

Originally Processed With FOIA(s):

FOIA Number:

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# FOIA MARKER

**This is not a textual record. This is used as an administrative marker by the George Bush Presidential Library Staff.**

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**Record Group/Collection:** George H.W. Bush Presidential Records  
**Collection/Office of Origin:** Speechwriting, White House Office of  
**Series:** Davis, Mark, Files  
**Subseries:** Subject File, 1989-1991

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**OA/ID Number:** 13871  
**Folder ID Number:** 13871-006

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**Folder Title:**  
George Bush Speeches-WordPerfect 5.0 Reference Guide

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Stack:	Row:	Section:	Shelf:	Position:
<b>G</b>	<b>19</b>	<b>2</b>	<b>6</b>	<b>4</b>

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## Macros

### Creating Macros:

1. Begin creating the macro by pressing Ctrl + F10 key.
2. A message appears: Define Macro:

This message means that you should name the macro.

- a. A name two to eight chars. in length

or

- b. Press Alt and a single letter A to Z.

Be careful not to press these keys too hard or you may create a macro that loops back on itself continuously.

3. Enter a macro description. This is used to identify the macro. You can type up to 39 characters.
4. Macro Define blinks on the screen. At this point keystrokes that are typed are recorded in the macro. Type the keystrokes you want in the macro.
5. Turn macro creation off the same way you turned it on, with Ctrl + F10.
6. Macros save themselves automatically to the default drive/directory to be used repeatedly. You can change where your macros are stored by selecting Location of the Auxiliary Files in the Setup menu.

**NOTE:** You can define and invoke macros using full pathnames (e.g. a:\memo, c:\mary\memo). This is useful if you want to save macros and invoke them from directories other than the macro/keyboard directory.

7. Macros can be seen using F5, List Files. All macros have the extension .WPM.
8. To delete a macro, just delete it in List Files as you would delete any other file.

### **Using Macros:**

1. Use of a macro is dependent upon how it was named.
  - a. If the macro has a two to eight character name, press Alt + F10. Type the name and press Enter.
  - b. If the macro was created using Alt and a single character A to Z, simply press Alt and then the character.
2. The macro automatically runs until the end of the macro.

### **Creating Macros with Pauses for Keyboard Input:**

1. Press the Ctrl + F10 key to start creating the macro.
2. Name the macro.
3. Start recording the keystrokes that you want to save. At the point where you want to insert a pause, press the Ctrl + PgUp key and select (1) Pause. Press the Enter key to end the pause statement. Be sure to include spacing or punctuation marks after you have pressed the Enter key. Continue typing the remainder of the information.
5. When finished with the macro, turn off creation of the macro with Ctrl + F10.

### **Using a Macro with Pause:**

1. The macro will execute to the point where a pause statement exists. At that point, type in the information you want inserted.
2. Press Enter after the keyboard input to cause the Macro to proceed further.

### **Stopping a Macro:**

You can press Cancel to stop a macro while it is running. If you include a search in a macro, the macro stops when it can no longer find the search text. A macro also stops if an error is detected.

### **Repeating a Macro:**

You can use the Escape key to repeat a macro a specific number of times.

1. Press Escape (Esc).
2. Type the number of times you want the macro repeated.
3. Press Macro (Alt + F10).
4. Enter the macro name.

### **Chaining Macros:**

You can chain macros. When one macro finishes the next macro starts.

1. Press Macro Define to begin defining macro A.
2. Enter a for the macro name, then enter a macro description.
3. Type the keystrokes for macro A.
4. Press Macro (Alt + F10), then enter b for the macro name.
5. Press Macro Define to end defining macro A.
6. If you have not already done so, define macro B.

If you want to chain an Alt macro, you must first press Macro (Alt + F10), then the Alt macro key.

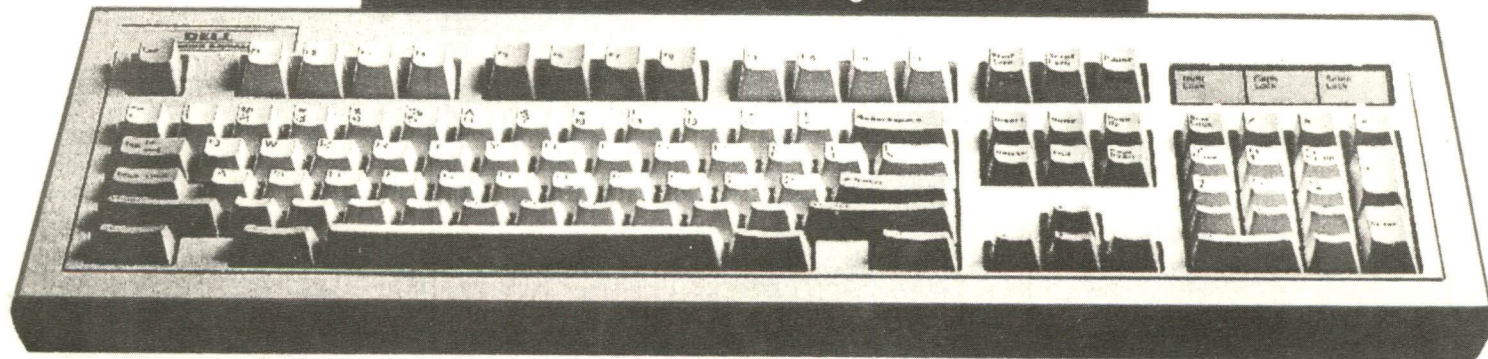
### **Nesting Macros:**

You can use Alt macros to nest a macro inside another macro. You do this by pressing Alt, then the letter of the macro while you are defining another macro. WordPerfect executes the nested macro at the point it is inserted.



**WORDPERFECT 5.0**  
**QUICK REFERENCE GUIDE**

Office of Administration  
Information Resources Management Division



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## **BLOCK**

Press the Alt + F4 or the F12 key to turn blocking on, then using the arrow keys, highlight the block of text. The Block feature is used to define portions of text for use with other features, including: Bold, Delete, Flush Right, Font, Format, Macro, Mark Text, Move, Print, Replace, Save, Search, Sort, Spell, Style, Switch, Text In/Out and Underline.

## **BOLD**

Press the F6 key to turn on the Bold feature. After typing the text press F6 again to turn Bold off. To bold existing text, place the cursor at the beginning of the text you want bolded. Press Alt + F4 to turn Block On, then highlight the text with your cursor key. Press F6 to bold the highlighted text.

## **CANCEL**

Pressing the F1 key cancels you out of any feature that displays a message on the status line.

## **CASE CONVERSION**

In order to switch from Uppercase to Lowercase or Lowercase to Uppercase you must turn block on by pressing the Alt + F4 or the F12 key and highlight the block of text to be converted. Once you have highlighted the block of text, press Shift + F3 and select (1) Uppercase or (2) Lowercase.

**NOTE:** If you select to switch to lowercase, WP will keep the first letter of the sentence, after a period (.), in Uppercase.

## **CENTER**

To center text between margins move the cursor to the left margin and press Shift + F6. This will move the cursor to the center of the line. Press Enter to end centering. To center an existing line of text move the cursor to the beginning of the text, press Shift F6.

To center a page top to bottom, press Format and select (2) for Page. Select (1) for Center Page. Your cursor must be at the top of the page, to the left of all text and codes.

## **COPY**

Make sure your cursor is placed at the beginning of the text to be moved. Press the Ctrl + F4 key to display the MOVE menu. (1) Select Move Sentence, (2) Move Paragraph, or (3) Move Page. WP highlights the data based on your selection. Then select (2) Copy. Move the cursor to the position you want the text copied to and press Enter.

To copy other than a sentence, paragraph or page, use block to highlight the text. Press Ctrl + F4 and select (1) Block and highlight the text to be copied. Then select (2) Copy. Move the cursor to the position you want the text copied to and press Enter.

## **CURSOR MOVEMENT KEYS**

Left Edge of Screen  
Right Edge of Screen  
Top of Screen  
Bottom of Screen  
Beginning of Document  
End of Document  
Top of Next Page  
Down "N" number of lines  
Up "N" number of lines  
Movement By Word

## **PRESS**

Home, Left Arrow  
Home, Right Arrow  
Home, Up Arrow  
Home, Down Arrow  
Home, Home, Up Arrow  
Home, Home, Down Arrow  
Page Down  
Esc (number) Down Arrow  
Esc (number) Up Arrow  
Hold down the CTRL Key and press the correct arrow key.)

## **DATE**

The Date feature automatically inserts the current date or the date and time into your document as text or as a function code. The function code will automatically revise the date each time the document is retrieved. Press Shift + F5 to display the Date/Outline menu. Select (1) Date Text to insert the date at the cursor position, or to have the date inserted as a code, select (2) Date Code.

## **DELETE** (see also *Undelete to retrieve deleted text*)

- From Cursor Forward:** Pressing the Delete key deletes the character the cursor is on. Or see Block of Text below.
- From Cursor Backward:** The Backspace key deletes text to the left of the cursor. It can also be used with Block like the Del key, see above.
- Block of Text:** Highlight the text using block. After blocking text press the delete key and respond y when asked Delete Block?
- Document:** Press F5 to list files. Highlight the file that you wish deleted and press (2) Delete. Then press y to delete the file.
- Hard Page Break:** Turn on reveal codes, and place your cursor on the hard page code ( [H Pg.] ). Then press the delete key.
- To End of Line:** CTRL + End will delete from the current cursor position to the end of the line.
- To End of Page:** CTRL + PgDn will allow you to delete from the cursor to the end of the page.
- Word:** To delete a word place the cursor either on the word or on the space after the word and press the CTRL + Backspace key.

## **EXIT**

The Exit feature (F7) allows you to exit WordPerfect after saving the current document or clears your screen to work on a new document. Press F7. You will be asked if you want to save the current document. If you respond yes you are asked either to enter a name, or if it is a document that has been retrieved, the system asks you to verify the same name. Then you are asked if you want to replace the old document. After saving you are asked if you would like to exit Word Perfect.

## **FORMAT**

To change a format setting, move the cursor to the position where you want to change the settings and press Shift + F8 to display the Format menu. Select (1) Line, (2) Page, (3) Document, or (4) Other to display a list of format options. Select the desired format option and enter the change on the next menu screen. Then press (F7) Exit to return to the document.

## **GO TO**

To go to a specific page in a document press CTRL + Home and type the page number and press Enter.

## **HELP**

When typing or editing a document, you can press the F3 key to display information about a Word Perfect feature. Type a letter from (A-Z) to display a list of all features beginning with that letter. Press the indicated key combination to bring up the help screen for that feature. To exit help, press the Enter key or space bar.

## **INDENT**

Pressing the F4 key indents the current line and all subsequent lines to the next tab stop, until Enter is pressed.

## **LIST FILES**

List files (F5) displays the names of the documents in a directory. You can then perform such tasks as retrieving, deleting, renaming, printing, or copying a file by highlighting the file name and selecting the desired menu option at the bottom.

## **MOVE**

Press the Ctrl + F4 key to display the Move menu. Select (1) Move Sentence, (2) Move Paragraph, or (3) Move Page. WP highlights the data based on your selection. Then select (1) Move. Move the cursor to the position you want the text moved to and press Enter.

To move other than a sentence, paragraph or page, use block to highlight the text. Press Ctrl + F4 and select (1) Block. Then select (1) Move. Move the cursor to the position you want the text moved to and press Enter.

## **PAGE BREAKS**

To insert a Hard Page Break, move the cursor to the position you want the page to start, then press Ctrl + Enter.

## **PAGE NUMBERING**

To insert page numbering into a document, move the cursor to the beginning of the document or page. Press Shift + F8. Select (2) Page, then select (7) Page Numbering to display the Format: Page Numbering screen. Select an option for page number position, then press F7 to exit.

To insert page numbering into a document, move the cursor to the beginning of the document or page. Press Shift + F8. Select (2) Page, then select (7) Page Numbering to display the Format: Page Numbering screen. Select an option for page number position, then press F7 to exit.

To insert page numbers with dashes or other text into your document, create a Header or Footer. Move the cursor to the beginning of the document or page. Press Shift + F8. Select (2) Page, then type either (3) for Header or (4) for Footer. Select (1) for Header or Footer A, then type (2) Every Page. If you want a centered page number, press Shift + F6. Then type the desired text or dashes and press Ctrl + B at the position where you would like the automatic page number to be inserted. Press F7 twice to return to your document.

To insert page numbers with dashes or other text into your document, create a Header or Footer. Move the cursor to the beginning of the document or page. Press Shift + F8. Select (2) Page, then type either (3) for Header or (4) for Footer. Select (1) for Header or Footer A, then type (2) Every Page. If you want a centered page number, press Shift + F6. Then type the desired text or dashes and press Ctrl + B at the position where you would like the automatic page number to be inserted. Press F7 twice to return to your document.

To use other than the system page number, press Shift + F8. Select (2) Page, then select (6) New Page Number. Enter the desired number, then press Enter. Press F7 to return to the document.

## **PRINT**

To print a document from the screen or from a disk, press the Shift + F7 key and select (1) Full Document, (2) Page or (3) Document on Disk.

## **REPLACE**

Press Alt + F2 to perform a Global Search and Replace for a word, phrase, or WordPerfect code with another word, phrase or code within a document or block of text. At the "w/Confirm?" prompt, type "Y" to confirm each replacement or type "N" to have WordPerfect replace every occurrence without stopping to confirm. After typing the text you want to search for, press Alt + F2 again and enter the replacement text. Then press Alt + F2 once more to begin the replacement process.

**NOTE:** Lowercase letters will be matched with either upper or lowercase characters, but uppercase will only match uppercase.

## **RETRIEVE**

Press Shift + F10 and type the file name of the document you want to retrieve. Then press Enter. Also see List Files above.

## **REVEAL CODES**

Pressing the F11 key (or Alt + F3) displays the control codes or special symbols that are inserted into your text. To exit Reveal Codes press the F11 key (or Alt + F3) again.

## **SAVE**

Pressing the F10 key saves your document without exiting, either using a new or the current name.

## **SEARCH FORWARD OR BACKWARDS**

Pressing the F2 Function key performs a Search from the cursor forward. Pressing Shift + F2 searches from the cursor backwards. Type the characters and/or codes you want to find and press F2 again. Pressing F2 followed by F2 again continues the same search.

**NOTE:** Lowercase letters will be matched with either upper or lowercase characters but uppercase will only match uppercase.

## **SHELL (DOS)**

Pressing Ctrl + F1 then number 1 exits you to DOS from Wordperfect. Type "exit" to return to WordPerfect.

## **SPACE (Required)**

Press Home + Space Bar.

## **SPELL**

It's best to save your document before beginning the spell check. Pressing the Ctrl + F2 key to display the Spell menu. Select (1) Word or (2) Page to check the word or page on which the cursor is located, or select (3) Document to check the entire document. When Spell-check stops and highlights a word, use the menu at the bottom of the screen to make any corrections.

## **THESAURUS**

Place your cursor on the desired word, then press Alt + F1 to display alternate choices for that word. If you find a word in the listing that you want to substitute within your document, type (1) Replace Word, then type the letter preceding the selected word. Use the cursor keys to move from one column to another within the Thesaurus listing.

## **UNDELETE**

WP saves your three most recent deletions. To restore, move the cursor to the position you want the deleted text inserted. Press (F1) Cancel to display the undelete menu. Select (1) Restore to restore the most recently deleted text, which will be highlighted. If this is not the text you want restored, select (2) Previous deletion until the correct text is displayed, then press (1) Restore.

## **UNDERLINE**

To underline text, press the F8 key and type the text you want to underline. Press the F8 key again to turn it off. To underline existing text, place the cursor at the beginning of the text you want underlined and press ALT + F4 or F12 to turn Block On. Highlight the text to be underlined and press the F8 key.

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Rev: January 31, 1989

**Block:**

Press the Alt + F4 or F12 key to turn blocking on then, using the arrow keys, highlight the block of text. The Block feature is used to define portions of text for use with other features, including: Bold, Center, Delete, Flush Right, Font, Format, Macro, Mark Text, Move, Print, Replace, Save, Search, Shell, Sort, Spell, Style, Switch, Text In/Out and Underline.

**Bold:**

Press the F6 key to turn on the Bold feature. After typing the text Press F6 again to turn Bold off. To bold existing text, place the cursor at the beginning of the text you want Bold and press Alt + F4 or F12 to turn Block On and highlight the text with your cursor key. Press F6 to bold the highlighted text.

**Cancel:**

Pressing the F1 key, cancels you out of any feature that displays a message on the status line. It is also used to restore deleted text. See Undelete.

**Case Conversion:**

In order to switch from Uppercase to Lowercase or Lowercase to Uppercase you must turn block on by pressing the Alt + F4 or F12 key and highlight the block of text to be converted. Once you have highlighted the block of text, press Shift + F3 key and select 1) Uppercase or 2) Lowercase.

NOTE: If you select to switch to lowercase, WP will keep the first letter of the sentence, after a period (.), in Uppercase.

**Center:**

To center text between margins move the cursor to the left margin and press Shift + F6 to move the cursor to the center of the line and type. Press Enter to end centering. To center an existing line of text move the cursor to the beginning of the text, press Shift F6, then press the Down Arrow key.

To center a page top to bottom on a page press Format and select 2) for Page. Select 1) for Center Page. Your cursor must be at the top of the page, to the left of all text and codes.

**Copy:**

Press the Ctrl + F4 key to display the MOVE menu. Select Move Sentence (1), Move Paragraph (2), or Move Page (3). WP highlights the data based on your selection. Then select Copy (2). Move the cursor to where you want the text copied and press Enter.

To copy other than a sentence, paragraph or page, use block to highlight the text. Press Ctrl + F4 and select (1) Block. Then select Copy (2). Move the cursor to where you want the text copied and press Enter.

### Cursor Movement Keys

Left Edge of Screen	Home, Left Arrow
Right Edge of Screen	Home, Right Arrow
Top of Screen	Home, Up Arrow
Bottom of Screen	Home, Down Arrow
Beginning of Document	Home, Home, Up Arrow
End of Document	Home, Home, Down Arrow
Top of Next Page	Page Down
Down "N" number of lines	Esc (number) Down Arrow
Up "N" number of lines	Esc (number) Up Arrow
Movement By Word	Hold down CTRL and press the correct arrow key.)

### Date:

The Date feature automatically inserts the current date or the date and time into your document as text or as a function code. The function code is automatically updated each time the document is revised. Placing the cursor where you want the date inserted, press Shift + F5 key to display the Date/Outline menu. Select Date Text (1) to insert the data at the cursor position. To have the date inserted as a code Select Date Code (2).

**Delete:** (see also Undelete to retrieve deleted text)

**From Cursor Forward:** The Del key works rather rapidly deleting from the cursor forward. Or you can block the text, press the Delete key and respond Y when asked Delete Block?.

**From Cursor Backward:** The Backspace key deletes text to the left of the cursor. It can also be used with Block like the Del key, see above.

**Block of Text:** Highlight the text using block. Press Ctrl + F4. Select (1) Block, then (3) Delete.

**Document:** Press F5 to list files. Select file that you wish deleted and press (2) Delete. Then press y to delete the file.

**Hard Page break:** To delete a page break place the cursor before the equal signs and press the Del key if the cursor is above the equal signs or press the Backspace key if the cursor is below them. Note that Soft Page Breaks, those created by automatic pagination cannot be deleted. They move with editing and can be overridden with

move with editing and can be overridden with Hard Breaks, Block Protects and Conditional End of Page.

**To End of Line:** CTRL-End will delete from the current cursor position to the end of the line.

**To End of Page:** CTRL-PgDn will offer the chance to delete from the cursor to the end of the page.

**Word:** To delete a word place the cursor either on the word or on the space after the word and press the CTRL + Backspace key.

**Exit:**

The Exit feature (F7) allows you to exit WordPerfect after saving the current document or clears your screen to work on a new document. Press F7. You will be asked if you want to save current document. If you say yes you are asked either to enter a name or, if it is a document that already has a name, verifies you want to use the same name. Then you are asked if you want to replace old document. Type "Y" if you want to replace the old version with the copy on your screen. Change the name of the document if you do not wish to lose the old version. After saving you are asked if you would like to exit Word Perfect. Type "N" to clear you screen. Type "Y" to exit the program.

**Format:**

To change a format setting move the cursor to the place in your document where you want to change the settings and press Shift + F8 key to display the Format menu. Select Line (1), Page (2), Document (3), or Other (4) to display a list of format options. Select the desired format option and enter the change on the next menu screen. Then press Exit (F7) to return to the document.

**Go To:**

To go to a specific page in a document press CTRL + Home and type the page number you want to view.

**Help:**

When typing or editing a document, you can press the F3 key to display information about a Word Perfect feature. Type a letter from (A-Z) to see a list of all features beginning with that letter. Then select what you need according to the directions.

**Indent:**

Pressing the F4 key indents the current line and all subsequent lines to the next tab stop, until Enter is pressed.

**List Files:**

List files (F5) lets you display the names of the documents in a directory. You can perform such tasks as retrieving, deleting, renaming, printing, or copying a file. It can also be used to change directories.

**Move:**

Pressing the Ctrl + F4 key to display the Move menu. Select Move Sentence (1), Move Paragraph (2), or Move Page (3). WP highlights the data based on your selection. Then select (1) Move. Move the cursor to where you want the text moved and press Enter.

To move other than a sentence, paragraph or page, use block to highlight the text. Press Ctrl + F4 and select (1) Block. Then select (1) Move. Move the cursor to where you want the text moved and press Enter.

**Page Breaks:**

To insert a Hard Page Break, move the cursor to the where you want the page to start, then press Ctrl + Enter.

**Page Numbering:**

To create page numbers with dashes or other text use a Header or a Footer. Move cursor to the beginning of the document or page. Press Shift + F8. Select (2) Page, then select 3) for a Header or 4) for a Footer. Position the cursor where the text and number should be printed on the line, type the text and press CTRL B to insert the automatic page number. Press twice F7 to exit.

To insert a plain page, move cursor to the beginning of the document or page. Press Shift + F8. Select (2) Page, then select (7) Select Page Numbering to display the Page Number Position menu and select an option for location of the page number. Press F7 to exit.

To use other than the system page number press Shift + F8. Select (2) Page, then select (6) New Page Number. Enter the number you want to appear. Press F7 to exit.

To turn page numbering off for one page, press Shift F8, select 2) for page and 9) to suppress for the current page. On the suppress menu, select the item to be suppressed and type "Y". Press Enter and then F7 to return to your document.

**Print:**

To print a document from the screen or from disk press the Shift + F7 key and select (1) full document, (2) page or (3) document on disk.

**Replace:**

Pressing the Alt + F2 key performs a Global/Search and Replace on a word, phrase, or Word Perfect code with another word, phrase or WordPerfect code in a document or block of text. You must type y to confirm each replacement or type n to have WordPerfect replace every occurrence without stopping to confirm. Pressing the Up Arrow key searches backward from the cursor position and pressing the Down Arrow key replaces forward from the cursor position.

NOTE: lowercase letters will be matched with either upper or lowercase characters, but uppercase will only match uppercase.

**Retrieve:**

Press Shift + F10 and enter the file name of the document you want to retrieve.

Or, press List Files F5, Enter. Move your cursor to highlight the name of the document to be retrieved and type 1 to retrieve the document.

**Reveal Codes:**

Pressing the F11 key or Alt F3 displays the control codes or special symbols that are inserted into your text. To leave Reveal Codes, press F11 or Alt F3 again.

**Save:**

Pressing the F10 key saves your document, either using a new or the current name without exiting the document.

**Search Forward or Backwards:**

Pressing the F2 Function key performs a Search from the cursor forward or pressing Shift + F2 searches from the cursor backwards. Type the characters and/or codes you want to find and press Enter. Press F2 followed by Enter continues the same search.

NOTE: Lowercase letters will be matched with either upper or lowercase characters but uppercase will only match uppercase.

**Shell:**

Pressing the Ctrl + F1 key returns you to DOS, within Wordperfect, to enter a DOS command. Type exit to return to WordPerfect.

**Space (Required):**

To keep two words together, press Home, then Space Bar (instead of the space bar) to create a space.

**Spell:**

It's best to save your document before beginning the spelling check. (Use the F10 Save to keep your document on the screen.) Pressing the Ctrl + F2 key displays the Speller menu. Select Word (1) or Page (2) to check the word or page on which the cursor is located, or select Document (3) to check the entire document. When the Speller stops and highlights a word, use the menu in the lower-half of the screen to make any corrections.

**Thesaurus:**

When you press the Alt + F1 key when the cursor is on a word, displays several alternatives for that word. Once you have found the word in the Thesaurus that you want to substitute for the word in your document, use your arrow keys to move the Reference menu so that the letters are bolded in the correct column where the word is listed. Select (1) Replace Word and type the bolded letter next to the selected word.

**Undelete:**

WP saves your three most recent deletions. To restore, move the cursor to the place you want the deleted text inserted. Press Cancel (F1) to display the undelete menu. Select Restore (1) to restore the most recently deleted text, which will be highlighted. If this is not the text you want restored, select (2) Previous deletion until the correct text is displayed, then press (1) Restore.

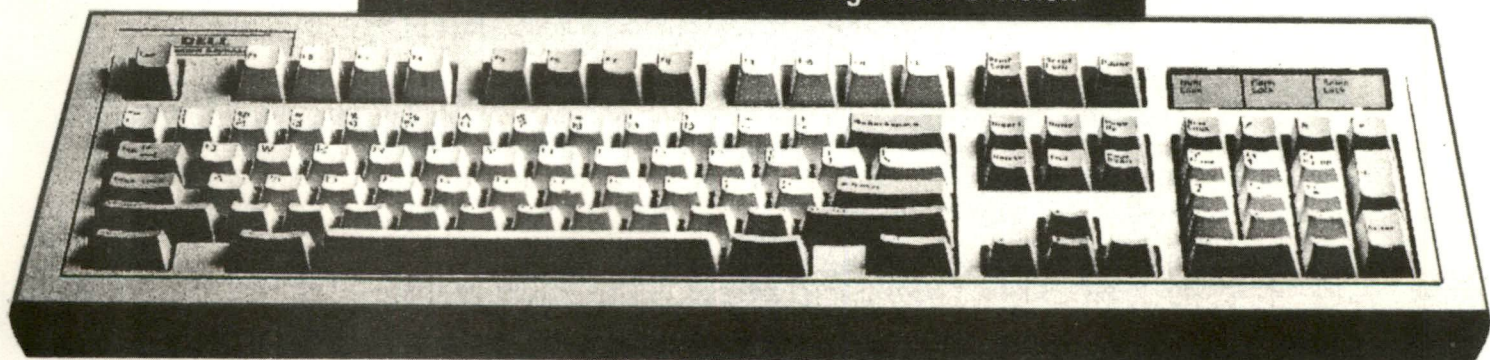
**Underline:**

To underline text press the F8 key and type the text you want to underline. After typing the last character of what you want underlined press the F8 key again to turn it off. To underline existing text, place the cursor at the beginning of the text you want underlined and press Alt + F4 or F12 to turn Block On and highlight the text. Then press the F8 key.



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Information Resources Management Division



**WORDPERFECT 5.0**  
**QUICK REFERENCE GUIDE**

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## **BLOCK**

Press the Alt + F4 or the F12 key to turn blocking on, then using the arrow keys, highlight the block of text. The Block feature is used to define portions of text for use with other features, including: Bold, Delete, Flush Right, Font, Format, Macro, Mark Text, Move, Print, Replace, Save, Search, Sort, Spell, Style, Switch, Text In/Out and Underline.

## **BOLD**

Press the F6 key to turn on the Bold feature. After typing the text press F6 again to turn Bold off. To bold existing text, place the cursor at the beginning of the text you want bolded. Press Alt + F4 to turn Block On, then highlight the text with your cursor key. Press F6 to bold the highlighted text.

## **CANCEL**

Pressing the F1 key cancels you out of any feature that displays a message on the status line.

## **CASE CONVERSION**

In order to switch from Uppercase to Lowercase or Lowercase to Uppercase you must turn block on by pressing the Alt + F4 or the F12 key and highlight the block of text to be converted. Once you have highlighted the block of text, press Shift + F3 and select (1) Uppercase or (2) Lowercase.

**NOTE:** If you select to switch to lowercase, WP will keep the first letter of the sentence, after a period (.), in Uppercase.

## **CENTER**

To center text between margins move the cursor to the left margin and press Shift + F6. This will move the cursor to the center of the line. Press Enter to end centering. To center an existing line of text move the cursor to the beginning of the text, press Shift F6.

To center a page top to bottom, press Format and select (2) for Page. Select (1) for Center Page. Your cursor must be at the top of the page, to the left of all text and codes.

## **COPY**

Make sure your cursor is placed at the beginning of the text to be moved. Press the Ctrl + F4 key to display the MOVE menu. (1) Select Move Sentence, (2) Move Paragraph, or (3) Move Page. WP highlights the data based on your selection. Then select (2) Copy. Move the cursor to the position you want the text copied to and press Enter.

To copy other than a sentence, paragraph or page, use block to highlight the text. Press Ctrl + F4 and select (1) Block and highlight the text to be copied. Then select (2) Copy. Move the cursor to the position you want the text copied to and press Enter.

## **CURSOR MOVEMENT KEYS**

Left Edge of Screen  
Right Edge of Screen  
Top of Screen  
Bottom of Screen  
Beginning of Document  
End of Document  
Top of Next Page  
Top of Previous Page  
Down "N" number of lines  
Up "N" number of lines  
Movement By Word

## **PRESS**

Home, Left Arrow  
Home, Right Arrow  
Home, Up Arrow  
Home, Down Arrow  
Home, Home, Up Arrow  
Home, Home, Down Arrow  
Page Down  
Page Up  
Esc (number) Down Arrow  
Esc (number) Up Arrow  
Hold down the CTRL Key and press the correct arrow key.)

## **DATE**

The Date feature automatically inserts the current date or the date and time into your document as text or as a function code. The function code will automatically revise the date each time the document is retrieved. Press Shift + F5 to display the Date/Outline menu. Select (1) Date Text to insert the date at the cursor position, or to have the date inserted as a code, select (2) Date Code.

## **DELETE** (see also *Undelete to retrieve deleted text*)

- From Cursor Forward:** Pressing the Delete key deletes the character the cursor is on. Or see Block of Text below.
- From Cursor Backward:** The Backspace key deletes text to the left of the cursor. It can also be used with Block like the Del key, see above.
- Block of Text:** Highlight the text using block. After blocking text press the delete key and respond y when asked Delete Block?
- Document:** Press F5 to list files. Highlight the file that you wish deleted and press (2) Delete. Then press y to delete the file.
- Hard Page Break:** Turn on reveal codes, and place your cursor on the hard page code ( [H Pg.] ). Then press the delete key.
- To End of Line:** CTRL + End will delete from the current cursor position to the end of the line.
- To End of Page:** CTRL + PgDn will allow you to delete from the cursor to the end of the page.
- Word:** To delete a word place the cursor either on the word or on the space after the word and press the CTRL + Backspace key.

## **EXIT**

The Exit feature (F7) allows you to exit WordPerfect after saving the current document or clears your screen to work on a new document. Press F7. You will be asked if you want to save the current document. If you respond yes you are asked either to enter a name, or if it is a document that has been retrieved, the system asks you to verify the same name. Then you are asked if you want to replace the old document. After saving you are asked if you would like to exit Word Perfect.

## **FORMAT**

To change a format setting, move the cursor to the position where you want to change the settings and press Shift + F8 to display the Format menu. Select (1) Line, (2) Page, (3) Document, or (4) Other to display a list of format options. Select the desired format option and enter the change on the next menu screen. Then press (F7) Exit to return to the document.

## **GO TO**

To go to a specific page in a document press CTRL + Home and type the page number and press Enter.

## **HELP**

When typing or editing a document, you can press the F3 key to display information about a Word Perfect feature. Type a letter from (A-Z) to display a list of all features beginning with that letter. Press the indicated key combination to bring up the help screen for that feature. To exit help, press the Enter key or space bar.

## **INDENT**

Pressing the F4 key indents the current line and all subsequent lines to the next tab stop, until Enter is pressed.

## **LIST FILES**

List files (F5) displays the names of the documents in a directory. You can then perform such tasks as retrieving, deleting, renaming, printing, or copying a file by highlighting the file name and selecting the desired menu option at the bottom.

## **MOVE**

Press the Ctrl + F4 key to display the Move menu. Select (1) Move Sentence, (2) Move Paragraph, or (3) Move Page. WP highlights the data based on your selection. Then select (1) Move. Move the cursor to the position you want the text moved to and press Enter.

To move other than a sentence, paragraph or page, use block to highlight the text. Press Ctrl + F4 and select (1) Block. Then select (1) Move. Move the cursor to the position you want the text moved to and press Enter.

## **PAGE BREAKS**

To insert a Hard Page Break, move the cursor to the position you want the page to start, then press Ctrl + Enter.

## **PAGE NUMBERING**

To insert page numbering into a document, move the cursor to the beginning of the document or page. Press Shift + F8. Select (2) Page, then select (7) Page Numbering to display the Format: Page Numbering screen. Select an option for page number position, then press F7 to exit.

To insert page numbering into a document, move the cursor to the beginning of the document or page. Press Shift + F8. Select (2) Page, then select (7) Page Numbering to display the Format: Page Numbering screen. Select an option for page number position, then press F7 to exit.

To insert page numbers with dashes or other text into your document, create a Header or Footer. Move the cursor to the beginning of the document or page. Press Shift + F8. Select (2) Page, then type either (3) for Header or (4) for Footer. Select (1) for Header or Footer A, then type (2) Every Page. If you want a centered page number, press Shift + F6. Then type the desired text or dashes and press Ctrl +B at the position where you would like the automatic page number to be inserted. Press F7 twice to return to your document.

To insert page numbers with dashes or other text into your document, create a Header or Footer. Move the cursor to the beginning of the document or page. Press Shift + F8. Select (2) Page, then type either (3) for Header or (4) for Footer. Select (1) for Header or Footer A, then type (2) Every Page. If you want a centered page number, press Shift + F6. Then type the desired text or dashes and press Ctrl +B at the position where you would like the automatic page number to be inserted. Press F7 twice to return to your document.

To use other than the system page number, press Shift + F8. Select (2) Page, then select (6) New Page Number. Enter the desired number, then press Enter. Press F7 to return to the document.

## **PRINT**

To print a document from the screen or from a disk, press the Shift + F7 key and select (1) Full Document, (2) Page or (3) Document on Disk.

## **REPLACE**

Press Alt + F2 to perform a Global Search and Replace for a word, phrase, or WordPerfect code with another word, phrase or code within a document or block of text. At the "w/Confirm?" prompt, type "Y" to confirm each replacement or type "N" to have WordPerfect replace every occurrence without stopping to confirm. After typing the text you want to search for, press Alt + F2 again and enter the replacement text. Then press Alt + F2 once more to begin the replacement process.

**NOTE:** Lowercase letters will be matched with either upper or lowercase characters, but uppercase will only match uppercase.

## **RETRIEVE**

Press Shift + F10 and type the file name of the document you want to retrieve. Then press Enter. Also see List Files above.

## **REVEAL CODES**

Pressing the F11 key (or Alt + F3) displays the control codes or special symbols that are inserted into your text. To exit Reveal Codes press the F11 key (or Alt + F3) again.

## **SAVE**

Pressing the F10 key saves your document without exiting, either using a new or the current name.

## **SEARCH FORWARD OR BACKWARDS**

Pressing the F2 Function key performs a Search from the cursor forward. Pressing Shift + F2 searches from the cursor backwards. Type the characters and/or codes you want to find and press F2 again. Pressing F2 followed by F2 again continues the same search.

**NOTE:** Lowercase letters will be matched with either upper or lowercase characters but uppercase will only match uppercase.

## **SHELL (DOS)**

Pressing Ctrl + F1 then number 1 exits you to DOS from Wordperfect. Type "exit" to return to WordPerfect.

## **SPACE (Required)**

Press Home + Space Bar.

## **SPELL**

It's best to save your document before beginning the spell check. Pressing the Ctrl + F2 key to display the Spell menu. Select (1) Word or (2) Page to check the word or page on which the cursor is located, or select (3) Document to check the entire document. When Spell check stops and highlights a word, use the menu at the bottom of the screen to make any corrections.

## **THESAURUS**

Place your cursor on the desired word, then press Alt + F1 to display alternate choices for that word. If you find a word in the listing that you want to substitute within your document, type (1) Replace Word, then type the letter preceding the selected word. Use the cursor keys to move from one column to another within the Thesaurus listing.

## **UNDELETE**

WP saves your three most recent deletions. To restore, move the cursor to the position you want the deleted text inserted. Press (F1) Cancel to display the undelete menu. Select (1) Restore to restore the most recently deleted text, which will be highlighted. If this is not the text you want restored, select (2) Previous deletion until the correct text is displayed, then press (1) Restore.

## **UNDERLINE**

To underline text, press the F8 key and type the text you want to underline. Press the F8 key again to turn it off. To underline existing text, place the cursor at the beginning of the text you want underlined and press ALT + F4 or F12 to turn Block On. Highlight the text to be underlined and press the F8 key.