WordPerfect® 5.1
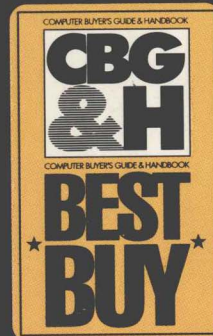
THE COMPLETE REFERENCE

A Comprehensive Desktop Resource —
Ideal for Every WordPerfect® 5.1 User

BEST SELLER

Karen L. Acerson

WordPerfect® 5.1:
The Complete Reference

Karen L. Acerson

A complete list of trademarks appears on page 1297.

WordPerfect 5.1: The Complete Reference

WordPerfect® 5.1:
The Complete Reference

To Alan, Bruce, and Pete for their constant support and friendship

One morning in August 1983, Dan Lunt, WordPerfect's vice-president of marketing, and I were feeling sorry for ourselves because we wanted to hire a certain person away from IBM and knew we couldn't afford her (WordPerfect was then a small company of about 30 employees). As I stepped out of Dan's office, I saw a young woman waiting in the lobby. After talking with her long enough to find out that she was a secretary at Brigham Young University and was helping professors learn WordPerfect (not many people knew the program well at the time), I ushered her into Dan's office and we offered her a job on the spot.

We never regretted the decision. Karen started as our third customer support employee, and because of her enthusiasm for and knowledge of all WordPerfect products, she quickly became the designated demonstrator and trainer for large and important accounts. When she wasn't traveling, she worked in almost every department of the company. When motherhood nudged her into semi-retirement, she helped the publications department write product documentation and then accepted a position as manager of the customer support department. We reluctantly accepted her resignation when she left to have a second child. Although she is no longer an "official" employee, Karen continues to be heavily involved with the company.

Karen probably knows WordPerfect better than anyone else (except me) and has an almost fanatical devotion to the product. I heartily recommend her book to anyone who wants to learn more about WordPerfect.

W.E. Peterson
Executive Vice President
WordPerfect Corporation

ACKNOWLEDGMENTS

WordPerfect is the undisputed leader in word processing, not only in the United States but around the world. It has almost every feature imaginable but is still easy to use for those who are just learning word processing.

WordPerfect is for those who want to create simple letters and memos. It is also for those who want graphics, tables, equations, and other desktop publishing features. In other words, the program is designed to satisfy users of all levels—you don't have to learn the more advanced features until you're ready for them.

About This Book

This book is for all WordPerfect users, those who are making a transition from a previous version of WordPerfect, a typewriter, or another word processor, as well as those who have used the program for many

years. It is a comprehensive reference that teaches the basics and provides the most up-to-date information available on 5.1, the latest version of WordPerfect.

This book is designed in much the same way as the WordPerfect program itself. You can learn the individual features as you need them and see how they relate to other features. The book describes the installation process, teaches you the basics, then provides the more advanced features as you need them.

How This Book Is Organized

WordPerfect 5.1: The Complete Reference is composed of two introductory chapters, encyclopedic command and feature reference, and further chapters with more detailed information for advanced WordPerfect users. Here is a quick summary of each chapter and appendix.

Chapter 1, "Installation and Setup" shows you how to install WordPerfect if you have not already done so. Even if WordPerfect is already installed, you may want to read this chapter so you can see the many options for customizing WordPerfect to fit your needs.

Chapter 2, "WordPerfect Basics," shows new users how to begin using WordPerfect and also serves as a refresher for those who are more experienced. It leads you through the steps of creating, editing, formatting, printing, and filing a document and checking for correct spelling. Also included is a section that addresses some of the questions new users often have.

Chapter 3, "Commands and Features," is a comprehensive reference that provides information for every key, feature, and command in WordPerfect. Each entry includes a description of the feature, the keystrokes required, hints, suggested applications, and related entries for the feature.

Chapter 4, "Desktop Publishing with WordPerfect," discusses several desktop publishing features and explains how they can be used in WordPerfect. The examples will give you ideas on how to use graphics boxes, graphics lines, kerning, and other features to your advantage.

Chapter 5, "Printer Program," introduces you to the Printer (PTR) program that can be used to create or change printer definitions and fonts.

Chapter 6, "Advanced Macro and Merge Commands," teaches you how to use the more advanced commands available in macros and merges. These commands can be used to create customized applications and to streamline repetitious tasks.

Appendix A, "WordPerfect Character Sets," presents all the characters that can be printed in WordPerfect.

Appendix B, "WordPerfect Files," gives a description of the files included with WordPerfect and the "group" with which they are installed.

Appendix C, "Differences Between 5.0 and 5.1," describes the new features that have been included with version 5.1.

Appendix D, "Differences Between 4.2 and 5.1," helps ease the transition for those upgrading from version 4.2.

Appendix E, "Graphics Images," includes a printout of each of the 30 clip-art graphics images included with WordPerfect.

Appendix F, "Conversion Tables," compares the terms used in WordStar, MultiMate, Microsoft Word, and DisplayWrite to those used in WordPerfect. A glance at the tables found in this appendix will help you see the differences in concepts and language between popular word processing programs.

Appendix G, "Latest Enhancements," gives you a list of enhancements that have been included in the latest "interim release" of version 5.1 that may not appear in the WordPerfect documentation or the main text of this book.

Conventions Used in This Book

All function keys and other keys on the keyboard (such as ENTER, TAB, BACKSPACE, HOME, and DEL) are printed in small caps. If you see two keys with a dash between them, as in Format (SHIFT-F8), you should hold down the first key and lightly touch the second. If you see two keys with a comma separating them, you should press the keys one after the other—not simultaneously.

Whenever you see a menu of choices, WordPerfect lets you select either a number or a mnemonic choice. For example, you could choose **7** or **M** for Margins on the Line Format menu. This book shows both of

these choices in bold so you can use the one that is easiest for you. You will also see the mnemonic choice in a black box on all screens in the book.

If you are using a mouse or prefer pull-down menus, you will want to refer to the entry in Chapter 3 titled "Mouse Support and Pull-Down Menus." This section will help you feel more comfortable with this alternate interface.

These and other conventions have been summarized in this table:

Instruction	Procedure
Type **Sincerely,**	Type the boldfaced text (upper- or lowercase is acceptable)
Enter **WP**	When the word "Enter" precedes an instruction, type the boldfaced text and press ENTER. (If the computer does not act on a command, it is probably waiting for you to press the ENTER key. You may type upper- or lowercase letters.)
Press Bold (F6)	Press the F6 function key (not F and then 6 on the regular keyboard)
Press Center (SHIFT-F6)	Hold down the SHIFT key and press the F6 function key. Keys that should be pressed at the same time are connected by a dash
HOME, ↑	Press the HOME key, then the up arrow key. Keys that should be pressed in succession (not simultaneously) are separated by commas

Maintenance Releases

WordPerfect Corporation releases "interim releases" every two or three months to fix problems or add smaller features. You can find information about the features that have been added in Appendix G, "Latest Enhancements."

As of this printing, there was only one interim release since version 5.1 was first released on November 6, 1989. This interim release is dated 1/19/90. If you have a question as to which version you have, press Help (F3) and look in the upper-right corner.

The latest version of the software is available from WordPerfect Corporation for approximately $15-$25, depending on the number of disks needed. You can contact WordPerfect Corporation at (801) 225-5000 and ask about their Software Subscription Service, which ships the latest version of the software to you within a week after it has been released.

Additional Help from Osborne/McGraw-Hill

Osborne/McGraw-Hill provides top-quality books for computer users at every level of computing experience. To help you build your skills, we suggest that you look for the books in the following Osborne series that best address your needs.

The "Teach Yourself" Series is perfect for people who have never used a computer before or who want to gain confidence in using program basics. These books provide a simple, slow-paced introduction to the fundamental uses of popular software packages and programming languages. The "Mastery Skills Check" format ensures your understanding concepts thoroughly before you progress to new material. Plenty of examples and exercises (with answers at the back of the book) are used throughout the text.

The "Made Easy" Series is also for beginners or users who may need a refresher on the new features of an upgraded product. These in-depth introductions guide users step-by-step from the program basics to intermediate-level usage. Plenty of "hands-on" exercises and examples are used in every chapter.

The "Using" Series presents fast-paced guides that cover beginning concepts quickly and move on to intermediate-level techniques and some advanced topics. These books are written for users already familiar with computers and software who want to get up to speed fast with a certain product.

The "Advanced" Series assumes that the reader is a user who has reached at least an intermediate skill level and is ready to learn more sophisticated techniques and refinements.

"The Complete Reference" Series provides handy desktop references for popular software and programming languages that list every command, feature, and function of the product along with brief but detailed descriptions of how they are used. Books are fully indexed and often include tear-out command cards. "The Complete Reference" series is ideal for both beginners and pros.

"The Pocket Reference" Series is a pocket-sized, shorter version of "The Complete Reference" series. It provides the essential commands, features, and functions of software and programming languages for users of every level who need a quick reminder.

The "Secrets, Solutions, Shortcuts" Series is written for beginning users who are already somewhat familiar with the software and for experienced users at intermediate and advanced levels. This series provides clever tips, points out shortcuts for using the software to greater advantage, and indicates traps to avoid.

Osborne/McGraw-Hill also publishes many fine books that are not included in the series described here. If you have questions about which Osborne books are right for you, ask the salesperson at your local book or computer store.

Other Osborne/McGraw-Hill
Books of Interest to You

We hope that *WordPerfect 5.1: The Complete Reference* will assist you in mastering this fine product, and will also pique your interest in learning about other ways to better use your computer.

If you're interested in expanding your skills so you can be even more "computer efficient," be sure to take advantage of Osborne/M-H's large selection of top-quality computer books that cover all varieties of popular hardware, software, programming languages, and operating systems. While we cannot list every title here that may relate to WordPerfect and to your special computing needs, here are just a few books that complement *WordPerfect 5.1: The Complete Reference.*

1-2-3 Release 2.2 Made Easy, by Mary Campbell, takes you through all the basics of working with Lotus 1-2-3 Releases 2.0, 2.01, and 2.2, the popular spreadsheets for the IBM PC and compatible computers. From beginning concepts to intermediate techniques, you'll learn 1-2-3 as you follow "hands-on" lessons filled with examples and exercises. Also see *1-2-3 Release 3 Made Easy* if you have Lotus 1-2-3 Release 3.0.

1-2-3: From 2 to 3, by The LeBlond Group, helps current users of 1-2-3 Releases 2.0, 2.01, or 2.2 make the jump to Release 3.0. Organized by task, this book allows you to quickly locate the information you need to use Release 3's commands, features, and functions in business applications.

If you're looking for intermediate-level books on Lotus 1-2-3, see *Using 1-2-3 Release 2.2*, by The LeBlond Group, or *Using 1-2-3 Release 3*, by Martin S. Matthews and Carole Boggs Matthews. Both are fast-paced, hands-on guides that quickly cover basics before discussing intermediate techniques and even some advanced topics. *Using 1-2-3 Release 2.2*, is a book/disk package that also features an add-in word processor to use with Lotus 1-2-3. It is written by Geoff LeBlond, author of an outstanding book on using 1-2-3 that has sold over one million copies.

For all PC-DOS and MS-DOS users from beginners who are somewhat familiar with the program to veteran users, *DOS: The Complete Reference, Second Edition*, by Kris Jamsa covers any DOS version up to 3.3. This book provides comprehensive coverage of every DOS command and feature. Whether you need an overview of the disk operating system or a reference for advanced programming and disk management techniques, you'll find it here.

Disk Offer

All the macros, files, and tables mentioned in this book are available on disk for $15. This disk also includes many macros and examples not included in the book. You can order the disk by calling this toll-free number:

1-800-937-EASY (3279)

VISA, MasterCard, American Express, and C.O.D. orders are accepted.

If you prefer to order the disk with a bank check or money order, you can do so by writing to this address:

> "The Complete Reference" Supplementary Disk
> 93 S. Mountainway Drive
> Orem, UT 84058

You should note which type of disk (5¼" or 3½") you desire and make all checks or money orders payable to Karen L. Acerson.

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