/macro directory, you must include the complete path.

/mono

Emulates a monochrome monitor.

/nb

Prevents the use of backup when saving a document. If you have **Back Up Original Document** selected, WordPerfect renames the old file to *filename.bk!* and deletes the .bk! file when the file is saved again. This option instructs WordPerfect to overwrite the original document when you save and replace a file and is useful if you do not have enough disk space to hold two copies of your files. If you use this option and a power failure occurs

during the saving process, the document is lost (unless you have previously saved it or are using the **Timed Document Backup** feature). See *Backup* for more information.

/nc

Disables the **Cursor Speed** and **Alt Key Activates Menus** features. In rare instances, these features may conflict with memory-resident (TSR) software or some hardware.

/nd

Disables the fix for the Shift key sticking. The Shift key on some enhanced keyboards could appear to “stick,” causing other keys to act as if the Shift key were still pressed. This startup option will have no effect if you are already using the */nc* or */nk* startup options or if your **Cursor Speed** in **Setup: Environment** is set to **Normal**. This option can be used if you experience conflicts with other memory-resident (TSR) programs.

/ne

Prevents the access of expanded memory.

/nx

Prevents the access of extended memory.

/nf

Must be used with some compatibles and windowing programs (other than TopView). This is the “non-flash” (not fast) version of WordPerfect and should be used if text is displayed over the window or if the screen goes blank from time to time.

/nh

Disables the call to the BIOS that WordPerfect makes at startup that enables the Print to Hardware Port option to work. Certain older BIOS versions can cause problems in starting WordPerfect with this call.

/nk

Disables enhanced keyboard calls that are not recognized by some IBM compatible machines and memory-resident (TSR) programs.

/no

Disables the Keyboard Reset key (Ctrl+6), which returns the keyboard to its original mapping. See *Setup: Keyboard Layout* for more information.

/np

Disables the power down feature. This option is used to prevent a laptop computer from shutting down to save power when the computer is idle.

/nt=network #

Specifies which network software you are using, such as Novell, Banyan, and so on (see *Appendix L: Networking WordPerfect*).

/pf=path

Redirects the temporary print queue files to the specified path. If you are on a network, you can direct the files to your hard drive to speed up printing.

/ps=path

Instructs WordPerfect to use the .SET (Setup) file in the specified path and is especially helpful if you are running WordPerfect on a network.

If you do not use this option, WordPerfect uses the .SET file that is located in the directory where WP.EXE is located on stand-alone versions or the default directory (where WP.EXE was started) on network versions. See *Appendix L: Networking WordPerfect* for more information about using the */ps* startup option.

/r

Loads about 1.7M of menus, error messages, and overlays from WP.FIL into extended memory, in addition to the memory normally required by the program (see *Memory*). If no extended memory exists, */r* will use expanded memory. This speeds up parts of the program.

/re

Loads about 1.7M of menus, error messages, and overlays from WP.FIL into expanded memory, in addition to the memory normally required by the program (see *Memory*). This speeds up parts of the program.

/rx

Loads about 1.7M of menus, error messages, and overlays from WP.FIL into extended memory, in addition to the memory normally required by the program (see *Memory*). This speeds up parts of the program.

/sa

Instructs WordPerfect to run in stand-alone mode, even if in a network environment (see *Appendix L: Networking WordPerfect*).

/sd=path

Redirects the temporary stand-alone printing files to the specified path. This option is designed to work with printers with local port settings (e.g., LPT1). If you are on a network, you can direct the files to your hard drive to speed up printing.

/sp=number

Use this option to print the documents in your default **Location of Files for Documents** or in a directory you specify using the */sd=path* option. The number you specify with this option tells WordPerfect how long to process the print job.

/ss=rows,columns

Lets you set the screen size of your monitor. WordPerfect usually detects the screen size automatically. If it does not, you can use this option to set the screen size.

/tx

Forces WordPerfect to display in **Text Mode**. After you use this option, WordPerfect will stay in **Text Mode** (even if you exit WordPerfect and come back in) until you change it to another viewing mode. See *View Modes* for more information.

/u=user initials

Gives WordPerfect the user initials you specify. This lets multiple users run WordPerfect on a network. WordPerfect uses the initials to create unique temporary files each time a network user runs WordPerfect. (See *Appendix L: Networking WordPerfect*). You may specify 1-5 user initials.

/@u=userid

Overrides the username returned by the network when no */u=user initials* or USERID.FIL is found.

/w=workspace

Lets you change the workspace allocated to WordPerfect in RAM. Enter the value in kilobytes (K). In **Text Mode**, WordPerfect requires 480K of conventional memory to run. If you are running under WordPerfect Shell, 50% of the available expanded memory can be used. If you are not running WordPerfect under the Shell, WordPerfect uses all available space in conventional memory and 87.5% of available expanded memory.

If your computer has expanded or extended memory, you can use */w=cm,ems,xms* to provide more conventional, expanded, and extended memory for running other programs at the same time you run WordPerfect.

For example, if you specify **/w=200,1000,2000**, WordPerfect will use up to 200K of conventional memory, 1000K of expanded memory, and 2000K of extended memory. If you omit any of these parameters, WordPerfect will use its normal amount for that type of memory. You can also type an asterisk (*) instead of a number to have WordPerfect use all available memory of that type.

This option limits workspace. It does not limit the amount of memory you need to run WordPerfect.

/wo=kk

Specifies the size of the workspace overlay area in kilobytes (K).

/ws

Displays the amount of conventional and expanded memory available at startup. If no expanded memory is available, or if you use **/ne**, only the amount of conventional memory is displayed.

/x

Instructs WordPerfect to restore the default values for the **Setup** features. When you exit WordPerfect, previous changes to the **Setup** features are restored.

/32

Instructs WordPerfect to use LIM 3.2 calls only. This helps WordPerfect run with some expanded memory drivers that are not LIM 4.0 compatible.

DOS SET Command

Use the DOS SET command to include any of the above options every time you start WordPerfect. An example of a SET command to start a macro named "startup" would be set **wp=/m-startup**.

If you use the SET command, you do not have to type the same string each time you start WordPerfect. The startup options will be in effect until you turn off (or restart) your computer. Any string entered when starting WordPerfect, however, overrides the SET command. For example, if you use the SET command above, then enter **wp/m-newmac** to start WordPerfect, the macro NEWMAC will execute, but STARTUP will not.

You can place the SET command in the AUTOEXEC.BAT file, so you do not have to enter it each time you start your computer.

Appendix P: System and Sample Styles

This appendix describes the formatting codes in the WordPerfect system styles and the LIBRARY.STY sample styles.

What's in this section?

- Main System Styles
- Outline System Styles
- Graphics Styles
- Sample Styles in the LIBRARY.STY File

Main System Styles

To list the main system styles, choose **Styles** from the **Layout** menu, then choose **Options**. Clear **List User Created Styles**, make sure **List System Styles** is selected, then choose **OK**.

Many system styles simply use the initial codes you are using. For example, the **BoxText** style contains only the default initial formatting codes. If you edit this style by adding additional formatting codes, all existing and new text boxes you create will be formatted the same way. See *Editing a Style* and *Listing User-Created and System Styles* under *Styles*.

Style Name	What the Style Does
BoxText	Formats text boxes with the initial codes you are using.
Caption	Formats captions with the initial codes you are using.
Comment	Formats comments with the initial codes you are using.
Endnote#inDoc	Inserts a superscript endnote number.
Endnote	Formats endnotes with the initial codes you are using; inserts an endnote number and a period (.).
EquationNum	Inserts the current equation box number. The number is bolded and enclosed in parentheses.
FigureNum	Inserts the word "Figure" and the current figure box number (both are bolded).
FooterA, FooterB	Format footers with the initial codes you are using.
Footnote	Formats footnotes with the initial codes you are using; inserts a tab and a superscript footnote number.
Ftn#inDoc	Inserts a superscript footnote number.
HeaderA, HeaderB	Format headers with the initial codes you are using.
Heading styles	These level styles make up the outline style called Heading (you can list this style while using Outline). They let you create headings for various levels of text in a document. For example, the Heading 1 style turns on Bold and Very Large , centers the cursor on the line, and marks the text in the heading for a table of contents. Each heading is formatted differently. Headings 1-5 are marked for a table of contents.
Hypertext	Turns on Bold and Underline .
Index1	Inserts two indents and two back tabs.
Index2	Inserts two indents and one back tab.
InitialCodes	This style is empty until you insert formatting codes. If you copy this style to a library, you can use it for other documents you create.

Style Name	What the Style Does
Legal styles	These level styles make up the outline style called Legal (you can list these styles while you are using Outline). They let you create a legal outline. Each level style contains the current paragraph (outline) number and an indent.
Level styles	These styles make up the outline styles called Paragraph, Outline, and Bullets (you can list these styles while you are using Outline). They let you create an outline that uses paragraph (outline) numbers and indents for each level. Level one inserts the number at the left margin, level two inserts the number after one indent, level three inserts the number after two indents, and so on.
List	Inserts an indent and a back tab.
None	Turns off a paragraph style you are using.
TableofAuth	Places a hard return after the Table of Authority style.
TableofCont1	Inserts a hard return, an indent, and a back tab.
TableofCont2	Inserts two indents and a back tab.
TableofCont3	Inserts three indents and a back tab.
TableofCont4	Inserts four indents and a back tab.
TableofCont5	Inserts five indents and a back tab.
TblBoxNum	Turns on Bold , inserts the word <i>Table</i> , inserts a space, inserts the current table box number then turns off Bold .
TextBoxNum	Turns on Bold , inserts the current text box number then turns off Bold .
UserBoxNum	Turns on Bold and inserts the current user box number.
WatermarkA, WatermarkB	Format watermarks with the initial codes you are using; watermark text is printed in a shade of gray instead of black.

Outline System Styles

Outline system styles contain many settings. To list these styles, choose **Outline** from the **Tools** menu, choose **Outline Options**, then choose **Outline Style**. You can look at (and change) the settings used for each style by highlighting the style, then choosing **Edit**. See *Editing an Outline Style* under *Outline* if you need help.

Graphics Styles

Graphics system styles contain many settings. To list these styles, choose **Graphics Boxes** or **Graphics Lines** or **Borders** from the **Graphics** menu, then choose **Styles**. You can also list fill styles by choosing **Fill Styles** from the **Graphics** menu. You can look at (and change) the settings used for each style by highlighting the style, then choosing **Edit**. See *Styles: Graphics* if you need help.

Note that the LIBRARY.STY file contains a graphics box style called **2 Level Figure Box**. This style lets you create a graphics box with two levels of numbering in the caption (such as Figure 1.1, Figure 1.2, Figure 1.3, and so on). This is identical to the **Figure Box** system style except it uses a caption style called **Fig Level 1.2** (see the second row in the table below).

Sample Styles in the LIBRARY.STY File

LIBRARY.STY contains sample styles that you can retrieve or use as your default personal style library. As with any kind of style, you can customize each sample style to fit your needs.

To list the sample styles, choose **Styles** from the **Layout** menu, choose **Retrieve**, type the path and filename (LIBRARY.STY) of the sample style file, then choose **OK**. Unless you

specified otherwise during installation, LIBRARY.STY is stored in the directory where the WordPerfect program files are stored.

Style Name	What the Style Does
Document	Inserts a table of contents definition mark and a hard page break, and begins a 3-level heading outline called Doc Outline . Once you have created your headings, you can generate your table of contents.
Fig Lev 1.2	Used as a caption style in the graphics box style called 2 Level Figure Box (also in LIBRARY.STY). Fig Level 1.2 turns on Bold and inserts the word <i>Figure</i> , a Level One Counter Display code, a period, and a Level Two Counter display code.
Footer 1	Inserts a footer containing the word "Page" and the current page number. Footers alternate from right to left.
Footer 2	Inserts a footer containing the current page number along with the path and filename of the document. Footers on odd pages appear on the right; footers on even pages appear on the left.
Footer 3	On a left page, inserts a footer containing the path and filename of the document. On a right page, inserts a footer containing the current page number.
Header 1	Inserts a header containing the word "Page" and the current page number. Headers on odd pages appear on the right; headers on even pages appear on the left.
Outln Doc styles	These are the level styles you use for the Document style described at the top of this table. When you retrieve LIBRARY.STY into Outline Styles, the Document style is named Doc Outline.
Outln RtPar styles	When you retrieve LIBRARY.STY into Outline Styles, you'll see a style called Right Out. The Outln Rtpar are the level styles you use when you use the Right Out style to create an outline that aligns the period after each item number so that numbers and text are evenly aligned.
Outln Tech styles	When you retrieve LIBRARY.STY into Outline Styles, you'll see a style called Technical. The Outln Tech styles are the level styles you use when you use the Technical style to create a technical outline that lets you type body text between each outline item. Also, the levels of the Technical style (except for levels 5-8) include a Table of Contents code. Once you have created your outline items, you can generate a table of contents.
Paragraph 2	When you retrieve LIBRARY.STY into Outline Styles, you'll see a style called Paragraph 2. The Pgph 2 styles are the level styles you use when you use the Paragraph 2 style to create an outline that uses paragraph (outline) numbers, indents, and tabs for each level. Level one inserts the number and a tab at the left margin, level two inserts the number and a tab after one indent, level three inserts the number and a tab after two indents, and so on.
Pleading	Creates a watermark for a legal pleading paper. The watermark contains line numbers and a vertical line that separates those numbers from text typed in the document.
Raised Cap	Enlarges a single character, such as the first letter of a chapter in a children's book.

Appendix Q: Table Functions

The WordPerfect functions are listed below in alphabetical order. Under each function name is a detailed description of that function.

Notice that each WordPerfect function has a specific name and is followed by parentheses. If a function needs information (arguments), argument *keywords* appear inside the parentheses.

For example, the CHOOSE function appears as CHOOSE(number, list) in the **Table Functions** dialog box, where “number” and “list” are the arguments of the function. Notice that the arguments are separated by a comma and that each argument is represented by a keyword that describes the type of information needed.

If a function needs no arguments, the function name is followed by empty parentheses (for example, COL()). Brackets surrounding a keyword (for example, [,type]) indicate that the keyword is optional and may be omitted.

Note that the * (GRAND TOTAL), + (SUBTOTAL), and = (TOTAL) functions listed in this appendix do not appear in the **Table Functions** dialog box and do not require you to type a name (for example, just type an asterisk (*) to perform a grand total).

ABS(number)

Returns the absolute value of the given number. Positive numbers remain positive; negative numbers become positive.

Example

ABS(-3) = 3

ACOS(number)

Returns the arccosine (\cos^{-1}) of the given number. The result is an angle in radians from 0 to π . *Number* must be greater than or equal to -1 and less than or equal to 1.

Example

ACOS(.5) = 1.047198 (or $\pi/3$)

Example

Angles expressed in radians can be expressed in degrees using DEGREES.

DEGREES(ACOS(.5))=60

AND(list)

Returns the logical AND of the given list of numbers. A list of logical statements is placed between the parentheses. If all the statements are true, the number 1 (true) is returned. If any of the statements are false, 0 (false) is returned.

Example

AND(45>10,10+5>=16,5<7) = 0

In the above list, the statement “10+5>=16” is false, so 0 is returned.

You can use the And operator (&) to do the same thing (see *Tables: Spreadsheet and Floating Cells*).

ASIN(number)

Returns the arcsine (\sin^{-1}) of the given number. The result is an angle in radians from $-\pi/2$ to $+\pi/2$. *Number* must be greater than or equal to -1 and less than or equal to 1.

Example

ASIN(.5) = 0.523599 (or $\pi/6$)

Example

Angles expressed in radians can be expressed in degrees using DEGREES.

DEGREES(ASIN(.5))=30

ATAN(number)

Calculates the arctangent (\tan^{-1}) of the given number, returning an angle in radians from $-\pi/2$ to $+\pi/2$. *Number* can be any value.

Example

ATAN(1) = 0.785398 (or $\pi/4$)

Example

Angles expressed in radians can be expressed in degrees using DEGREES.

DEGREES(ATAN(1)) = 45

ATAN2(Xnumber, Ynumber)

Returns the arctangent (\tan^{-1}) of the angle represented by a point with the coordinates *Xnumber* and *Ynumber*. An angle is formed between the X axis and a line drawn from the indicated point (Xnumber, Ynumber) to the origin (0,0). The arctangent is then calculated on that angle. The result is a value in the range of $-\pi()$ to $\pi()$.

Example

ATAN2(3,4) = 0.927295

AVE(list)

Returns the average (or mean) of a list of numbers. The average of the null set—AVE()—equals NA.

Example

AVE(15,2*10,SUM(1,2,4)) = 14

BLOCK(column1, row1, column2, row2)

Returns a *list* of values from a block of cells in the table. *Column1* and *row1* numbers specify one corner of the block, and *column2* and *row2* specify the opposite corner. Since this function returns a list of values rather than a single result, it must be used inside a function that expects a list, such as SUM, AVE, or CONCAT.

Example

The following examples illustrate the use of BLOCK for the table shown below.

SUM(BLOCK(2,9,3,16)) = 344285

CONCAT(BLOCK(2,7,5,7)) = JanuaryFebruaryMarchApril

	A	B	C	D	E
1		BWK Enterprises			
2					
3					
4		New York City Expense Report			
5		1994			
6					
7		January	February	March	April
8	Mail	\$1,750.00	\$1,950.00	\$2,000.00	\$2,375.00
9	Misc	\$862.50	\$1,547.50	\$1,237.50	\$1,700.00
10	Office Supplies	\$3,125.00	\$2,125.00	\$1,650.00	\$1,125.00
11	Payroll	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00
12	Phone	\$1,125.00	\$1,062.00	\$1,250.00	\$1,375.00
13	Rent	\$8,250.00	\$8,250.00	\$9,000.00	\$9,000.00
14					

C:\MP60\BWK1.TBL Cell A2 Doc 1 Pg 1 Ln 1.37" Pos 1.08"

Table Edit

Column Width Ctrl+Arrows Ins Del Move/Copy Calc Names Close

1 Cell 2 Column 3 Row 4 Table 5 Formula 6 Lines/Fill 7 Join 8 Split

SUM adds all values in the block, while CONCAT returns the concatenated text strings. BLOCK() cannot be used to reference another table.

CELL(*column,row*) or CELL(*text*) CELL(*column,row*) returns the value in the cell specified by the given column and row numbers.

Examples

These examples assume that cell B3 contains the number 15.

CELL(2,3) = 15

With CELL(*text*), you can specify a cell address using a text string. For example, if H1 contains "B3" then

CELL("H1") = 15

CELL() cannot be used to reference another table.

CHAR(*number*) Returns a text string of one character, corresponding to the ASCII or WordPerfect character set code given as the number (see *Appendix A: Character Sets*).

Example

CHAR(65) = A
CHAR(1,23) = ß

CHOOSE(*number, list*) Finds the value or string in *list* that is specified by *number*. If *number* is negative, the search goes right to left.

Example

CHOOSE(2,10,11,12) = 11
CHOOSE(-1,"ten",11,"twelve") = twelve
SUM(CHOOSE(1,A1:B2,C1:C3)) = total of cells A1 through B2

In the first example, the number "11" is the second (2) value in the list. In the second example, the text string "twelve" is the first value from the right end of the list (-1). In the third example, CHOOSE returns the first (1) block A1:B2 to SUM.

CODE(*text*) Returns the WordPerfect character set code for the first character in a text string. The text string must be in quotes.

Example

CODE("Alphabet") = 65

COL() Returns a number representing the column where the function is entered. Column A is "1," column B is "2," column C is "3," and so on.

For example, if COL() is entered in cell B10, 2 is returned.

CONCAT(*list*) Combines or *concatenates* all text values in *list* into a single string. When referencing other cells, the displayed text, numbers, or formula results will be combined in the string. If you want spaces included in a concatenation, they must be inside quotes.

Example

CONCAT("Total", " ", "Costs") = Total Costs

COS(*number*) Returns the cosine of the given number, which must be an angle in radians.

Example

$\text{COS}(\text{PI}() / 3) = 0.5$

COUNT(list)

Returns a count of all values (numeric and text) in the given *list*. If a block is entered, WordPerfect counts each cell in the block that contains a value. If a cell is NA, it is not counted.

Example

$\text{COUNT}(2, \text{'Total'}, \text{A3}, \text{D4:D10}) = 7$

In this example, "7" is returned because A3 contains a value and four of the cells in the block contain values.

CURRENCY(number)

Converts the given number to a text string in currency format. This function allows a number (after it has been converted) to be included in a text string.

Example

$\text{CURRENCY}(36) = \$36.00$

DATE()

Returns the current date in the format you have selected for that cell, using **Number Type Format** (see *Formatting Numbers* under *Tables: Edit*). If you have not selected a date format for the cell, the date will display in the document's current date format.

DATETEXT(date value)

Converts *date value* (see *DATEVALUE*) into text. The format of the date text depends on the date setting in **Number Type Format** (see *DATE*) or the document's current date format.

Example

$\text{DATETEXT}(33411) = \text{June 23, 1991}$

DATEVALUE(text)

Returns the date value for the given text string. Each date from January 1, 1900, to April 8, 34647, is assigned a consecutive number by WordPerfect. The format of the date text depends on the setting in **Number Type Format** (see *DATE*) or the document's current date format. All digits in the year or only the last two may be used when entering the text string. The string must be enclosed in quotes (single or double).

If only one or two digits are given for the year, WordPerfect adds 1900 to the year. If no year is given, WordPerfect uses the current year.

Example

$\text{DATEVALUE}(\text{"12/25/92"}) = 33962$

$\text{DATEVALUE}(\text{'1-16'}) = 33984$ if the year is 1993

You can use MDY to calculate the date value from numeric values rather than a text string or to quickly calculate the date value for the current date (see *MDY*).

DAY([date value])

Returns the day of the month (a number between 1 and 31) for the given date value.

Example

$\text{DAY}(34523) = 9$

34523 is the date value for July 9, 1994. For details about date values, see *DATEVALUE*.

If you do not include a date value, the function returns the current day.

DDB(cost, salvage, life, period)

Returns the depreciation amount using the double-declining balance method of calculating depreciation.

This method accelerates the rate of depreciation, so that more depreciation is written off in the early periods than in later periods. The depreciation stops when the book value of the asset reaches the salvage value. In any one period, the book value equals the cost minus the total depreciation over all previous periods.

Example

$DDB(5000,750,5,2) = 1200$

In this example, the *cost* of the asset is \$5,000, the *life* of the asset is 5 years, the *salvage* value after 5 years is \$750, and to find the amount of depreciation in the second year, a *period* of 2 is used.

DEGREES
(number-)

Converts the angle represented by the given number from radians to degrees.

Example

$DEGREES(PI()/4) = 45$

DEGREES is the inverse function of RADIANS (see *RADIANS*). In other words, if $DEGREES(PI()/4)=45$, then $RADIANS(45)=0.785398$ (or $\pi/4$).

EXP(number)

Calculates the base of the natural logarithm, or “e” (2.7182818), to the power indicated by the given number.

Example

$EXP(4) = 54.59815$

EXP is the inverse function of LN (see *LN*). In other words, if $EXP(4)=54.59815$, then $LN(54.59815)=4$.

FACT(number)

Returns the factorial of the specified number. The factorial of a number is the product of all the integers less than and equal to that number and greater than zero. For example, the factorial of 4 is $4 * 3 * 2 * 1 = 24$. The smallest value that can be used is 0, and the largest value that can be used is 170. (The factorial of 0 equals 1.)

Examples

$FACT(3) = 6$

Only the integer portion of a number with decimal places is used to perform the factorial function. For example,

$FACT(3.9) = 6$, because $3! = 6$.

You can also use the Factorial operator (!) to calculate factorials (see *Tables: Spreadsheet and Floating Cell*).

FALSE()

Returns the logical value 0 (false). Use FALSE with functions that require a logical value of 0 (false), such as IF.

Example

$IF(B4<=100,True(),False()) = 0$ when B4 contains a value greater than 100.

FIND(text1, text2)

Returns the position of the first occurrence of the first text string (*text1*) in the second text string (*text2*). The position is returned as a number with position 1 being the first character. A zero is returned if *text1* was not found in *text2*.

FIND is not case sensitive, meaning a lowercase letter will match an uppercase letter and vice versa.

Example

FIND("Hat","shatter") = 2

FIND("me","shatter") = 0

In the first example, the text string "Hat" is found beginning at the second position in the second text string "shatter." The text string "me" in the second example is not found in the text string "shatter," so 0 is returned. FIND counts each character in a text string, including spaces, punctuation marks, and so on, as a position.

**FV(*rate%*, *PV*,
payment, *periods*
[*type*])**

Returns the future value of an investment or loan. *Type* is optional but, if included, a type value of zero indicates that the payment is made at the end of a period. A non-zero value indicates that the payment is made at the beginning of the period. If you do not include a *type* argument, all results will be unsigned. If a *type* argument is not included, it is assumed to be 0.

Example

Suppose you are interested in knowing what the future value of an investment would be with no periodic payments. For example, you plan to open a 6-month certificate of deposit (CD) with a deposit of \$5000, and the interest rate of 12.5% is compounded daily. To find the balance of the account at the end of the 6 months, you would use the following formula:

$FV(12.5\%/365,-5000,0,365/2,0) = 5322.42$

Notice that the interest rate percentage is divided by 365, because it is compounded daily, and that the period must also be expressed in days (365/2 equalling six months). The present value (*PV*) is expressed as a negative number, because it is something you pay at first. The result is positive, because it is something you get back at the end of the period.

Example

Suppose you want to know the future value of a loan after a specified number of periods. For example, you intend to take out a \$90,000 mortgage for 30 years at an annual interest rate of 11.75%. The monthly payment is \$908.47 and is paid at the end of the period. To find the balance of the loan after 20 years, you would use the following formula:

$FV(.1175/12,90000,-908.47,30*12,0) = -63962.22$

Notice that the interest rate here is expressed as a decimal instead of a percentage. It is divided by 12, because it is compounded monthly, not daily. Notice also that because the rate is expressed in months, the period too must be expressed in months. The present value of the loan is a positive number, because it is paid to you. In addition, the future value of the mortgage is returned as a negative number, because it is money still owing on the loan.

***(GRAND
TOTAL)**

In the current column, adds the values in all cells above the formula cell that contain a TOTAL(=) calculation (see =(TOTAL)).

Example

An "*" in cell A40 adds the totals in the cells above A40.

**HMS([*hour*],
[*minute*], [*second*])**

Returns the specified or current time of day as a decimal number (time value). *Hour* must be an integer from 0 to 24, and the minute and second arguments must be integers from 0 to 59. HMS then converts the given time to a decimal number from 0 to 0.999988, with 0 equal to 12:00 midnight and 0.5 equal to 12:00 noon.

Example

$HMS(9,42,38) = 0.404606$

HMS may be entered in one of four ways:

HMS(Hour,Minute,Second)
HMS(Hour,Minute)
HMS(Hour)
HMS()

If you include the hour, but no minute and/or second, the function assumes the minute and/or second to be zero. The hour, minute, and second arguments are optional. If none of them is specified, WordPerfect returns the decimal number converted from the current computer time.

To calculate the decimal value of a time specified by a text string, use TIMEVALUE (see TIMEVALUE).

HOUR([time value])

Returns the hour of the given or current time. Only the decimal portion of a number is recognized (for details on time values, see HMS).

Example

HOUR(4.404606) = 9, because 0.404606 is the decimal value for 9:42:38.

The time value argument is optional. If no time value is specified, WordPerfect returns the current hour of the day.

IF(condition, value1, value2)

Returns *value1* or *value2*, depending on whether the condition is true or false. The condition can be any logical statement. If the statement is true, *value1* is returned; if it is false, *value2* is returned.

A value may be a number, text string, cell address or name, a function, such as NA, FALSE, or TRUE, or another formula.

Examples

IF(2<3,'True',NA()) = True

IF(5*5<=0,25,10/2) = 5

INDEX(block, column, row)

Returns the number or text from the cell indicated by the column and row offsets within the given block. Use positive or negative numbers to refer to a column and row in the block. Positive numbers refer to columns from the left to right beginning with the first column of the specified block and rows from the top down beginning with the first row of the specified block. Negative numbers refer to columns from the right to left beginning with column -1 and rows from the bottom up beginning with row -1.

Example

The column and row numbers in INDEX(B3:F12,2,-3) refer to the cell at the intersection of the second column from the left and the third row from the bottom of block B3:F12 (which is cell C10).

INT(number)

Deletes any fractional portion of the given number, returning only the integer portion.

Example

INT(25.77) = 25

IRR(list of cashflows, rate%)

Calculates the internal rate of return for a list (series) of cash flows. The first cash flow in the series should be negative (the initial investment). A rough estimate of the rate of return (rate argument) must be specified as a percentage.

IRR uses a sequence of estimates to calculate the internal rate of return. Because IRR uses approximations, you enter a rough estimate for the second argument.

	A	B	C	D	E	F	G	H
1	BWK Enterprises							
2	INVESTMENT ANALYSIS							
3								
4								
5		Cost	Cashflows (by year)				IRR	
6			1	2	3	4	5	
7								
8	Project 1	-48000	12100	12100	12800	13200	14200	10.36%
9	Project 2	-55000	14000	14000	15000	15500	16200	10.84%
10	Project 3	-17000	5000	5000	6500	7000	7500	21.93%
11	Project 4	-68000	10000	15000	18000	21000	21000	7.07%
12								
13								
14	Interest Rate		14%					

ISERR(*cell*)

Returns the number 1 (true) if any formula error is found in the given cell (for example, "??," "ERR"). If no error is found, 0 (false) is returned.

ISERR2(*cell*)

Returns the number 1 (true) if a real formula error ("??") is found in the given cell. 0 (false) is returned if no real formula error is found.

A real formula error is one that originates in the given cell and produces a "??" error message in the cell. An error that results from referencing another cell containing an error ("ERR") is not a real formula error.

For example, if 2.5/0 is entered in cell F10, and F10+1 is entered in cell F11, a "??" error message appears in cell F10, and an "ERR" error message appears in cell F11. This being the case, ISERR2(f10) returns 1, and ISERR2(f11) returns 0.

ISNA(*list*)

Determines if a cell or block is empty (information IS Not Available). The list may have one or more cell references. If the cells referred to in the list have no entries, the number 1 (true) is returned to the formula cell. If even one entry exists, 0 (false) is returned.

Example

ISNA(tax,B11:B20,A5) = 0

In this example, there is an entry in the block B11:B20, so 0 is returned.

ISTEXT(*list*)

Determines whether the cells referred to in the list contain text. If at least one of the cells in the list contains text and none of the cells contain numbers, 1 (true) is returned; if even one cell contains a number, 0 (false) is returned.

Example

ISTEXT(A4,company,E5:G9) = 1

In this example, 1 is returned, because cell A4, the cell named "company," and four of the cells in the block E5:G9 contain text, and none of the cells contain a number.

ISVALUE(*list*)

Determines whether the cells referred to in the list contain numbers. If at least one of the cells in the list contains a number and none of the cells contain text, 1 (true) is returned; if even one cell contains text, or if all the cells are empty, 0 (false) is returned.

Example

ISVALUE(C6,interest,D22:H26) = 0

In this example, cell C6 contains text, so 0 is returned.

LEFT(text, count)

Returns the first *count* characters in a text string.

Example

LEFT("New York",3) = New

You can also give the count as a negative number. For example, LEFT("New York",-3) returns all the characters in the text string *except* the last three (New Y).

LENGTH(text)

Returns the number of characters or length of a text string.

Example

LENGTH("home") = 4

LN(number)

Calculates the natural logarithm (ln) of the given number. *Number* must be greater than zero.

Example

LN(2) = 0.693147

LN is the inverse function of EXP (see *EXP*). In other words, if LN(2)=0.693147, then EXP(0.693147)=2.

LOG(number1, number2) or LOG(number)

Calculates the logarithm of *number 1* to the base specified by *number 2*. The numbers must be positive. If only one number is specified, the base 10 logarithm of that number is calculated.

Examples

LOG(16,4) = 2

LOG(100) = 2

LOOKUP(block, value) [, offset]

Looks up a value (text or a number) in a table. Depending on how the table is set up, either the first column or the first row of the table is used as the *index*. If there are more rows than columns in the table, LOOKUP uses the first column as the index; if there are more columns than rows, the first row is used. For LOOKUP to work properly, the entries in the index column (or row) must be in numeric order or in alphabetical order if you are using text strings.

The first argument of the function must be the name or coordinates of a block of cells. The block must include the index column (or row) and any portion of the table you want the function to look through. The second argument may be a number or a text string, depending on whether the table's index column (or row) consists of numbers or text strings. The third argument is optional and is discussed below.

IMPORTANT: The brackets ([]) around the Offset argument indicate that it is optional. Do not include the brackets when entering the function.

With the block and index value entered, LOOKUP looks through the index column (or row) for the given value. When the value is found, WordPerfect goes to the last column of that row (if using an index column) or the last row of that column (if using an index row) and returns the number or text found there. The terms "last column" and "last row" refer to the last column or row in the specified block. If the given index value is not found, LOOKUP goes to the closest value that is numerically or alphabetically lower in value. You can use the LOOKUP direction indicators (< and >) in the value argument to specify which direction

(higher or lower) you want the function to look when an exact match is not found. For example, LOOKUP(A12:E20,117>).

If the value in LOOKUP is lower in value than the first value in the index column or row and you do not include the LOOKUP direction indicator, nothing is returned.

LOOKUP is especially useful when you do not know the exact index value or if you only need an approximate value returned from the table. If you only want the table value returned that corresponds to an exact index value, use MATCH (see *MATCH*).

Example

In the example below, LOOKUP has been entered in cell A1.

	A	B	C	D	E
1	3045				
2					
3			BWK Enterprises		
4					
5			Tour Reservations		
6					
7	Customer	Customer	Name		Amount
8	Number	Last	First	Tour	Owing
9					
10	110	Anderson	Gloria	Oriental Nights	\$1,385.00
11	112	Condor	Samantha	South Pacific Sunset	\$1,900.00
12	113	Gallager	Robert	British Landmarks	\$659.00
13	117	Hawkes	Frederick	African Adventure	\$3,045.00
14	121	Lopez	Amado L.	Oriental Nights	\$342.00

C:\WP60\BWK3.TBL Cell A1 Doc 1 Pg 1 Ln 1.08" Pos 1.29"

Table Edit
 Column Width Ctrl+Arrows Ins Del Move/Copy Calc Names Close
 1 Cell 2 Column 3 Row 4 Table 5 Formula 6 Lines/Fill 7 Join 8 Split

Because there are more rows than columns in the specified table, the first column is used as the table index. After entering the function, WordPerfect returns the value (3045) found in the last column of the row containing the lookup value (117).

If 116 had been entered as the index value in the example above, LOOKUP would have returned the value in the last column of the row that begins with the 113 index value (the closest lower value).

If you want a cell other than the last cell in the column or row returned, you can use the optional offset argument to specify which cell you want returned. The offset argument may be zero, a positive number, or a negative number. An offset number of 0 returns the value in the index column (or row). A positive offset number (*n*) returns the value in the *n*th column to the right of the index column or the value in the *n*th row below the index row. A negative offset number (*-n*) returns the value in the *n*th column to the left of the index column or the value in the *n*th row above the index row.

Example

In the next example, 3 is entered as the offset number. The value found in the third column to the right of the index column (African Adventure) is returned.

Customer Number	Customer Last	Customer First	Name	Tour	Amount Owing
110	Anderson	Gloria	Oriental Nights		\$1,385.00
112	Condor	Samantha	South Pacific Sunset		\$1,900.00
113	Gallager	Robert	British Landmarks		\$659.00
117	Hawkes	Frederick	African Adventure		\$3,045.00
121	Lopez	Amado L.	Oriental Nights		\$342.00

LOOKUP2(*block*, *Xvalue*, *Yvalue*)

Looks up a value in a table. LOOKUP2 is similar to LOOKUP (see *LOOKUP*), except that the value to be returned is specified by X and Y coordinates. The first (top) row of the specified block becomes the “X-axis,” and the first column becomes the “Y-axis.” Like the index column or row in LOOKUP, the X row and Y column must be in numerical or alphabetical order for LOOKUP2 to work properly. You may, however, have an X row of numbers and a Y row of text values or vice versa.

The X and Y values may be a number or text string, depending on whether the X row and Y column contain numbers or text strings. After entering LOOKUP2, the value in the table below the X value and across from the Y value is returned to the formula cell.

If the exact X and/or Y values are not found in the X row and/or Y column, WordPerfect goes to the closest value that is numerically or alphabetically lower in value. You can use the LOOKUP direction indicators (< and >) to indicate which direction you want LOOKUP2 to look when the exact value is not found (see *LOOKUP*). If you only want the table value returned that corresponds to the exact X and Y values given, use MATCH2 (see *MATCH2*).

If the value in LOOKUP2 is lower in value than the first value in the index column or row and you do not include the LOOKUP direction operator, nothing is returned.

LOWER(*text*)

Returns the given *text* string with all uppercase letters converted to lowercase.

Example

LOWER("THE Teacher") = the teacher

MATCH(*block*, *value* [, *offset*])

Looks up a value in a table. MATCH is used in the same way as LOOKUP (see *LOOKUP*), except the specified value must match *exactly* a value in the index column or row. Otherwise, no value is returned. The only other difference is that the index column or row of a block used with MATCH does not need to be in alphabetical or numerical order.

IMPORTANT: The brackets ([]) around the Offset argument indicate that it is optional. Do not include the brackets when entering the function.

MATCH2(*block*, *Xvalue*, *Yvalue*)

Looks up a value in a table. MATCH2 is used in the same way as LOOKUP2 (see *LOOKUP2*), except that the specified X and Y values must match *exactly* an X and Y value in the X row and the Y column. Otherwise, no value is returned. The only other difference

is that the index column or row of a block used with MATCH2 does not need to be in alphabetical or numerical order.

MAX(list)

Returns the largest number in the given list of numbers.

Example

MAX(25,10,15) = 25

If you do not include any numbers (for example, MAX()), the function returns NA.

MDY(month, day, year)

Returns the date value of the specified month, day, and year (for details on date values, see *DATEVALUE*).

The month should be a number from 1 to 12, the day a number from 1 to 31, and the year can be any year from 1900 through the year 34647. If you enter a 2-digit number for the year, WordPerfect adds 1900 to the number (that is, 90 is the same as 1990). Because each piece of date information is treated as a separate argument, the names or addresses of cells containing appropriate numbers can be used for the month, day, and year entries.

MDY may be entered in one of three ways:

- MDY(Month,Day,Year)
- MDY(Month,Day)
- MDY()

The format of the date depends on the settings in **Number Type Format** or the document's current date format (see *Formatting Numbers in Tables: Edit*).

Any arguments that are not included are assumed to be the current month, day, or year. For example,

- MDY(8,4,90) = 33088
- MDY(8,4) = 33088 if the current year is 1990
- MDY() = the current date value

You can use DATEVALUE to calculate the date value from a text string rather than from numeric entries (see *DATEVALUE*).

MID(text, position, count)

Returns part of a text value to the formula cell. The portion of the text string beginning at the specified position for the specified number (*count*) of characters is returned. The first character is position 1.

Example

MID('summer',1,3) = sum

You can also give the position and/or count as negative numbers. If you give a negative number for the position (*-position*), it indicates the position *count* characters before the last character in the text. If you give a negative number for the count (*-count*), MID returns all the characters starting with the number of the character specified by *position* (for example, MID("summer",3,-1) returns mme, not summe).

MIN(list)

Returns the smallest number in the given list of numbers.

Example

MIN(25,10,15) = 10

If you do not include a list of numbers, MIN() returns NA (see NA).

MINUS(<i>number</i>)	<p>Returns the negative of the given number. If the number is already negative, a positive number is returned.</p> <p>Examples MINUS(25) = -25 MINUS(-3) = 3</p> <p>The Negation operator (-) can be used to do the same thing (see <i>Tables: Spreadsheet and Floating Cell</i>).</p>
MINUTE(<i>[time value]</i>)	<p>Returns the minute (0-59) of the specified or current time. The time must be given as a decimal number (for details on time numbers, see <i>HMS</i>).</p> <p>Example MINUTE(0.404606) = 42, because 0.404606 is the decimal value for 9:42:38.</p> <p>The time value argument is optional. If it is not specified, WordPerfect returns the current minute.</p>
MOD(<i>value1, value2</i>)	<p>Returns the remainder after dividing <i>value1</i> by <i>value2</i>. The given values may be negative or positive. However, <i>value1</i> must have a greater absolute value than <i>value2</i> for MOD to work properly.</p> <p>Example MOD(6,2) = 0 MOD(7,2) = 1 MOD(-7,2) = -1</p> <p>The Mod operator (%) can be used to do the same thing (see <i>Tables: Spreadsheet and Floating Cell</i>).</p>
MONTH(<i>[date value]</i>)	<p>Returns the number of the month for the specified date value (for details on date values, see <i>DATEVALUE</i>). If you do not include a date value, the number of the current month is returned.</p> <p>Example MONTH(33088) = 8, because 33088 is the date value for August 4, 1990.</p>
NA()	<p>Returns the NA (not available) value—an empty cell.</p> <p>Example IF(2>3,'True',NA()) = an empty cell</p>
NOT(<i>number</i>)	<p>Returns the number 1 to the formula cell if the given number equals zero; otherwise, 0 is returned.</p> <p>Example NOT(25) = 0 NOT(2*0) = 1</p> <p>The Not operator (!) can be used to do the same thing (see <i>Tables: Spreadsheet and Floating Cell</i>).</p>
NPV(<i>list, rate%</i>)	<p>Calculates the net present value (the amount of money required now to produce the given cash flow in the future). The calculation is based on the specified interest rate.</p> <p>Each item in the list is the cash flow required at the end of a period. The cash flows must be listed in the order of the periods (cash flow of the first period first, cash flow of the second period second, and so on). Cash flows also come at even intervals.</p>

The interest rate may be entered as a decimal fraction (for example, .25) or as a percentage (for example, 25%).

Example

In this example, the numbers in cells B3, B4, and B5 are 15000, 20000, and 25000, respectively.

$$\text{NPV}(B3:B5,12\%) = 47,131.24$$

OR(list)

Returns the logical OR of the given list of numbers. A list of logical statements is placed between the parentheses. If at least one of the statements is true, the number 1 is returned to the cell. If all of the statements are false, 0 is returned.

Example

$$\text{OR}(45>10,10+5>16,5>7) = 1$$

Even though two of the statements are false, the statement “45>10” is true, so 1 is returned.

The Or operator (\vee) can be used to do the same thing (see *Tables: Spreadsheet and Floating Cell*).

PI()

Returns the number 3.1415926535897932. This is an approximation of the number π .

Example

$$\text{SIN}(\text{PI}()/2) = 1$$

PMT(rate%, PV, periods, FV [, type])

Returns the payment for a loan or investment. *Type* is optional, but if included, a type value of zero indicates that the payment is made at the end of a period. A non-zero value indicates that the payment is made at the beginning of the period. If you do not include a type argument, all results will be unsigned.

Example

Suppose you need to know the payment required for an investment with a specific present value to obtain a specific future value. For example, you have a savings account, which pays an annual interest rate of 8.5%, with an initial deposit of \$2000. To find the required periodic deposit made at the end of the period to obtain a balance of \$3500 in 18 months, you would use the following formula:

$$\text{PMT}(8.5\%/12,-2000,18,3500,0) = -64.26$$

Notice that the interest rate percentage is divided by 12, because it is compounded monthly, and that the period must also be expressed in months. The present value (PV) is negative, because it is money that needs to be paid into the savings account, and type is 0, because the payment is made at the end of the period. The resultant payment (PMT) is also negative, because it is money that must also be paid into the savings account.

Example

Suppose you want to know the periodic payment for an investment to obtain a specific future value with no present value. For example, you plan to participate in a profit-sharing program with your company and have a set amount taken out of your paycheck at the end of each month. Your company offers an annual interest rate of 32%, and you want to have a balance of \$1500 in one year. To find the amount you need to have deducted from your paycheck, you would use the following formula:

$$\text{PMT}(.32/12,0,12,1500,0) = -107.71$$

Notice that the interest rate can be expressed as a decimal as well as a percentage and that it is consistent with the period, because both are expressed in months. The present

value is 0, because you started with nothing. The resultant payment is negative, because it must come out of your paycheck.

POWER(*number1*,
number2)

Calculates *number1* raised to the power of *number2*.

Example

POWER(3,2) = 9

The Exponential operator (^) can be used to do the same thing (see *Tables: Spreadsheet and Floating Cell*).

PRODUCT(*list*)

Returns the product of all the numbers in the list.

Example

PRODUCT(2,3,4,A1:B4) = 1296

The result in this example above is the product of 2, 3, 4, and all the numbers in the range A1:B4.

You can use the Multiplication operator (*) to do the same thing (see *Tables: Spreadsheet and Floating Cell*).

PROPER(*text*)

Returns each word in the given text string with the first letter in uppercase and the rest in lowercase. With PROPER, a word is considered any group of characters preceded by a space or a period.

Example

PROPER("my DOG") = My Dog

PV(*rate%*, *payment*,
periods, *FV* [, *type*])

Returns the present value for a loan, investment, and so on. *Type* is optional but, if included, a type value of zero indicates that the payment is made at the end of a period. A non-zero value indicates that the payment is made at the beginning of the period. If you do not include a type argument, all arguments must be positive numbers, and all results will be unsigned.

Example

Suppose you want to fully amortize a loan at a given interest and payment rate and in a specific number of periods. For example, you need a 30-year mortgage, and the annual interest rate is currently 11.75%. If you want to make payments of \$850 at the end of each period, you can find the amount you can borrow by using the following formula:

PV(11.75%/12,-850,30*12,0,0) = 84207.63

Notice that the interest rate percentage is divided by 12, because it is compounded monthly, and that the period must also therefore be expressed in months. The payment is negative, because it is the amount paid to the lender, and the future value is 0, because you want to fully amortize it. The type is 0, because payments occur at the end of the period.

Example

Suppose you want to know what the present value of something would have to be to reach a specified future value at a certain payment and period. For example, your savings account pays an annual interest rate of 8.5%. If you want to make a deposit of \$45 at the end of each month and see a return of \$3500 after 18 months, you would use the following formula to find the amount you need to initially deposit:

PV(.085/12,-45,18,3500,0) = -2324.44

Notice that the interest rate can be expressed as a decimal as well as a percentage and that it is consistent with the period, because both are expressed in months. Payment is a

negative number, because it is an amount paid into the account. The resultant present value is also negative, because it too must be paid into the account. The *FV* is positive, because it is money that you will receive from the account at a later date.

QUOTIENT(list)

Divides the first number in the list by the second number, divides that result by the third number, divides that result by the fourth number, and so on.

Example

QUOTIENT(160,5,8,2.5) = 1.6

This example is calculated in the following order:

$$((160 / 5 = 32) / 8 = 4) / 2.5 = 1.6$$

The Division operator (/) can be used to do the same thing (see *Tables: Spreadsheet and Floating Cell*).

RADIANS(number)

Converts the given number from degrees to radians.

Example

RADIANS(90) = 1.570796 (or $\pi/2$)

RADIANS is the inverse function of DEGREES (see *DEGREES*). In other words, if RADIANS(90)=1.570796, then DEGREES(1.570796)=90.

**RANDOM
([number])**

Returns a random number greater than or equal to 0 and less than 1. RANDOM works much like RND found in BASIC.

You can manipulate RANDOM by using a number as the argument. If the given number is positive or there is no number argument, RANDOM returns the next random number in the sequence. If the given number is zero, RANDOM returns the previous random number again, without generating a new number in the sequence. If the given number is negative, RANDOM starts a new sequence of random numbers, using the negative number to generate the starting number.

**RATE(PV,
payment, periods,
FV [, type])**

Returns the periodic interest rate for a loan, investment, and so on. The rate returned is based on the *period*. If based on a period other than a year, you can adjust the result of the function to obtain the yearly rate. For example, if you use months to state the number of "periods" in this function, the result will be given as a monthly rate. To convert this monthly rate to a yearly rate, multiply the result by 12.

Type is optional, but if included, a *type* value of zero indicates that the payment is made at the end of a period. A non-zero value indicates that the payment is made at the beginning of the period. If you do not include a type argument, all arguments must be positive numbers, and all results will be unsigned.

Example

Suppose you want to know the interest rate required for an investment to obtain the specified future value with the specified payment and periods, with no present value. For example, you want to invest \$50 at the end of each month for 2 years (24 months) and receive a return of \$1500. To find the necessary monthly interest rate, you would use the following formula:

RATE(0,-50,24,1500,0) = 0.018854

Notice that the period is expressed monthly (24), so the interest rate is also expressed monthly. Multiply the resultant rate (1.89%) by 12 to get the annual rate, approximately 22.6%. The payment is negative, because it is an amount that must be paid into the investment fund. The future value (FV) is positive, because it will be paid to you. The type is 0, because payments occur at the end of each period.

Example

Suppose you want to know the interest rate necessary for a loan to be fully amortized in the specified periods with the given present value and payment. For example, you need a 36-month auto loan for \$8,000, and you want to make payments of \$270 at the end of each period. To find the required interest rate, use the following formula:

$\text{RATE}(8000,-270,36,0,0) = 0.01093$

Notice that the period is expressed monthly (36), so the interest rate is also expressed monthly. Multiply the resultant rate (1.09%) by 12 to get the annual rate, approximately 13.1%. The payment is negative, because it is an amount that is paid to the lender. The type is 0, because payments occur at the end of each period. The PV of \$8000 is positive, because it is an amount received from the lender and paid to you.

REPEAT(text, count)

Returns the given *text* string duplicated *count* times.

Example

$\text{REPEAT}(\text{"top"},3) = \text{toptoptop}$

REPLACE(text1, position, count, text2)

Replaces part of *text1*, starting at the *position* indicated, takes out *count* characters, then inserts *text2*. (The first letter of *text1* is position 1.)

There are several things you can do with REPLACE:

- If *count* is the same length as *text1*, you can replace all of *text1* with *text2*.
- By using 0 (zero) for *count*, you can insert new text into *text1*.
- If you specify a position just beyond *text1*, you can add text onto the end of *text1*.
- If you do not type any text for *text2*, you can delete part of *text1*.

Example

$\text{REPLACE}(\text{"national"},4,3,\text{"ur"}) = \text{natural}$

RIGHT(text, count)

Returns the last *count* characters in a text string.

Example

$\text{RIGHT}(\text{"house"},3) = \text{use}$

You can also give the count as a negative number. For example, $\text{RIGHT}(\text{"house"},-3)$ returns all the characters in the text string *except* the first three (se).

ROUND(number, precision)

Returns the *number* rounded to the decimal place specified by *precision*.

Precision can be up to 15 decimal places. You can also specify a negative *precision*, which rounds the number to the left of the decimal. A *precision* of -1 rounds to the nearest ten, -2 rounds to the nearest 100, and so on.

Example

$\text{ROUND}(125.388,1) = 125.4$

$\text{ROUND}(125.388,-1) = 130$

ROW()

Returns the number of the row in which the function is entered.

Example

$\text{ROW}() = 3$, because the function is entered in cell B3.

SECOND([time value])

Returns the second (0-59) of the given or current time. The time must be given as a time value (for details on time values, see *HMS*).

Example

SECOND(0.404606) = 38, because 0.404606 is the decimal value for 9:42:38.

The time value argument is optional. If it is not specified, WordPerfect returns the current second.

SIGN(number)

Returns -1 if the number is negative, 1 if the number is positive, and 0 if the number is 0.

Example

SIGN(-2) = -1

SIGN(2) = 1

SIN(number)

Returns the sine of the given number (an angle in radians).

Example

SIN(PI()/6) = 0.5

SLN(cost, salvage, life)

Returns the straight-line depreciation amount for one period. The straight-line method takes the amount of depreciation for an asset (cost minus salvage) and divides it evenly over the life of the asset.

Example

For example, if you had an office machine with an initial cost of \$5,000, and the life of the machine is 6 years with a salvage value of \$800 at the end of its life, you could enter the following formula to determine the amount of depreciation for each year:

SLN(5000,800,6) = 700

SQRT(number)

Returns the square root of the given number. The number must be positive (greater than zero).

Example

SQRT(25) = 5

STDEV(list)

Returns the standard deviation of a sample from the list of numbers.

Example

STDEV(25,15,20) = 5

STDEVP(list)

Returns the standard deviation of a population.

Example

STDEVP(25,15,20) = 4.082483

+(SUBTOTAL)

Adds the numbers in the cells directly above the cell that contains +.

Example

An "+" in cell A4 adds the values in the cells above A4.

SUBTRACT(list)

Subtracts the second number in the list from the first, then subtracts the third number from that result, the fourth from that result, and so on.

Example

SUBTRACT(57,22,6,18) = 11

The example above is calculated in the following order:

$$((57 - 22 = 35) - 6 = 29) - 18 = 11$$

The Subtraction operator (-) can be used to do the same thing (see *Tables: Spreadsheet and Floating Cell*).

SUM(list)

Returns the sum of the numbers in the list.

Example

SUM(25,10-2,3) = 36

You can also specify a block of cells with SUM (for example, SUM(a1:a10) or use the name of a block of cells (for example, SUM(addemup)).

The Addition operator (+) can be used to do the same thing (see *Tables: Spreadsheet and Floating Cell*).

SYD(cost, salvage, life, period)

Returns the sum-of-years digits depreciation amount for the specified period. This method accelerates the rate of depreciation, so that more of the asset is depreciated at the beginning of the asset's life than at the end.

Example

If you owned an office machine with an initial cost of \$5,000, a life of 6 years, and a salvage value of \$800, you could enter the following formula to find the depreciation amount for the fourth year:

SYD(5000,800,6,4) = 600

TAN(number)

Returns the tangent of the given number (an angle in radians).

Example

TAN(PI()/4) = 1

TERM(rate%, PV, payment, FV [, type])

Returns the term (number of periods) for a loan or investment. *Type* is optional, but if included, a type value of zero indicates that the payment is made at the end of a period. A non-zero value indicates that the payment is made at the beginning of the period. If you do not include a type argument, all arguments must be positive numbers, and all results will be unsigned.

Example

Suppose you want to know how many periods are required for an investment to obtain the specified future value with the given interest rate and payment, with no present value. For example, you need to save \$3000 by depositing \$50 at the end of each month in a savings account that pays a yearly interest rate of 8.5%. To find how many periods (months) it will take to accumulate \$3000, you would use the following formula:

TERM(8.5%/12,0,-50,3000,0) = 50.1776

Notice that the interest rate percentage is divided by 12, because it is compounded monthly, and that the term is therefore also months (50.1776 months). The payment is negative, because it is an amount to be paid into the investment. The future value is positive, because it is an amount you will be receiving from the investment. The type is 0, because payments occur at the end of the period.

Example

Suppose you want to know the number of periods needed for a loan to fully amortize with the specified interest rate, present value, and payment. For example, you need an auto loan for \$8000 and want to make payments of \$230 at the end of the period. If the current interest rate is 11.5%, use the following formula to determine the needed length of the loan:

$\text{TERM}(.115/12,8000,-230,0,0) = 42.51181$

Notice that the interest rate can be expressed as a decimal as well as a percentage. Payment is a negative number, because it is an amount you will pay to the lender. The *PV* is positive, because it is an amount you will receive from the lender. The resultant term is expressed in months.

TEXT(number [, precision])

Converts a number to a text string. The precision argument determines how many digits are displayed after the decimal point and should be a number from 0 to 15.

Example

$\text{TEXT}(12.472,2) = 12.47$ (as a text string)

You can also use -1 as the precision argument to convert the number to a text string, displaying all necessary digits—as many as 12.

TIME()

Returns the current time as a text string. The time is updated each time the worksheet is recalculated.

The time format depends on the settings in **Number Type Formats** or the document's current date format. See *Formatting Numbers* in *Tables: Edit*.

TIMETEXT(time value)

Returns the given time as a text string.

TIMETEXT only uses the decimal portion of a number (for details, see *HMS*).

$\text{TIMETEXT}(0.404606) = 9:42\text{am}$

The time format depends on the settings in **Number Type Formats**. See *Formatting Numbers* in *Tables: Edit*.

TIMEVALUE(text)

Returns the decimal value of the time indicated by the given text string (for details on time values, see *HMS*).

Text must be in one of the following formats: (1) "hour," (2) "hour:minute," or (3) "hour:minute:second." The hour must be an integer from 0 to 23, and the minute and second must be integers from 0 to 59. You can also include "am" or "pm."

Example

$\text{TIMEVALUE}("19:42:05") = 0.820891$

To calculate a decimal value for a time entered as numbers rather than text, or to quickly calculate the decimal value of the current time, use *HMS* (see *HMS*).

=(TOTAL)

In the current column, adds the values in all cells above the formula cell that contain a SUBTOTAL(+) calculation (see $+(SUBTOTAL)$).

Example

An "=" in cell B35 adds the subtotals in the cells above B35.

TRIM(<i>text</i>)	Returns the text string with no leading, trailing, or consecutive spaces. <i>Example</i> TRIM(" Here I am ") = Here I am
--------------------------	--

TRUE()	Returns the logical value of 1 (true). <i>Example</i> IF(B5>200,True(),False()) = 1 if B5 contains a value greater than 200
---------------	---

UPPER(<i>text</i>)	Returns the text string with all letters in uppercase. <i>Example</i> UPPER("toTAL Costs") = TOTALCOSTS
---------------------------	---

VALUE(<i>text</i>)	Converts the text value to a number, if possible, and returns the number as the result. <i>Example</i> VALUE("\$34.23") = 34.23
---------------------------	---

VAR(<i>list</i>)	Returns the sample variance for a list of numbers. <i>List</i> must include at least two numbers. <i>Example</i> VAR(20,22,19,23,21) = 2.5
-------------------------	--

VARP(<i>list</i>)	Returns the population variance for a list of numbers. <i>Example</i> VARP(68,71,67,66) = 3.5 The list of numbers must include at least one number, or nothing is returned by the function.
--------------------------	--

YEAR([<i>date value</i>])	Returns the year for the given <i>date value</i> (for details on date values, see <i>DATEVALUE</i>). Returns the current year if no argument is included. <i>Date value</i> can be any integer from 1 (January 1, 1900) to 11,960,684 (April 8, 34647). <i>Example</i> YEAR(33603) = 1992, because 33603 is the date value for January 1, 1992.
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Appendix R: Troubleshooting

This appendix provides information about installing WordPerfect, using features, using printers, and configuring memory. If you have received an error message and need more information, see *Appendix D: Error Messages*.

The checklists in this section contain questions similar to those you will be asked if you call Customer Support. If you cannot find answers by using this appendix, feel free to call Customer Support. *Getting Help* in *Introduction* lists the phone number for each support group and also lists some things you should do before calling or writing to Customer Support. See *Calling Customer Support* later in this appendix.

What's in this section?

- Installation
- Features
- Printer
- Memory Requirements
- Calling Customer Support
- WPINFO.EXE

Installation

The following checklist is useful to find out if correct installation has taken place:

- Did you install the WordPerfect program using the installation program?
- Is the CONFIG.SYS file located in the root directory (c:\, for example)?
- Does your CONFIG.SYS file contain the command FILES=30 (or greater than 30)? (See *WPINFO.EXE* later in this appendix.)
- Did you specify path and directory names in **Location of Files?** (See *Setup: Location of Files*.)
- Did you select the correct **Graphics Mode Screen Type?** (See *Setup: Display*.)
- Did you select your printer (or a suitable emulation) from the **Select Printer** dialog box? (See *Print: Select Printer*.)
- If you are using any startup options, have you read the information about them in *Appendix O: Startup Options?*

Installation Tips

You must use the WordPerfect installation program to install WordPerfect. The files on the master diskettes are compressed files, which must be “decompressed” by the installation program. If you are not sure which installation option to choose, use the standard installation.

If your screen displays incorrectly in WordPerfect, your graphics card and monitor may not be selected in WordPerfect (see *Setup: Display*). If you have problems with a monochrome monitor, read *Appendix O: Startup Options*, especially the information about the /nc, /nf, and /nk options.

If you are running a memory-resident (TSR) program, your computer may lock when you start WordPerfect. Remove the TSR program, and try starting WordPerfect again. Also, read *Appendix O: Startup Options*, especially the information about the /nc, /nf, and /nk options.

Features

The following checklist is useful if you are having problems with WordPerfect features:

- If you have used the feature without having a problem before, are you using it the same way you previously did?
- Have you read the information about the feature in *Reference?*
- Have you tried using the feature from a new document window?
- Have you tried using the feature at a different place in the same document?

- Have you checked **Reveal Codes** (choose **Reveal Codes** from the **View** menu) to see if there are any duplicate or improperly placed codes?
- Have you exited and re-started WordPerfect, then tried to use the feature again?
- Did you check for unwanted codes in the **Initial Codes Setup** and **Document Initial Codes** dialog boxes? (See *Initial Codes*.)
- If your document is not printing properly, have you read *Printer* below?
- If you are running a memory-resident (TSR) program with WordPerfect, have you removed the TSR program and tried using the feature again?
- If a TSR program seems to be causing the problem, have you contacted the manufacturer of the TSR program to obtain information about running the program with WordPerfect?

Feature Tips

Try using the feature in a new document window. This can often help you to isolate the problem.

Use the *Reference*, *Appendix*, and *Index* sections of this manual. The information you need may be in one of those sections.

Printer

The following checklist is useful if you are having problems printing with WordPerfect:

- Is the paper properly inserted?
- Has the printer been turned off and, after at least a 15-second pause, turned back on?
- When the printer is turned on, does it indicate that it is ready to receive data (i.e., "On-Line" or "Ready" light is lit)?
- Is the correct printer selected? (See *Print: Select Printer*.)
- Is the correct printer port selected? (See *Print: Select Printer*.)
- Is the cable connected tightly to the printer and the computer? (Before making adjustments to the cable, turn off all equipment.)
- Have you responded to any messages that appear in the **Control Printer** dialog box? (See *Print Job Control*.)
- Can you duplicate the problem in a new document window?
- Have you read through **Information** about the printer you have selected? (See *Print: Select Printer*.)
- If your printer manual recommends special switch or menu panel settings specific to your printer, have you made the correct settings? (Read **Information** about the printer you have selected.)
- Does the printer print at the DOS level? (See *Printer Tips* below.)
- If you are using font cartridges, soft fonts, or print wheels, have you read the information under *Printer Tips* below?
- If the document does not display correctly in **Print Preview** (see *Print Preview*), have you read through *Features* above?
- Does **Location of Files** (see *Setup: Location of Files*) contain the correct location of your printer files?
- Does the problem occur in other programs or applications?
- Are you running a memory-resident (TSR) program that might be conflicting with WordPerfect?
- Are you running a third-party font program?
- Have you checked **Turning On Format Document for Default Printer on Open** to make sure it is set the way you want? (See *Setup: Environment*.)

Printer Tips

If your printer has more than one paper source, select the proper sheet feeder and correct output bin (see *Paper Size/Type*, *Print: Select Printer*, and *Print: Specify Output Options*).

If you want to change your fonts or margins, you should change them in WordPerfect.

When you mark font cartridges, soft fonts, and print wheels, do not mark fonts that you have not purchased and made available for your printer. Most fonts listed on the **Select Cartridges/Fonts/Print Wheels** dialog box do not come with your printer and must be purchased separately from your dealer (see *Font: Printer Fonts*).

If you find that text on the printed page is not located where you expect it to be (according to your margins), you may need to use **Adjust Text** to make adjustments to the text (see *Paper Size/Type*). Your top margin setting should not be smaller than your text adjustment. If it is, text at the top of the page may be overprinted.

When soft fonts are not printing correctly, the fonts have not been installed, selected, or downloaded properly.

- Check the documentation that came with the soft fonts to make sure they were installed properly.
- Specify a path for the **Directory for Soft Fonts: (and Printer Command Files)** (see *Print: Select Printer*).
- Make sure your **Initial Font** selection matches the font you want to use (see *Font*).
- Initialize your printer (see *Font: Printer Fonts*).
- If graphics fonts are not printing correctly, check the file information on the **Select Graphics Fonts** dialog box to make sure WordPerfect is finding the font file (see *Font: Graphics Fonts*).

For an explanation of .ALL and .PRS files, see *Print: Select Printer*.

To determine which port to select in WordPerfect, look at the end of the printer cable that plugs into your computer. If it has pins, choose a parallel port (probably LPT1). If it has sockets, choose a serial port (probably COM1).

You can send information to the printer at 19200 baud only if you are using a PS/2 or 100% compatible BIOS. If you do not have a PS/2 or 100% compatible BIOS and you try to print at 19200 baud, WordPerfect sends the information at 110 baud.

Try selecting the Standard Printer definition, then print the document with that definition (use the installation program to install the Standard Printer definition if it hasn't already been installed). If the document prints incorrectly, you should check the printer manual or consult your printer manufacturer for menu or switch setting requirements for your printer.

If your printer will not print in WordPerfect, run a printer test. If the printer doesn't print a line of text, the problem may have nothing to do with WordPerfect. To run a printer test, exit to DOS.

- 1 At a DOS prompt, type **copyconLPT1** (or **copyconCOM1** for a serial port), then press **Enter**.
- 2 Type **this is a test**, then press **Enter**.
- 3 If you are using a laser printer, press **Ctrl+L**, press **Enter**, press **Ctrl+z**, then press **Enter** again.
or
If you are not using a laser printer, press **Ctrl+z**, then press **Enter**.
or

If you are using a PostScript printer, type **showpage** instead of **this is a test**. Then press **Enter**, press **Ctrl+d**, then press **Enter**. Next, press **Ctrl+z**, then press **Enter**. The printer should eject a blank page.

Read through *Installation* and *Features* above to see if any information in those sections will help you.

Memory Requirements

The following questions are useful if you are having problems with enough memory to run WordPerfect:

- Do you have at least 480K of conventional memory before starting WordPerfect? WordPerfect requires 480K of conventional memory and recommends at least 520K of conventional memory to operate the basic functions of WordPerfect 6.0.
- Are you getting an **Out of Memory** error message when using **Sound**? Depending on the sound driver you have selected, this feature may require at least 520K of memory.

For more information and suggestions, see *Memory*.

Calling Customer Support

If you decide to call Customer Support, having the following information readily available will speed up the time it takes to answer your questions. You can find a lot of this information by choosing **WP Info** from the **Help** menu.

- *WordPerfect Reference*
- Original (master) WordPerfect diskettes
- Registration number
- Computer brand name and type/model
- Monitor brand name and type/model
- Graphics card brand name and type/model
- Contents of AUTOEXEC.BAT file (see *WPINFO.EXE* below)
- Contents of CONFIG.SYS file (see *WPINFO.EXE* below)
- Version of DOS (see *WPINFO.EXE* below)
- RAM memory information
- Printer brand name and type/model
- Printer (.ALL) file release date
- Sheet feeder brand name and type/model
- Version and release date of WP.EXE (select **WP Info** from the **Help** menu)
- DOS startup diskette

If you don't have all of this information when you call Customer Support, Customer Support can assist you in gathering this information.

WPINFO.EXE

IMPORTANT: WPINFO.EXE is installed with the WordPerfect utilities. If you did not install the utility programs when you installed WordPerfect or have not subsequently done so, you must do so before running WPINFO.EXE.

WPINFO.EXE is used to gather information about your system that can be used to help Customer Support. (You can find out some of the same information by choosing **WP Info** from the **Help** menu.) To run WPINFO.EXE,

- 1 Choose **Go to Shell** from the **File** menu, then choose **DOS Command**.
- 2 Type **wpinfo**, then choose **OK**.
- 3 Write down the information shown.
or
Press **Print Screen** to send the information to the printer.

Appendix S: WordPerfect Fax Driver Installation

The **Fax Services** feature included with WordPerfect 6.0 for DOS works with FaxBios-compatible fax drivers. FaxBios is an industry standard that controls how applications like WordPerfect and fax drivers, interact. FaxBios allows you to send faxes, receive faxes, view faxes, and monitor fax transmissions from within WordPerfect.

Many fax modem manufacturers are developing FaxBios-compatible drivers to ship with their modems. If your fax driver is not FaxBios-compatible, you can use one of the fax drivers included with WordPerfect (FaxDirect and FaxB, or INTELFAX.COM).

FaxDirect is a fax driver that will send and receive faxes on most Class 1, Class 2, and Sierra SendFax-compatible fax modems. FaxB is a FaxBios driver that allows FaxDirect to work with FaxBios-compatible applications.

INTELFAX.COM is a FaxBios driver that works with Intel fax drivers for its Connection CoProcessor fax modems (models 200, 400, and Classic). If you have an Intel Connection CoProcessor other than the models listed, you should use FaxDirect and FaxB to access the **Fax Services** feature.

What's in this section?

- Installing WordPerfect Fax Drivers
- Installing Fax Drivers Only
- Setting Up FaxDirect and FaxB
- Questions and Answers about Getting Set Up to Fax
- Additional Information
- See Also

Installing WordPerfect Fax Drivers

Fax drivers can be installed using either **Custom Installation** or **Standard Installation**. For simplicity, however, we recommend that you install the fax drivers when you first install WordPerfect. To install fax drivers using **Standard Installation**,

- 1 Start the WordPerfect 6.0 Installation program and choose **Standard Installation**.
- 2 Proceed through the installation until you are asked, "**Do you want to install any Fax Files?**"
- 3 Choose **Yes**.
- 4 From the **Fax Device Options** dialog box, choose from the following options based on the type of fax modem you are using:

Option	What It Does
FaxBios Compatible	Choose this option if you are already using a FaxBios-compatible driver for your fax modem. If this is the case, you will not need to use a fax driver provided with WordPerfect; your fax program will allow you to access the Fax Services option.
Intel SatisFAXtion	Choose this option if you are using an Intel SatisFAXtion modem. INTELFAX.COM will be placed in the directory specified for program files (the default is WP60). Intel's fax TSR (CASMGR.EXE) must be loaded before you load INTELFAX.COM. After you have done this, start WordPerfect and the Fax Services option will be available.

Option

Class I or Class II Fax Modem

What It Does

Choose this option if you do not have a FaxBios-compatible driver with your modem. This option lets you customize the FaxDirect program using the WordPerfect CAS Setup Utility (see *Setting Up FaxDirect and FaxB* later in this section).

IMPORTANT: If you are using a FaxBios-compatible driver other than FaxDirect or FaxB, you should install it prior to starting WordPerfect so that the **Fax Services** option is available. In addition, if you are using FaxDirect and FaxB, you should unload any other fax TSRs before you start FaxDirect.

Installing Fax Drivers Only

If you did not install fax drivers when you first installed WordPerfect 6.0 for DOS, but would like to do so now,

- 1 Start the WordPerfect 6.0 Installation program.
- 2 Choose **Device Files (Sound, Graphics, Fax, Printer)** from the **Installation Type** dialog box.
- 3 Specify the directory from which you are installing, then press **Enter**.
- 4 Confirm the location of your WordPerfect program files, then press **Enter**.
- 5 Choose **Fax Files**.
- 6 Choose from the options listed in the **Fax Device Options** dialog box, based on the type of fax modem you are using (see *Installing WordPerfect Fax Drivers* above for a description of each available option).

Setting Up FaxDirect and FaxB

If you choose the **Class I** or **Class II Fax Modem** option, the WordPerfect CAS Setup Utility will let you customize FaxDirect based on your needs. Use the following steps to specify your preferences:

- 1 Specify the directory where you want fax files installed, then press **Enter**.
- 2 Choose **User Information**.
- 3 Type your name (or company name) in the **Your Name:** entry field, then press **Enter**. The name you enter here will appear on the header of the faxes you send.
- 4 Type the number of your own fax device in the **Fax Number:** entry field, then press **Enter**. The number you enter here will appear on the header of the faxes you send.
- 5 Choose **Hardware Driver Setup**.
- 6 Specify the COM port you will be using in the **COM Port:** entry field.

Most external modems use COM1 or COM2. Most internal modems use COM2, COM3, or COM4. The default setting is the first available COM port that FaxDirect detects, starting at COM4 and working down to COM1.

- 7 If you have nonstandard Base I/O or IRQ settings, use the **User** option to manually define these settings.
- 8 Specify the type of driver your modem is using in the **Hardware Driver:** entry field. If you are not sure what kind of driver your modem is using, refer to the documentation that came with it.

Once you have loaded FaxDirect and FaxB and specified these options, **Fax Services** will become available in WordPerfect. There are a number of other setup options available in the WordPerfect CAS Setup Utility. WordPerfect assigns default settings for all of these

other settings, but you may want to use them to further customize the fax capabilities that are made available by FaxDirect.

Questions and Answers about Getting Set Up to Fax

What kinds of fax modems are compatible with WordPerfect?

WordPerfect does not directly communicate with the fax modem, so the type of fax modem is not an issue. WordPerfect uses the FaxBios standard to communicate with the fax driver, which is usually a TSR program. If the fax driver you are using is not FaxBios-compatible, you must use the fax drivers that WordPerfect supplies to access the **Fax Services** feature from within WordPerfect 6.0. The drivers that are included with WordPerfect support Class 1 or Class 2 fax devices. For more information, see *Installing WordPerfect Fax Drivers* earlier in this section).

With the fax drivers loaded, WordPerfect gives an error message "Not enough memory for graphics." What should I do?

Fax drivers take up memory. FaxDirect and Intel fax drivers can use expanded memory to free up some conventional memory. If you have expanded memory, make sure the EMS Usage option in the WordPerfect CAS Setup Utility program (SETUP.EXE) is set to use EMS memory. For Intel users, see the documentation for your specific product for instructions on how to use EMS memory.

If you have a 386 processor or higher, you can load some fax programs into high memory to free up some additional conventional memory. Unloading other TSRs will also free up memory.

FaxDirect drivers can be unloaded if more memory is needed. To unload FaxDirect, change directories to the directory where FaxDirect and FaxB are located (usually the WordPerfect program directory). Type **faxdir /r** to unload FAXB.COM and FAXDIR.EXE.

What if I have loaded FaxDirect and FaxB, but the Fax Services option is not available?

The most common cause is that either FaxDirect or FaxB were not installed correctly. To test this, exit WordPerfect and unload FaxB and FaxDirect by typing **faxdir /r**. Re-install both programs manually and look for error messages during startup. If no error messages appear and the **Fax Services** option is still not available, you may have specified an incorrect COM port. Try specifying a different COM port (see *Setting Up FaxDirect and FaxB* earlier in this section for instructions on specifying a COM port). Try all four COM ports. If none of the four COM ports activate **FaxServices**, call WordPerfect Customer Support.

Additional Information

Fax Dialing Modifiers

When you specify the fax number you want to dial, you can include a comma (,) with the fax number to cause a brief pause in the dialing process. You can define the length of the pause in the WordPerfect CAS Setup Utility program by choosing **Dialing Options Setup**, and then choosing **Comma Delay Time**.

Using commas, you can type in an entire dialing sequence, adding pauses where you need to wait for a tone. For example, if you want to use a credit card number to pay for the call, and you are dialing from a phone where you need to dial 9 to get an outside line, you would type in something like **9,0-111-555-1234<,,,credit card number>**. (The numbers between the chevron brackets (<>) will not appear on the header of the fax transmission.)

You may also want to use a pause when sending a fax to an international number. A pause allows the additional time that is often necessary to connect with the international carrier.

See Also

- Fax Services

Glossary

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Glossary

active A window or dialog box that is currently in use. Called the *current window* when a document is displayed.

.ALL file A file that contains information for several different printers. WordPerfect uses a .ALL file to generate a *.PRS file* for your specific printer when you select a printer.

alphanumeric Composed of letters or numerals or both. Text and data can be sorted alphanumerically or numerically. When sorting something numerically, 2 comes before 10. When sorting something alphanumerically, 10 comes before 2.

application Software designed to carry out a certain kind of action or activity, such as word processing, electronic mail, or spreadsheet entries. Sometimes called a *program*.

argument A variable, constant, or expression required by a command or function.

arrow keys See *movement keys*.

ASCII American Standard Code for Information Interchange. One of the standard formats for representing characters on a computer. The extended ASCII character set consists of 256 characters. ASCII text is useful when you share files between programs. A DOS text file is usually in ASCII format.

attributes The elements that determine the appearance of a character (for example, bold, italic, 10-point) or a graphic (for example, fill, line width, background color).

automatic font change (AFC) A font change that the user does not explicitly specify in the document but that automatically takes place to handle a change in the current attribute, character, or orientation.

back up To save copies of files for safekeeping. You can back up files as you work on them to protect your work in case of a power failure or machine problem, or you can have WordPerfect make archive copies of your files to safeguard against damaged originals.

baseline The invisible line upon which text is placed. Each letter sits immediately on the baseline. For letters with descenders (such as g, j, p, and y), the descenders drop below the baseline.

batch file A DOS file that contains several commands that are carried out when the batch file name is entered at the DOS prompt. All batch files have a .BAT extension.

baud The conventional unit of measurement used to describe data transmission speed. One baud is one bit per second.

baud rate The speed at which data is transmitted from one digital device to another, such as over a modem or between a computer and printer. The devices must be configured at the same baud rate for information to transfer between them correctly.

BIOS The Basic Input/Output System or the part of the computer operating system that communicates with the screen, the keyboard, printers, and other peripheral devices.

block To highlight text that will be affected by the next action.

buffer A temporary data storage area in your computer's memory.

built-in font A font that is built into the printer.

bullet A symbol, such as a filled circle, that may precede each item in a list.

button A graphical representation of an option or a command that activates the option or executes the command when selected.

byte The amount of space needed to store a single character (number, letter, or code). A byte generally represents eight binary digits (bits). 1024 bytes equals one kilobyte (K).

cache A buffer area in a computer or a special section of random access memory (RAM) that is continually updated to contain recently accessed contents of main storage to reduce access time while a program is running.

card A removable printed-circuit board that is plugged into an expansion slot (such as a graphics card, clock card, sound card, or fax card).

cartridge fonts A group of fonts contained on a unit that plugs into a computer and uses circuitry and memory chips to reproduce the fonts on the list. Cartridge fonts are unlike soft fonts in that they do not require downloading and are not lost from memory in a power failure.

cascade To display document windows in overlapping format on the screen. Compare with *tile*.

cascading menu An additional list of menu items opening from a single menu item.

CD—ROM Compact Disk—Read Only Memory. Means of data storage using optical storage technology. A single CD-ROM disk can hold more than 650 megabytes of information, or half a billion characters of text. Unlike floppy disks, most CD-ROM disks can be read from but not written to.

cell The intersection of a row and a column in a table or spreadsheet. See also *spreadsheet*.

check box A small box next to an option in a dialog box. Clicking an empty check box selects the option; clicking a marked check box deselects the option.

check mark Mark placed next to a menu item that is turned on or next to items in list boxes that are active. When the item is turned off or when it is not active, the check mark is removed.

choose To use a mouse or the keyboard in order to pick a menu item or dialog box option that initiates an immediate action. Compare with *select*.

clear To remove the X from a check box, or to remove a check mark from a menu item. If the box is clear or the menu item has no check mark, that option is turned off.

click To press and release a mouse button (usually the left button) once.

Clipboard An area of memory, also called a buffer, where text, graphics, and commands can be stored to await further action. It is a temporary holding place for items that have been cut or copied. The item remains on the Clipboard until you cut or copy an additional item or until you turn off the computer. If you are using a Shell, the Clipboard can be used to cut and paste information from one program into another.

close To exit a dialog box, window, or application.

code page A table in *DOS* that defines which extended ASCII character set is used in a document. The different extended ASCII character sets apply to different languages.

codes Hidden markers that control how documents appear on the screen and at the printer. Most commands insert codes into a document. You can see these codes by choosing Reveal Codes.

command An instruction given to a computer to carry out a particular action.

command button A button in a dialog box that carries out a command such as Open, Close, Exit, OK, or Cancel. The selected command button is indicated by a different appearance, such as a dotted rectangle or another color.

compressed file A file that has been specially prepared to conserve disk space. WordPerfect is shipped with compressed files; you must run the install program before you can use them.

conversion A process by which files created in one application are changed to a format that can be used in another application.

CUA Common User Access. A set of terminology, keystrokes, and commands designed by IBM to provide standardization among applications. WordPerfect comes with a keyboard that is CUA compliant.

current directory The directory at the end of the current directory path. It is the directory that is searched first for a requested file and where a file is stored if you don't specify a path.

cursor A symbol (usually a blinking horizontal or vertical bar) that designates the position on the screen where text or codes will be inserted or deleted. Compare with *mouse pointer*.

default A program's predetermined setting or action that takes effect unless specifically changed.

delimiter Most commonly used to refer to a character or code that marks the beginning or end of an item, such as a sentence, paragraph, page, record, field, or word. Also used in "dynamic delimiter" to refer to a character that expands to enclose part of an equation.

deselect To remove the X from a check box, or to remove a check mark from a menu item.

dialog box A means of communication with a program. A dialog box displays warnings and messages, and it lets you select and implement options by choosing appropriate command buttons.

dimmed The appearance of an icon, a command, or a button that cannot be chosen or selected.

directory An index of the names of a group of files and subdirectories. A directory can be divided into subdirectories. A root directory is the main directory of a disk. All other directories branch from the root.

display font Also called *screen font*. Font as it appears on the computer screen.

dither To combine several different colored pixels to create a new color.

document window The window in which documents are created or edited.

DOS Disk Operating System. Software that oversees disk I/O, video support, keyboard control, and internal commands. A computer needs a disk operating system to function.

DOS prompt The on-screen characters, such as C:\>, indicating that you can enter DOS commands or a program name.

double-click To press and release the mouse button twice in rapid succession.

drag To move text or an object by positioning the pointer on the item you want to move, pressing the mouse button, moving the mouse, then releasing the mouse button.

driver A set of commands used to run a peripheral device such as a printer or monitor. For example, .PRS files are drivers that instruct a printer on how to print a WordPerfect file. See also *printer driver*.

ellipsis A punctuation mark consisting of three successive periods (...). Choosing a menu item or command button with an ellipsis opens a dialog box.

entry field The area in a dialog box where you type text or where WordPerfect types text for you. The selection cursor must be in the entry field before you can begin to type.

expanded memory Specification for addressing more than 640K of memory. To access expanded memory, you need a special memory board or driver.

extended memory Random access memory that exceeds the DOS standard of one megabyte. It is built into the hardware of a 286 or 386 computer. It can be accessed with a memory management program like the one included with WordPerfect 6.0.

file A collection of information stored on disk under a single name. Documents, applications, conversions, and dictionaries are examples of files.

file extension The optional three-letter suffix following the period in a filename.

file format The arrangement and organizational pattern of the information in a file. The application under which a file was created will determine its format. Files created in one format are not accessible by another application unless they are converted to the proper format.

filename The name given to a text or graphics file, which a program uses to open and save a file. Format varies with different operating systems.

fixed-pitch font Also called *monospaced font*. A font that allocates the same amount of space for every character (for example, an "i" takes up as much horizontal space as a "w"). Compare with *proportionally spaced font*.

font A group of letters, numbers, and symbols with a common typeface. Fonts are described by name, appearance, and size, as in Helvetica Bold 10pt.

function keys A set of keys, usually labeled F1, F2, F3, and so forth, used by themselves or with Shift, Ctrl, and Alt keys to provide quick access to certain features in an application.

group A set of related options in a dialog box, often with its own subtitle.

handle An on-screen marker, usually a small black square, that lets you size and manipulate an object or item in a drawing. Handles appear around selected objects. To use a handle, drag it with the mouse. See also *drag*, *select*, and *size*.

Help A feature that gives you instructions and additional information on using the program.

help topic An explanation of a specific feature, dialog box, or task. Help topics usually contain instructions on how to use a feature, *pop-up terms* with glossary definitions, and related topics. You can access Help topics by choosing any command from the Help menu.

hexadecimal A numbering system based on 16 digits, used in computer programming as a convenient shorthand for working with binary numbers. These 16 values or states are numbered 0123456789ABCDEF. Each hexadecimal number can be presented as a four-bit code (0000 through 1111 in binary numbering).

highlight The change to a reverse-video appearance when a menu item is selected or area of text is blocked.

icon A small graphic image that represents a function, an object, or a pointer tool. Clicking on the icon will produce an action.

inactive window A window that is not currently being used. Its title bar changes appearance, and keystrokes and mouse actions do not affect its contents. An inactive window can be activated by clicking in it.

incrementing button A button in a dialog box that lets you specify program-selected amounts by clicking the mouse instead of typing numbers.

jump term Bolded words or phrases in Help. Double-clicking on a bolded word or phrase will immediately switch you to a cross-referenced help screen about that word or phrase. See also *pop-up term*.

kerning Altering the space between a pair of characters to give a uniform appearance.

key See *sort key*.

kilobyte (K) 1024 bytes of information or storage space.

landscape orientation The position of the page in which the long edge of the page runs horizontally.

language code A two-letter code that represents the language of files such as .LEX, .THS, .TRS, .ICR, and .DTL files.

leading The amount of white space between lines of type.

.LEX file The *main dictionary* file for use with Speller. The .LEX file may also contain hyphenation information.

link See *spreadsheet link*.

list box A box that displays a list of choices. When a list is too long to display all choices, it will have a scroll bar, so that you can view additional items.

macro A series of commands and keystrokes in a file that can be replayed by a few keystrokes or by a mouse click.

main dictionary The Speller dictionary provided with WordPerfect, or a compatible third-party dictionary.

megabyte (M) 1024 kilobytes (1,048,576 bytes) of information or storage space.

memory A computer's temporary data storage area. See also *RAM* and *ROM*.

menu A list of options displayed on-screen from which you can select a particular function or command.

menu bar The area at the top of a window containing headings for pull-down menu items.

message box A type of dialog box that appears with information, a warning, an error message, or a request for confirmation to carry out a command.

MIDI Musical Instrument Digital Interface. A format that allows communication of musical data between devices such as computers and synthesizers.

mnemonics Underlined, bolded, or colored letters on menu commands or dialog box options indicating keystroke access for that item or option.

modem Modulator/demodulator. A device that transmits digital computer data over telephone lines. Modems can be external or internal (built into the computer).

monospaced font Fonts that use the same amount of horizontal space for each character in the font (for example, an "i" takes up as much horizontal space as a "w"). Monospaced fonts are also referred to as fixed-pitch fonts. Compare with *proportionally spaced fonts*.

mouse button The part of the mouse that can be pressed (or "clicked") manually and that controls certain functions that may be customized to suit the user. WordPerfect documentation uses "mouse button" to mean the left button (button 1).

mouse pointer A symbol that indicates a position on screen as you move the mouse on your desk.

movement keys Keys on the keyboard that control cursor movement within a document. They include the arrow keys, Page Up, Page Down, Home, and End.

newspaper column Text flows down a column to the bottom of a page, then starts again at the top of the next column to the right.

open To start an application, to insert a document into a new document window, or to access a dialog box.

option A choice inside a dialog box.

option button See *radio button*.

outline family The number, bullet, or heading in the outline item where the cursor is located, the text in the outline item, and all items in subordinate levels beneath the item, including body text.

palette A group of color selections in a dialog box or, in the Equation Editor, several groups of commands and symbols that can be inserted into an equation.

parallel column Text grouped across the page in rows. The next row starts below the longest column of the previous row.

parallel interface An interface in which several bits of information (usually 1 byte) are transmitted simultaneously.

parallel printer A printer that accepts information by way of a parallel interface.

parameter A variable used with a command to indicate a specific value or option. For example, startup options for a program contain parameters, or arguments, that indicate how the program will run.

path The “address” that tells a computer where to locate a directory or file on a disk or network. A path includes the drive, the root directory, and any subdirectory names that branch from the root directory.

pitch The number of monospaced characters printed per linear inch.

pixel Short for “picture element.” A pixel is the smallest dot that can be represented on a screen or in a paint (bitmap) graphic.

point To move the mouse until the tip of the mouse pointer rests on an item.

point size Unit of measure commonly used to indicate font sizes. One point equals 1/72”.

pointer See *mouse pointer*.

pop-up list A list of options that appears when a pop-up button is selected. Most pop-up buttons are marked by double arrows or triangles and display mutually exclusive options. The button itself shows the selected option. Other pop-up lists, marked by single arrows or triangles, show the feature name rather than the selected option.

pop-up term A box that appears when you click on an underlined word in a Help topic. Pop-ups contain additional information or glossary definitions.

port A connection device between a computer and another component, such as a printer or modem. For example, a printer cable is plugged into the printer port on the computer so information can be sent to the computer.

portrait orientation The position of the page in which the long edge of the page runs vertically.

print queue The list of print jobs waiting to be sent to a particular printer.

printer definition A file that contains instructions for a program (like WordPerfect) to format printed pages on a particular printer. Also known as a *printer driver*.

printer driver The software that enables a program to communicate with the printer so that the program's information can be printed. WordPerfect printer drivers are identified by a .PRS file extension. See also *driver*.

program Software designed for a certain use, such as word processing, electronic mail, or spreadsheet entries. Sometimes called an *application*.

proportionally spaced font Also called a variable-pitch font. Fonts that vary the amount of horizontal space used by characters in the font (for example, the letter "i" usually gets less space than the letter "w"). Compare with *monospaced fonts*.

.PRS file A file that contains the printer definition and a complete description of a print station (printer, sheet feeder, fonts, and forms). A .PRS file is created from a .ALL file when a printer is selected.

radio button One of a set of buttons found before options in a dialog box. Only one radio button in a set can be selected at a time.

RAM Random Access Memory. The working space or temporary storage area for the program you are using and the document on your screen. RAM is erased when the power is turned off.

remap Reassign keys on the computer's keyboard. In WordPerfect, the keys can be reassigned to type characters or perform actions other than the defaults provided by the computer manufacturer.

ROM Read Only Memory. The part of a computer's main memory that contains the basic programs that run the computer when it is turned on. ROM cannot be erased.

root directory The fundamental directory of a disk, created when the disk is formatted.

scalable font A font that can be printed in virtually any point size, depending on the limits of the software and printer used.

screen font Also known as a *display font*. A font, usually rendered in low-resolution, that mimics a printer font.

scroll To move the cursor through a document or list that extends beyond the screen display.

scroll bar The bars on the right side and bottom of the window that let you move vertically and horizontally through a document, list, or graphic by clicking on the scroll arrows or dragging the scroll box.

select To identify a command or option (from menus or dialogs) to be applied to an object or block of text. Compare with *choose*.

selection cursor The highlighted text, dotted rectangle, or cursor that shows you where the next keystroke or mouse action will apply in a dialog box or window.

serial interface An interface in which information is transmitted one bit at a time. See also *parallel interface*.

serial printer A printer that accepts information from the computer by way of a serial interface. See also *parallel printer*.

shortcut key A keystroke or keystroke combination that gives you quick access to a WordPerfect feature.

size To change the size of a selected object by dragging the corner and sizing handles that surround it.

sizing handle The small solid squares that appear on the borders of a graphics box or a graphics line that has been selected. You can drag these handles to size the box and its contents.

soft font A font file that is located in a file on a disk. When the printer is switched on, soft font files must be copied (downloaded) from the disk to the printer's memory.

sort key Words, fields, or phrases that are used to define criteria in sorting specific items in a document.

spreadsheet A grid made up of columns and rows that contain data or formulas often used for financial planning, cost estimating, and other accounting tasks.

spreadsheet import To copy information from a spreadsheet file into a WordPerfect document one time only. Compare with *spreadsheet link*.

spreadsheet link A connection from a spreadsheet file into a WordPerfect document. It lets you transfer information from the spreadsheet into the document. You can update the transferred information as often as necessary to reflect changes made in the spreadsheet file.

status line The line at the bottom of a document window that shows information such as the document number, page, line, and vertical and horizontal position of the cursor.

submenu An additional list of menu items opening from a single menu item.

supplemental dictionary A dictionary created and personalized by the user. Supplemental dictionaries include words and phrases not found in the *main dictionary*.

syntax The rules for organizing elements in an operation. For example, macro commands require a specific syntax or organization for them to function properly.

temporary file A file that a program creates when it is running. Temporary files are deleted when the program is exited properly. For example, WordPerfect creates temporary overflow and backup files.

text box A type of graphics box that can be used for placing and rotating text.

text file A file saved in ASCII file format. It contains text, spaces, and returns, but no formatting codes.

tile A display format for open windows. Tiled windows are displayed side by side, with no window overlapping any other window. Compare with *cascade*.

toggle A term used to refer to something (like a feature) that turns on and off with the same switch (like a keystroke).

variable-pitch font Also called *proportionally spaced font*. A font that varies the amount of space used by each character. Compare with *monospaced font*.

wildcard Character used to replace one character (?) or any number of characters (*) in a search string. These two characters are conventions in most applications.

window A method of displaying a document so that many of its elements appear graphically and many features are immediately available as on-screen choices. The place where you type your documents is called a *document window*.

.WPG WordPerfect graphic. A file extension added to images in WordPerfect Corporation's graphic image format.

WYSIWYG What You See Is What You Get. Refers to a computer screen display that approximates the printed page, showing fonts and graphics in correct proportions.

zoom To expand or reduce the image of a document or graphic on the screen. Zooming does not change the actual size of the text or graphics.

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