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TRUDI REISNER

WORDPERFECT®6 SOLUTIONS

Trudi Reisner

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Introduction

This Solutions book is a complete reference to WordPerfect 6 and is written so that you can find quick, complete answers to your questions and problems. Start by looking up your question in the Troubleshooting Guide at the front of the book. The shortcut keys listed next to your question are there in case you only need a quick reminder. If you have a more complicated problem or are trying something for the first time, turn to the page listed in the Troubleshooting Guide for a detailed solution.

On each page you'll find a "task" devoted to answering your specific question, so you won't have to read a lot of extra text that doesn't apply. The Solutions Series is designed to answer your questions quickly so you can get on with your work. Each task has a brief introduction, a list of Assumptions and Exceptions that tells you how to set up your computer and software to make sure you will complete the task successfully, and clear, concise steps that get right to the point. In case there is a glitch, the What To Do If section tells you how to fix it.

The Solutions Series doesn't just tell you the mechanics of using WordPerfect 6; it also gives you tips on savvy things to do with the software, such as how to use fonts to improve the looks of your documents, how to manage your document files so you never lose data, and how to customize WordPerfect so it works the way you want it to.

WordPerfect 6 Solutions is full of the answers you need to keep your business going.

Conventions

The Solutions Series uses the following conventions to make instructions clear:

Keys that you should press are written in **bold**. "Press **3**" means press the 3 key.

Key combinations are written with a "+" sign. "Press **Alt+R**" means press the Alt key and, while holding it down, press the R key.

File menus are written with a bold letter to remind you that you can use a shortcut key to open that menu. "Open the **File** menu" means you can press **Alt+F** to open the File menu.

Throughout the book, the keyboard icon identifies steps written for people who prefer to use the keyboard.

Throughout the book, the mouse icon indicates steps written for people who prefer to use the mouse.

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Trudi Reisner is the owner of Computer Training Solutions, a Boston, Massachusetts company that offers training, technical writing, curriculum development, and consulting services in popular software programs.

Trudi has written more than 15 books on WordPerfect and other software, and was the first marketing support representative for Apple.

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Using Editing Commands

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Using Editing Commands

WordPerfect 6 has all of the editing commands you would expect to find in a powerful word-processing program, including Typeover, Insert, Block, Delete, Undelete, Copy, and Move. Several new editing commands that you probably like using in Windows programs are now available in WordPerfect 6. They include Undo, Copy, Cut, Paste, and the Clipboard feature. Copy, Cut, and Paste speed up the process of copying and moving text. The Clipboard stores your text when you copy, cut, and paste text.

1 ▷ Typing Over Existing Text

When you want to replace original text or correct minor errors, you can use Typeover mode. Simply type the new text over the existing text to change it.

Assumptions

- WordPerfect is set to Insert mode, the program's default text entry mode.

Exceptions

- If WordPerfect is set to Typeover mode, the Typeover indicator appears in the Status Line, and you won't have to press **Ins** to type over the text. Just begin typing the new text.

Steps

1. Move the cursor to the location in the existing document where you want the new text to begin.

2. Press **Ins** to turn on Typeover mode (turn off Insert mode). See Figure 1.1.

3. Type the new text.

4. Press **Ins** again to return to Insert mode.

What To Do If

- If you typed over text that you did not intend to change, first move the cursor to the location where you want to
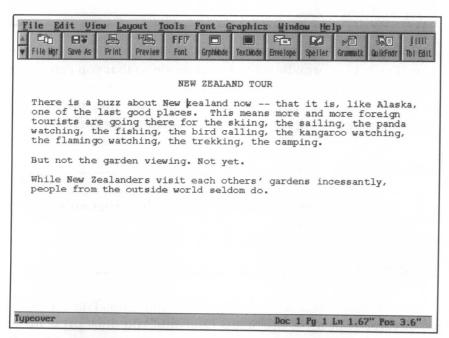

Figure 1.1   Typeover mode.

Typing Over Existing Text

correct the text. Then type over the text to change it to the original text. Next, press **Ins** to exit Typeover mode and type additional text or delete text, if necessary.

- If you change your mind and decide you don't want the text you just typed over, do not exit Typeover mode. Just press **Ctrl+Z** (Undo) to revert to the original text. Then press **Ins** to exit Typeover mode.

See Also

- Inserting Text, below.

Inserting Text

2

WordPerfect is normally set to Insert mode so that you can insert text any time. You can add any characters, spaces, or symbols to a document simply by typing. As you enter new text, the existing text automatically adjusts to accommodate the inserted text.

Assumptions

- WordPerfect is set to Insert mode, the program's default text entry mode.

Exceptions

- If WordPerfect is set to Typeover mode, the Typeover indicator appears in the Status Line, and you must press **Ins** to return to Insert mode.

Inserting Text

Steps

1. Move the cursor to the location in the existing document where you want the new text to begin.
2. Type the new text.

What To Do If

- If you accidentally insert text in the wrong location, type text that contains many typos, or type the wrong text, simply press **Ctrl+Z** (Undo) to erase the text instantly.

See Also

- Typing Over Existing Text, p. 2.

Using the Block Command 3

WordPerfect provides one of the most powerful and flexible tools, the Block command. This command is used with other features to highlight specific portions of text so that only the blocked text is affected by those features. A block of text can contain a single character, a single word, a phrase, a line, a sentence, a paragraph, a page, a column, a rectangle of text of any size, or a document. When you use the Block command, WordPerfect displays the Block On indicator in the Status Line. Once you define a block of text, you can delete, undelete, copy, move, save, print, append, change case, center, or enhance with text attributes. You can block text with the keyboard or the mouse.

TIP

To quickly select a sentence, paragraph, page, tabular column, or rectangle, position the cursor at the beginning of the text you want to select, and Edit Select.

Assumptions

- The cursor is positioned on the first character of the text you want to include in the block.

Exceptions

- WordPerfect doesn't let you save your file when the Block command is turned on.

Steps

1. Press **Alt+F4** (Block) or **F12** (Block) to turn on the Block command.
2. Use the cursor movement keys to highlight a block of text. See Figure 1.2.
3. Perform any operation.

1. Use the mouse to highlight a block of text.
2. Perform any operation.

What To Do If

- If you want to extend the block, use a cursor movement key to add highlighting in any direction. If you want to shrink the block, use a key that moves the cursor in the opposite direction.
- You can cancel the selection before you perform an operation by pressing **Esc** or click anywhere in the text (whether the text is highlighted or not), and WordPerfect removes all

▼ **Using the Block Command**