

Jon Haber and
Herbert R. Haber

WORD PROCESSING

▶ ▶ ▶ **Useable** ◀ ◀
Up **portable**

Guide

Updated Edition

IBM® & COMPATIBLES

DISPLAYWRITE®

MICROSOFT WORD®

MULTIMATE™

PFS: PROFESSIONAL®

WORDPERFECT®

WORDSTAR®

XYWRITE®

DEDICATED W.P.

DEC®

WANG®

MACINTOSH™

MACWRITE®

MICROSOFT WORD®

Step-by-step instructions for 11 popular programs

Word Processing
The Useable Portable™ Guide
by
Jon Haber and Herbert R. Haber

Useable Portable Publications, Inc.

5 Woodside Rd.

Winchester, MA 01890

Tel: (617) 729-1943

What is Word Processing: The Useable Portable Guide?

Word Processing: The Useable Portable Guide is a compact, quick-reference resource which provides step-by-step instructions in an easy-to-follow format for eleven (11) of today's most popular word-processing programs — programs used in modern offices and schools and by home-computer users. Written in jargon-free plain-English, this handy *Guide* gives directions for all the day-to-day word-processing basics, from loading and starting each program through editing to printing or saving documents and exiting the program.

The *Guide* is designed to make it possible for anyone to perform the major word-processing procedures — instantly and easily, without confusion, fear and frustration. Included in this revised new edition of the *Guide* are instructions for the most recent versions of widely-used programs, as well earlier versions of the software. This makes the book the most comprehensive and valuable word-processing resource currently available. As **The New York Times** said of the first edition, "**The Useable Portable Guide is the way to go.**"

"A fine job — a guide that tells you how to operate nearly all word processing software." San Francisco Examiner

How do you use *Word Processing: The Useable Portable Guide*?

Word Processing: The Useable Portable Guide is divided into two sections. The first gives simple, step-by-step directions for seven word-processing programs (in alphabetical order) used by IBM and compatible computers, the second for the DEC and Wang word processors and for two programs used by Apple Macintosh computers. Instructions for each word-processing program are preceded by an index of directions, an illustration of the program's typing screen, and reference pages that show how to give commands and move the cursor.

In consistent and logical order, subsequent pages supply jargon-free instructions for every important word-processing procedure. Instructions are provided on the left-hand side of the page in numbered steps, while the right side indicates what happens when the instructions are properly performed and/or gives examples and warnings. **The Los Angeles Times** described it well when it observed that *The Useable Portable Guide* "gives you just about everything you need to know to operate 11 popular programs."

"Word Processing: The Useable Portable Guide takes the mystery out of your software." The Boston Globe

Word Processing: The Useable Portable™ Guide ISBN 0-945765-00-2

Copyright © 1989 by Jon Haber and Herbert R. Haber, all rights reserved.

Reproduction or translation of any part of this work beyond that permitted by Section 107 and 108 of the 1976 United States Copyright Act without the permission of the copyright owners is unlawful. Useable Portable Publications has not been authorized by and is not associated with any of the manufacturers whose products are referred to in this *Useable Portable Guide*. We have endeavored to ensure the accuracy of information presented. However, Useable Portable Publications does not guarantee that directions will work with every version of the word processing program described in this *Guide*, or that the information presented is complete or accurate in all situations. Useable Portable Publications Inc. assumes no responsibility for the use of this *Guide*. The original users' manual for the software program should be consulted for complete information.

Useable Portable is a trademark of Useable Portable Publications, Inc.

DEC WPS and WPS Plus are registered trademarks of Digital Equipment Corporation.

DisplayWrite, IBM, PC, and PC-DOS are registered trademarks of International Business Machines.

Macintosh is a registered trademark of Apple Computer, Inc.

MacWrite is a registered trademark of Claris Corporation.

Microsoft, MS-DOS and Microsoft Word are registered trademarks of Microsoft Corporation.

MultiMate Advantage is a registered trademark of MultiMate International, an Ashton-Tate Company.

PFS: and PFS: Professional are registered trademarks of Software Publishing Company.

Wang is a registered trademark of Wang Laboratories Inc.

WordPerfect is a registered trademark of WordPerfect Corp.

WordStar is a registered trademark of MicroPro International.

XyWrite is a trademark of XyQuest Inc.

Word Processors for IBM® and IBM compatible computers:

DisplayWrite®

Microsoft® Word

MultiMate Advantage™

PFS: Professional® Write

WordPerfect®

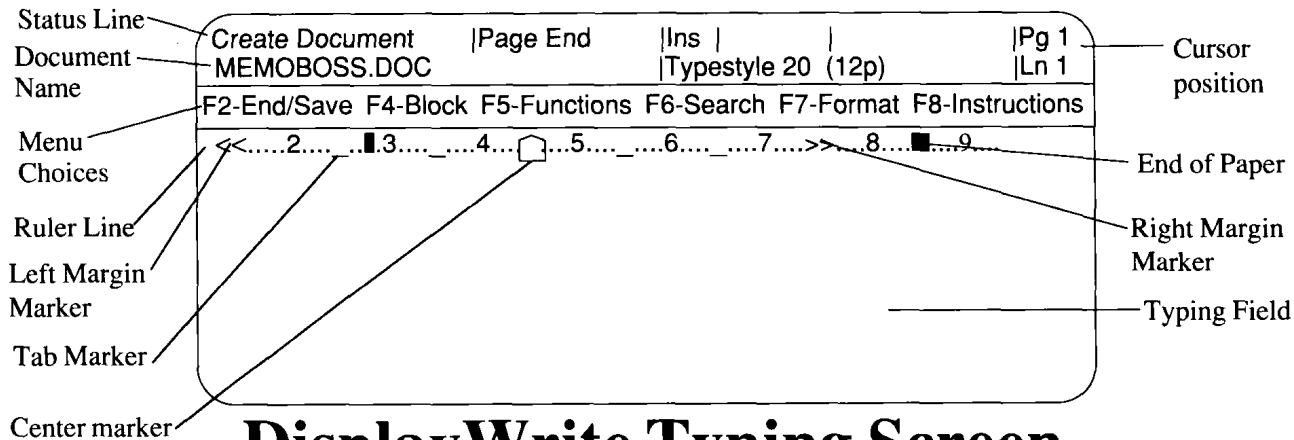
WordStar®

XyWrite™

DisplayWrite[®] 4

Screen	1	To Highlight/Delete Block	12
Commands	2	To Move/Copy Block	13
Cursor Movement	3	To Center/Justify Text	14
How to Start.....	4-5	To Indent Text	15
To Create a Document	6	To Underline Text	16
To Retrieve a Document	7	To Boldface Text	17
To Set Margins	8	To Change Page Dimensions	18
To Set Tabs	9	To Repaginate/Force a Page Break .	19
To Change Line Spacing	10	To Save/Exit	20
To Insert/Delete Text	11	To Print	21

DisplayWrite is a registered trademark of International Business Machine Inc.



DisplayWrite Typing Screen

COMMANDS

DISPLAYWRITE 2

PRESS	(F1)	(F2)	(F3)	(F4)	(F5)	(F6)	(F7)	(F8)	(F9)	(F10)
	Get Help	End/Save Menu	List Menu	Block Menu	Key Functions	Search Menu	Format Menu	Instructions Menu	Table Menu	Spell Check
Hold (Ctrl) and press	Key Program	Menu Defaults		Note-pad menu	Edit Options	Get File Menu	Doc. Options	Revise Codes	Math Menu	

HOLD (Ctrl)
AND PRESS


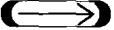

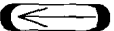





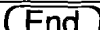
HOLD (Ctrl)
AND PRESS

HOLD (Ctrl)
AND PRESS







TO	(W)	Overstrike Text	(S)	Outline Functions	(O)
Underline Word	(U)	Center Text	(C)	Required Pg. Break	(R)
Begin/End Underline	(B)	Indent Text	(T)	Forced Pg. Break	(E)
Begin/End Boldface					

CURSOR MOVEMENT




    KEYS MOVE CURSOR 1 SPACE IN DIRECTION OF ARROW

TO MOVE CURSOR TO	HOLD	THEN PRESS
Next Word		
Previous Word		
Beginning of Line	_____	
End of Line	_____	
Top of Page		
Bottom of Page		

DISPLAYWRITE 3

TO MOVE WINDOW	HOLD	THEN PRESS
Up one screen	_____	
Down one screen	_____	
Left one screen		
Right one screen		

TO GO TO PAGE

1	Press  .	Search Menu appears.
2	Press  .	Go to page appears.
3	Type page #  .	Indicated page appears.

TO START WITH A FLOPPY DISK SYSTEM

DISPLAYWRITE 4

DisplayWrite 4 comes stored on several floppy disks labeled **Volume 0** through **Volume 5**.

1	Insert Volume 0 disk into drive A of computer and close door. Turn on computer.	(See inside front cover for how to insert disks.) Enter New Date: appears.
2	Type correct date and press Return .	Enter New Time: appears.
3	Type correct time and press Return .	A> appears.
4	Type dw4 and press Return .	Insert your Vol. 1 diskette in Drive A: Strike any key... appears.
5	Remove Volume 0 disk from drive A and insert Volume 1 disk. Press any key.	IBM logo appears. (Insert your document storage or data disk into second drive).
6	Press Return .	DisplayWrite Opening menu appears.
7	Replace Vol 1 disk with Vol 2 disk.	You are ready to begin.

TO START WITH A HARD DISK SYSTEM

DISPLAYWRITE 5

1	Turn on the computer.	After several messages you will see C> , C:\> , or a menu of programs on hard disk.
2	☛ If C> appears, type dw4 and press (Return) twice.	IBM logo appears followed by Opening menu. You are ready to begin.
	☛ If C:\> appears, type cd\ (name of directory containing DisplayWrite 4 program) and press (Return) .	(Check with computer manager to find out which directory holds DisplayWrite 4.) C:(name of directory)\> appears.
	Type dw4 and press (Return) twice.	IBM logo appears followed by Opening menu. You are ready to begin.
	☛ If hard disk menu appears, select DisplayWrite and press (Return) .	IBM logo appears followed by Opening menu. You are ready to begin.

TO CREATE A DOCUMENT

DISPLAYWRITE 6

1	At Opening menu press (1) .	Create Document screen appears.
2	At Document Name... type a proper document name including the name of the drive holding your document disk (a :, b : or c :) and a name up to eight characters long. You can add a period and up to three additional characters.	Examples of proper document names: a : memoboss b : note.new c : letter.123
3	Press (Tab) .	Cursor moves to Document Comment...
4	Type any comments describing your document and press (Return) .	(Document comments are optional.) DisplayWrite typing screen appears.

TO RETRIEVE A DOCUMENT

DISPLAYWRITE 7

1	At Opening menu press (2) .	Revise Document screen appears.
2	☛ At Document Name : type name of document to be retrieved and press (Return) .	Document appears on typing screen.
	☛ Don't know document name? Press (F3) .	List Services menu appears.
	Press (Return) .	Directory name... appears.
	Type name of directory (a : , b : or c :) you want listed and press (Return) .	List of all documents on disk or in directory appears.
	Use arrow keys (PgUp) and (PgDn) to move highlight through list of documents.	Highlight moves through list of document names.
	When name of document to be retrieved is highlighted, press (Return) twice.	Document appears.

TO SET MARGINS

DISPLAYWRITE 8

1	Press (F7) .	Format menu appears.
2	Press (1) .	Cursor moves to ruler line.
3	➡ Press (Home) to move to left margin marker (<<).	Cursor moves to left margin marker (<<).
	➡ Press (End) to move to right margin marker (>>).	Cursor moves to right margin marker (>>).
4	Change margin marker position by pressing (spacebar) or (Backspace) .	Margin markers move forward or backwards on ruler line.
5	When all margin settings are correct, press (Return) .	New margins set. Format menu appears.
6	Press (Esc) .	Format menu disappears.

TO SET TABS

DISPLAYWRITE 9

1	Press (F7) .	Format menu appears.
2	Press (1) .	Cursor moves to ruler line.
3	☛ To delete all tabs: Move cursor to left margin marker (<<) and press (Del) .	All tab markers disappear.
	☛ To delete one tab: Move cursor to tab marker to be deleted and press (Del) .	(Tab markers appear as — , ‡ , and . on ruler line.) Tab marker disappears.
	☛ To set tabs: Move cursor to point on ruler where tab will be set and: Press (Tab) for a normal tab.	Tab marker (—) appears.
	Hold (Ctrl) and press (C) for center tab.	Center tab marker (‡) appears.
	Press (.) for a decimal tab.	Decimal tab marker (.) appears.
4	When all tabs are correct press (Return) .	Tabs set. Format menu appears.
5	Press (Esc) .	Format menu disappears.

TO CHANGE LINE SPACING FOR DOCUMENT

DISPLAYWRITE 10

1	Press (F7) .	Format menu appears.
2	Press (2) .	Line Spacing/Justification menu appears. Cursor appears after Line Spacing . Possible settings listed to the right.
3	Type number for new line spacing. (Possible spacings: .5, 1, 1.5, 2, 2.5, 3).	New number replaces old setting.
4	Press (Return) .	New line spacing set. Format menu appears.
5	Press (Esc) .	Menu disappears. Text will print (but not appear on screen) with new line spacing.