

Simply

WordPerfect for Windows

Kris Jamsa

- *The Fastest Way to Learn WordPerfect for Windows*
- *Features Special Lay-Flat Binding*

*Simply
WordPerfect
for Windows*

Kris Jamsa

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Acknowledgments

Osborne's *Simply* series volumes are the most beautifully illustrated and easy-to-use computer books you can buy. As you read through the pages of this book, you will soon realize how much the illustrations put you at ease with WordPerfect for Windows and how they help you learn the topic at hand. Once again, James Balkovek's artwork has done an excellent job of bringing a book to life.

As you will see, the book's text flows around its illustrations and screen displays. Although laying out a book in this way makes it very easy to read, it requires a tremendous amount of work by Osborne's team of designers.

In every project, one person always seems to emerge as the individual upon whom I rely most. In the case of *Simply WordPerfect for Windows*, that person was Nancy McLaughlin Pechonis, the book's Project Editor. Nancy spent endless hours catching and correcting even the smallest mistakes. Thanks again, Nancy.

Please take time to note the names of the other team members listed on the following page. I appreciate their efforts.

Kris Jamsa

About the Author...

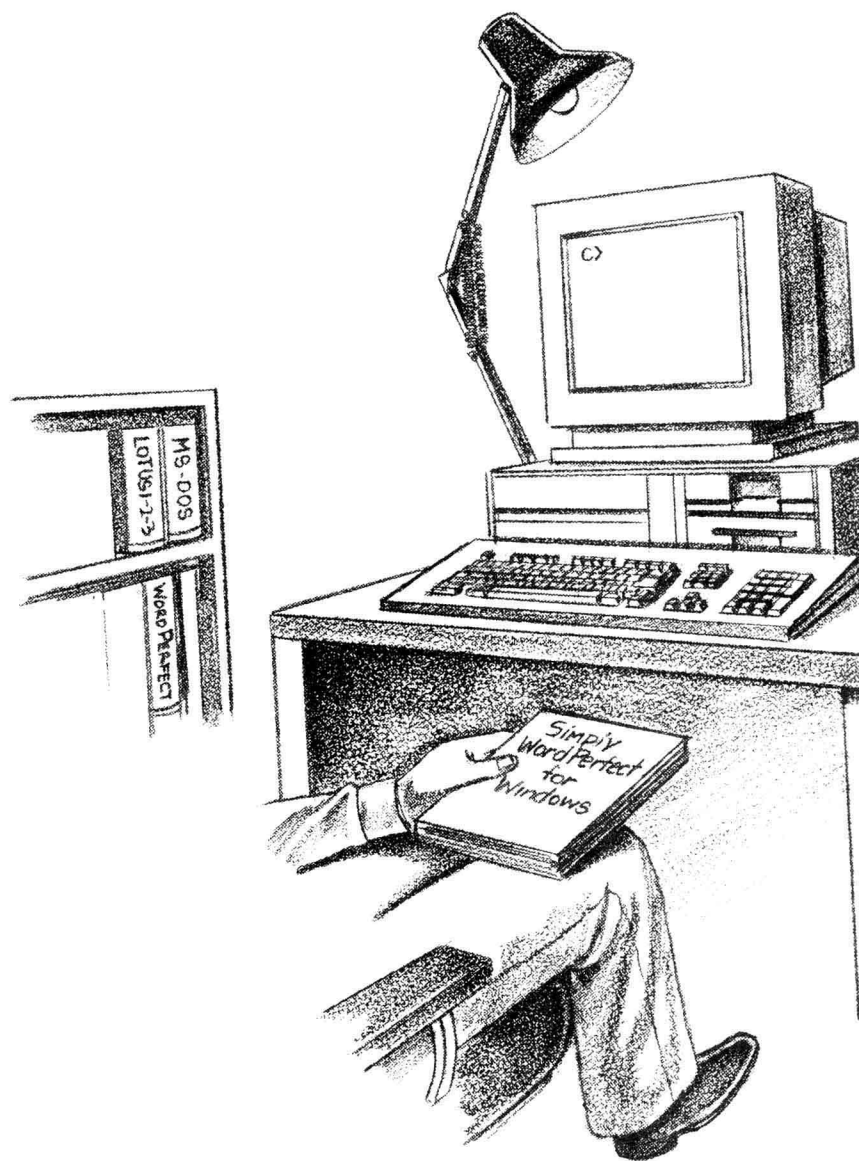
Best-selling author Kris Jamsa, whose acclaimed guide, **Simply DOS**, has appeared on the best-seller lists across the country, has taught hundreds of thousands of users how to handle computer software and hardware. Jamsa has published over three dozen computer books on such topics as DOS, Windows, hard disk management, Lotus 1-2-3, and several programming languages. He holds a B.S. degree in computer science from the United States Air Force Academy, and an M.S. degree in computer science from the University of Nevada, Las Vegas



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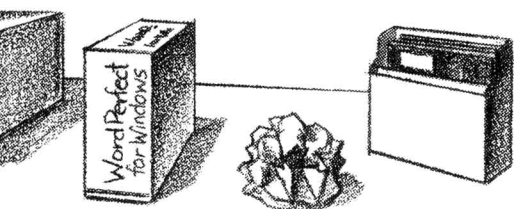
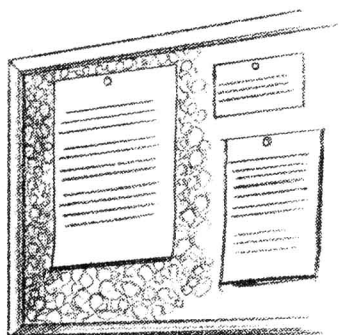


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Getting Started with WordPerfect for Windows



2 Simply WordPerfect for Windows

WordPerfect for Windows is a word processing program that lets you create letters, memos, reports, and even professional quality newsletters.

For years, WordPerfect has been the most widely used word processing program.

WordPerfect for Windows combines WordPerfect's popular capabilities

with the ease of use provided by

Microsoft Windows. If you are new to Microsoft Windows,

you may want to consult the

Osborne/McGraw-Hill book, *Simply Windows* (by Mary Campbell, 1992).

WordPerfect for Windows makes it easy to create and

print a wide variety of documents.

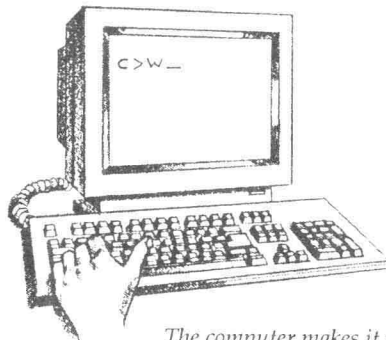
Using WordPerfect for

Windows you can type docu-

ments and view each typed character on the screen display.

Next, using your printer, you can print one or more copies. If you are creating a large document, such as a report, you can store the document as a file on your computer's hard disk. When you later need to add new text or change existing text, you can open the document file and make your changes. This is called *editing* the document.

Even if you have never worked with a word processor before, you will find that creating, printing, and saving documents using WordPerfect for Windows is very easy. If you don't type well, don't worry. Typing with a computer is much easier than using a typewriter because the computer makes it easy to correct mistakes.



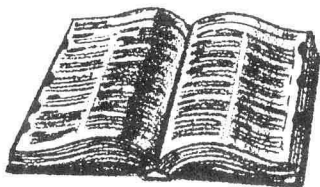
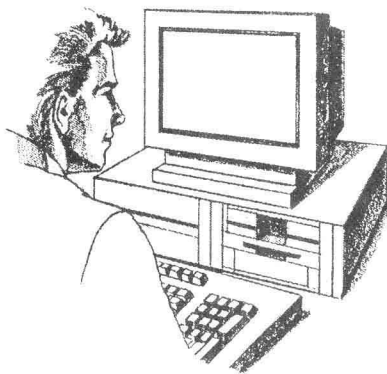
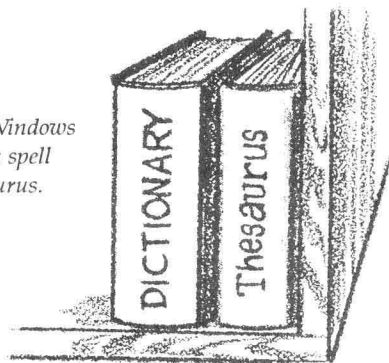
The computer makes it very easy to correct typing mistakes.

To improve the quality of your documents, WordPerfect for Windows provides a built-in spell checker that identifies misspelled words in your document, and a thesaurus that helps you select descriptive words.

WordPerfect for Windows provides a built-in spell checker and thesaurus.

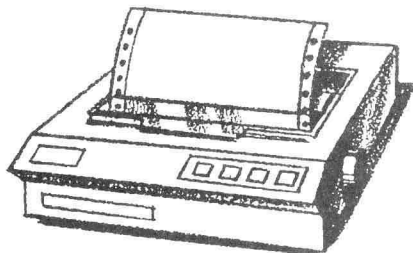
In general, whether you are using WordPerfect for Windows to create a letter, memo, or report, you will follow these steps:

1. Use your computer's keyboard to type in your document.
2. Use WordPerfect for Windows' built-in spell checker to correct your document's spelling and,



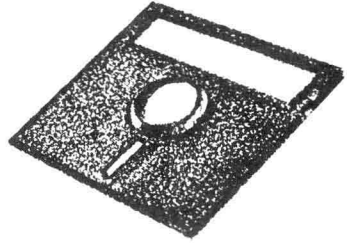
optionally, WordPerfect for Windows' built-in thesaurus to replace specific words.

3. Use your printer to print the document.

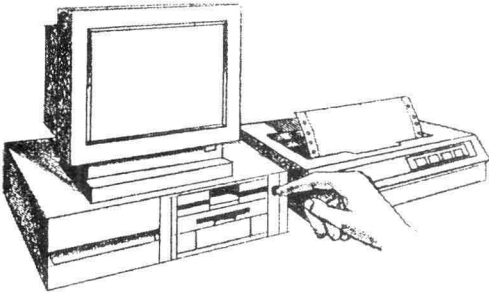


4. Optionally, store the document as a file on disk that you can retrieve and edit at a later time.

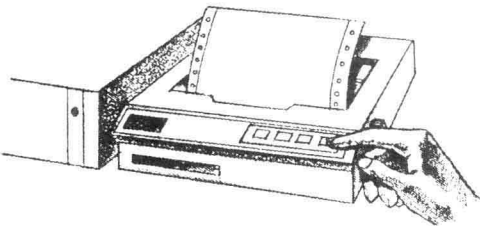
To use WordPerfect for Windows, your computer must be running Microsoft Windows.



Starting Your Computer and Windows

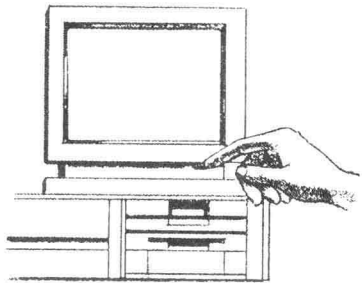


To start your system, turn on your computer, monitor, and printer.



If your computer is not already on, you must turn it on along with your monitor and printer. The order in which you turn on these devices does not matter.

Each time you start your computer, it loads a



special program called DOS from your hard disk into your computer's electronic memory (or RAM).

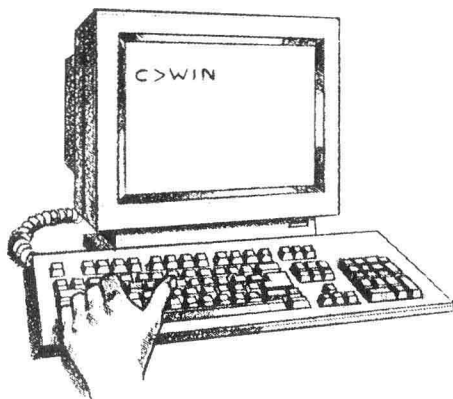
Once in memory, DOS lets you run other programs (such as Windows) and store information (such as your WordPerfect for Windows documents) in files on your disk. For more information on DOS, refer to the Osborne/McGraw-Hill book, *Simply DOS* (by Kris Jamsa, 1991).

In most cases, DOS will display the following command line prompt

```
C:\>
```

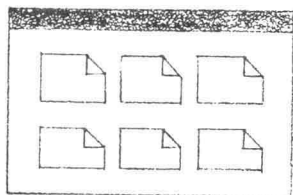
at which you will type your commands. To start Windows, for example, type **WIN** at the DOS prompt and press ENTER.

If DOS displays an error message instead of invoking Windows, you may not yet have Windows installed on your disk, or the Windows directory may not be in your command path. If an error message occurs, refer to your Windows documentation.



To start Windows, type WIN at the DOS prompt and press ENTER.

Starting WordPerfect for Windows



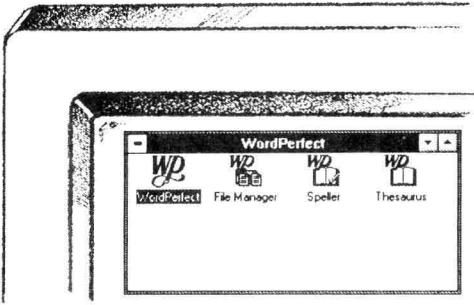
WordPerfect

WordPerfect for Windows is a software program you can run from within Windows.

Windows represents the WordPerfect for Windows group as an icon.

Windows uses a small symbol called an **icon** to represent the WordPerfect for Windows group of commands.





6 Simply WordPerfect for Windows



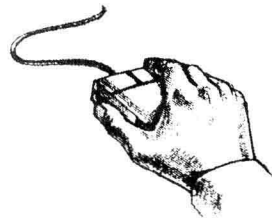
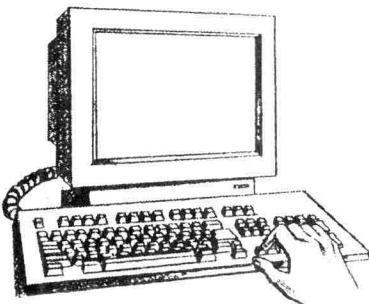
When you expand the icon by *double-clicking* on it with your mouse, Windows displays the entries in the WordPerfect for Windows group, as shown here.

See the section "Using a Mouse" later in this chapter for details on mouse operation.

The WordPerfect for Windows group contains four entries. The following table briefly describes each entry's function:

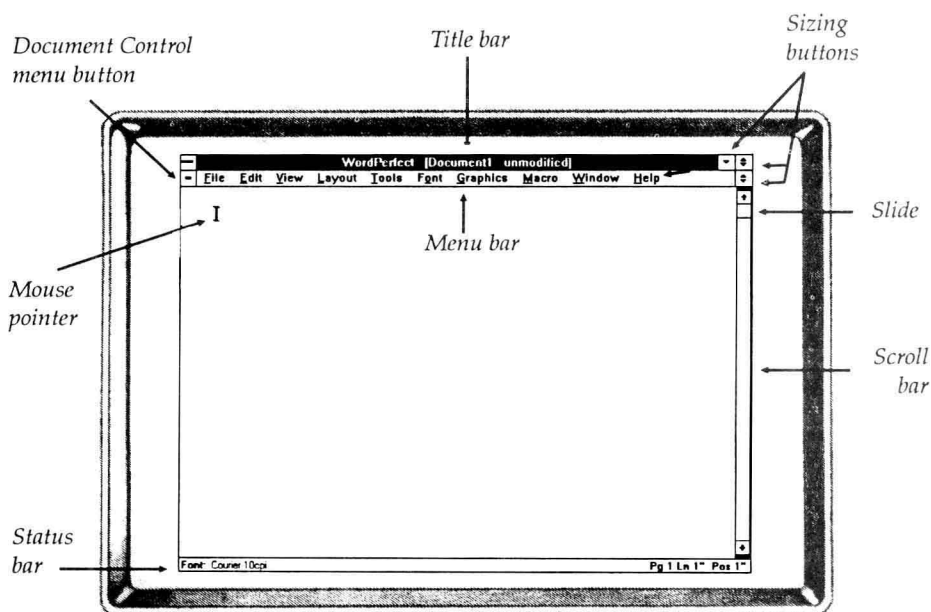
Icon	Entry	Function
	WordPerfect	Invokes the WordPerfect word processor
 File Manager	File Manager	Invokes WordPerfect's built-in file manager
 Speller	Speller	Invokes WordPerfect's built-in spell checker.
 Thesaurus	Thesaurus	Invokes WordPerfect's built-in thesaurus

To start the WordPerfect for Windows word processor, double-click on the WordPerfect icon using your mouse, or



highlight the entry using your keyboard arrow keys and press
ENTER.

WordPerfect for Windows will open an editing window in which you will create and later edit your documents, as shown here.



The WordPerfect editing window

The WordPerfect editing window has several different parts that will be discussed next.

Title Bar

At the top of WordPerfect's editing menu is the title bar. WordPerfect for Windows uses the title bar to display the name of your current document. If you have not yet saved the document to a file on disk, WordPerfect