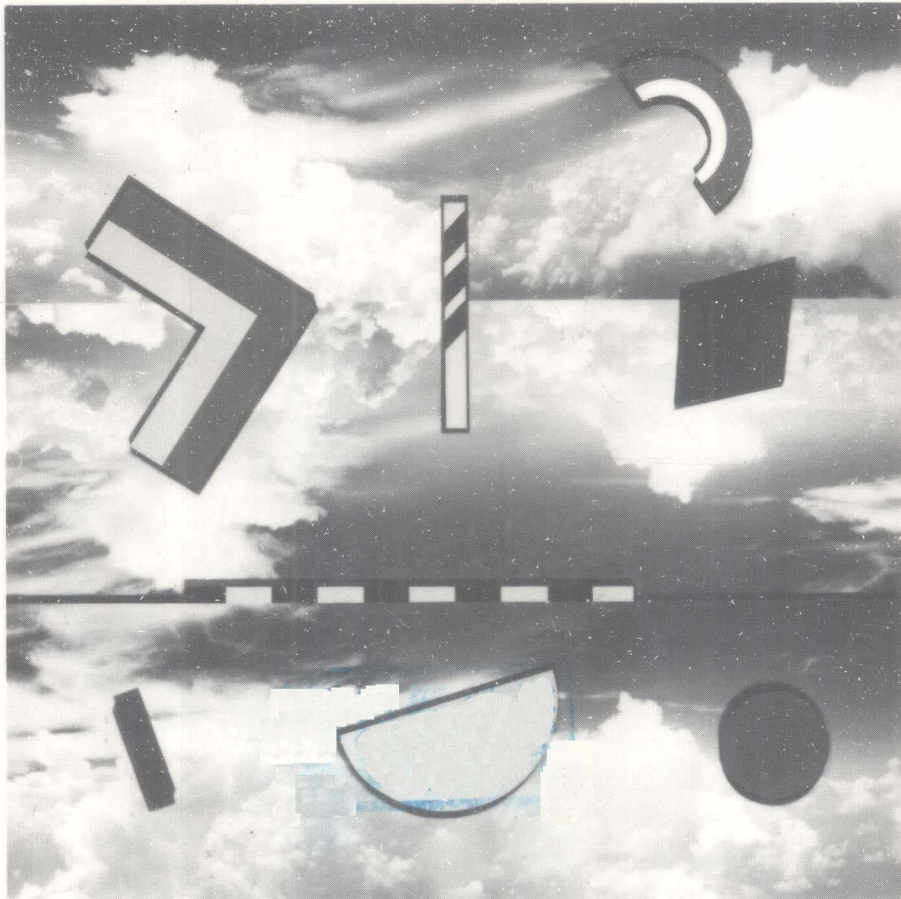


Second Edition

INTRODUCTION TO THE MICROCOMPUTER AND ITS APPLICATIONS

WordPerfect®



CHAO C. CHIEN

PC® Version

INTRODUCTION TO THE MICROCOMPUTER AND ITS APPLICATIONS: WordPerfect®

Second Edition

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INTRODUCTION TO THE
MICROCOMPUTER AND
ITS APPLICATIONS: WordPerfect®

To
Mother
With love from us all

INTRODUCTION

Thanks to its excellently designed features and an aggressive marketing campaign WordPerfect® has emerged in recent years as one of the most widely used microcomputer-based word processing programs. Like almost all other commercial programs, WordPerfect has undergone many revisions, each resulting in improved program execution and added features. The latest version is 5.1, but the most dramatic change occurred when Version 4.2 evolved into Version 5.0. With Version 5.0, the capability of desktop publishing emerged. *Desktop publishing* refers to the ability of a word processing program to mix text and graphics during processing and output text as graphics, thus permitting text to be printed in various fonts and integrated with pictures.

This booklet was prepared with Version 4.2 in mind. Because WordPerfect Version 4.2 is still widely used for word processing purposes, and because the basic features of Versions 4.2 and 5.0 have remained largely unchanged, you may use either version with this booklet. Where the two versions differ, the Version 5.0 variations will be explicitly explained and described.

Because the computer system we will use to run WordPerfect is the IBM PC and the operating system is PC-DOS, it is assumed that you are already familiar with the basic PC-DOS commands used to manipulate files and work with disk directories. If you are not, you should become familiar with them by reading *Introduction to the Microcomputer and Its Applications* or the separate booklet on PC-DOS, both published by Richard D. Irwin, Inc.

To aid your study of the subject material, a data diskette for your use accompanies this booklet. Because this diskette also comes with *Introduction to the Microcomputer and Its Applications*, you will find that it contains many more files than you need. Ignore the extra files, and use the example and illustration files to perform the exercises as suggested in the text.

Instructions for Preparing the 5 $\frac{1}{4}$ -Inch Data Diskette

The data diskette has the following directory structure:

\BATCH	For use with PC-DOS and batch files
\WP-FILES	For use with WordPerfect
\WP-LTD	For use with WordPerfect limited edition
\WS-FILES	For use with WordStar
\123FILES	For use with 1-2-3
\DB3FILES	For use with dBASE III Plus/IV
\ADDRESS	For use with dBASE III Plus/IV
\WORKFILE	Extra work files for practice or exam use
\WORDPERF	For use with WordPerfect
\WP-LTD	For use with WordPerfect Limited Edition
\WORDSTAR	For use with WordStar
\LOTUS123	For use with 1-2-3
\DBASE	For use with dBASE III Plus/IV
\DBASE-ED	For use with dBASE III Plus Educational Version

The 5 $\frac{1}{4}$ -inch diskette is entirely occupied by files installed in these directories. To use the diskette, you should first create a working diskette by disk copying the data diskette onto a blank diskette (using the PC-DOS command DISKCOPY A: A:) and then making room on it by removing the unnecessary files and directories. For this booklet, the only directories required are \WP-FILES (or \WP-LTD if you are using the WordPerfect Limited Edition) and \WORKFILE\WORDPERF (or \WORKFILE\WP-LTD for Limited Edition users).

To remove a directory, you must first erase its files. For example, to remove directory \DB3FILES, use the following PC-DOS commands:

```
ERASE A:\DB3FILES\*. *  
RD A:\DB3FILES
```

To remove a \WORKFILE subdirectory, first erase all of its files. For example, to remove the \WORKFILE\WORDSTAR subdirectory, use the following PC-DOS command sequence:

```
ERASE A:\WORKFILE\WORDSTAR\*. *  
RD A:\WORKFILE\WORDSTAR
```

You are now ready to begin working.

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Chapter 1

Beginning Word Processing

After reading this chapter, you should be able to:

- Perform word processing data entry
- Explain word wrapping and the definition of a paragraph
- Execute the WordPerfect file saving and retrieval procedures
- Discuss the importance of data backup
- Explain the meaning of hidden codes

Depending on your computer system's configuration, you can use one of two ways to start WordPerfect. In this section, we will examine both procedures. Choose the one that applies to your system's configuration.

STARTING WORDPERFECT

If your computer has a hard disk, the WordPerfect programs probably have been installed in WordPerfect's own disk directory, such as \WP. One way to start WordPerfect with this configuration is to first change to this directory and enter the command WP at the system prompt, as follows:

```
C:\>CD \WP<Enter>  
C:\WP>WP<Enter>
```

Then set the data file directory (described in the section on the file directory later).

This method also applies to computer systems that use diskettes exclusively. For example, with the WordPerfect program diskette installed in drive A, and assuming that you are not currently at the A drive, you will activate WordPerfect with the following commands:

```
B>A:<Enter>  
A>WP<Enter>
```

If the WordPerfect program file directory has been listed in the latest PC-DOS PATH command, such as one used in the computer system's self-executing AUTOEXEC.BAT file:

```
PATH = C:\WP
```

You may activate WordPerfect at the data file disk and/or directory without first changing to the program directory, such as:

```
C:\MEMO>WP<ENTER>
```

In any case, you should verify your computer system's configuration before you decide which method to use. You can review the computer system's PATH setting with the following PC-DOS command:

```
PATH<ENTER>
```

If the onscreen report contains the WordPerfect program directory, as in

```
PATH=C:\WP
```

You may use the second method to start WordPerfect. Otherwise you must first reset the PC-DOS program path or use the first method.

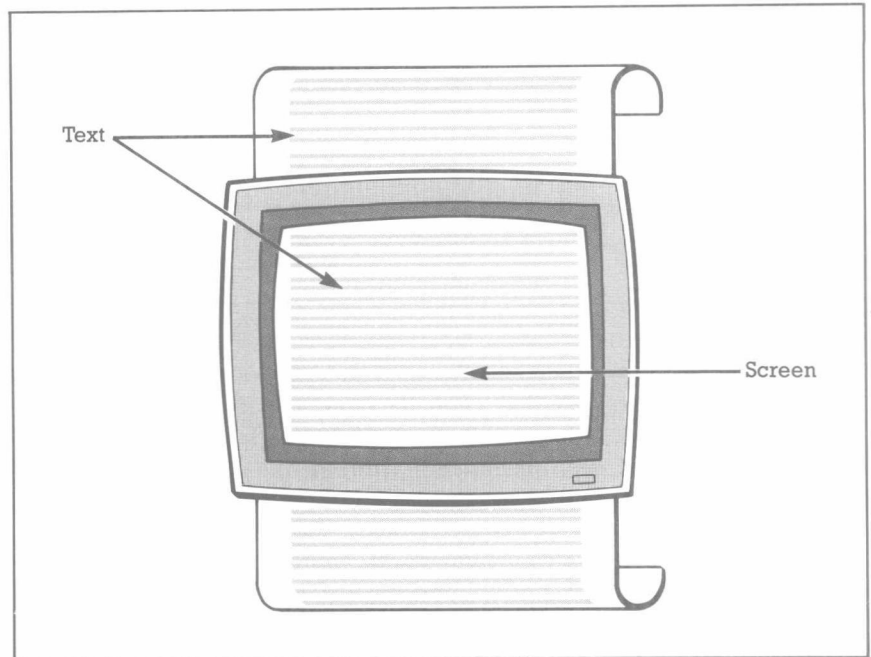
After the WordPerfect program has been loaded into the memory, the WordPerfect logo appears. Then the screen empties and the following display appears at the lower right corner:

```
Doc 1 Pg 1 Ln 1 Pos 10
```

This screen is used to display word processing data, referred to as a **document**, or text. It is called the *document window* because, unlike a typewriter, a word processor can hold more than a page or a screen of text in the computer's memory. Also, it is logistically impossible for the

FIGURE 1 ■ 1

Word processing
text viewed
through a screen
window



entire document to be on the screen at one time. Therefore, the screen serves as the window for viewing a portion of the document (see Figure 1.1).

The line at the bottom of the screen is called the **status line**. It tells you the number of the document you are working with, indicates the position of the cursor, and gives miscellaneous instructions and reports. "Doc 1" means you are working with the first document. This implies that you can work on two documents in the same word processing session—a valuable feature for advanced word processor operations, since it allows you to extract data from one file and place them in another. In this book, you will work with one document at a time until Chapter 5, when we cover merge printing.

"Pg 1," "Ln 1," and "Pos 10" tells you that the cursor is now at the column (character) 10 position of the first line of the first page of your document. The "Pos 10" needs further explanation.

In WordPerfect, text lines are laid out between two confines: the left and right margins. These margins are set to accommodate the document's subsequent printing. Normally you want the document to print with spaces on each side of the page. To permit this, WordPerfect starts the document by setting the left and right margins to 10 and 74, respectively. This is why "Pos" is set at 10 even though the cursor is at the upper left corner of the screen.

However, you can reset the margins. We will discuss margin setting in Chapter 3.

Version 5.0 users, however, may see a slightly different status line display:



```
Doc 1 Pg 1 Ln 1" Pos 1""
```

This is because WordPerfect Version 5.0 emphasizes its typesetting capabilities rather than its word processing capabilities. “Ln 1” tells you that the cursor is one inch from the top of the page, and “Pos 1” informs you that it is one inch from the left edge of the page. For word processing, you may opt to work in character instead of inch measurements. To change to using character measurements (Version 4.2 notation), press <Shift-F1> to activate the initial setup procedure, bringing up the screen display shown in Figure 1.2, and press the 8 key for “Units of Measure,” which in turn brings up the display in Figure 1.3. To change the settings, press the 1 key followed by the U key. Then press the 2 key and the U key. When done, press the <Enter> key two times to return to your work. The status line will now identify the cursor position by characters.

FIGURE 1 ■ 2

Initial setting
options

