

Mastering WordPerfect® 6 for DOS® Special Edition



With *Fast Track* Speed Notes

Alan Simpson



- ▶ Alan Simpson's Newest Masterpiece—The Perfect Book for WordPerfect New-comers and Upgraders Alike
- ▶ Step-by-Step Instructions to Get Beginners Up to Speed Fast; An Easy-to-Reference Format that Advanced Users Will Never Outgrow
- ▶ With Full Coverage of the New Version 6.0 Features; Like the New Graphic Interface, Grammar Checker, Improved Desktop Publishing Capabilities and More

Kudos for the Previous Edition

"Simpson's flawless writing and thorough appreciation of WordPerfect have produced a smashing success. A number one bestseller."

—WordPerfect Magazine



Mastering WordPerfect® 6 for DOS®

Special Edition

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藏书章

ALAN SIMPSON



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ACQUISITIONS EDITOR: Dianne King
DEVELOPMENTAL EDITOR: Steve Lipson
EDITORS: Sarah Wadsworth, Savitha Varadan, Carol Henry
TECHNICAL EDITORS: Sheldon M. Dunn, Mauric Duggan, Tanya Strub
BOOK DESIGNER: Suzanne Albertson
SCREEN GRAPHICS: John Corrigan
PAGE LAYOUT AND TYPESETTING: Len Gilbert
PROOFREADER/PRODUCTION COORDINATOR: Catherine Mahoney
PRODUCTION ARTIST: Lisa Jaffe
INDEXER: Matthew Spence
COVER DESIGNER: Archer Design
COVER PHOTOGRAPHER: Mark Johann
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10 9 8 7 6 5 4 3 2 1

FEATURE	SHORTCUT
Advance	Shift+F8 OA
Alphabetize	Ctrl+F9 S
Append to...	Alt+E A
Auto Code Placement	Shift+F1 ET
Back Tab	Shift+Tab
Backup Options	Shift+F1 EB
Bar Code	Shift+F8 OR
Baseline Placement	Shift+F8 DB
Binding Offset	Shift+F8 OPB
Block (same as "Select Text")	Alt+F4, or F12, or drag mouse
Block Protect	Shift+F8 OB
Boldface	Ctrl+B or F6
Booklet (print as)	Shift+F7 MB
Bookmark	Shift+F12
Borders (graphic box)	Alt+F9 BY
Borders (page)	Shift+F8 PB
Borders (paragraph)	Shift+F8 LB
Borders (tables)	Alt+F11 L
Button Bar	Alt+V NS B or U
Button Bar (position)	Alt+V NST
Button Bar (select)	Alt+V NSS
Calculate All	Alt+F7 TA
Center (all)	Shift+F8 LJC
Center (line)	Shift+F6
Center Page Vertically (all)	Shift+F8 PP
Center Page Vertically (current)	Shift+F8 PC

FEATURE	SHORTCUT
Close Document	Close button in framed window
Coaches	F1 O
Color (of print)	Ctrl+F8 C
Color (of screen)	Shift+F1 D
Column Borders	Alt+F7 CB
Columns	Alt+F7 C
Comment (document)	Ctrl+F7 CC
Compare Documents	Alt+F5 K or R
Compose	Ctrl+A
Conditional End of Page	Shift+F8 OC
Convert Case*	Shift+F3
Copy to Clipboard*	Ctrl+C
Copy and Paste*	Ctrl+Ins
Counters	Shift+F8 CC
Cross-Reference	Alt+F5 M
Customize WordPerfect	Shift+F1
Cut and Paste*	Ctrl+Delete
Date (auto)	Shift+F5
Decimal Align Character	Shift+F8 CD
Decimal Tab	Ctrl+F6
Delay Codes	Shift+F8 PD
Delete Character(s)	Delete (Del)
Delete Word	Ctrl+Delete or Ctrl+Backspace
Display Pitch (Text mode)	Shift+F8 DD
Document Comment	Ctrl+F7 CC

Quick Reference on pages 35–36.

Problem? See First Aid, pages 1167–1181.

**Select (block) text first.*

FEATURE	SHORTCUT	FEATURE	SHORTCUT
Save with New Name	F10	Subscript	Ctrl+F8 PB
Screen Setup	Alt+V N	Superscript	Ctrl+F8 PS
Scroll Bars	Alt+V NW	Suppress Page Format	Shift+F8 PU
Search	F2	Tab Set	Shift+F8 LB
Search Next	F2 F2	Table of Authorities	Alt+F5 M or D
Search Previous	Shift+F2 Shift+F2	Table of Contents	Alt+F5 M or D
Select Printer	Shift+F7 S	Tables (create)	Alt+F7 TC
Select Text	Alt+F4 or F12 or mouse	Tables (edit)	Alt+F11
Setup	Shift+F1	Text Mode	Ctrl+F3 T
Shadow	Ctrl+F8 AA	Thesaurus	Alt+F1 T
Shell	Ctrl+F1	Tutorial	Alt+HT
Size Ratios	Ctrl+F8 Shift+F1 R	Typesetting	Shift+F8 OP
Size Text	Ctrl+F8 R or P	Undelete	Escape
Small Caps	Ctrl+F8 AC	Underline	F8 or Ctrl+U
Sort/Select	Ctrl+F9 S	Underline Spaces/Tabs	Ctrl+F8 U
Sound (play next)	Ctrl+S	Undo	Ctrl+Z
Sound (record)	Ctrl+D	Version/Date	Alt+H W
Sound Clip	Ctrl+F7 S	Watermark	Shift+F8 HW
Special Characters	Ctrl+W or Shift+F11	Widow/Orphan Protection	Shift+F8 OW
Special Codes (tabs, hyphens, spaces)	Alt+L I	Window	F3 (switch to), Shift+F3 (switch), or Ctrl+Y (cycle through)
Speller	Ctrl+F2	Word Count	Alt+F1 D
Spreadsheet (link)	Alt+F7 S	Word Spacing	Shift+F8 OPW
Statistics (document)	Alt+F1 D	WP Characters	Ctrl+W or Shift+F11
Strikeout	Ctrl+F8 AS	Zoom	Ctrl+F3 Z
Strikeout (remove)	Alt+F5 R		
Styles	Alt+F8		
Subdivide Page	Shift+F8 PA		

FEATURE	SHORTCUT
Document Initial Codes	Shift+F8 DC
Document Summary	Shift+F8 DS
DOS (go to)	Ctrl+F1 G
Dot Leader	Alt+F6 Alt+F6 or Shift+F6 Shift+F6
Dot Leader Character/Spacing	Shift+F8 CL
Double Indent	Shift+F4
Double Underline	Ctrl+F8 AD
Double-Sided Printing (duplex printers)	Shift+F8 PO
Double-Sided Printing (non-duplex printers or Booklet)	Shift+F7 M then O (or B)
Drag-and-Drop	Drag, click, drag, release
E-mail	See <i>Mail</i>
Endnote	Ctrl+F7 E
Envelope	Alt+F12
Equations	Alt+F9 BCY ► Equation Box ► SE
Exit Document	F7
Exit WordPerfect	Home F7
Export Text	F10 (R)
Fax	Shift+F7 X
Figure (retrieve)	Alt+F9 Shift+F10
File Manager	F5
Flush Right (all)	Shift+F8 LJR
Flush Right (line)	Alt+F6
Font	Ctrl+F8
Fonts (install)	Ctrl+F8 Shift+F1 I
Footers	Shift+F8 HF
Footnote	Ctrl+F7 F
Force Odd/Even Page	Shift+F8 PF

FEATURE	SHORTCUT
Full Justification (paragraph)	Shift+F8 LJF
Full Justification (all lines)	Shift+F8 LJA
Generate Auto-References	Alt+F5 G
Go To	Ctrl+Home
Grammar	Alt+F1 G
Graphics Box	Alt+F9 B
Graphics Line	Alt+F9 L
Graphics Mode	Ctrl+F3 G
Hanging Indent	F4 Shift+Tab
Hard Page Break	Ctrl+J
Headers	Shift+F8 HH
Help	F1
Help (coaches)	F1 O
Help (macros)	Alt+H M
Hide Text	Alt+O H
How Do I...	Alt+H H
Hypertext	Alt+F5 H
Hyphenation	Shift+F8 LY
Import Text	Shift+F10
Indent	F4
Index	Alt+F5 M or D
Info (document)	Alt+F1 D
Info (WP)	Alt+H W
Insert/Typeover	Insert (Ins)
Install Hardware/Driver	Install (from DOS)
Italics	Ctrl+I
Justification Limits	Shift+F8 OPJ
Kerning	Shift+F8 OPK
Keyboard Template	F1 (Template)
Keyboard Layout	Shift+F1 K
Labels	Shift+F8 PL

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*To the million-or-so of you
who bought my previous WordPerfect book. This one's for you.
(My wife thanks you too. She gets the money.)*

Thanks to Bill Gladstone and the gang at Waterside Productions, my literary agency. It's been over a decade now, gang.

Thanks to John Vorhaus-rhymes-with-(never mind), writing instructor extraordinaire. Your two-day seminar at UCSD Extension taught me to lighten up and enjoy my work once again.

And of course, thanks to Susan, Ashley, and Alec, for cutting Daddy loose for a few weeks, to pound the keyboard night and day. Again.

INTRODUCTION

FIRST of all, thanks for buying this book. If you just borrowed it from someone else, then thanks for giving it a chance. I appreciate it. Now with gratitude aside, let's get to specifics.

Whom This Book Is For

You. That is, this book is for every WordPerfect user, from the absolute beginner to the experienced WordPerfect wizard who wants to take full advantage of everything WordPerfect has to offer. Here's a little guidance on how to get started with this book, depending on which of those two types of people you are.

Road Map for Beginners

If you're new to WordPerfect, you might want to take this route to get up to speed in a jiffy:

- The five quick hands-on lessons in Chapter 1 will teach all you need to know about creating, printing, saving, retrieving, and editing documents with WordPerfect.
- Read Chapters 2 through 4 to get a broader, and deeper, understanding of the features you learned about in Chapter 1.

- When you're working on your own and feel stuck, lost, or confused, look to Appendix C for quick first aid to common problems.

Road Map for Experienced Users

If you're already a WordPerfect wizard, but you've recently upgraded to (or are considering upgrading to) Version 6.0 for DOS, try this route:

- Browse through Appendix B for a quick overview of Version 6.0's best new features.
- Skim through the first three chapters, if you wish. And take a close look at Chapter 4. There you'll learn about the new graphical interface, Button Bars, and other hot new features.

Road Map for Everyone

Once you've gotten your bearings, use the book to find answers to questions, and solutions to problems, as they arise. No, I *don't* expect you to read this entire book. Nobody (except an author like me) needs to know *everything* about WordPerfect.

After all, if you don't use equations in your documents, why learn about equations? If you have no interest in desktop publishing, why read Part Seven? On the other hand, if you know the basics already, and you enjoy being creative, you certainly wouldn't want to miss Part Seven.

Features and Structure of This Book

This book has one goal. To make the time you spend at the keyboard with WordPerfect as productive and enjoyable as possible. WordPerfect is loaded with information. And here's how that information is organized to help you get to what you need, when you need it.

Glossary, Table of Contents, Index

Like any book, this one has a Table of Contents up front and an index at the back to help you look up the information you need. I've also added a glossary to the back of the book, so you can look up any unfamiliar terms you might come across.

Step-by-Step Instructions

Within each chapter, I typically describe a feature by first identifying it with a heading, such as "Starting WordPerfect." That's usually followed by a brief description of the feature. The description, in turn, is usually followed by step-by-step instructions for using the feature.

When you're in a hurry, feel free to skip the paragraph under the heading, and jump right to step 1 to put that feature to work.

Fast Tracks

Fast Tracks at the beginning of each chapter summarize the main features discussed in the chapter. Use these for an overview of things to come, or as reminders after you've learned about a feature and just need a quick nudge on how to get to it.

First Aid for Common Problems

I've summarized the most common day-to-day problems and confusions in Appendix C. There you can look up a problem and find a solution in a hurry. If that doesn't do the trick, you can always use the index or table of contents to find more in-depth information about a way to solve the problem.

Quick Reference Charts

We've got a lot of quick-reference type information inside the front and back covers of this book. If you just need to remember how to get at a particular feature, you may be able to find the answer right there inside the covers.

For beginners, I offer a couple of simplified reference charts near the end of Chapter 1. Feel free to make copies and keep them near your keyboard for quick reminders on using the more common day-to-day features of WordPerfect.

Notes, Tips, and Warnings

My Notes and Tips provide references to related topics in the book, shortcuts, good ideas, and tips on using the feature in conjunction with other features.

The Warnings point out actions that, if taken carelessly, might not be too easy to “undo” (such as deleting your entire document from disk!). Think of a warning as a way of saying “Hmmm.... You better think before you act here.”

Sample Documents

Sometimes the best way to learn something new is to look at something someone else has created and then find out how they did it. Because of that, this book is loaded with sample documents. We cover everything from your basic business letter to professional-quality newsletters.

If you’d like to see some of the more advanced and particularly fancy sample documents I’ve dished up for you experienced (and soon-to-be-experienced) WordPerfect mavens, thumb through Chapters 5, 7, and 26–28.

If you did just go and peek at those sample documents, you may be thinking “I could never do *that* one.” *Au contraire!* If *I* can do it, *you* can do it. It’s simply a matter of knowing which features to use and when to use them. And that, ultimately, is *really* what this book is all about.

Perhaps I should mention that I typed all the text in this entire book with WordPerfect, before sending it to the publisher. And, except for a little custom artwork here and there, I created virtually all of the sample documents in this book with WordPerfect, too.

I did take the liberty of using fonts and clip art beyond those that come with the WordPerfect program. I did so under the assumption that if you’re going to be creating more advanced documents, you too will probably use additional fonts and clip art. Chapter 10 explains how to expand

your font collection. Chapter 26 talks about expanding your clip art collection. It's remarkably inexpensive to do these days. So it's pretty hard to resist!

Installing/Upgrading to Version 6.0

If you (or someone else) hasn't already installed WordPerfect on your computer, you'll need to do so before you can do anything in this book. You can refer to Appendix A for installation instructions.

About WordPerfect Interim Releases

WordPerfect occasionally puts out *interim releases* of their products. These interim releases fix minor bugs or improve features as users offer up their suggestions.

An interim release has the same version number as the initial release. If you want to be sure that you're always using the latest and greatest release, you can contact WordPerfect's Software Subscription Service to learn about the various programs they have for keeping you up to date. The phone number is (800) 282-2892.

Additional Support

Part of the success WordPerfect has enjoyed stems from the fact that they're serious about offering telephone support to their customers. WordPerfect Corporation phone numbers for answers to specific questions are listed below:

Orders	(800) 321-4566
Installation	(800) 533-9605
Features	(800) 541-5096

Graphics/Tables/Equations	(800) 321-3383
Macros/Merges/Labels	(800) 541-5129
Laser/PostScript Printers	(800) 541-5170
Dot Matrix/Other Printers	(800) 541-5160
Networks	(800) 321-3389

There's also the monthly magazine titled *WordPerfect the Magazine*. For more information, contact

WP Magazine
Circulation Department
270 West Center Street
Orem, UT 84057-9927
Voice: (801) 228-9626

One Last Pep Talk for the Technically Timid

One last pep talk for those of you who are still feeling a little skittish. Keep in mind that like everything else in life, from driving a car to skiing down a mountain, WordPerfect is only confusing and intimidating when you're at the very bottom of the learning curve—that disorienting time when you're struggling to get your bearings and figure out how to work the darn thing.

WordPerfect is not an evil menace. Nor is it solely for the use of Nobel prize-winning scholars and other assorted geniuses. Nope. It's a writing tool that *everyone* can use. I promise you: Once you get a little time “behind the wheel,” the fear and intimidation will melt away, as it does in *every* endeavor we humans undertake. So do what I always do: Quit worrying and start *enjoying* yourself already!

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