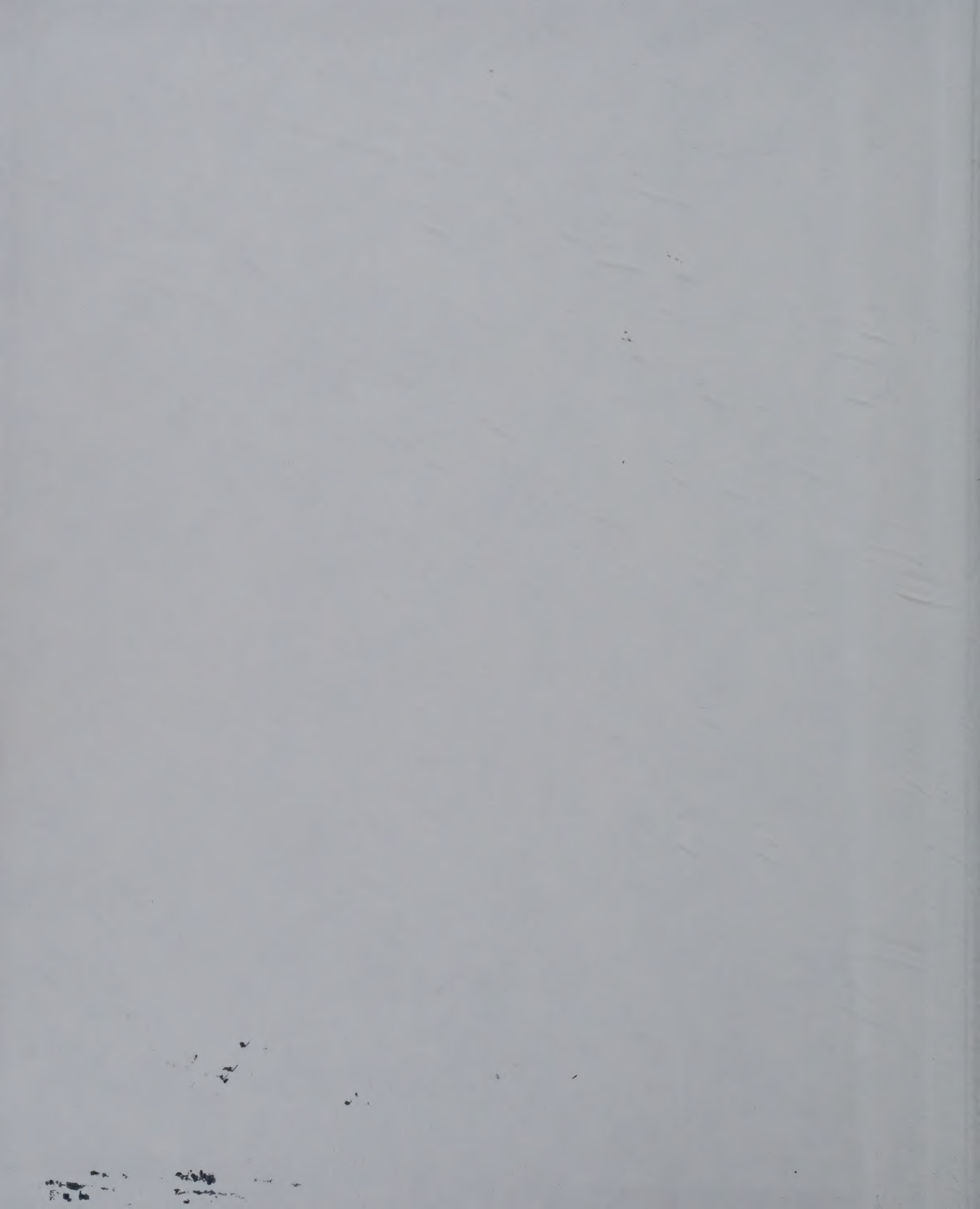






WILLIAM F. MAAG LIBRARY  
YOUNGSTOWN STATE UNIVERSITY











With Fast Track Speed Notes

# MASTERING WORD PERFECT<sup>®</sup> ON THE MACINTOSH<sup>™</sup>

Y-102  
Kay Yarborough Nelson

Version 1

All Levels of Users

Time-Saving Macros



# Command Shortcuts—Listed Alphabetically

If no keyboard shortcut is available, menu selections are given. Also: <select> indicates that you must make a selection).

| Command                     | Shortcut                                    | See | Command                 | Shortcut                                  | See |
|-----------------------------|---------------------------------------------|-----|-------------------------|-------------------------------------------|-----|
| Alignment character         | Command-4 3                                 | 108 | Convert a file          | Choose Save As from File menu             | 237 |
| Append to the Clipboard     | <select> Command-A 1                        | 56  | Copy                    | <select> Command-C                        | 56  |
| Append to a file            | <select> Command-A 2                        | 166 | Copy or cut a column    | Command-6 5 Command-C or Command-X        | 162 |
| Assign a password           | Choose Save As from File menu               | 238 | Copy a file or folder   | Command-L <select> Command-4              | 231 |
| Automatic page number       | Command-2 2                                 | 127 | Create new folder       | Command-L Command-8                       | 234 |
| Backups                     | Choose WP Defaults 2 from File Menu         | 244 | Create an endnote       | Command-9 5                               | 365 |
| Backward search             | Command-B                                   | 61  | Create a footnote       | Command-9 1                               | 365 |
| Binding width               | Command-2 1                                 | 125 | Cut                     | <select> Command-X                        | 44  |
| Block protection            | <select> Command-2 6                        | 139 | Cycle windows           | Command-W                                 | 72  |
| Bold                        | Command-Shift-B                             | 88  | Date                    | Command-D                                 | 76  |
| Cancel a command            | Command--.                                  | 14  | Date function           | Command-Shift-D                           | 76  |
| Case conversion             | <select> Choose Case Convert from Edit menu | 59  | Date (merge code)       | Command-8 D                               | 307 |
| Center                      | Command-Shift-C or Command-4 1              | 93  | Date/time format        | Command-D 3                               | 77  |
| Center page top to bottom   | Command-2 1                                 | 125 | Define index            | Choose Define Lists 7 from Special menu   | 392 |
| Chain macro                 | Command-M 3                                 | 268 | Define lists            | Choose Define Lists 1-5 from Special menu | 382 |
| Change dictionaries         | Command-E 6                                 | 405 | Define macro            | Command-Shift-M or Command-M 1            | 257 |
| Change font, size           | Command-5                                   | 85  | Define ToFC             | Choose Define Lists 6 from Special menu   | 386 |
| Change H-zone               | Command-R                                   | 112 | Delete character        | Delete                                    | 56  |
| Change units of measurement | Choose WP Defaults 5 from File menu         | 449 | Delete EOL              | Command-1 (numeric keypad)                | 57  |
| Character style             | Command-5                                   | 88  | Delete EOP              | Command-3 (numeric keypad)                | 57  |
| Check spelling of document  | Command-Shift-W or Command-E 1              | 400 | Delete a file or folder | Command-L <select> Command-6              | 231 |
| Check spelling of page      | Command-E 2                                 | 400 | Delete right            | . (numeric keypad)                        | 56  |
| Check spelling of selection | <select> Command-E 3                        | 400 | Delete word             | Command-Delete or Enter Delete            | 56  |
| Close a window              | Command-K                                   | 236 | Delay in a macro        | Command-M 4                               | 264 |
| Codes, show                 | Command-7                                   | 60  | Display disk space      | Command-L                                 | 229 |
| Colors                      | Choose Screen 4 from Special menu           | 450 | Display justification   | Command-Shift-J                           | 92  |
| Columns on/off              | Command-Shift-K or Command-1 1              | 144 | Endnote (create)        | Command-9 5                               | 365 |
| Column options              | Command-1 2                                 | 149 | Endnote (edit)          | Command-9 6                               | 366 |
| Conditional EOP             | Command-2 5                                 | 138 | End of field            | Command-Shift-R                           | 319 |



| <b>Command</b>            | <b>Shortcut</b>                    | <b>See</b> | <b>Command</b>               | <b>Shortcut</b>                                  | <b>See</b> |
|---------------------------|------------------------------------|------------|------------------------------|--------------------------------------------------|------------|
| End of record             | Command-Shift-E                    | 319        | Indent                       | Command-Shift-T                                  | 104        |
| Enter Key                 | Enter, 7, or 5 (numeric keypad)    | 51         | Input in a macro             | Command-M 5                                      | 262        |
| Enter key mapping         | Command-?                          | 446        | Insert literal (ASCII)       | Command-I                                        | 74         |
| Execute macro             | Command-Shift-X                    | 257        | Invoke macro in a merge      | Command-8 G                                      | 321        |
| Execute merge             | Choose Merge from Special menu     | 309        | Index (mark for)             | <select> Command-J 3                             | 390        |
| File/folder info          | Command-L <select><br>Command-7    | 232        | Italics                      | Command-Shift-I                                  | 88         |
| File management           | Command-L                          | 227        | Justification                | Command-R <select icon>                          | 91         |
| Flush right               | Command-Shift-F                    | 97         | Kerning                      | Command-4 6                                      | 115        |
| Fonts (change)            | Command-5                          | 85         | Leading                      | Command-4 5                                      | 114        |
| Footers                   | Command-Shift-H                    | 130        | Left/right indent            | Command-Shift-L                                  | 104        |
| Footnote (create)         | Command-9 1                        | 365        | Letterspacing                | Command-4 6                                      | 115        |
| Footnote (edit)           | Command-9 2                        | 366        | Line height                  | Command-4 5                                      | 114        |
| Footnote number           | Command-9 3                        | 366        | Line spacing                 | Command-4 5                                      | 113        |
| Footnote options          | Command-9 4                        | 366        | List (mark for)              | <select> Command-J 1                             | 381        |
| Forward search            | Command-F                          | 61         | List files (file management) | Command-L                                        | 227        |
| Full windows              | Command-Shift-Z                    | 73         | Look in a file or folder     | Command-L <select><br>Command-3                  | 230        |
| Generate (lists, etc.)    | Command-Shift-G                    | 383        | Look up a word (Speller)     | Command-E 5                                      | 404        |
| Go to                     | Command-G                          | 52         | Lowercase conversion         | <select> Choose Case Conversion 2 from Edit menu | 59         |
| Go to bottom of page      | Command-G ↓                        | 52         | Macros                       | Command-M                                        | 256        |
| Go to <i>character</i>    | Command-G <i>character</i>         | 48         | Macro merge code             | Command-8 G                                      | 321        |
| Go to top of page         | Command-G ↑                        | 52         | Margins                      | Command-R                                        | 124        |
| Hand feeding              | Command-P                          | 200        | Margin release               | Shift-Tab or Command-4 7                         | 104, 125   |
| Hanging indent            | Command-Shift-T Shift-Tab          | 104        | Mark for index               | <select> Command-J 3                             | 390        |
| Hard page break           | Command-Return                     | 122        | Mark for list                | <select> Command-J 1                             | 381        |
| Hard (non-breaking) space | Enter space bar                    | 89         | Mark for ToFC                | <select> Command-J 2                             | 386        |
| Headers                   | Command-Shift-H                    | 130        | Merge                        | Choose Merge from Special menu                   | 309        |
| Hyphenation               | Command-4 4                        | 110        | Merge codes                  | Command-8                                        | 319        |
| H-zone                    | Command-R<br><move shaded portion> | 112        | Merge from keyboard code     | Command-8 C                                      | 307        |
| Help                      | Command-?                          | 7          |                              |                                                  |            |

(continued on inside back cover)



***Mastering WordPerfect  
on the Macintosh***

---



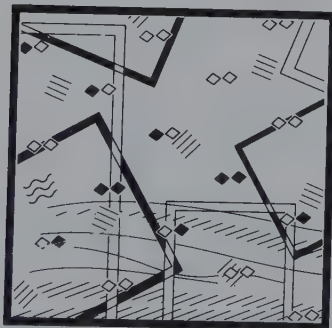




Apbk  
182  
BLACK

# **Mastering WordPerfect<sup>®</sup> on the Macintosh<sup>™</sup>**

**Kay Yarborough Nelson**



**San Francisco • Paris • Düsseldorf • London**

Cover design by Thomas Ingalls + Associates

Cover photography by Michael Lamott

Series design by Karin Lundgren

Chapter art and layout by David Kidd

Adobe Illustrator and PostScript are trademarks of Adobe Systems.

Apple File Exchange, Apple PC Card, AppleShare, AppleTalk, HyperCard, ImageWriter, LaserWriter, Mac, MacDraw, Macintosh, and MacPaint are trademarks of Apple Computer.

CompuServe is a servicemark of CompuServe.

Cricket Draw is a trademark of Cricket Software.

Data General is a trademark of Data General Corporation.

DaynaFile is a trademark of Dayna Communications.

dBASE and MultiMate are trademarks of Ashton Tate.

DigitArt Laser Graphics is a trademark of Image Club Graphics, Inc.

DisplayWrite, IBM, and Personal Computer AT are trademarks of International Business Machines Corporation.

DrawArt is a trademark of Desktop Graphics.

Excel, Microsoft Word, and Multiplan are trademarks of Microsoft Corporation.

Fluent Fonts is a trademark of Casady Company.

FONtastic and Fontographer are trademarks of Altsys Corporation.

Font/DA Juggler is a trademark of ALSoft, Inc.

FullPaint is a trademark of Ann Arbor Softworks.

Glue and SmartScrap are trademarks of Solutions International.

LaserFonts is a trademark of Century Software, Inc.

Linotronic is a trademark of Linotype.

Mac the Knife is a trademark of Miles Computing.

MacLink Plus is a trademark of DataViz.

MicroPhone is a trademark of Software Ventures Corporation.

PageMaker is a trademark of Aldus Corporation.

ProComm is a trademark of DataStorm Technologies, Inc.

Suitcase is a trademark of Software Supply.

TOPS is a trademark of TOPS: A Sun Microsystems Company.

VAX is a trademark of Digital Equipment Corporation.

WordStar is a trademark of MicroPro International.

SYBEX is a registered trademark of SYBEX, Inc.

SYBEX is not affiliated with any manufacturer.

Every effort has been made to supply complete and accurate information. However, SYBEX assumes no responsibility for its use, nor for any infringements of patents or other rights of third parties which would result.

Copyright ©1988 SYBEX Inc., 2021 Challenger Drive #100, Alameda, CA 94501. World rights reserved. No part of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic or other record, without the prior agreement and written permission of the publisher.

Library of Congress Card Number: 88-61068

ISBN 0-89588-515-8

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1



Z  
52.5  
1165 N45  
198

## — Acknowledgments —

This book was really a collaborative effort, and I owe a great deal of thanks to all who were involved.

To WordPerfect Corporation's excellent customer support group, who were most patient and helpful as we all worked our way through the various beta releases. Special thanks go to Robin Gross, who consistently went beyond the call of duty. I hope WordPerfect Corporation reads this and rewards her appropriately. She is an exemplary employee. Special thanks also to Nigel Geary for his outstanding assistance. Nigel, I hope you write that book someday. Thanks, too, to Jeannie Johnson and Laverna Stapler, also of WordPerfect's customer support group, for being helpful and informative, and above all, *patient*. I couldn't have figured out some of the things in this book without the help of all of you.

To Dan Nelson of WordPerfect Corporation's Macintosh Development group, who I bothered mercilessly with questions in the early releases.

To Mike Chow and Holly Knight of Apple Computer, for the extended loan of Mike's SE so that I could test everything on the Macintosh II, the SE, and the Mac Plus. Mike, I didn't think it would take this long, either.

To David Kolodney of SYBEX who stepped in as editor on this project when he was already overworked with other titles. I don't know how you did it, David.

To all the technicians and specialists at SYBEX who put together this book: Tanya Kucak, copy editor; Jeff Green, technical editor; David Kidd, chapter art and layout; Karen Lundstrom, series design; Aidan Wylde, typesetter; Jocelyn B. Reynolds and Bob Myren, word processors; and Lynne Bourgault, proofreader.

Special acknowledgments go to DataViz, Inc., for MacLink Plus and to TOPS: A Sun Microsystems Company, for networking software for the Macintosh and IBM PC.

# **— Contents at a Glance —**

|                                                                            |              |
|----------------------------------------------------------------------------|--------------|
| <b>Introduction</b>                                                        | <b>xxlii</b> |
| <b>Chapter 1: Getting Started</b>                                          | <b>2</b>     |
| <b>Chapter 2: Editing Your Documents</b>                                   | <b>42</b>    |
| <b>Chapter 3: Formatting Text for Variety and Emphasis</b>                 | <b>80</b>    |
| <b>Chapter 4: Formatting Pages for a Professional Look</b>                 | <b>120</b>   |
| <b>Chapter 5: Desktop Publishing</b>                                       | <b>142</b>   |
| <b>Chapter 6: Printing Your Documents</b>                                  | <b>197</b>   |
| <b>Chapter 7: Managing Your Files</b>                                      | <b>224</b>   |
| <b>Chapter 8: Using Macros to Automate Your Work</b>                       | <b>254</b>   |
| <b>Chapter 9: Merge Printing for Personalized Documents</b>                | <b>304</b>   |
| <b>Chapter 10: Outlining and Paragraph Numbering</b>                       | <b>340</b>   |
| <b>Chapter 11: Working with Footnotes and Endnotes</b>                     | <b>360</b>   |
| <b>Chapter 12: Creating Lists, Tables of Contents, and Indexes</b>         | <b>379</b>   |
| <b>Chapter 13: Using the Speller and Thesaurus</b>                         | <b>396</b>   |
| <b>Chapter 14: Sharing Documents with Other Computers<br/>and Programs</b> | <b>419</b>   |
| <b>Appendix A: Formatting Codes</b>                                        | <b>439</b>   |
| <b>Appendix B: Keyboard Charts</b>                                         | <b>444</b>   |
| <b>Appendix C: Customizing WordPerfect to Suit the Way You Work</b>        | <b>446</b>   |
| <b>Index</b>                                                               | <b>454</b>   |

# **Table of Contents**

---

## **Introduction**

**xxiii**

## **Chapter 1: Getting Started**

**2**

|                                                      |    |
|------------------------------------------------------|----|
| Fast Track                                           | 2  |
| Setting Up                                           | 5  |
| What Equipment Should You Have?                      | 5  |
| Which Keyboards Work with WordPerfect?               | 6  |
| What Should You Know Before You Start                | 7  |
| How Do You Get Help?                                 | 7  |
| Where Should You Begin?                              | 7  |
| How Is WordPerfect Different?                        | 8  |
| WordPerfect Basics                                   | 11 |
| The WordPerfect Window                               | 11 |
| Introducing WordPerfect on the Macintosh: A Tutorial | 16 |
| Creating a Logo                                      | 18 |
| Entering Today's Date                                | 20 |
| Entering and Editing Text                            | 20 |
| Viewing Format Codes                                 | 24 |
| Saving Your Letter                                   | 25 |
| Working with Tabs                                    | 26 |
| Other Editing Commands                               | 31 |

|                            |    |
|----------------------------|----|
| Recording a Macro          | 34 |
| Centering the Page         | 36 |
| Previewing Your Letter     | 36 |
| Spell-Checking Your Letter | 37 |
| Printing the Document      | 39 |
| Looking Forward            | 39 |

## **Chapter 2: Editing Your Documents** **42**

|                                              |    |
|----------------------------------------------|----|
| Fast Track                                   | 42 |
| Keyboard Shortcuts                           | 44 |
| Using the Mouse                              | 46 |
| Moving through Your Documents                | 47 |
| Moving Short Distances                       | 48 |
| Long-Distance Moving                         | 51 |
| Selecting Text                               | 53 |
| Deleting Text                                | 56 |
| Deleting by Characters                       | 56 |
| Deleting by Words                            | 56 |
| Deleting to the End of the Line              | 58 |
| Deleting Selections                          | 58 |
| Undeleting Deleted Text                      | 58 |
| Converting Characters to Upper- or Lowercase | 59 |
| Working with the Codes Window                | 60 |
| Searching and Replacing Text                 | 61 |
| Searching for Text and Codes                 | 62 |
| Using Wildcards in Searches                  | 65 |
| Replacing Text                               | 65 |
| Using Codes in Search and Replace            | 67 |
| Working with Multiple Documents              | 72 |



|                                        |    |
|----------------------------------------|----|
| Inserting Special Characters           | 74 |
| Using Redline and Strikeout            | 75 |
| Removing Redlining and Strikeout Marks | 75 |
| Inserting the Date and Time            | 76 |
| Looking Forward                        | 78 |

### ***Chapter 3: Formatting Text for Variety and Emphasis*** **80**

|                                                             |     |
|-------------------------------------------------------------|-----|
| Fast Track                                                  | 80  |
| Formatting Characters                                       | 83  |
| Fonts and Type Styles                                       | 83  |
| Changing Fonts                                              | 85  |
| Changing Font Sizes                                         | 87  |
| Changing Styles                                             | 88  |
| Justifying Text                                             | 91  |
| The Ruler Line                                              | 93  |
| Centering Text                                              | 93  |
| Centering Text between Margins                              | 94  |
| Centering Text You've Already Typed                         | 95  |
| Centering Text at a Specified Point                         | 95  |
| Centering Text in Columns                                   | 96  |
| Uncentering Text                                            | 96  |
| Flush Right                                                 | 97  |
| Removing Flush Right Codes                                  | 98  |
| Combining Centered and Flush Right Formats on the Same Line | 98  |
| Setting Tabs                                                | 99  |
| Setting Tabs with the Ruler Line                            | 100 |
| Other Kinds of Indents                                      | 104 |
| Setting Tabs with the Tab Format Box                        | 105 |
| Changing Tab Settings                                       | 107 |

|                                      |     |
|--------------------------------------|-----|
| Using Tab Align                      | 107 |
| Changing the Tab Alignment Character | 108 |
| Hyphenating Words                    | 110 |
| Changing the H-Zone                  | 112 |
| Spacing Lines                        | 113 |
| Line Height                          | 114 |
| Leading                              | 114 |
| Kerning and Letterspacing            | 115 |
| Looking Forward                      | 117 |

#### ***Chapter 4: Formatting Pages for a Professional Look*** **120**

|                                                        |     |
|--------------------------------------------------------|-----|
| Fast Track                                             | 120 |
| Page Layout                                            | 123 |
| Margins                                                | 124 |
| Margin Release                                         | 125 |
| Centering Pages Top to Bottom                          | 125 |
| Changing Binding Width                                 | 125 |
| Using Page Numbers                                     | 127 |
| Beginning with a New Page Number                       | 130 |
| Inserting a Page Number in Text                        | 130 |
| Creating Headers and Footers                           | 130 |
| Formatting Headers and Footers                         | 133 |
| Editing, Suppressing, and Deleting Headers and Footers | 135 |
| Suppressing Page Formats                               | 136 |
| Keeping Text Together                                  | 137 |
| Conditional EOP                                        | 138 |
| Block Protection                                       | 139 |
| Avoiding “Widows” and “Orphans”                        | 139 |
| Looking Forward                                        | 140 |

|                                                           |            |
|-----------------------------------------------------------|------------|
| <b>Chapter 5: Desktop Publishing</b>                      | <b>142</b> |
| Fast Track                                                | 142        |
| Creating Text Columns                                     | 145        |
| Newspaper Columns                                         | 147        |
| Parallel Columns                                          | 149        |
| Evenly Spaced Columns                                     | 149        |
| Unequal Columns                                           | 151        |
| Working with Text in Columns                              | 152        |
| Moving Between Columns                                    | 153        |
| Deleting Columns                                          | 153        |
| Exercise: Formatting Existing Text into Newspaper Columns | 154        |
| Exercise: Retrieving Text into Newspaper Columns          | 155        |
| Exercise: Working with Parallel Columns                   | 158        |
| Moving Between Columns                                    | 159        |
| Editing Parallel Columns                                  | 160        |
| Moving Parallel Columns                                   | 162        |
| Incorporating Graphics into Your Documents                | 165        |
| Sizing Graphics                                           | 166        |
| Copying and Moving Graphics                               | 166        |
| Types of Graphics                                         | 167        |
| Graphics Tips                                             | 168        |
| Designing Your Publications                               | 172        |
| Using a Grid System                                       | 173        |
| Design Hints                                              | 176        |
| Project: Creating a Newsletter                            | 186        |
| Setting Up Foldout Formats                                | 189        |
| Specifications for the Examples                           | 189        |
| Sources for Clip Art and Graphics                         | 192        |
| Looking Forward                                           | 193        |

**Chapter 6: Printing Your Documents****197**

|                                               |     |
|-----------------------------------------------|-----|
| Fast Track                                    | 197 |
| Printing a Document                           | 198 |
| Print Quality                                 | 199 |
| Printing Selected Pages                       | 200 |
| Number of Copies and Paper Feed               | 200 |
| Other Features                                | 201 |
| Changing Print Options                        | 201 |
| Page Setup                                    | 201 |
| ImageWriter Print Options                     | 202 |
| LaserWriter Print Options                     | 204 |
| Print Preview                                 | 204 |
| Using PostScript Commands                     | 205 |
| Installing Printing Resources                 | 208 |
| Using the Installer                           | 209 |
| Using Font/DA Mover                           | 210 |
| The Apple Dot-Matrix Printers                 | 211 |
| ImageWriter Fonts                             | 211 |
| The Apple Laser Printers                      | 213 |
| Laser Fonts                                   | 213 |
| Using Additional Fonts                        | 214 |
| Mixing Fonts in a Document                    | 215 |
| Printing Tips and Techniques                  | 216 |
| Printing Envelopes on an ImageWriter          | 216 |
| Printing Envelopes on a LaserWriter           | 216 |
| Printing ImageWriter Fonts on a Laser Printer | 217 |
| Printing the Screen                           | 218 |
| Printing Bit-Mapped Graphics                  | 218 |
| Printing Special Characters                   | 218 |



|                               |     |
|-------------------------------|-----|
| Renting Time on a LaserWriter | 219 |
| Sources for Additional Fonts  | 220 |
| Looking Forward               | 222 |

## **Chapter 7: Managing Your Files** **224**

|                                             |     |
|---------------------------------------------|-----|
| Fast Track                                  | 224 |
| Files and Folders                           | 226 |
| Naming Files and Folders                    | 227 |
| File Management                             | 227 |
| Retrieving a File                           | 229 |
| Printing from the File Management Window    | 230 |
| Looking into a File or Folder               | 230 |
| Copying Files                               | 231 |
| Renaming Files and Folders                  | 231 |
| Deleting Files and Folders                  | 231 |
| Getting Information about Files and Folders | 232 |
| Creating a New Folder                       | 234 |
| Searching Files for a Specific Word         | 234 |
| Other File Commands                         | 235 |
| Open                                        | 235 |
| Retrieve                                    | 236 |
| Close                                       | 236 |
| Save                                        | 236 |
| Save As                                     | 236 |
| Save Copy As                                | 237 |
| Transfer                                    | 238 |
| Protecting Your Files                       | 238 |
| Locking Files                               | 239 |

|                               |     |
|-------------------------------|-----|
| Default Files and Folders     | 240 |
| Creating Custom Default Files | 241 |
| Changing the Beep Option      | 242 |
| Setting Default Folders       | 243 |
| Backup Protection Schemes     | 244 |
| Timed Backups                 | 244 |
| Original Backups              | 246 |
| Disk Backups                  | 247 |
| Backing Up Hard Disks         | 247 |
| WordPerfect's Files           | 248 |
| Looking Forward               | 252 |

## **Chapter 8: Using Macros to Automate Your Work** **254**

|                                   |     |
|-----------------------------------|-----|
| Fast Track                        | 254 |
| Recording a Macro                 | 257 |
| Writing Paragraphs Automatically  | 258 |
| Editing Text Automatically        | 259 |
| Formatting Text Automatically     | 260 |
| Getting Input from the Keyboard   | 261 |
| Pausing a Macro                   | 261 |
| Using Prompts in Macros           | 262 |
| Using a Delay Factor in Macros    | 264 |
| Creating a Startup Macro          | 265 |
| Repeating Macros                  | 265 |
| Repeating Chains                  | 266 |
| Repeating Macros with the Esc Key | 267 |
| Nesting and Chaining Macros       | 268 |
| Nesting Macros                    | 268 |
| Conditional Chains                | 270 |

|                                                      |     |
|------------------------------------------------------|-----|
| Building a Macro Library                             | 273 |
| Useful Macros                                        | 274 |
| Text Editing Macros                                  | 274 |
| Transposing Text                                     | 279 |
| Inserting Special Characters                         | 280 |
| Converting to Superscript and Subscript              | 281 |
| Copying a Paragraph                                  | 282 |
| Moving to the Beginning or End of a Paragraph        | 283 |
| Selecting Parallel Columns                           | 284 |
| Text-Formatting Macros                               | 285 |
| Automatic Page Numbering Footer                      | 292 |
| Demonstration Macro                                  | 293 |
| Creating a Macro Application: Automatic Front Matter | 296 |
| Looking Forward                                      | 302 |

## ***Chapter 9: Merge Printing for Personalized Documents*** **304**

|                                         |     |
|-----------------------------------------|-----|
| Fast Track                              | 304 |
| Merging from the Keyboard               | 307 |
| Preparing the Form Document             | 307 |
| Adding Text to the Form                 | 308 |
| Merging from a Secondary File           | 311 |
| Constructing the Secondary File         | 311 |
| Setting Up the Primary File             | 313 |
| Merging the Primary and Secondary Files | 315 |
| Suppressing Blank Lines                 | 315 |
| Selecting Different Secondary Files     | 317 |
| A Quick Review                          | 318 |
| Merging to the Printer                  | 320 |
| Combining Macros and Merges             | 321 |

|                                         |     |
|-----------------------------------------|-----|
| Using Records from Other Programs       | 323 |
| Completing Forms                        | 324 |
| Creating Reports                        | 325 |
| Addressing Envelopes and Mailing Labels | 326 |
| Dual Merges                             | 329 |
| Document Assembly                       | 333 |
| Tips for Setting Up Boilerplate Systems | 336 |
| Looking Forward                         | 337 |

## **Chapter 10: Outlining and Paragraph Numbering** **340**

|                                         |     |
|-----------------------------------------|-----|
| Fast Track                              | 340 |
| Working in Outline Mode                 | 342 |
| Creating an Outline                     | 344 |
| Moving Outline Text                     | 345 |
| Deleting a Topic                        | 345 |
| Changing the Level of a Topic           | 347 |
| Outlining Tips                          | 347 |
| Aligning Outline Numbers and Text       | 347 |
| Changing the Outline Style              | 349 |
| Several Outlines in One Document        | 350 |
| Paragraph Numbering                     | 351 |
| Automatic and Fixed Paragraph Numbering | 351 |
| Outlining and Paragraph Numbering Codes | 357 |
| Looking Forward                         | 358 |

## **Chapter 11: Working with Footnotes and Endnotes** **360**

|                |     |
|----------------|-----|
| Fast Track     | 360 |
| Creating Notes | 362 |
| Editing Notes  | 366 |

|                                                                        |                |
|------------------------------------------------------------------------|----------------|
| Assigning a New Note Number                                            | 366            |
| Changing Note Options                                                  | 366            |
| Changing Note Styles                                                   | 368            |
| Changing the Default Note Style                                        | 370            |
| Tips for Entering Notes                                                | 371            |
| Changing Footnotes to Endnotes                                         | 374            |
| Printing Endnotes                                                      | 374            |
| Looking Forward                                                        | 376            |
| <br><b>Chapter 12: Creating Lists, Tables of Contents, and Indexes</b> | <br><b>379</b> |
| Fast Track                                                             | 379            |
| Creating Lists                                                         | 380            |
| Marking Text for a List                                                | 381            |
| Defining the List                                                      | 382            |
| Generating the List                                                    | 383            |
| Macro: Automatically Marking a List                                    | 384            |
| Working with Tables of Contents                                        | 386            |
| Indexing                                                               | 389            |
| Marking Index Entries                                                  | 390            |
| Macro: Marking Text for an Index                                       | 391            |
| Selecting an Index Style                                               | 392            |
| Generating an Index                                                    | 392            |
| Looking Forward                                                        | 394            |
| <br><b>Chapter 13: Using the Speller and Thesaurus</b>                 | <br><b>396</b> |
| Fast Track                                                             | 396            |
| Specifying the Folder for the Speller and Thesaurus                    | 398            |



|                                                   |     |
|---------------------------------------------------|-----|
| Using the Speller                                 | 400 |
| Duplicate Words                                   | 404 |
| Alphanumeric Words                                | 404 |
| Getting a Word Count                              | 404 |
| Looking Up Words                                  | 404 |
| Using Other Dictionaries                          | 405 |
| Using the Thesaurus                               | 406 |
| The Speller Utility                               | 409 |
| Starting the Speller Utility                      | 410 |
| Adding the User Dictionary to the Main Dictionary | 410 |
| Adding Words to the Dictionary from a File        | 412 |
| Adding a Word to the Common Dictionary            | 412 |
| Checking Spelling in the Speller Utility          | 413 |
| Creating New Dictionaries                         | 413 |
| Using Dictionaries Created on Other Computers     | 415 |
| Looking Forward                                   | 415 |

## **Chapter 14: Sharing Documents with Other Computers and Programs** **419**

|                                                               |     |
|---------------------------------------------------------------|-----|
| Fast Track                                                    | 419 |
| Transferring WordPerfect Documents between Other<br>Computers | 421 |
| PC Compatible Disk Drives                                     | 421 |
| File Translation Programs                                     | 422 |
| Connecting an IBM PC to Your Macintosh                        | 424 |
| Communicating via Modem                                       | 426 |
| Networking with WordPerfect                                   | 426 |
| Working on an AppleShare Network                              | 427 |
| Working on a TOPS Network                                     | 428 |
| Network Etiquette                                             | 430 |

|                                                                         |                |
|-------------------------------------------------------------------------|----------------|
| Telecommunicating with WordPerfect                                      | 431            |
| Using CompuServe                                                        | 431            |
| Visiting the Macintosh User's Group                                     | 433            |
| Visiting the WordPerfect Support Group                                  | 435            |
| Teleconferencing                                                        | 436            |
| Suppliers of Communications Programs and Equipment                      | 436            |
| <br><b>Appendix A: Formatting Codes</b>                                 | <br><b>439</b> |
| <br><b>Appendix B: Keyboard Charts</b>                                  | <br><b>444</b> |
| <br><b>Appendix C: Customizing WordPerfect to Suit the Way You Work</b> | <br><b>446</b> |
| Mapping Features to the Enter Key                                       | 446            |
| Setting Default Formats                                                 | 449            |
| Starting WordPerfect Automatically                                      | 449            |
| Creating a Startup Macro                                                | 449            |
| Setting Automatic Backups                                               | 449            |
| Adjusting the Screen Display                                            | 450            |
| Setting Screen Colors                                                   | 450            |
| Changing Control Panel Settings                                         | 451            |
| <br><b>Index</b>                                                        | <br><b>454</b> |



## — Introduction —

I've tried to write this book so that it will be the only one you'll have to buy. You'll learn a lot of things that aren't in the WordPerfect documentation, and, if you're a WordPerfect IBM user, you'll find tips about how the program works differently on the Mac.

*Mastering WordPerfect on the Macintosh* isn't just a tutorial in the program's fundamentals, or just a reference book, or a "tips and traps" book: it's all three. First, it gives you a short set of exercises that you can use to get accustomed to some of the basic ways the program works. It's then organized by the tasks you normally do, so that you can use it as a reference to quickly look up a feature long after you've learned it. In addition, *Mastering WordPerfect on the Macintosh* is full of tips and shortcuts that can help you get around many obstacles you may encounter while using the program. And, because the Macintosh is so easy to use, the book doesn't stop where most "mastering" books stop; it takes you through the most sophisticated things you can do with WordPerfect, such as setting up conditional macros, performing complex merge printing, and executing macros from merges.

WordPerfect for the Macintosh probably isn't your first word processing program. You may have been using WordPerfect on an IBM PC and want to take advantage of the Mac's superior graphics capabilities or to transfer documents between the IBM and the Macintosh. You may have been using MacWrite or some other basic word processing program and now want to move up to a more sophisticated word processor. Or you may want to do desktop publishing on your Macintosh without having to invest in a separate desktop publishing program like PageMaker. All of these are excellent reasons for using WordPerfect on the Macintosh.

With little practice, you can use WordPerfect's menu system and select commands, and you can click on buttons in dialog boxes by using the mouse. You can also use keyboard shortcuts. These keyboard shortcuts can save you time as you type, because you don't

have to take your hand off the keyboard and reach for the mouse. There are some situations, of course, in which the mouse is much better suited for the task—such as selecting which words to cut, or selecting the exact point where you want to put a tab—but issuing a series of commands through several submenus isn't one of them. However, it's simply a matter of personal preference: you can use the mouse in some situations and the keyboard shortcuts in others—whatever suits you.

It's assumed that you know how to use a Macintosh computer and are reasonably familiar with its operation. You should be comfortable with pull-down menus, windows, and using the mouse to click and to drag. You should also understand the basic techniques for opening and closing documents. If you're new to the Macintosh or need a quick review, see your Macintosh owner's guide.

If you're an experienced Macintosh user, you may find that WordPerfect uses the Macintosh interface in some unique ways. For example, Mac WordPerfect, like its IBM counterpart, uses invisible codes that control formatting. Normally these codes don't appear on the screen, but you can view them in a special Codes window. Using a word processor with embedded codes may take a little getting used to, but they give you almost total control over what you can do with your word processor. You can search for these codes, for example, and replace them with other codes, thus reformatting your document. You can see exactly how much space is between words and characters. And, because you can write macros in WordPerfect, you can have the program “automatically” carry out complex sequences of instructions that involve manipulating format codes. For example, you can have WordPerfect search for all the main headings in a document, change them to boldface and all caps, format a contents page, generate a table of contents, and print it with the document—all by recording one macro that you can use over and over again with other documents.

---

## Using This Book

---

Not everybody will want to use this book in the same way. If you're new to WordPerfect, you'll probably want to begin with **Chapter 1**. It contains a tutorial that gets you quickly familiar with WordPerfect's basic operations. Even if you're already experienced with



WordPerfect, you'll probably want to review this chapter. After you complete the tutorial, you'll know how to enter and edit text, change fonts, set up different formats, paste graphics, insert the date in your document, use the Speller to check the document you've created, save the document, and print it.

After this basic tutorial, you can use the book as a reference aid. You'll find descriptions of all the procedures required to carry out tasks, and you'll find many examples that you can practice with if you like.

Here's a brief look at how the rest of the book is organized.

**Chapter 2** presents WordPerfect's editing techniques. It expands on some of the basic skills presented in the tutorial and demonstrates more advanced techniques, such as working with multiple documents, using search and replace, and converting uppercase to lowercase and vice versa. It also discusses many procedures you use with longer documents, such as using strikeout and redline to indicate deleted and changed text in documents that are reviewed by others.

**Chapter 3** covers character, line, and paragraph formatting. You'll see how to create hanging paragraphs, set special kinds of tabs, change line spacing, use automatic hyphenation, control justification, change fonts and character styles, and insert special characters in your documents.

**Chapter 4** presents page formatting techniques, such as inserting headers and footers, using different page numbering systems, and controlling how pages break.

**Chapter 5**, which covers desktop publishing, shows you how to work with text formatted in parallel and newspaper columns and how to insert graphics into documents. If you're publishing newsletters or making presentations with WordPerfect, you'll want to review this chapter thoroughly.

**Chapter 6** discusses printing your documents both with the Apple ImageWriters and the LaserWriters. It also examines fonts—screen fonts, printer fonts, and downloadable fonts.

**Chapter 7** discusses managing your files. If you're an experienced Mac user (that is, if you've used a Macintosh for about 15 minutes or so), you already know how to copy files, create folders, and so forth. However, WordPerfect has many built-in options that let you carry out these tasks without a trip to the Finder. You may want to review

this chapter to see if there are any additional tips and shortcuts you can use in your work.

In **Chapter 8**, you'll see how to record macros in WordPerfect. Writing macros to accomplish your routine tasks is a wonderful time-saver. You simply carry out all the commands required to accomplish a task, and WordPerfect records what you do and plays it back whenever you use the macro. Using macros saves you from having to remember complex sequences of commands and responses, and carries out operations faster than you can with the keyboard or mouse. If you haven't used macros before, you'll be delighted by how simple and easy they are to create in WordPerfect. If you've used macros in another word processing program, you'll be delighted that they're finally here in WordPerfect on the Macintosh. This chapter has more than 50 useful macros, ranging from simple ones to relatively complex macro systems that automate processes for you. If you don't want to record all these macros yourself, you can order a disk containing them. See the last page of the book for details.

Merge printing is one of the most powerful things you can do with a word processor, and you'll learn how to use it in **Chapter 9**. It appears after the macros chapter so that you can see some of the more advanced things you can do by combining merges with macros. You can set up a system for assembling documents from master files, for example, and use boilerplate (standard text) to create documents without much typing at all.

**Chapters 10 through 12** discuss specialized features of the program: outlining, working with footnotes and endnotes, and creating tables of contents, lists, and indexes. You may never need to create an index, an outline, or a table of contents; if so, you can skip these chapters.

**Chapter 13**, although it's short, is one of my favorites. I'm fascinated by the way the Speller works, and I'm amazed at how versatile it is. You'll see how to create custom dictionaries of your own and get into the inner workings of the Speller and Thesaurus.

In **Chapter 14**, you can explore some worlds beyond WordPerfect. You'll see how to use an on-line information facility like CompuServe, which you can use to access the WordPerfect Support Group with your questions and read answers from fellow WordPerfect users all over the country. This chapter also discusses how you can connect your Mac to IBM PCs and transfer your WordPerfect files from

machine to machine. If you have a large number of IBM WordPerfect files, this chapter will be of great interest to you. It will also discuss a few pointers you should keep in mind if you're using WordPerfect on a network.

In the appendixes to this book, you'll find a list of WordPerfect's formatting codes (Appendix A) and a chart of the functions assigned to specific keys (Appendix B). Appendix C reviews many of the different ways you can customize WordPerfect to suit the way you work, including setting screen color on a color monitor.

In addition, printed on the inside covers of the book is a quick reference guide so that you can look up how to accomplish a task without having to skim through the book.

Throughout the book, you'll find margin notes that will give you tips (the checkmark), general notes (the pointing finger), and a few warnings (the bull's eye). Use of the Command key (⌘) is indicated by the word *Command* instead of the cloverleaf symbol. In most cases, you are given two alternate ways to accomplish a task—either by using the mouse or with the keyboard shortcuts.

---

## **The Fast Tracks**

---

The Fast Track section at the beginning of each chapter summarizes the chapter's contents, lists the steps or keystrokes needed to complete specific tasks, and points you to the page where you can find a tutorial presentation or more detailed explanation. In some cases, the Fast Track entry will be all you need to get going. In other cases, you can use the Fast Track to pick out the points you are interested in and then go directly to the information you need. Also note that Fast Tracks cover the Chapters' primary topics; they do not cover every option, exception, or caveat discussed in the text.

---

## **Keep in Touch**

---

WordPerfect Corporation provides a toll-free number you can call for user assistance if you need it. It's available from 7 A.M. to 6 P.M. Mountain Time. The number is:

(800) 321-5906

You'll also want to get any upgrades to your program as they become available. The address to use when obtaining an upgrade by mail is:

WordPerfect Corporation  
Update Department  
329 N. State Street  
Orem, UT 84507

You can call (800) 321-4566 if you prefer to use your credit card to order an upgrade, or to find out when new releases of the program will be available.

In addition, I'd be happy to hear any ideas or suggestions you may have for future editions of the book. I'm on CompuServe (user 72000,1176), and at the address given on the last page of the book with the disk offer.

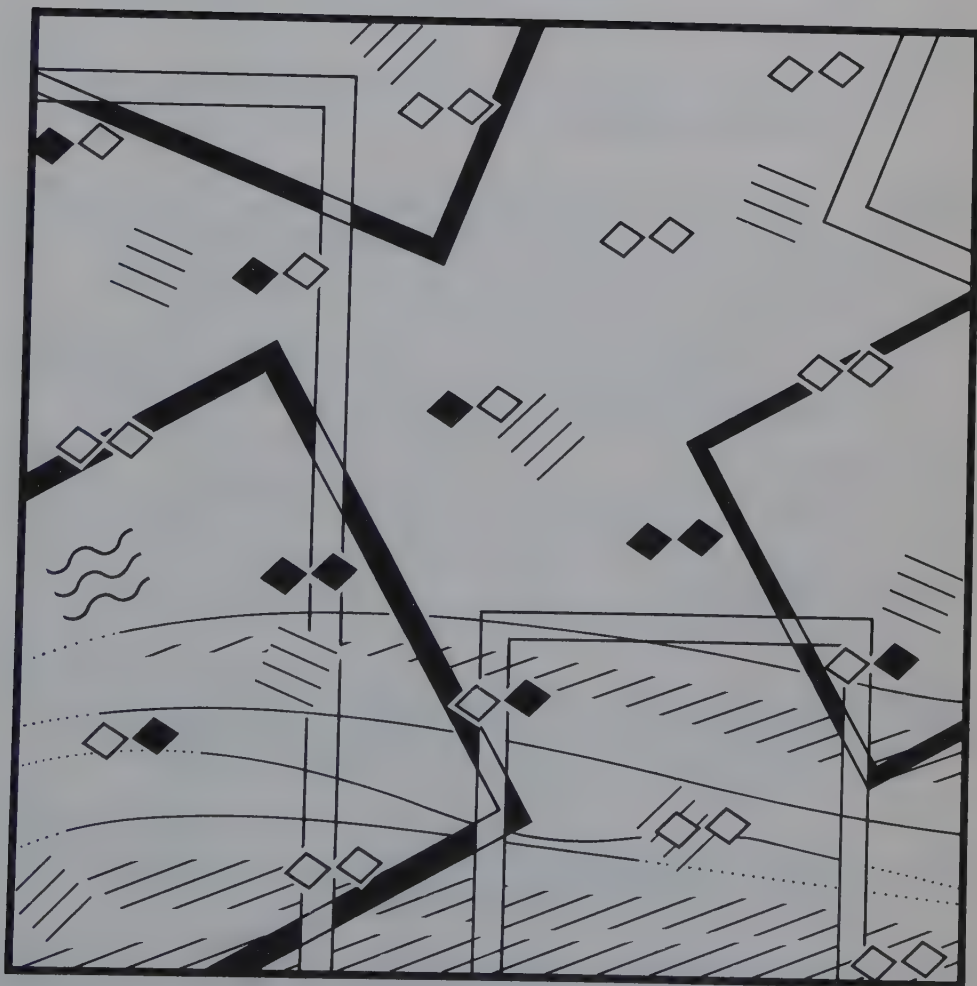
---

## ***A Final Word***

---

WordPerfect on the Macintosh is a sophisticated and powerful word processor that's now available through the Macintosh's easy-to-use user interface. It may look deceptively simple, but don't be disappointed if you don't master every one of its features in a single sitting. Learn the features you need to use in your work now; learn the others as the need arises. Do start writing macros for your routine tasks as soon as you feel comfortable with the program's basics; you'll be delighted with how much more effectively you can work.

# 1 — Getting Started —





# Fast Track

- |                                                                                                                                                                                                                                                       |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>To choose commands from menus by using the mouse,</b>                                                                                                                                                                                              | <b>8</b>  |
| click on the menu's name and hold the mouse button down; then drag with the mouse. Release the mouse button when the command you want is highlighted.                                                                                                 |           |
| <b>To select text,</b>                                                                                                                                                                                                                                | <b>11</b> |
| double-click or shift-click with the mouse, or choose Select from the Edit menu (Command-6).                                                                                                                                                          |           |
| <b>To choose commands by using the keyboard,</b>                                                                                                                                                                                                      | <b>12</b> |
| press the Command key and the command's keyboard shortcut character. For commands on submenus, press the Command and Shift keys plus the keyboard shortcut character. For example, Command-B searches backward and Command-Shift-B turns on boldface. |           |
| <b>More detailed coverage</b>                                                                                                                                                                                                                         | <b>16</b> |
| of the following commands can be found in later chapters.                                                                                                                                                                                             |           |
| <b>To open a new window,</b>                                                                                                                                                                                                                          | <b>17</b> |
| choose New from the File menu (or press Command-N).                                                                                                                                                                                                   |           |
| <b>To select different fonts, font sizes, and styles,</b>                                                                                                                                                                                             | <b>18</b> |
| choose them from the Font menu (or press Command-5). You can also select styles by clicking the boxes on the Status line.                                                                                                                             |           |
| <b>To view WordPerfect's hidden codes,</b>                                                                                                                                                                                                            | <b>24</b> |
| choose Show Codes from the Edit menu.                                                                                                                                                                                                                 |           |
| <b>To save the document you're working on,</b>                                                                                                                                                                                                        | <b>25</b> |
| choose Save from the File menu (or press Command-S).                                                                                                                                                                                                  |           |

- |                                                                                                                                              |           |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>To delete the word the insertion point is in,</b><br>press Command-Delete.                                                                | <b>22</b> |
| <b>To undelete one of the last three deletions,</b><br>choose Undelete from the Edit menu (or press Command-U).                              | <b>23</b> |
| <b>To undo the last thing you've done,</b><br>choose Undo from the Edit menu (or press Command-U).                                           | <b>23</b> |
| <b>To change tabs, margins, and justification,</b><br>choose Show Ruler from the Format menu (or press<br>Command-R).                        | <b>26</b> |
| <b>To search and replace text,</b><br>move to the beginning of the document and choose Replace from<br>the Search menu (or press Command-H). | <b>32</b> |
| <b>To center text,</b><br>choose Line from the Format menu; then choose Center (or<br>press Command-Shift-C).                                | <b>36</b> |
| <b>To spell-check your document,</b><br>choose Spell from the Special menu; then choose Check Docu-<br>ment (or press Command-Shift-W).      | <b>37</b> |
| <b>To print a document,</b><br>choose Print from the File menu (or press Command-P).                                                         | <b>39</b> |

# CHAPTER 1

---

WORDPERFECT ON THE MACINTOSH GIVES YOU A sophisticated word processor available through the easy-to-learn Macintosh interface. You've probably heard the program described as "feature laden," and it's true. Here are only a few of WordPerfect's features:

- Ability to create your own keyboard commands to customize the program
- Automatic reformatting
- Automatic timed backups
- Uppercase/lowercase conversion
- Date and time insertion
- Double-layout page preview
- Footnotes and endnotes
- Full file management within the program
- Full windows with no menu bar, if you choose
- Graphics
- Headers and footers
- Hyphenation
- Indexing
- Kerning
- Keyboard shortcuts
- Letterspacing
- Macros
- Merge printing

- Outlining
- PostScript commands
- Redlining and strikeouts
- Spelling checker and Thesaurus
- Subscripting and superscripting
- Text columns
- Transfer files to another program
- Undelete and Undo commands
- Virtual memory—you can create documents much larger than the amount of RAM you have
- Word count

In addition, if you've been using WordPerfect on an IBM PC, XT, or AT, you'll find that your documents are usable on the Macintosh, and you can save your Macintosh documents in IBM format as well. If you've been working with WordPerfect on a VAX, an Apple II, or a Data General computer, those documents can easily be converted to WordPerfect Macintosh format.

---

## Setting Up

---

Before you start using WordPerfect, there are a few things you should know about how the program is designed to interact with you. Taking the time to go over these now may save you some unnecessary trouble later.

### **What Equipment Should You Have?**

WordPerfect for the Macintosh is designed to run on the Macintosh 512KE, the Macintosh Plus, the Macintosh SE, and the Macintosh II, although you may find it slow on the 512KE and the Plus without a hard disk. It should also work with any new Macintoshes that Apple releases. To get the most from the program, you'll need a hard disk, and you'll

want a keyboard with a numeric keypad. And, of course, you'll need double-density 800K disks.

WordPerfect works with whatever printers you have installed in your System folder.

## ***Which Keyboards Work with WordPerfect?***

All the Macintosh keyboards work with WordPerfect, but depending on which Macintosh you're using, you'll probably have a different keyboard. The keyboard for the SE and the Mac II has a numeric keypad, arrow keys, a Control key, and an Escape key, which are all functional in WordPerfect. In addition, there's the Apple Extended Keyboard, which has 15 function keys across the top, all of which you can use with WordPerfect. This keyboard works with either the SE or the II.

The keyboard for the Macintosh Plus has arrow keys and a numeric keypad, but it doesn't have an Escape or Control key. However, you can get by without either one of those.

If you're using the original Macintosh keyboard, however, you won't have any arrow keys, numeric keypad, Escape, or Control keys. You can use the following key combinations as arrow keys:

| <b><i>KEY COMBINATION</i></b> | <b><i>ARROW-KEY EQUIVALENT</i></b> |
|-------------------------------|------------------------------------|
| Command-]                     | →                                  |
| Command-[                     | ←                                  |
| Command-=                     | ↑                                  |
| Command-'                     | ↓                                  |

 If you want to use the keypad to enter numbers, press Shift-Clear (Num Lock) first. A number sign (#) appears on the status line when Num Lock is on.

You can use the numeric keypad instead of the mouse for many keyboard shortcuts. WordPerfect Corporation provides a set of "keycals"—keycap decals—that you can stick on your key caps to remind you of the functions of the numeric keys. However, if you've misplaced your keycals or if they've become worn or have dropped off from use, you can use the template in Appendix B to create another set.

If you're using the Apple Extended Keyboard with the function keys, you'll want to copy the larger template in Appendix B and fix it on the keyboard above the function keys to remind you of their optional use.



---

## **What Should You Know Before You Start?**

---

You should already know how to use a Macintosh computer and be reasonably familiar with its operations. We'll review some of the basics later in this chapter, but in general, you should be comfortable with pull-down menus, windows, and using the mouse to click and to drag. You should also understand the basic technique for opening and closing documents. If you're new to the Macintosh or need a quick review, see your Macintosh owner's guide.

WordPerfect probably isn't your first word processor—you've most likely used MacWrite or another basic word processor before. You should at least be aware of such basics as what word wrap is, that text is reformatted as it's inserted, and so forth.

---

## **How Do You Get Help?**

---

You can get on-line help while you're using WordPerfect. First, select WP Help from the Apple menu; then choose the topic you need help with. Click Help to get information about that topic. In fact, you can execute the command you are looking up by clicking on the Execute button. You can then click Topics to see other topics or click Quit to close the Help dialog box.

---

## **Where Should You Begin?**

---

Getting WordPerfect running on your Macintosh is simple. First, make backup copies of the WordPerfect disks. If you're using two disk drives, you'll need four blank disks, initialized two-sided. Copy the three disks that came with WordPerfect—the System disk, the WordPerfect disk, and the Speller/Thesaurus disk. You'll use the fourth disk as a data disk.

If you have a hard disk (highly recommended), you'll need only two initialized disks for backup floppies, one for WordPerfect and the other for the Speller/Thesaurus, because you already have a system file on your hard disk, which you'll also use as your data disk. You'll copy WordPerfect and the Speller/Thesaurus disk into your WordPerfect folder on the hard disk.



To copy a disk, just drag its icon over the icon of a blank disk.

When using a hard disk, create a new folder named WordPerfect or WP. Then open the WordPerfect disk and Speller/Thesaurus disk icons, press Command-A to select everything, and drag the highlighted icons into the WordPerfect folder.

WordPerfect needs System version 4.1 or a later version. If you're using a hard disk, check to see which version you have. (Select the System icon in the System folder; then choose Get Info from the Apple menu.) If your system is an earlier version than 4.1, replace it with the new system that came with WordPerfect—but don't put both versions of the System on the hard disk, or you may cause problems. If you need to replace the System file on your hard disk, start your Macintosh using a startup disk in the floppy drive so that your System file won't be in use. You can then copy the new System file into your System folder; then restart from the hard disk.

---

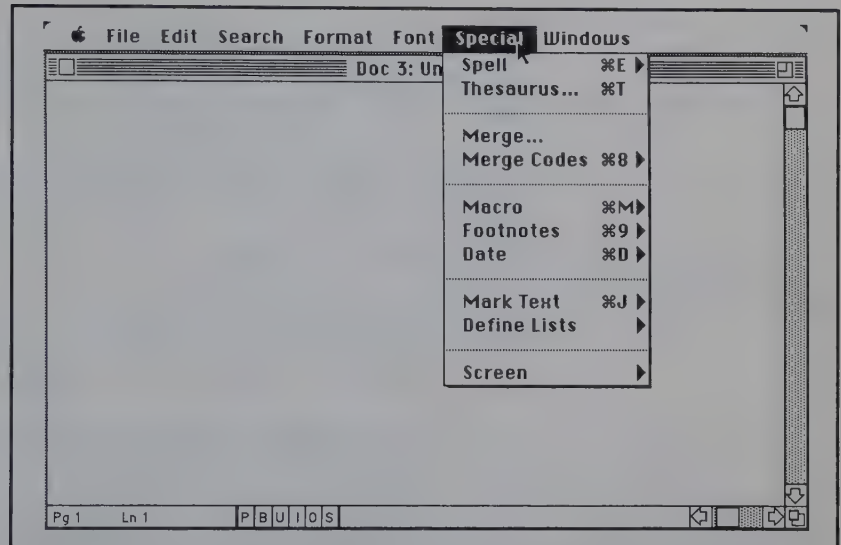
## How Is WordPerfect Different?

---

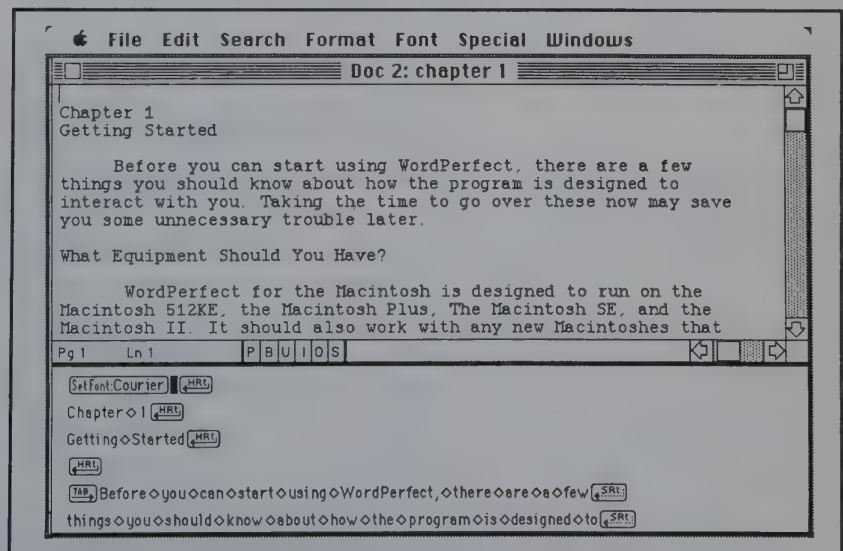
WordPerfect uses the Macintosh graphic interface with its system of pull-down menus, dialog boxes, windowing, and the mouse, and also adds a few elements that give you more control over how you work. First, you'll find that in addition to pull-down menus, you'll see *pop-out* menus (also called *submenus*) that appear to the right of a menu when more options are available. If a pop-out menu is present, you'll see a solid, right-pointing arrowhead. If making a menu selection brings up a dialog box, you'll see an ellipsis (...). In Figure 1.1, for example, all the menu selections lead to additional submenus except the Thesaurus and Merge options, which bring up a dialog box.

Second, WordPerfect, like all word processors, uses hidden format codes to format your document. Unlike other Macintosh word processors, WordPerfect lets you view and manipulate these codes. If you're used to working with other Macintosh word processors, you may have a little difficulty in getting used to these codes until you see how much control they give you over your document.

To view the normally hidden codes in WordPerfect, choose Show Codes from the Edit menu. A special Codes window opens at the bottom of your screen, as illustrated in Figure 1.2.



**Figure 1.1:** Arrowheads indicate the presence of additional submenus; ellipses indicate that dialog boxes will appear if you choose that item.



**Figure 1.2:** To view the hidden format codes WordPerfect uses, you open a special Codes window.

Third, WordPerfect adds an Undelete command to the Macintosh's Undo command. Not only can you (in most cases) undo what you just did, but you can also restore up to the last three deletions. In addition, you can also cancel many processes and back out of dialog boxes by pressing Command-. (period).

Several other WordPerfect features may be slightly different from what you're used to if you've used other word processors, either on the Macintosh or on a PC:

- The Retrieve command places the contents of the file you're retrieving into the document you're working on, at the insertion point. Use the Open command to open a new document.
- There is a cursor (the insertion point) as well as a pointer. The pointer resembles an I-beam when it's in a document. It changes to an arrow when it's in a menu. Scrolling the document doesn't move the position of the insertion point.
- The Macintosh keyboard has both an Enter key and a Return key. The Enter key works like the Home key on the PC, and the Return key is the same as the  key on the PC.
- There are three different Save commands: Save, Save As, and Save Copy As. The Save command saves the document you're working on. If you haven't saved it before, you'll be asked to give it a name. If you've saved the document before, the Save command replaces the previously saved version without prompting you. The Save As command lets you save a document under a new name; it replaces the document on the screen with the version you are saving (the name in the title bar changes) so that you can work on the version you just saved. The Save Copy As command saves the document under a new name but doesn't replace the document that's on the screen, so you can continue to work with the original version.

There are other differences and innovations, but they'll be covered in the course of the book. In general, WordPerfect works as you would expect it to:

- Word wrap takes place automatically. Press Return only to begin a new paragraph.



- Format changes take place only after the point where you make them.
- The Return key moves the insertion point and also inserts blank lines.
- Pages are reformatted and paginated automatically as you write.
- What you see on the screen is what you get when you print. A Print Preview feature allows you to see headers and footers, footnotes, and top and bottom margins.

---

## **WordPerfect Basics**

---

In the next few sections we'll take a look at the basic ways you work with WordPerfect. If you're an experienced word processor, you can just skim these sections and go to the tutorial at the end of this chapter, or start with Chapter 2, which presents WordPerfect's basic text entry and editing techniques in more detail. Everything that's covered in the tutorial will be discussed elsewhere in the book as well, but the tutorial gives you an easy place to get a quick overview.

### **The WordPerfect Window**

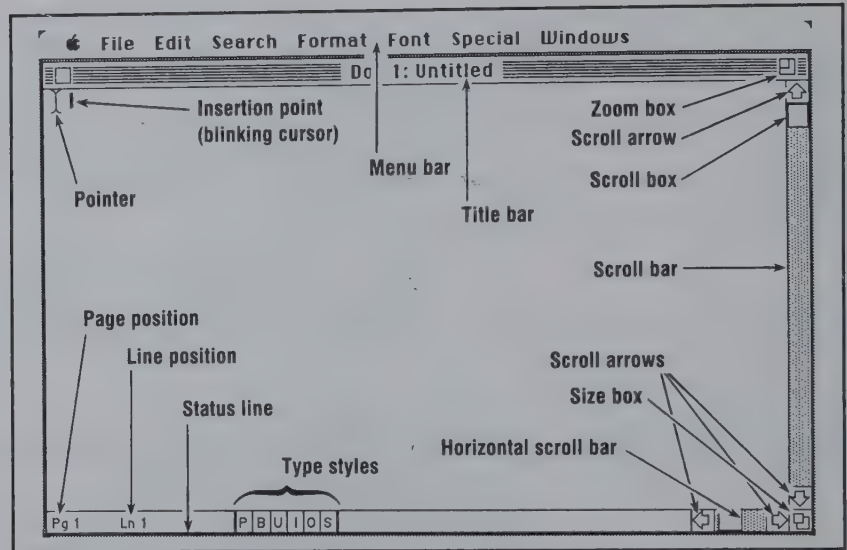
WordPerfect's editing screen (Figure 1.3) gives you a full screen in which to work. We'll look at each of its components: the menus, dialog boxes, title bar, status line, scroll bars, and insertion point.

### **Selecting from Menus**

The menu bar across the top contains the main menu. When you click on any of these names, a pull-down menu appears, listing the choices you can make from that menu. A solid, right-pointing arrowhead indicates that a submenu is associated with that item. You can choose from the submenu in two ways:

- Drag down to the command you want and then drag to the right and down on the submenu. Release the mouse button when the command you want is highlighted.





**Figure 1.3:** The WordPerfect window lets you size the window and scroll the document.

- Drag to the command you want on the first menu and then release the mouse button, which makes the submenu appear on the screen by itself.

You'll probably find that the second method is easier to use.

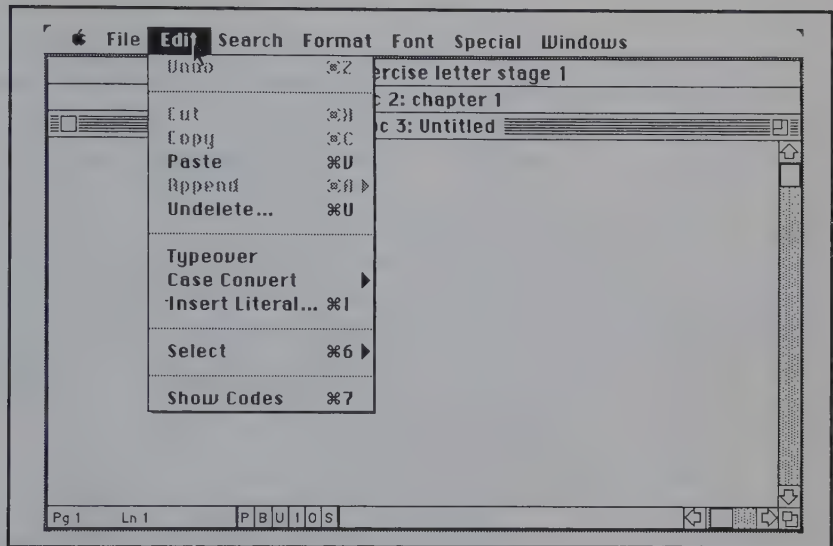
To remove a submenu from the screen without selecting anything from it, click anywhere on the screen outside the menu.

Another way to choose from a menu is to use the keyboard shortcuts. If there's a keyboard shortcut for a command, you'll see it listed on the menu. For example, in Figure 1.4 you can see that the keyboard shortcut for Paste is Command-V. You can press the Command key and the V key at the same time to execute the Paste command without having to use the mouse to choose from the menu.

On some submenus, keyboard shortcuts are represented by a Command-Shift combination, so you'll have to press the Command key, the Shift key, and the letter or number key associated with that command. Other submenu selections are numbered. For example, choosing Spell (whose shortcut is Command-E) from the Special menu brings up a submenu with six choices, the second of which is



You can also map features that don't have keyboard shortcuts to an Enter key sequence, or you can create Enter key keyboard shortcuts that suit the way you work. Appendix C will tell you how.



**Figure 1.4:** Keyboard shortcuts are listed on the menus next to any commands that have built-in shortcuts.

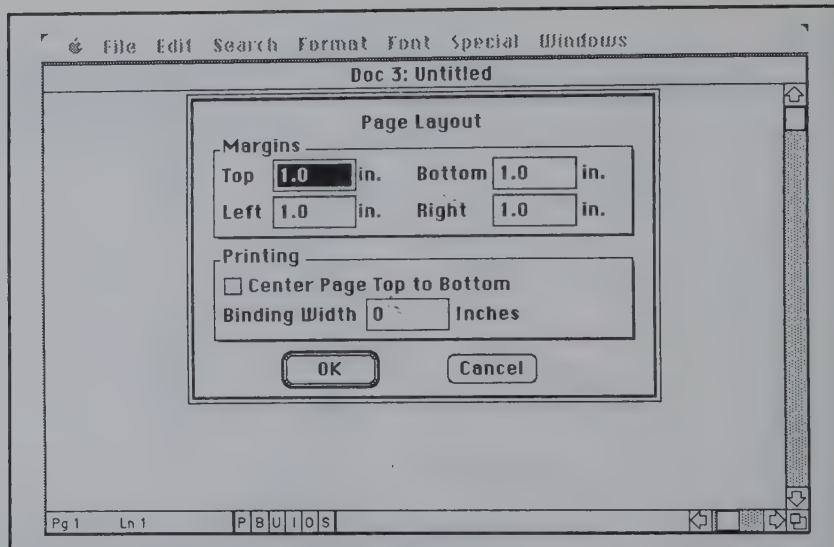
Check Page. You can press Command-E and type 2 instead of choosing Spell from the Special menu and then choosing Check Page from the submenu. You'll be reminded of these shortcuts throughout this book, because they can save you time as you type.

## Using Dialog Boxes

If a menu selection leads to a dialog box, you'll see an ellipsis (...) after it. Choosing that item brings up a dialog box like the one in Figure 1.5. Dialog boxes allow you to click buttons such as OK or Cancel, and they often contain text boxes where you type in additional information. To move from one text box to the next in a dialog box, press the Tab key.

There are also keyboard shortcuts to use in dialog boxes. You can cause a button to be clicked by pressing the Command key while you type the first letter of the button's name. For example, instead of clicking Cancel in the dialog box in Figure 1.5, you could type Command-C.

In addition, you can press Return instead of clicking on any button that's outlined with a double rule, like the OK in Figure 1.5.



**Figure 1.5:** Dialog boxes allow you to enter additional information that the program needs.

To back out of a dialog box without making any changes, you can press Command-., or type Command-C or click Cancel (if there's a Cancel button).

## The Title Bar



Double-clicking on the title bar of a window or clicking in the Zoom box on the right side of the title bar toggles a window between its last two sizes. If you haven't previously sized a window, double-clicking in the title bar or clicking the Zoom box will bring it to full screen size.

The line beneath the main menu is the title bar. It contains the name of the document you're working on if it's already been saved. If you haven't saved it, "Untitled" appears in the title bar. It also contains the number of the documents you're working on—you can have as many documents open as memory allows. They're numbered in the order you open them. When you close one, the rest aren't automatically renumbered, so you can keep track of your documents.

To cycle among the windows you've opened, choose Cycle Windows from the Windows menu (or press Command-W, the keyboard shortcut). Chapter 2 has more information on working with several documents in different windows.

## **The Status Line**

The status line at the bottom of the window indicates the page and line number of the insertion point and also contains boxes marked P, B, U, I, O, and S. By clicking on these boxes, you can change the character style to Plain, Bold, Underline, Italic, Outline, and Shadow, respectively.

If you want to see the position of the insertion point in terms of its vertical and horizontal coordinates on the page, you can choose Show Position from the Special menu's Screen submenu. These positions will appear in the right corner of the status line. You can choose inches, centimeters, or points by choosing WP Defaults from the File menu and then choosing Measurement.

You may see other messages on the status line as you work. For example, if WordPerfect can't find a word it's searching for, you'll see "Not Found".

## **Using Scroll Bars**

The vertical scroll bar on the right of the window lets you scroll up and down through your document without moving the insertion point. To scroll down line by line, click in the downward-pointing arrow and keep the mouse button down. To scroll up line by line, use the upward-pointing arrow. You can also use the scroll elevator to move through a document without moving the insertion point. First, drag the square box in the vertical scroll elevator and then release the mouse. You'll see the Pg indicator on the status line change so that you know what page you're looking at.

Clicking in the gray area of the scroll elevator also moves you through the document quickly without moving the insertion point. When you click in the gray area above the scroll box, you move up one window at a time; clicking below the box moves you down one window at a time.

You can also scroll horizontally to see areas that are off the screen; use the scroll bar at the bottom of the window next to the status line. WordPerfect's ruler line will extend to the right as long as you scroll horizontally so that you can see where you are on an extra-wide page.





You can change the rate at which the insertion point blinks by choosing Control Panel from the Apple menu. This menu choice also controls the rate at which the menu blinks, the double-click speed for the mouse, the key-repeat rate, and the noise the beep makes.

## **The Insertion Point**

The insertion point (called the cursor in the WordPerfect documentation) is represented on the screen by a blinking line. It represents where the text you type will appear. You can move the insertion point in the window by clicking with the mouse. The new insertion point appears where the pointer was.

Normally, WordPerfect is in Insert mode, which means that the text you type will be inserted at the insertion point. To switch to Typeover mode so that what you type *replaces* text on the screen, choose Typeover from the Edit menu (or, on a numeric keypad, press the 0 key). You'll see the word *Typeover* on the status line when Typeover is on.

## **The Pointer**

The pointer, unlike the insertion point, moves as you move the mouse. Inside the WordPerfect window, the pointer appears as an I-beam. When you move it into the menu bar, it looks like an arrow.

Now that you've had a brief introduction to the basics of WordPerfect, you can work through a short tutorial that will quickly familiarize you with how to use the program. In this tutorial, you'll learn enough about WordPerfect's basic commands to get you started writing letters, memos, and short reports. After you're comfortable with the program's basics, you can explore the additional techniques that are discussed in the rest of the book. You'll find marginal notes directing you to chapters that have more information about each topic.

---

## **Introducing WordPerfect on the Macintosh: A Tutorial**

---

Before you begin, you should make sure that you've set up your files so that WordPerfect will know which default folder to make your work folder for saving your documents. It will also need to know where to put the temporary files it automatically creates as it operates, where you keep the Speller and Thesaurus dictionaries, and where you want to store your macro files. If you haven't set up your default folders, see Chapter 7.





In Chapter 2, you'll find many other keyboard shortcuts that you can use with a numeric keypad.

The keyboard shortcuts shown in the tutorial can be used on all Macintosh keyboards. You don't need a numeric keypad or arrow keys.

After you complete this exercise, which consists of writing and formatting a one-page letter, you'll have seen how to:

- Input and edit text
- Create a simple logo
- Use different character styles and font sizes
- Center text and headings
- Insert today's date
- Go immediately to a character
- Select text in different ways
- Cut and paste text
- Undelete what you just deleted
- Undo what you just did
- Cancel a selection
- View and delete hidden format codes
- Save and open documents
- Use the ruler line for tabs and decimal tabs
- Convert lowercase words to uppercase
- Search for one word and change it to another
- Insert special characters
- Write a macro that closes a letter with your personal signature block
- Run the Speller to check what you just wrote
- Preview and Print the document you just created



Although you'll format text as you enter it in these exercises so that you can see how the commands work, you may find it faster in your own work to type the text of a simple document without any special formatting and then format it after you've input it. After you're familiar with WordPerfect, use whichever method suits your style of writing.

To begin the tutorial, open a new document. Select New from the File menu or press Command-N.

## Creating a Logo

One nice thing about the Macintosh is that you can design your own letterhead. First, you'll create a logo for the letterhead.

To keep things simple, it's assumed that you're using the default font, which is Geneva. If you've changed to another font, you must already know how to change fonts, so change back to Geneva for this tutorial.

1. Enter the following at the beginning of the new document. Press Return twice after *Noah's Ark* to add a blank line.

Noah's Ark

4550 West Calgary  
San Diego, CA 94126

You'll use a larger type for the company name, but before you change it, you need to select it.

2. Click just to the left of the *N* in *Noah's*; then press the Shift key and click again at the end of the line.

The words *Noah's Ark* are now highlighted, and the words *Select On* appear on the status line. Shift-clicking is a quick way to select a few letters or words or even several lines of type. You could also click and drag the mouse to select the words, but shift-clicking is more accurate than dragging because the point where you click the second time is exactly the end of the selection.

3. To change *Noah's Ark* to a different and larger font so that it will contrast with the rest of the text, choose **Chicago** from the **Font** menu.
4. To switch to 18-point type, choose **18** from the **Font** menu.  
The best sizes for the font you're currently using appear in outline form on the **Font** menu.
5. To center the words *Noah's Ark* between the margins, choose **Line** from the **Format** menu; then choose **Center**.

If you'd rather use a keyboard shortcut, press Command-Shift-C to center the text.



There's more on  
fonts and styles in  
Chapter 3.

6. To change the style to Shadow, click on the S in the small box on the status line. Then click anywhere that's not highlighted in the document to turn off the highlighting and get a better look at the effect you've created.

WordPerfect offers you several different ways for doing most things. In this case, you could also choose Style from the Font menu and then choose the style you wanted, or you could press Command-Shift-S to use the keyboard shortcut to switch to Shadow.

You can add other styles to the style that's shown. For example, you can click on the O box in the status line (or press Command-Shift-O, or choose Outline from the menu) to create an outline effect, and you'd have outlined shadowed text. Experiment until you find the effect you like; then turn off Select. Click on P (for Plain) to remove all the extra character styles and start over again if your logo gets too hard to read.

7. Move the insertion point to the beginning of the second address line. Shift-click or drag to highlight the next two lines of the address; then press Command-Shift-C to center them under Noah's Ark.

For those of you with arrow keys, which is probably most of you, there's another way of selecting. If you turn on Select by choosing Select from the Edit menu and then choosing Select On (or pressing Command-Shift-N, the keyboard shortcut), you can extend the selection by using the arrow keys. You'll see Select On highlighted on the status line when you've turned on Select this way. In this case, turning on Select and pressing the ↓ key twice would select the two lines. To turn off Select, press Command-.(period).

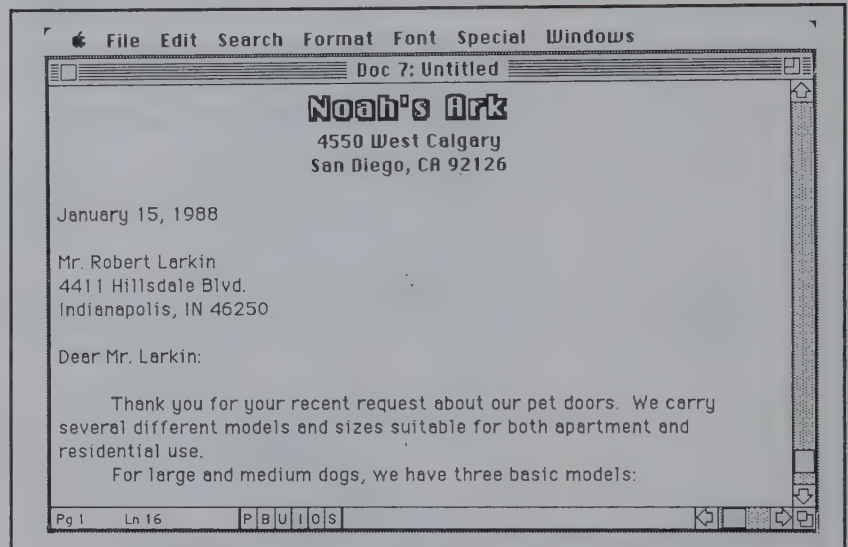
After you've selected the two lines, you can then select different fonts, sizes, and styles for them. The logo we've created in Figure 1.6 is 18-point Chicago Outline, and the address block is plain 12-point Chicago.

8. When your logo resembles the one in the figure, turn off Select by pressing Command-.(period).

You can then enter the rest of the letter in plain text.



How WordPerfect displays lines of text on your screen depends on which printer you are using. The illustrations in this book were done with a LaserWriter. If you are using an ImageWriter, and you want the display to be the same as the figures in this book, choose Print Options from the File menu; then choose Page Setup. Click Tall Adjusted and OK.



**Figure 1.6:** You can create logos and letterheads for your letters without using special stationery.

## Entering Today's Date

WordPerfect can automatically enter the date that's in your computer's system clock so that you don't have to look it up or type it out. To enter today's date:

1. Press Return twice to insert a blank line.
2. Choose Date from the Special menu; then choose option 1, Insert Text.

Today's date appears in your document. If the date that appears isn't correct, use the Control Panel or the Alarm Clock on the Apple menu to change it.

## Entering and Editing Text

Go ahead and enter the rest of the text shown in Figure 1.6. Don't worry about making typographical errors, because you're going to run the Speller later to correct the document.



Whenever you see numbered options on a submenu, you can use them as keyboard shortcuts. For example, to insert today's date, you could press Command-D (the shortcut for Date) and then type 1.



If you're using a numeric keypad, you may inadvertently press the zero key while you're typing. This turns on Typeover. You'll see the word *Typeover* on the status line when Typeover is on. WordPerfect is preset to use Insert mode, in which characters are inserted among the characters already on the screen instead of replacing them. If you turn on Typeover by mistake, turn it off by pressing 0 on the keypad again.

1. **Press Return twice to insert an extra blank line between the date and the recipient's address block.**
2. **Then enter the text that's shown. Press Return twice for each blank line. When you get to each paragraph, press the Tab key for the indent.**

After you've entered the text, look at the first paragraph. Perhaps "request" is not the word you want. Let's replace it with a different word.

3. **Move the insertion point to *request* (you can use the mouse or the arrow keys) and double-click on it to select it.**

Double-clicking selects the word the insertion point is on. It's the fastest way to select a word. You can also double-click on one word and then extend the selection to include other words by shift-clicking. Experiment and see: with *request* selected, shift-click anywhere before it and after it to change the length of what you've selected. Then double-click on *request* so that it's the only thing selected.

4. **Type the word *inquiry*.**

You don't have to delete a word to replace it with another word. As long as it's selected, just start typing the other word. This is true for anything that's selected: typing something else replaces the selection. Using this method can save time, because you don't have to use the Delete key, and it automatically turns off Select.

Now, where else do you need to change a word? Perhaps *sizes* isn't the right word. Here's a shortcut to get you there quickly:

5. **Press Command-G and type z; then press Return.**

The Goto command can take you to the next occurrence of any character you type. (It can also take you to any page number you



WordPerfect's tabs are preset every five spaces. See the section "Working with Tabs" later in this chapter for more on tabs.



The Thesaurus can help you when you need to choose a "just-right" word. See Chapter 13.



To replace selected text, just start typing. You don't have to delete it first.



specify.) Because there aren't any *z*s between the word *inquiry*, where your insertion point is, and the word *sizes*, using Goto *z* takes you right to the word *sizes*.

**6. Double-click on *sizes*, then choose Cut from the Edit menu to delete it. (Command-X is the keyboard shortcut.)**

The word *sizes* and the space following it disappear from your document. WordPerfect automatically deletes this space so that the rest of the words will be spaced accurately.

You have two different ways to get that word back. You could immediately paste it back in or you could Undo what you just deleted. First, try pasting it back.

**7. Choose Paste from the Edit menu (or press Command-V).**

The word *sizes* reappears, correctly spaced in the line of text. Whatever you cut is saved in the Clipboard, so if you haven't cut anything else, your last cut is still there and can be pasted back in.

But what if you want to restore a word you deleted a little while ago and you've cut something else in between? WordPerfect remembers the last three deletions you made and lets you restore them. To see how this works, take the following steps.

**8. Select *sizes* again. This time, press Delete when it's highlighted.**

**9. Type *styles*. Then try a shortcut: without selecting the word, but with the insertion point at the end of it, just press Command-Delete.**

(Command-Delete deletes the word the insertion point is in.)

**10. Then type *designs*, press the space bar once, select *designs*, and cut it (Command-X).**

You now have three deletions in WordPerfect's delete buffer—*sizes*, *styles*, and *designs*—and you've deleted them in three different ways.

**11. Choose Undo from the Edit menu (or press its keyboard shortcut, Command-U).**



To delete the word the cursor is on, press Command-Delete. For other techniques that delete text quickly, see Chapter 2.

You'll see a dialog box like the one in Figure 1.7. The last thing you deleted—*designs*—has been returned to the screen and highlighted. Click Previous to see the previous deletion or click Next to see the next one. Go ahead and cycle through all three. When *sizes* is again highlighted, click Restore to put it back in the document.

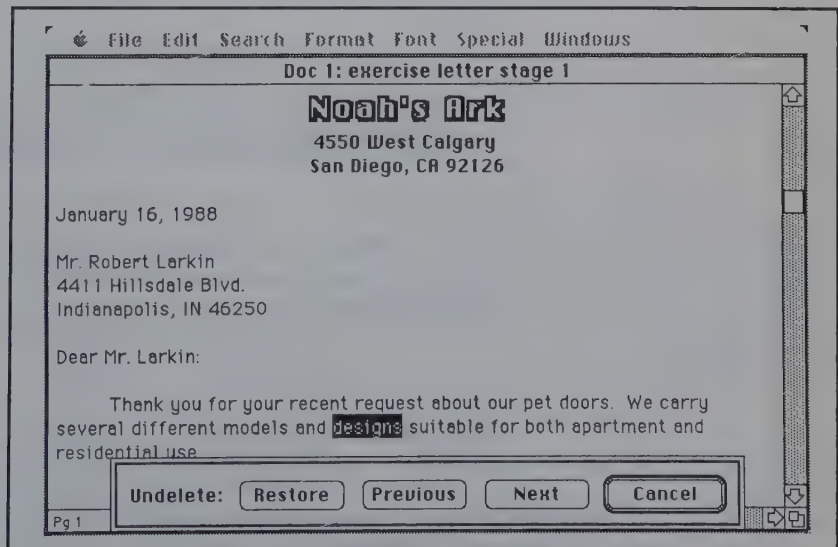
 WordPerfect can restore your last three deletions. It can also Undo the last thing you did.

Even if you've deleted a large amount of text, WordPerfect will remember it and undelete the last three deletions for you.

In addition to undeleting, you can undo the last thing you've done (most of the time) by using the Undo command on the Edit menu. Command-Z is its keyboard shortcut.

**12. Type a few characters for Undo to work on. It doesn't matter what or where you type. Then choose Undo or press Command-Z.**

Whatever you typed disappears. Undo undoes the last editing or formatting change you made, but it won't undo some actions, like replacements.



**Figure 1.7:** The Undelete dialog box lets you restore the last three deletions.

## Viewing Format Codes

You've been making style changes without being aware of what is going on behind the scenes. When you add a style to characters or issue other format orders to the program, such as pressing Return or Tab, WordPerfect inserts format codes around the text you've typed. You can view those codes and manipulate them:

### 1. Choose Show Codes from the Edit menu.

A special Codes window opens at the bottom of your screen showing lines of text above and below the insertion point, as in Figure 1.8. The gray box indicates the insertion point. You can see the [HRT] and [Tab] codes that indicate where you pressed Return to insert a hard return or pressed Tab for a paragraph indent.

You can't change anything directly in the Codes window; instead, as you edit your document, the changes are reflected in the Codes window. For example, suppose you wanted to emphasize the word *both*.

### 2. Select the word *both* by double-clicking; then change it to italic.

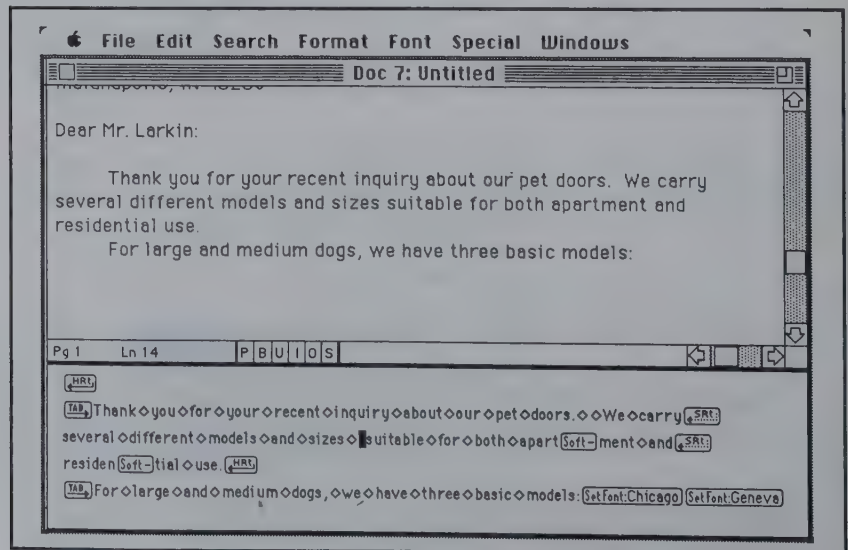


Figure 1.8: The Codes window reveals the hidden format codes WordPerfect uses.



The Cancel command (Command-.) turns off Select. You can also press Command-. to back out of dialog boxes without making any changes, as well as to cancel many processes, like printing.

You'll see two new codes in the Codes window: [Select] indicates that Select is on, and two [Ital] codes surround the word *both*. The first code turns on the effect, and the second turns it off.

3. **To turn off Select, press Command-. (period), or click anywhere in the document.**

You'll see [Select] disappear from the Codes window.

To delete the italic style, you can delete either of the codes.

4. **Since the insertion point (the black box) is to the right of the last code, just press Delete to delete the italic style.**

If you delete a code while you're deleting text with the Codes window closed, you'll get a message asking whether you want to delete that format. Click OK to delete it. Pressing Return (or clicking Cancel) leaves the code in place, although the characters disappear from your screen.

5. **Choose Show Codes again (or press Command-7) to close the Codes window.**

## Saving Your Letter

You've done quite a bit of work here, so save the letter before you continue.



For more information about manipulating your files, see Chapter 7.

1. **Choose Save from the File menu, or press Command-S.**

Since you haven't saved this document before, you'll be asked to give it a name. Name it anything you like. You can use spaces between words and any symbols other than the colon (:). For example, you might want to name it Larkin letter, or describe it with today's date. You can use up to 63 characters, including spaces, but only 20 can be displayed in most lists.

2. **Type a name for your letter and click Save (or press Return).**
3. **If you decide that you want to quit at this point, select Quit from the File menu (or press Command-Q).**

If you quit, you'll need to open the letter you saved when you start WordPerfect again. Choose Open from the File menu, locate the name of the letter, and double-click on it to open it. The



To open a document and start WordPerfect at the same time, just double-click on the document's icon on the Desktop.



letter will open in a window of its own. If you choose Retrieve instead of Open, the letter will appear in the window you're working in. This is very useful for combining documents, but it's not what you want in this case.

## **Working with Tabs**

Up to now you've used WordPerfect's default ruler settings, but it's easy to change them. A normally hidden ruler line controls tab settings, margins, and justification. To see the ruler, choose Show Ruler from the Format menu (or press Command-R). You can work with the ruler displayed on the screen if you like. To remove it, choose Show Ruler again (or press Command-R again). It's tempting to use the close box to close the ruler window, but that closes your document instead. Just remember that Show Ruler is a toggle: it acts as either Show Ruler or Hide Ruler.

Next, you'll want to display the ruler line so that you can set tabs. Move to the end of the last line in the letter and press Return twice to add a line of space. Then:

### **1. Choose Show Ruler from the Format menu (Command-R).**

A ruler like the one in Figure 1.9 appears. The ruler line always appears at the top of your screen, but it takes effect only after the insertion point.

The various icons on the ruler line determine the types of tabs being used. The left-pointing flag is the default left-aligned tab, the right-pointing flag is for right-aligned tabs, and the two upward-pointing flags are center tabs. The flag with the dot under it centers text on the decimal point.

The next text you're going to type is a list of models and prices. You could use the default tab settings, but you'd have to press Tab repeatedly to move more than five spaces, and the decimal points in your numbers wouldn't align. It's simpler to delete the extra tab stops and set only the ones you need to use.

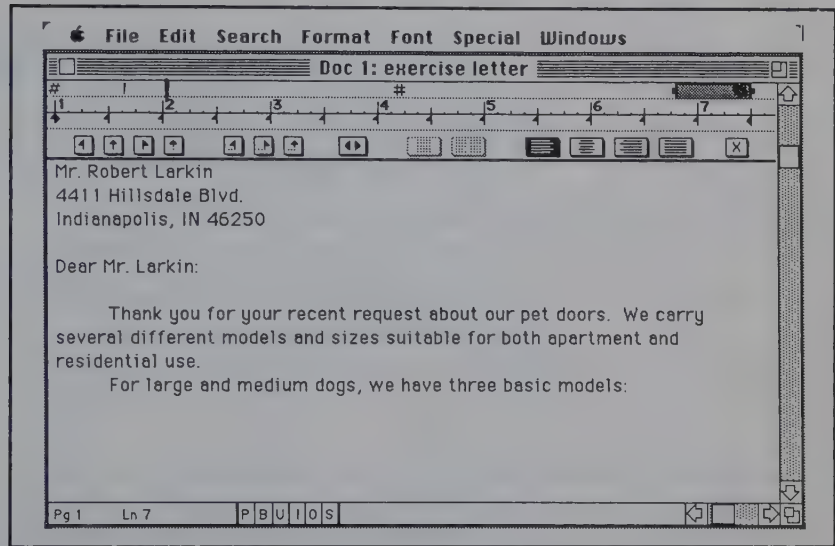
### **2. Click on the left-aligned tab (the first tab icon).**

When a tab is selected, its box is outlined and the pointer turns into the icon of the tab. You can then use this new tab pointer to delete tab settings or enter new tab settings.



Just so you'll know what's going on on the ruler line, the heavier right- and left-pointing arrowheads are your right and left margin settings. The tab flags with preceding periods are tabs with dot leaders. Other icons control hyphenation, the position of the page number, and so forth, but you don't need them in these exercises. They're discussed in Chapter 3.





**Figure 1.9:** The ruler controls tabs, margins, justification, and the hyphenation zone.

3. Click on all the tab settings on the ruler below the midline from 1 to 5 to delete them.
4. Then click on the decimal tab icon, the upward-pointing arrow with the period. Click on 3 and 5 on the ruler line to set decimal tabs at the 3-inch and 5-inch marks.

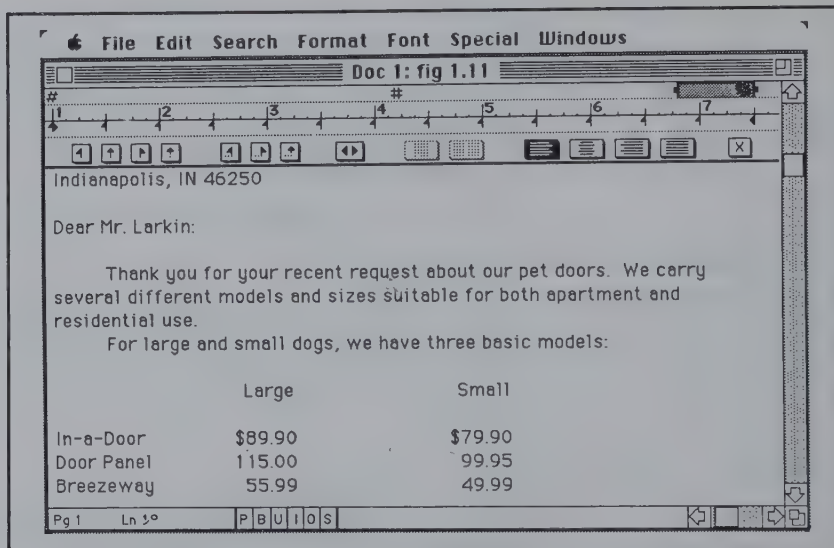
Your ruler should look like the one in Figure 1.10.

5. Type the table shown in Figure 1.10. Press Tab after typing each description.

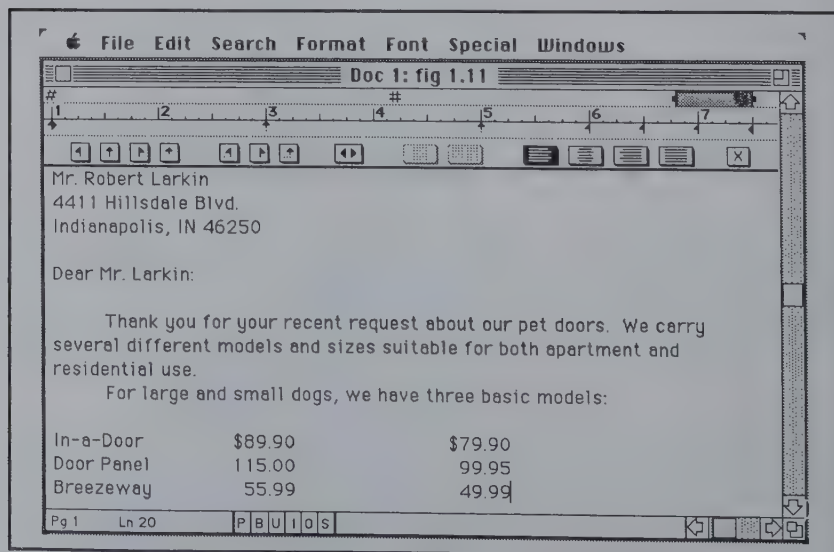
The insertion point will move to the decimal tab. The numbers you type will be aligned on the decimal point, and your text will be aligned at the left margin.

6. To enter the headings above each column, as shown in Figure 1.11, go back to the beginning of the blank line above the table. Press Return to add another blank line. Then press Tab and the space bar until the insertion point is centered over the first column, just to the left of the decimal point.

Notice that because you're above the point where you set the decimal tabs on the special ruler line, the ruler line is again the



**Figure 1.10:** Setting special tabs lets you quickly create a simple table like this one.



**Figure 1.11:** Use the Center command to center headings over columns.

default line. That's fine for what you're going to do next, which is to center text headings. To do this, you have to use the Center command instead of setting tabs.

**7. Choose Line from the Format menu; then choose Center.**

You can also press Shift-Command-C for the keyboard shortcut.

**8. Type the word *Large*.**

Because you've used the Center command, your heading is centered over the column.

**9. Press Tab; then press the space bar until the insertion point is centered over the second column.**

**10. Choose Center again and type the word *Small*. Then press Return to add a blank line of space.**

Both headings are centered over the columns, as Figure 1.11 shows.

If you had used the Center command with the insertion point at the left margin, text would be centered on the page, between the right and left margins, as happened when you created the logo.

Now, because you're through with the table, you need to adjust the ruler line for regular indents.

**11. Move to the end of the table and press Return twice to add a blank line. Then click on the left-aligned tab icon (the first one) and the 1.5-inch mark to set a tab half an inch from the left margin.**

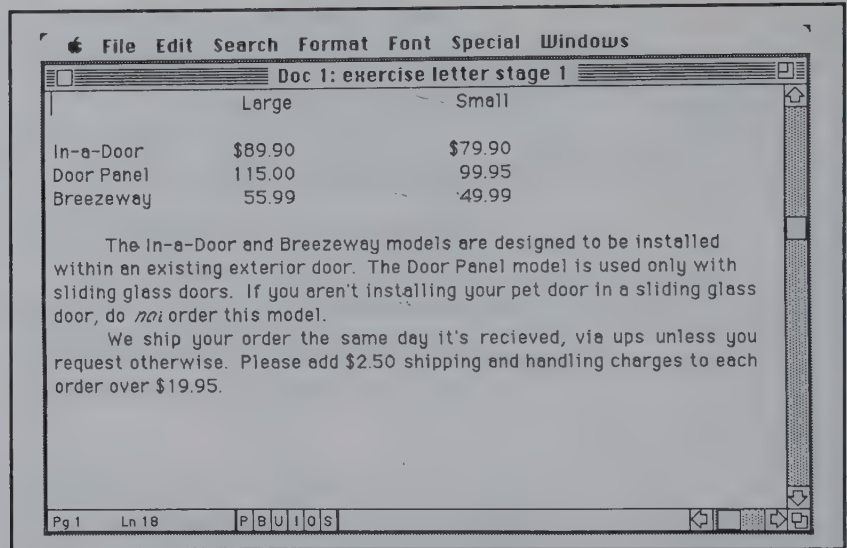
**12. Choose Hide Ruler from the Format menu (or press Command-R) to hide the ruler.**

## ***Moving Text***

Now you need some more text to work on to see what else WordPerfect can do, so enter the last two paragraphs of the letter, as shown in Figure 1.12. Be sure to misspell *received* as *recieved* so that even if you're an excellent typist, you'll have at least one mistake to correct with the Speller.

To italicize the word *not* as you type, click on the I (for Italic) on the status line, type *not* and then click on P (for Plain).

Now that you've got some larger portions of text on the screen, you can experiment with how to copy, cut, and move sentences and paragraphs. WordPerfect lets you select sentences, paragraphs,



**Figure 1.12:** Entering the last two paragraphs will give you practice in moving text and using the Speller.

entire pages, or even the entire document with a couple of key-strokes. The advantage of selecting text this way instead of shift-clicking is that the correct format codes associated with the text are also selected, so you can move and copy a paragraph, for example, and it will stay formatted as a paragraph.

To see how this works, you can move a paragraph in your letter.

1. With the insertion point anywhere in the paragraph beginning with "The In-a-Door", choose **Select** from the **Edit** menu; then choose option 3, **Paragraph**. You can also type **Command-6 3** if you prefer to use the keyboard.

The entire paragraph is highlighted, including its format codes—the tab indent at the beginning and the hard return that ends it, which you can see by opening the **Codes** window. You can now copy it, cut it, or move it by cutting and pasting.

2. Press **Command-X** to cut the paragraph (or choose **Cut** from the **Edit** menu).

The paragraph disappears from the screen, and the spacing is adjusted automatically.

3. Move the insertion point to the end of the letter— after the period in \$19.95. Then press Return.
4. Press Command-V (or choose Paste from the Edit menu) to paste the paragraph in its new location.

The paragraph appears just as it was earlier, but in the new location. It's also still on the Clipboard and in the Undelete buffer, so you can undelete it or move the insertion point to any other place in the text and paste that paragraph again.

## Other Editing Commands

Now that the letter is finished, you can add some final touches to it.

### Converting to Upper- and Lowercase

First, move the insertion point to the word *ups* so that you can capitalize it.

1. Double-click on *ups*; then choose Case Convert from the Edit menu.
2. Select To Upper.

The letters *UPS* are converted to uppercase. This feature is especially handy if you're changing headings to all capital letters.

### Inserting a Special Character

Suppose "In-a-Door" is a trademark. You can enter that special symbol easily.

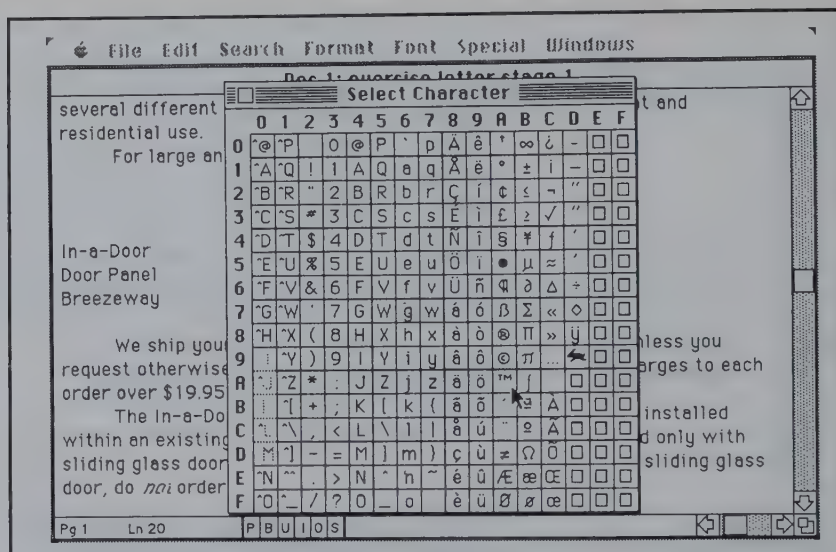
1. Position the insertion point after the *r* in *In-a-Door*.
2. Choose Insert Literal from the Edit menu (or press Command-I).

You'll see a special Select Character dialog box, like the one in Figure 1.13. These are all the special characters associated with the Geneva font, which you're using. Clicking on any character inserts that character into your text. If you don't have a Control key on your keyboard, using Insert Literal lets you insert control characters.



Chapter 2 has more information about case conversion and inserting special characters.





**Figure 1.13:** You can insert special characters that aren't represented on your keyboard by using the Insert Literal command.

### 3. Click on the TM symbol (it's at coordinates A,A).

The trademark symbol appears in your text at the insertion point.

## Searching and Replacing

You can replace a word or phrase with another very easily in WordPerfect. You can even search and replace using format codes. This allows you to do some very sophisticated things with macros, but for now we'll look at the simplest case: replacing one word with another.

Suppose you suddenly realized that you had quoted prices in your letter for large and medium doors instead of large and small doors. You could locate all the places where *small* occurs in the letter and change it to *medium*:

1. Move to the beginning of the document. Pressing Enter three times and then pressing ↑ will take you there quickly.

If you want to search through an entire document, you'll want to move to its beginning. Otherwise, the search takes place only



On a numeric keypad, the 7 and 5 keys work as Enter keys also.

from the insertion point to the end (if you're doing a forward search).

2. **Choose Replace from the Search menu (or press Command- H).**

You'll see a dialog box like the one in Figure 1.14.

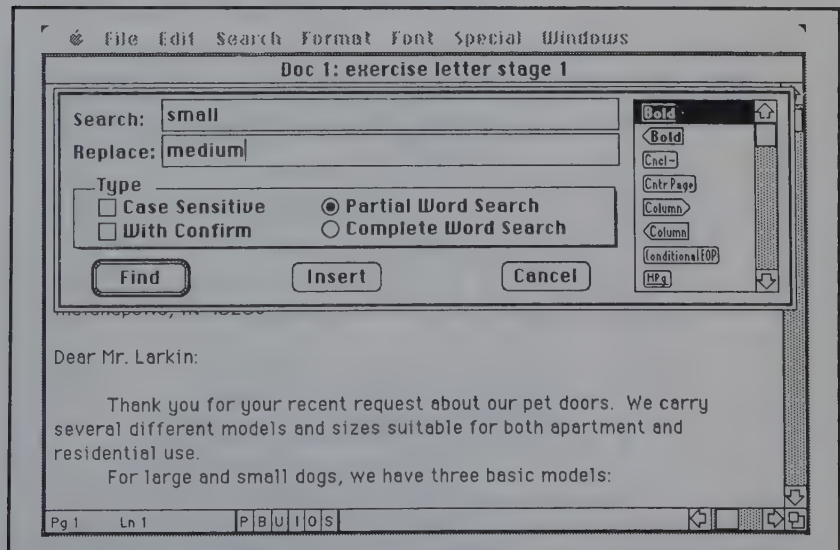
3. **Type *small* in the Search box; then press Tab.**

Pressing Tab takes you to the next area of an open dialog box. Don't press Return, or WordPerfect will think you want to delete all occurrences of the word *small*.

4. **In the Replace box, type *medium*.**

If you enter the replacement word in lowercase, WordPerfect matches the capitalization it finds in your document, so *small* in the text stays lowercase, and *Small* in the headings is capitalized.

If you've done any other searches, you may have changed the search settings. In the Type box, make sure Partial Word Search is checked. That should be the only setting checked. Chapter 2 has more information about the other choices.



**Figure 1.14:** The Replace dialog box allows you to specify both what to search for and how to replace it.

**5. Press Return (or click Find) to automatically replace *medium* with *small* wherever it occurs.**

The middle part of your document should now look like the one in Figure 1.15. Save it at this point before you go on.

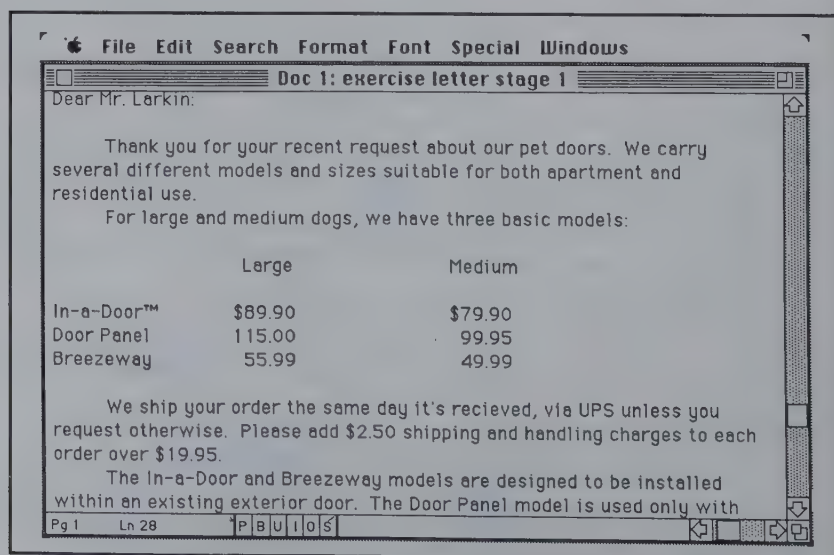
## Recording a Macro

Now that you've finished with the body of the letter, you can add a standard closing to it. Instead of having to type *Sincerely*, press Return to add space, and type your name and title every time you close a letter, you can record a macro that will do it for you when you press three keys simultaneously. This can save you a lot of time when you're working.

First, move the cursor to the end of the letter, just after the last period. Pressing Enter three times and then pressing ↓ takes you directly to the end of a document.

You want this macro to work with all the letters you write, so you can set it up to automatically put the right amount of space above the close.

**1. Select Macro from the Special menu (or press Command- M).**



**Figure 1.15:** After you've successfully searched and replaced, your document should resemble this one.

## 2. Choose Define Macro.

Command-Shift-M is the keyboard shortcut for defining a macro.

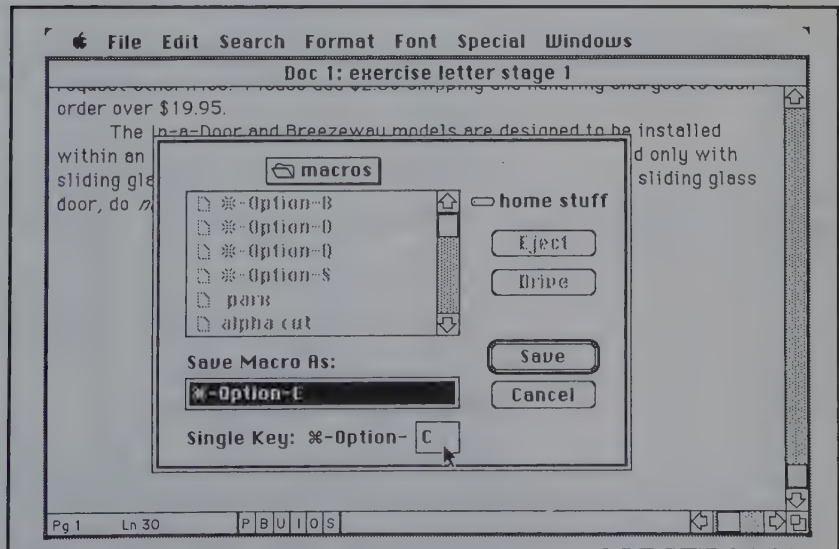
You'll see the dialog box shown in Figure 1.16. Since you'll use this macro often, assign it to a Command-Option combination instead of giving it a name.

## 3. Click in the Single Key: Command-Option box and type c (for closing). Then click Save (or press Return).

From now on everything you do will be recorded in the macro. You'll see the message "Macro Def" on the status line, telling you that you are defining a macro. If you make a mistake, don't worry; just correct it and the macro will record the correction. If you want to turn off macro definition and start again, choose Define Macro again, or press Command-Shift-M.

## 4. Press Return twice to add two blank lines.

## 5. To make the signature block flush right, choose Line from the Format menu; then choose Flush Right (or press Command-Shift-F). Type *Sincerely*,.



**Figure 1.16:** This dialog box allows you to name macros or assign them to a key combination.

6. Press **Return** three times to allow space for your signature.
7. Choose **Flush Right** again, type your name, and press **Return**.
8. Choose **Flush Right** again and type your title.
9. Choose **Define Macro** (or press **Command-Shift-M**) to turn off macro definition.

Now, whenever you press **Command-Option-C**, your personal signature block will be created. Try it now.

10. Delete the signature block you just created in the letter, including the spaces. Then press **Command- Option-C**.

You've taken the first step toward creating a library of macros that can automate many of your routine tasks.



You'll find more about macros in Chapter 8.

## **Centering the Page**

Now that you've finished the letter, you can center it on the page for a professional-looking print job.

1. Move to the beginning of the letter, before any format codes.

The code that centers the page has to come before any other codes. Pressing **Enter** three times and then pressing **↑** moves the cursor directly there.

2. Choose **Page** from the **Format** menu; then choose **Page Layout**.
3. Click the **Center Page Top to Bottom** box; then click **OK**.

Now, when you print your letter, it will be centered on the page. To see how it will look, you can preview it before you print.



Chapter 4 discusses formatting pages in more detail.

## **Previewing Your Letter**

WordPerfect's **Print Preview** feature lets you see your document exactly as it will look when printed. To preview the letter:

1. Choose **Print Options** from the **File** menu; then choose **Print Preview**. (**Command-Shift-P** is the shortcut.)



You'll see a screen like the one in Figure 1.17. The insertion point has changed to a magnifying glass.

**2. Click on any part of the letter to see its actual size.**

You can't edit the letter, but you can examine it in this Print Preview window.

**3. Click again to see the reduced version of the letter.**

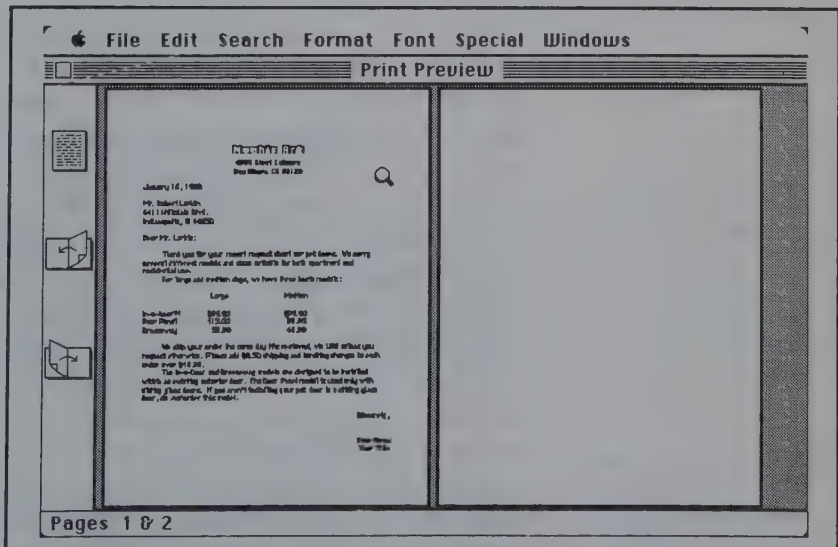
When you're through previewing the letter, click on the close box.

## Spell-Checking Your Letter

Before you print your letter, you can have WordPerfect spell-check it for any typos or spelling mistakes you may have made. Since you're probably just starting out with WordPerfect, your spelling dictionary won't have any proper names like Hillsdale or Larkin in it, but you can add them to the dictionary as you go along.

To spell-check your document, choose Spell from the Special menu; then choose Check Document (or press Command-Shift-W).

 It's always wise to save a document just before you spell-check it, and it's essential to save it afterward, because WordPerfect doesn't save the spell-checked version with the corrections until you tell it to.



**Figure 1.17:** The Print Preview window lets you see exactly how your document will look when you print it.

If you're not using a hard disk, you'll need to insert the Speller disk in the external drive. If you haven't told WordPerfect where you're keeping the Speller's dictionaries (as described in Chapter 7), you may be asked to click on the folder that holds the dictionaries.

You'll see a special Speller window at the bottom of your screen. The Speller will stop at any word that isn't in its dictionaries and give you the message "Word not found." If it can suggest a word or several words to correct a typographical error you may have made, you'll see a list of alternatives under Typo Suggestions. It may also present a list of phonetic alternatives—words that sound like the pattern you typed. If one of its suggestions is the word you want, just double-click on it to insert it in your document. (You can also click on the word and then click Replace, but that takes a little longer.)

If you don't see the word you want, just type the correct word or edit the word in the Word: box. When it's right, press Return to put it in the document. Once you've replaced a word with its correct spelling, the Speller uses that spelling to correct any other errors that have the same pattern in your document. For example, if you habitually type *htat* instead of *that*, once you correct *htat*, WordPerfect will remember the pattern and correct all the other *htats* in the document. Click Skip to skip the word and continue spell-checking the document. If the word appears again in the document, the Speller will query you on it. You can also use Command key shortcuts in the Speller, or in any of the other dialog boxes in the program. Pressing the Command key and then the first letter of the command chooses the command. Here, pressing Command-S chooses Skip.

Click Ignore (or press Command-I) to tell the Speller to ignore the word both now and whenever it occurs again in the document.

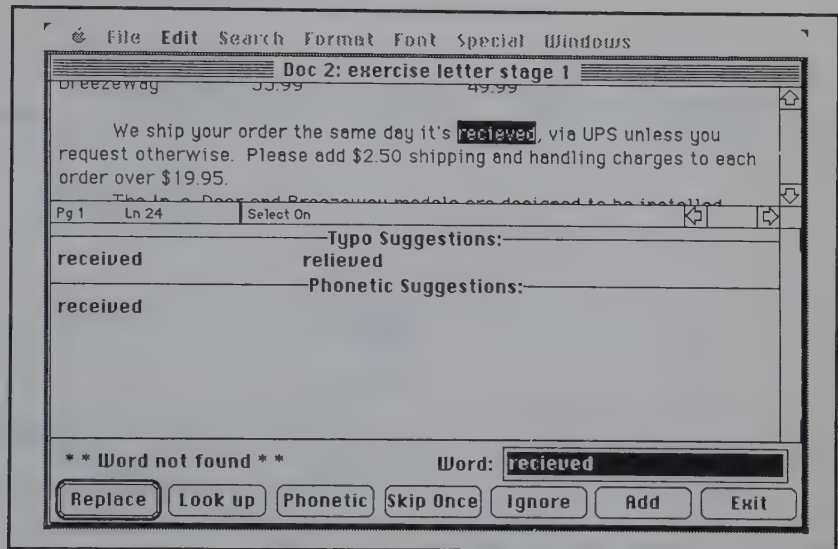
Click Add (or press Command-A) to add the word to your user dictionary so that you won't be queried on it again.

The words the Speller will query you on in this letter depend on what's been added to its dictionaries. If you or someone else has used the Speller before, some proper nouns may have already been added to the user dictionary. That's why you deliberately typed *recieved* incorrectly—so that there would be one error the Speller would definitely catch, as illustrated in Figure 1.18.

Here the Speller is offering *received* (the correct spelling) and *relieved* as suggested alternatives. Double-click on *received* to put it in your letter.



Chapter 13 contains more information about the Speller, including how you can look up words and create custom dictionaries.



**Figure 1.18:** When the Speller locates a pattern that's not in its dictionaries, it presents as many suggested alternatives as it can find.

When the Speller finishes checking a document, it gives you a word count. Click on Exit to quit the Speller. Then save your corrected document.

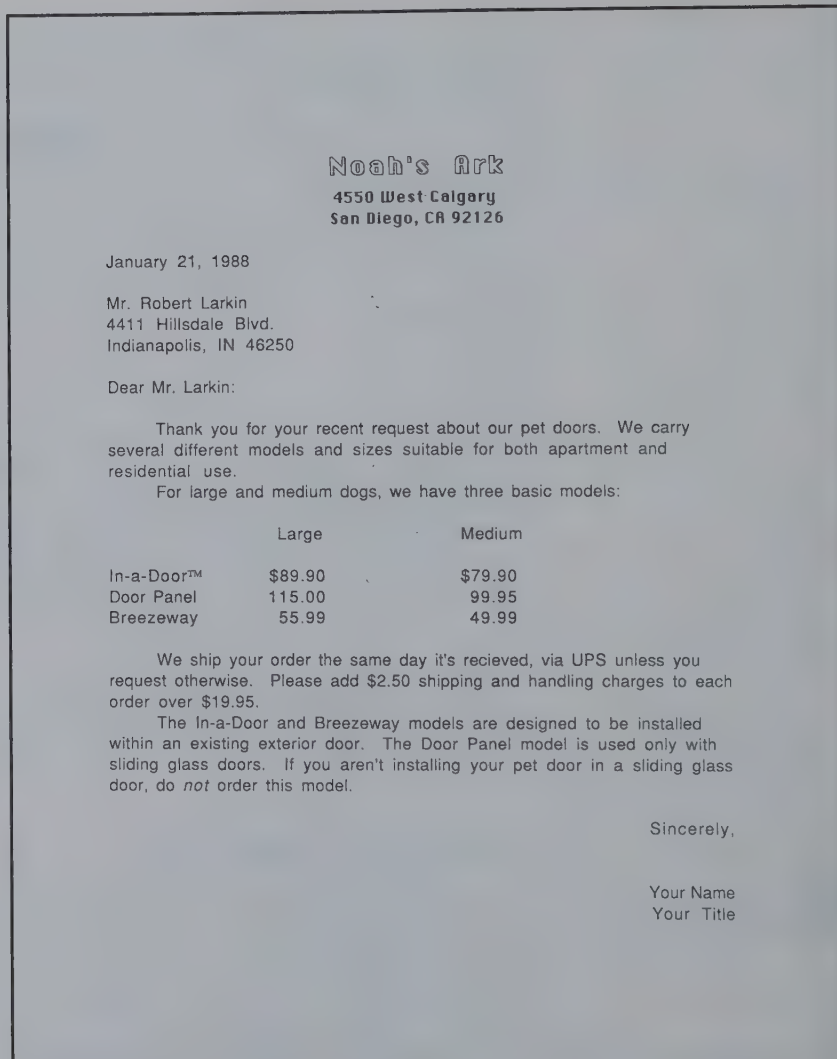
## Printing the Document

To print your document, make sure you've used the Chooser on the Apple menu to select the printer you want to use. Then select Print from the File menu. You'll see a Print dialog box containing the selections that are possible with the printer you're using. Click All if it's not already selected; then press Return to begin printing. The finished letter, printed on a LaserWriter, is shown in Figure 1.19.

## Looking Forward

You've now not only mastered the basics of using WordPerfect to enter, edit, and format text, record simple macros, use the Speller,

For more on printing, see Chapter 6.

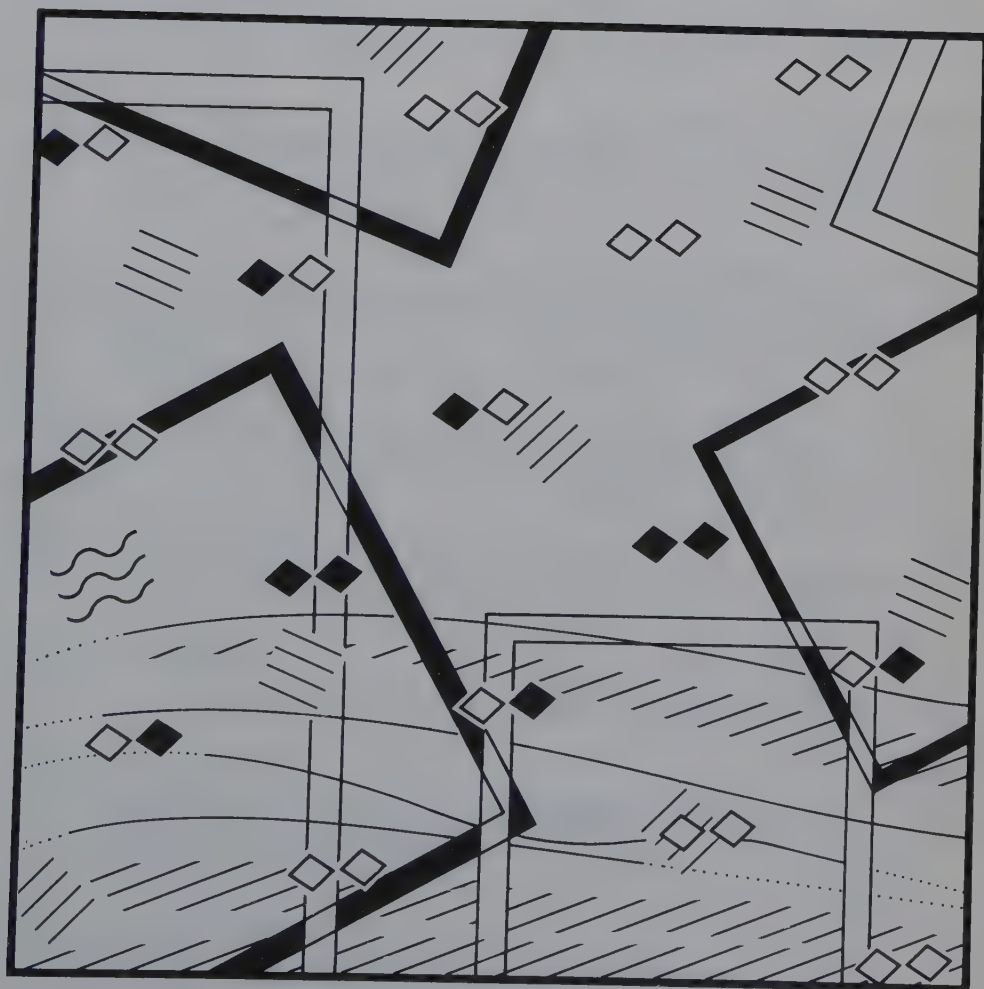


**Figure 1.19:** Your printed letter will resemble this one, which was printed on a LaserWriter.

and preview and print a document, but you've also learned a few tricks that can increase your efficiency. With what you already know you're ready to create documents on your own.

To find out more about keyboard shortcuts and editing techniques, go on to Chapter 2. If you're mainly interested in formatting, Chapter 3 is the place to start.

## 2 — *Editing Your Document* —





# Fast Track

- |                                                                                                                                                                                                                                                         |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>To assign a keyboard shortcut</b><br>to a feature that doesn't have one, choose WP Help from the<br>Apple menu (or press Command-?).                                                                                                                 | 46 |
| <b>To move one character at a time,</b><br>press the → and ← keys.                                                                                                                                                                                      | 47 |
| <b>To move one word right or left,</b><br>press Command-← (Word Left) or Command-→ (Word<br>Right).                                                                                                                                                     | 50 |
| <b>To move to the beginning of the line,</b><br>press the Enter key and then the ← key. To move to the end of<br>the line, press Enter and then the → key. (If the end of the line is<br>beyond the edge of the window, you have to press Enter twice.) | 50 |
| <b>To go to the beginning or end of a document,</b><br>press Enter Enter ↑ or Enter Enter ↓.                                                                                                                                                            | 51 |
| <b>To move forward or backward by screens,</b><br>press the + or - keys on the numeric keypad.                                                                                                                                                          | 52 |
| <b>To move to top or bottom of the screen,</b><br>press Enter ↑ or Enter ↓.                                                                                                                                                                             | 52 |
| <b>To move to the previous or next page,</b><br>press the 9 (Page Up) or the 3 (Page Down) on the numeric<br>keypad.                                                                                                                                    | 52 |

- To move to the top of the page** 52  
you're on, press Command-G (Goto) and then press the ↑ key.  
To move to the bottom of the page, use Goto-↓.
- To go to a specific page,** 52  
use the Goto command (Command-G).
- To turn on Select,** 54  
press Command-Shift-N. To turn off Select, press Command-., choose Select Off, type Command-Shift-N again, or click anywhere in the document that's not highlighted.
- To delete the character to the left of the insertion point,** 56  
press Delete.
- To delete the character to the right of the insertion point,** 56  
press the . (decimal point) on the numeric keypad.
- To delete the word the insertion point is on,** 56  
press Command-Delete.
- To search forward,** 62  
choose Forward from the Search menu (or press Command-F).
- To replace text or codes** 65  
with other text or codes, choose Replace from the Search menu (or press Command-H).
- To use redlining and strikeout,** 75  
choose Style from the Font menu (or press Command-Y).

## CHAPTER 2

---



If you're an experienced word processor, you may be able to skip the exercises in this chapter and find out all you need by reading the text, the tables, and the tips.

THIS CHAPTER EXPANDS ON THE BASIC SKILLS YOU learned in Chapter 1. You'll find all the basic text editing techniques repeated here as well as many more keyboard shortcuts and advanced skills.

Take a moment now to create an actual WordPerfect document so that you can get some practice using these techniques. Open a new window and type these two paragraphs:

On the Macintosh, WordPerfect has the user interface that you're already accustomed to, so there are no basic commands to relearn, just techniques for using some of its sophisticated features. And because the documents you create can be converted to and from IBM format, you can transfer them back and forth between different types of computers.

You'll soon discover that WordPerfect has almost every feature you can think of, from merge-printing to indexing to spell-checking. Since the program is practically a desktop publishing program, you'll be able to do everything you want a word processor to do and more.

Save the document as sample document.

---

### Keyboard Shortcuts

---

In the tutorial in Chapter 1, you became aware that most commands in WordPerfect have keyboard shortcuts as well as menu options. For example, you can cut text either by selecting Cut from the Edit menu or by pressing Command-X. With your practice document on the screen, try using a few of these keyboard shortcuts:

1. Double-click on the word *Macintosh* to select it.
2. Press Command-X (Cut) to cut it.



These Command-Shift shortcuts are located on submenus, not on the main menu.

### 3. Press Command-V (Paste) to paste it back.

Other commands use Command-Shift combinations as keyboard shortcuts, so that when you press the Command key, the Shift key, and another key, the function takes place. For example, you can turn Select on by pressing Command-Shift-N.

Commands that have keyboard shortcuts will be mentioned throughout the book to keep you aware of them. If you prefer to use the mouse, you can select from menus, of course. Table 2.1 briefly summarizes the Command- and Command-Shift key combinations that are built into the program as keyboard shortcuts.

*Table 2.1: Keyboard Shortcuts for Commands*

| <b>Letter Key</b> | <b>With Command-Key</b> | <b>With Command-Shift</b> |
|-------------------|-------------------------|---------------------------|
| A                 | Select all              |                           |
| B                 | Backward search         | Bold                      |
| C                 | Copy                    | Center                    |
| D                 | Date                    | Date function             |
| E                 | Spell                   | End of merge record       |
| F                 | Forward search          | Flush right               |
| G                 | Goto                    | Generate (lists, etc.)    |
| H                 | Replace                 | Headers                   |
| I                 | Insert literal          | Italics                   |
| J                 | Mark text               | Display justification     |
| K                 | Close window            | Columns on                |
| L                 | List files              | Left/right indent         |
| M                 | Macros                  | Define macro              |
| N                 | New document            | Select on/off             |
| O                 | Open                    | Outline (style)           |
| P                 | Print                   | Print preview             |
| Q                 | Quit                    | Stop merge                |

**Table 2.1:** Keyboard Shortcuts for Commands (continued)

| <b>Letter Key</b> | <b>With Command-Key</b> | <b>With Command-Shift</b> |
|-------------------|-------------------------|---------------------------|
| R                 | Show ruler              | End of merge field        |
| S                 | Save                    | Shadow                    |
| T                 | Thesaurus               | Indent                    |
| U                 | Undelete                | Underline                 |
| V                 | Paste                   | Overstrike                |
| W                 | Windows                 | Check document (Speller)  |
| X                 | Cut                     | Execute macro             |
| Y                 | Style                   | Outline on/off            |
| Z                 | Undo                    | Full window               |

In addition to these shortcuts, pressing the Command key plus the first letter of any button in a dialog box selects that option. For example, you can press Command-O instead of selecting OK. You can press Return to select any button that has a double outline.

If there's a program feature you use frequently that doesn't have a keyboard shortcut, you can assign it an Enter key sequence, as described in Appendix C.

---

## **Using the Mouse**

---

In some situations, it's faster and more convenient to use the mouse than a keyboard shortcut. Table 2.2 lists some alternate ways you can carry out operations by using the mouse.

**Table 2.2:** Convenient Mouse Functions

|           | <b>Function</b>    | <b>Mouse Action</b> |
|-----------|--------------------|---------------------|
| To select | An insertion point | Point and click     |
|           | A character        | Drag over it        |



Table 2.2: Convenient Mouse Functions (continued)

|                                | <b>Function</b>                                        | <b>Mouse Action</b>                                                           |
|--------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>To select</b>               | A word                                                 | double-click on it                                                            |
|                                | Several words                                          | Drag over them                                                                |
|                                | A line                                                 | Click in margin; then shift-click at end of line                              |
|                                | A paragraph                                            | Drag over it or use the shift-click method                                    |
|                                | A text box                                             | Double-click inside it                                                        |
| <b>To change or add styles</b> | To plain                                               | Click on P in status line                                                     |
|                                | To bold                                                | Click on B in status line                                                     |
|                                | To underline                                           | Click on U in status line                                                     |
|                                | To italic                                              | Click on I in status line                                                     |
|                                | To outline                                             | Click on O in status line                                                     |
|                                | To shadow                                              | Click on S in status line                                                     |
| <b>To move</b>                 | To a specific page                                     | Click in page number area of status line                                      |
|                                | Forward or backward through the document               | Click in grey area of scroll bar or drag in scroll bar (for longer distances) |
|                                | Forward or backward through the document, line by line | Click the up or down scroll arrow                                             |

## Moving Through Your Documents

The most basic skills to master are those that help you move around your documents quickly. With your sample document, you can practice a few of these.

1. Press the → key to move the insertion point to the right.

On the numeric keypad, the 6 also acts as a → key.

2. Press the ← key to move the insertion point to the left.

On the numeric keypad, the 4 acts as a ← key.

3. Press the ↓ key to move down line by line. Then move back to where you were by using the ↑ key.

The 8 on the keypad acts as a ↑ key, and the 2 acts as a ↓ key.

4. Press the Esc key; then press the → key.

The insertion point moves eight spaces to the right. Pressing Esc tells WordPerfect to repeat a command the number of times shown in the dialog box. The program is preset for eight times, but you can change the number by just typing a new one.

5. To move down two lines, press Esc, type 2, and press the ↓ key.

In addition to these basic ways of moving through documents, WordPerfect has quite a few keyboard shortcuts you can use to get to places in your documents quickly. They're summarized in Table 2.3 and discussed in the following sections.



Many of these keyboard shortcuts require you to have a numeric keypad.

## Moving Short Distances

There are several keyboard shortcuts for moving the insertion point short distances. Of course, you can always click with the mouse to move the insertion point, but these keyboard shortcuts let you keep your hands on the keyboard.

## Moving to a Specific Character

The → and ← keys move the insertion point one character at a time. On the numeric keypad, the 4 is also a ←, and the 6 is a →.

As you saw in the tutorial in Chapter 1, if you type a character instead of a page number in the Goto dialog box, the insertion point moves directly to the next occurrence of that character.

Try this in your sample document:

1. With the insertion point to the right of the word *Macintosh*, choose Goto from the Search menu.
2. Type *u*.

The insertion point moves directly to the *u* in *user*.



Instead of pressing Command-G (for Goto), move the pointer to the bottom-left corner of the window. When the word "GO" appears, click the mouse. You'll get the Goto dialog box.

**Table 2.3:** Moving the Insertion Point with the Keyboard

| <b>Key Command</b>      | <b>Action</b>                                                         |
|-------------------------|-----------------------------------------------------------------------|
| →, ←                    | Moves right or left one character                                     |
| Command-→,<br>Command-← | Moves right or left one word                                          |
| Enter-← or -Home        | Moves to the beginning of the line                                    |
| Enter-→ or -End         | Moves to the end of the line                                          |
| ↑, ↓                    | Moves up or down one line                                             |
| Enter-↑                 | Moves to the beginning of the first line at the top of the screen     |
| Enter-↓                 | Moves to the beginning of the last line at the bottom of the screen   |
| Page Down               | Moves to the beginning of the next page                               |
| Page Up                 | Moves to the beginning of the previous page                           |
| + (on keypad)           | Moves one screen forward                                              |
| - (on keypad)           | Moves one screen backward                                             |
| Goto ↑                  | Moves to top of page                                                  |
| Goto ↓                  | Moves to bottom of page                                               |
| Goto →, ←               | Moves from column to column                                           |
| Goto page number        | Moves to that page                                                    |
| Goto character          | Moves to that character                                               |
| Enter Enter ↑           | Moves to the top of the document                                      |
| Enter Enter ↓           | Moves to the end of the document                                      |
| Enter Enter Enter ← (→) | Moves to the beginning (end) of the line before (after) any codes     |
| Enter Enter Enter ↑ (↓) | Moves to the beginning (end) of the document before (after) any codes |

3. To return to where you were, choose **Goto** again. This time, click **Previous**.

The insertion point moves back to the previous position.

### ***Moving One Word Right or Left***

Pressing **Command-←** (Word Left) and **Command-→** (Word Right) moves the insertion point one word to the right or left. If the insertion point isn't at the beginning of the word when you press **Command-←**, it first moves to the beginning of the word. After that, when you press **Command-←**, the insertion point moves one word to the left.

Try this in your sample document:

1. With the insertion point still at the end of the word *Macintosh* in your sample document, press **Command-→**.

The insertion point moves to the beginning of the next word, *WordPerfect*, skipping over the punctuation.

2. Press **Command-←** to move back to the beginning of the word *Macintosh*.

The **Command-→** and **Command-←** shortcuts always move to the beginning of a word. You can also move several words to the right or left at a time.

3. To move five words to the right, press **Esc**, type **5**, and press **Command-→**.
4. To move two words to the left, press **Esc**, type **2**, and press **Command-←**.

### ***Moving to the Beginning or End of a Line***

Pressing the **Enter** key and then pressing the **←** key moves the insertion point to the left edge of text in the window. Pressing **Enter** and then the **→** key moves it to the right edge of text in the window. If your lines extend beyond the window, press **Enter** twice before you press the arrow key.

Try this in your sample document:

1. With the insertion point anywhere in a line, press **Enter**; then press the **←** key.



On a numeric keypad, the 1 key acts as an End key, so pressing Enter and then pressing 1 also takes you to the end of the line.

The insertion point moves to the beginning of the line.

2. **Press Enter; then press the → key to move to the end of the line.**

Pressing Enter three times and then pressing the ← key moves the insertion point to the beginning of a line, before any codes. Pressing Enter three times and pressing the → key moves the insertion point to the end of a line, after any codes.



On a numeric keypad, you can use the 7 key (Home) or the 5 key instead of Enter. If you've used WordPerfect on other computers, this sequence may be easier for your fingers to remember.

### ***Moving to the Beginning or End of a Document***

Pressing Enter twice and then pressing the ↑ key takes you to the beginning of the document. Pressing Enter twice and then pressing the ↓ key takes you to the end.

Try this in your sample document:

1. **Move the insertion point to the last line in the document by clicking with the mouse.**
2. **Press Enter twice; then press the ↑ key.**

The insertion point moves to the beginning of the document, just before the *O* in *On*.

3. **Press Enter twice; then press the ↓ key.**

The insertion point moves to the end of the document.

Pressing Enter three times and then pressing the ↑ key moves the insertion point to the beginning of the document, before any codes. Pressing Enter three times and then pressing the ↓ key moves the insertion point to the end of the document, after any codes.

### ***Long-Distance Moving***

In addition to the short-distance shortcuts, there are quite a few ways you can move through longer documents without using the mouse. They're listed in Table 2.3 and described briefly here. After you've become accustomed to WordPerfect and have created some longer documents, you can refer to this table and practice long-distance moving.



## Moving by Screens

Pressing Enter and then the ↑ key takes you to the first line at the top of the screen. Pressing Enter and then the ↓ key takes you to the last line at the bottom of the screen.

Try this in your sample document:

1. With the insertion point on the word *discover* in the second paragraph, press Enter; then press the ↑ key.
2. To move to the last line on the screen, press Enter; then press the ↓ key.

## Moving by Pages

 For a quick way to edit a sentence and then return to your original position, press Page Up (9 on the keypad) or Page Down (3 on the keypad); then use the arrow keys to move to the sentence you want to change. After you've finished editing it, choose Previous from the Goto dialog box. You'll be returned to your original position, because WordPerfect remembers where you are when you press Page Up, Page Down, Screen Up and Down (+ and - on the keypad), Search (Command-F and Command-B) and Replace (Command-H), or any of the Enter key movement commands. It doesn't remember your location when you use the arrow keys by themselves, Command-← (Word Left), or Command-→ (Word Right).

On a numeric keypad, the 9 is the Page Up key and the 3 is the Page Down key. Pressing Page Up takes you to the beginning of the previous page; pressing Page Down takes you to the beginning of the next page.

To move to the top of the page you're on, press Command-G (Goto) and then press the ↑ key. To move to the bottom of the page, use Goto, then ↓.

## Moving to a Specific Page

In a document that's several pages long, the fastest way to go to a specific page is to use the Goto command (Command-G). You'll see a dialog box like the one in Figure 2.1. Enter the page number you want to go to and press Return. Clicking Previous takes you to the last place you moved the insertion point.

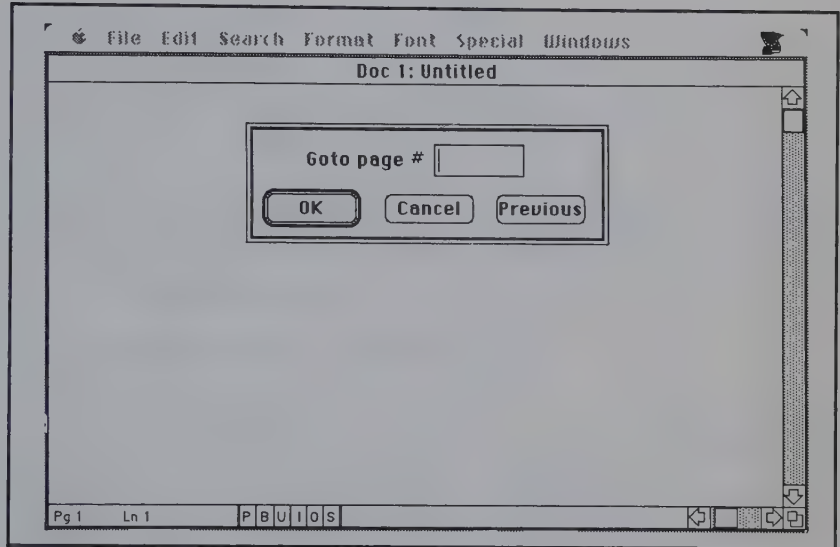
## Moving without Moving the Insertion Point

You can also use the scroll bar to move through a document without moving the insertion point. Drag the square box in the vertical scroll bar and then release the mouse. You'll see the Pg indicator on the status line change so that you know what page you're looking at.

Clicking in the gray area of the scroll bar also moves you through the document quickly without moving the insertion point.

Clicking on one of the arrows in the scroll bar scrolls the document one line at a time. You can press the mouse button and hold it down to repeatedly scroll one line at a time.

 If you've lost the insertion point in a long document, press Command-G (Goto) and click Previous. If that doesn't take you back to where you were, just press Return.



*Figure 2.1:* The Goto command will take you directly to a specific page.

## Selecting Text

Selecting is a task you do all the time, so as you may imagine, there are also many shortcuts for selecting text in WordPerfect. They're summarized in Table 2.4 and described in the following sections. Practicing some of these techniques in your sample document will help you get familiar with them.

*Table 2.4:* Shortcuts for Selecting Text

|                        | <b>Command</b> | <b>Action</b>                                                                                                                            |
|------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>With select off</b> | Double-click   | Selects the word the insertion point is in.                                                                                              |
|                        | Shift-click    | Turns on Select but does not anchor it. To make a selection, hold down Shift and click with the mouse at the endpoint of your selection. |

**Table 2.4:** Shortcuts for Selecting Text (continued)

|                                 | <b>Command</b>   | <b>Action</b>                                                                                                                                                                                                                                                                                                |
|---------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | Shift-←, Shift-→ | Turns on Select and selects the character next to the insertion point. You can extend the selection by keeping the Shift key down and using the arrow keys.                                                                                                                                                  |
|                                 | Shift-↑, Shift-↓ | Turns on Select and selects by lines. You can extend the selection by keeping the Shift key down and using the arrow keys.                                                                                                                                                                                   |
|                                 | Command-Shift-N  | Turns on Select and anchors the insertion point. Select On is highlighted on the status line. You can extend the selection by using the arrow keys or the Command-← and -→ keys to select one word at a time. The ↑ and ↓ keys extend the selection by lines. Command-Shift-N or Command-. turns off Select. |
| <b>With Select on</b>           | Enter-←          | Selects to the beginning of the line (but not before codes).                                                                                                                                                                                                                                                 |
|                                 | Enter-→          | Selects to the end of the line (but not after codes).                                                                                                                                                                                                                                                        |
|                                 | ↓                | Selects to the insertion point's same position in the next line.                                                                                                                                                                                                                                             |
|                                 | ↑                | Selects to the insertion point's same position in the previous line.                                                                                                                                                                                                                                         |
| <b>Select submenu sequences</b> | Command-6 2      | Selects the sentence the insertion point is in.                                                                                                                                                                                                                                                              |
|                                 | Command-6 3      | Selects the paragraph the insertion point is in.                                                                                                                                                                                                                                                             |
|                                 | Command-6 4      | Selects the page the insertion point is in.                                                                                                                                                                                                                                                                  |
|                                 | Command-6 5      | Selects the column the insertion point is in.                                                                                                                                                                                                                                                                |
|                                 | Command-Shift-A  | Selects the entire document.                                                                                                                                                                                                                                                                                 |



To WordPerfect, a sentence is any text that ends in a period, question mark, or exclamation point. A paragraph is text that ends with a hard return, and a page is text that ends with a soft or hard page break. A column is the text that's been defined with the Columns feature, not text that you've set in columns by using tabs.



If you're carrying out more than one operation on the same block of text, use the Goto command to reselect it efficiently. Click Previous in the Goto dialog box to reselect the text that was just selected.



If you're used to WordPerfect on the IBM, you know that when you've selected a block and press a letter key, the cursor moves to that letter. In WordPerfect on the Macintosh, pressing a letter key when you've selected a block of text deletes the selected text and replaces it with the letter. Use Undo (Command-Z) to get the text back.

In addition to allowing you to select text with the mouse by double-clicking, dragging, or shift-clicking, the program has several commands that automatically select certain text elements for you, including their format codes. If you choose Select from the Edit menu, you'll see that you can then choose a sentence, paragraph, page, column, or all of your document to be selected.

To see how this works with your sample document, put the insertion point next to the *O* in *On*. If you've been following the exercises, it should be there already. Then:

- 1. Choose Select from the Edit menu.**

- 2. Choose Sentence.**

The entire sentence, including the spaces following it, is selected.

- 3. Choose Select again; then choose Paragraph.**

The highlighting extends to the entire paragraph.

- 4. This time, press Command-Shift-A.**

The entire document is selected. Pressing Command-Shift-A is a keyboard shortcut for selecting Select and then choosing All.

- 5. Press Command-. (Cancel) to turn off Select.**

To select large sections of text line by line quickly, press the mouse button and drag. You can also press the Shift key and hold it down while holding down the ↓ or ↑ key. Your document will scroll from the insertion point, selecting text line by line. You can also shift-click and use the scroll bar to select large blocks of text. When you've highlighted a selection, you can delete it, cut it, copy it, or perform other functions on it, like saving it or spell-checking it.

There's also a special Select On command on this menu that works a little differently from selecting with the mouse. When you turn on Select with this command (or by pressing Command-Shift-N, its keyboard shortcut), the words Select On are highlighted on the status line, and you can then extend the selection by using any of the arrow keys and cursor-movement key sequences. This method is handy when you're writing macros, because it lets you rapidly extend a selection to include format codes as well as text. You'll use it in Chapter 8.

Once you've selected text, you can simply begin typing to replace it. You can also carry out most other operations on it, like formatting it,



copying it, printing it, saving it as a separate document, replacing it with the contents of the Clipboard, appending it to the Clipboard, spell-checking it, and so forth.

To turn off Select, press Command-., choose Select Off, type Command-Shift-N again (if that's how you turned on Select), or click anywhere in the document that's not highlighted.

---

## Deleting Text

---

There are also many keyboard shortcuts for deleting text. They're summarized in Table 2.5.

To get familiar with these techniques, you can practice some of them in your sample document.



If you come across a hidden format code while deleting, you'll get a dialog box asking whether you want to delete the code. Click OK to delete it, or press Return to skip over it.

### Deleting by Characters

Pressing Delete or Backspace deletes the character to the left of the insertion point. The period on the numeric keypad deletes the character to the right of the insertion point.

Try it:

1. With the insertion point on the *m* in merge, press Delete.

The *m* disappears.

2. Press the period on the numeric keypad.

The *e* disappears.

3. Press Esc, type 3, and press the period on the keypad.

Three characters—the *rge*—disappear. You can repeat deletion commands by using the Esc key.

4. Choose Undo from the Edit menu (or press Command-Z) to get the word back.

### Deleting by Words

Command-Delete deletes the word the insertion point is on. If it isn't on a word, it deletes the word to the right. Enter-Delete does the same thing.



When WordPerfect deletes a word, it doesn't delete symbols. If you delete a hyphenated word like spell-checking, you'll have to delete both parts as separate words.



**Table 2.5:** Shortcuts for Deleting Text

| <b>Command</b>                                                                                                                                                                                          | <b>Action</b>                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Delete (or Backspace)                                                                                                                                                                                   | Deletes the character to the left of the insertion point                                                                    |
| .(on numeric keypad)                                                                                                                                                                                    | Deletes the character to the right of the insertion point                                                                   |
| Command-Delete                                                                                                                                                                                          | Deletes the word the insertion point is in, or, if it isn't in a word, deletes the word to the right of the insertion point |
| Command-End                                                                                                                                                                                             | Deletes from the insertion point's position to the end of the line                                                          |
| Shift-← Command-← Delete                                                                                                                                                                                | Deletes the word to the left of the insertion point*                                                                        |
| Command-PgDn Return                                                                                                                                                                                     | Deletes from the insertion point's position to the end of the page                                                          |
| Command-6 2 Delete                                                                                                                                                                                      | Deletes the sentence the insertion point is in                                                                              |
| Command-6 3 Delete                                                                                                                                                                                      | Deletes the paragraph the insertion point is in                                                                             |
| Command-6 4 Delete                                                                                                                                                                                      | Deletes the page the insertion point is in                                                                                  |
| Command-6 5 Delete                                                                                                                                                                                      | Deletes the column the insertion point is in (when Columns are on)                                                          |
| Command-Shift-A Delete                                                                                                                                                                                  | Deletes the entire document                                                                                                 |
| * If the insertion point is in the middle of a word, it first moves to the beginning of the word when you press Command-←. You'll need to press Command-← again to highlight the next word to the left. |                                                                                                                             |

Try it in your document:

1. With the insertion point on the word *printing*, press **Command-Delete**.

The word *printing* disappears.

2. Press **Command-Delete** again.

WordPerfect deletes the word to the right of the insertion point, in this case the word *to*.



Command-3 (Page Down) on the numeric keypad deletes everything to the end of the page. You'll also need to click OK in the dialog box that appears, so it isn't strictly a keyboard shortcut.



You can use the period key on the numeric keypad to delete selected text. In this case, it works just like the Delete key.



If there's not enough room in memory or on disk to accommodate the latest deletion, you may get a message asking you whether you want to delete the text without having a backup that can be restored with Undo.

## ***Deleting to the End of the Line***

Command-End (1 on the numeric keypad) deletes from the insertion point's position to the end of the line. Try it and see:

### **1. Press Command-End.**

The rest of the line is deleted, and text from the next line moves up.

## ***Deleting Selections***

You can use the options on the Select submenu to quickly delete the current sentence, paragraph, page, column (when Columns are on), or even the whole document. The keyboard shortcuts are listed in Table 2.5.

For practice, delete some text from your sample document. Remember, you can either choose from the Edit menu with the mouse or use keyboard shortcuts.

### **1. With the insertion point anywhere in the document, choose Select, then All (or press Shift-Command-A). Then press Delete.**

The entire document is highlighted; when you press Delete, it's deleted.

Now you've got nothing left. But, as you saw in the tutorial in Chapter 1, you have several ways of getting it back.

## ***Undeleting Deleted Text***

You can't use Command-V (Paste) to get back what you deleted with any Delete key combination. To restore what you've just deleted, use Command-Z to Undo your last action or Command-U to Undelete. Under most circumstances, Command-U will bring it back. The program stores the last three deletions, erasing the oldest deletion each time you make a new one.

When you press Command-U to retrieve text you've deleted, you'll see a dialog box like the one in Figure 2.2. Clicking Restore restores the highlighted text, which is the last item you deleted. Clicking Previous

 You could as easily just paste the cut text, which is on the Clipboard, but the Clipboard holds only the last deletion. Use the Undo command when you want to restore any of the last three deletions or cuts.

displays the next to the last item you deleted, and clicking Next cycles you forward through the three deletions.

Try it with your deleted document:

1. **Press Command U (or choose Undo from the Edit menu).**

You'll see the last text you deleted. Clicking Previous displays text you deleted earlier.

2. **Click Restore to restore your sample document.**

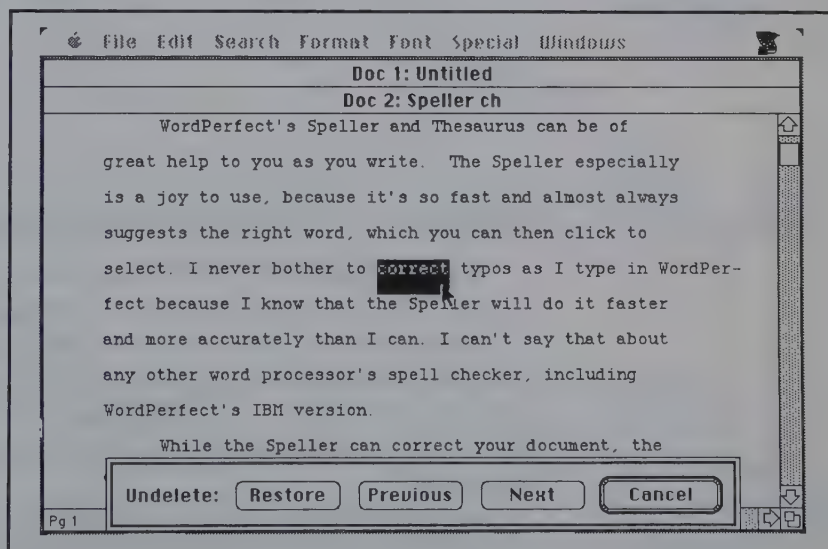


Figure 2.2: WordPerfect keeps track of the last three deletions.

## Converting Characters to Upper- or Lowercase

In addition to moving the cursor, selecting text, and deleting text, WordPerfect also has other shortcuts for carrying out tasks you perform often as you edit documents. For example, you can change uppercase characters to lowercase characters and vice versa.

The Case Convert command on the Edit menu changes text you've selected to uppercase or lowercase characters. For example, in your sample document, change the word *WordPerfect* to *WORDPERFECT*:

1. Select *WordPerfect* by double-clicking on it.
2. Choose Case Convert from the Edit menu; then click To Upper. *WordPerfect* becomes *WORDPERFECT*.
3. To change it back, choose Case Convert; then choose To Lower. *WORDPERFECT* becomes *wordperfect*.
4. Click outside the selected text to turn off Select.



There's a macro in Chapter 8 that will show you how to keep the first letter of a word capitalized when you convert the word to lowercase.

If you're converting a sentence whose first word is capitalized, WordPerfect will keep the first letter in the sentence capitalized if you include the punctuation from the end of the previous sentence in the selection.

---

## Working with the Codes Window

---

One other technique that's basic to editing in WordPerfect is working with the Codes window open, as shown in Figure 2.3. It's often important to view the hidden formatting codes WordPerfect uses, especially if something seems to be going wrong in your document and you can't figure out what the trouble is. Nine times out of ten, it's either a format code that's in the wrong location or an incorrect format code.



Sometimes what you see on the editing screen can be misleading because it doesn't accurately reflect the true position of the insertion point in relation to the codes. A general rule to follow is this: Believe what you see in the Codes window, not what you see on the main screen.

As you saw in the tutorial in Chapter 1, when you choose Show Codes from the Edit menu (or press Command-7, which is a toggle that opens and closes the Codes window), the program displays the normally hidden format codes it's using to format your text. It takes a little practice to get used to moving the insertion point in the upper window while tracking it accurately in the lower window, but you'll find that as you use the mouse and cursor-movement keys, the insertion point (represented by a gray box in the Codes window) moves around and among the codes. It's tempting to try to change codes directly in the Codes window, but you can't. You have to make your changes in the document itself.

While you have the Codes window open, you can use any of the program commands, keyboard shortcuts, and cursor-movement key sequences. In short, you can work just as you normally do. You'll get some practice in working with format codes in the exercises in Chapter 3.



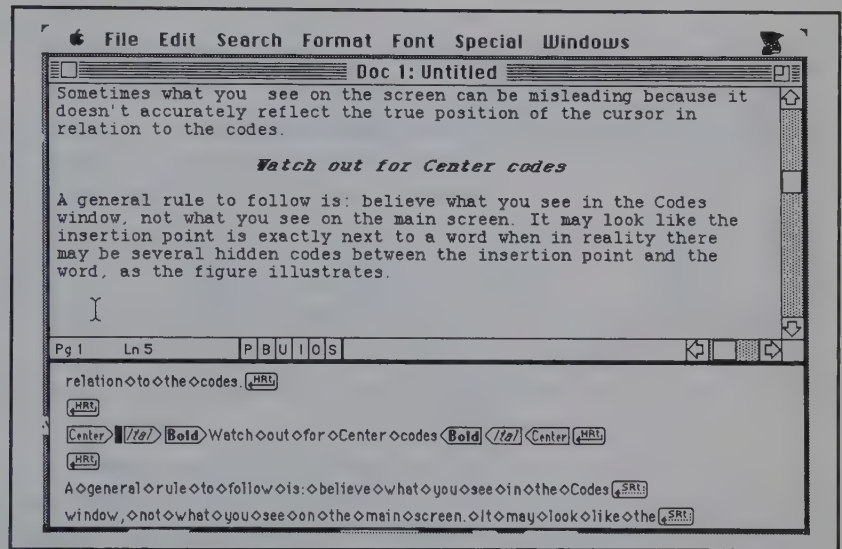


Figure 2.3: WordPerfect's Codes window reveals the normally hidden format codes the program is using.

## Searching and Replacing Text

Not only can you search for and replace characters, words, or phrases in WordPerfect, but you can also search for and replace formatting codes and style changes. And because searches can be made part of macros, you can set up macros that will repeat until something can't be found any more—which lets you set up conditional macros that work like logical programs, as you'll see in Chapter 8.

What kinds of things can you do by searching and replacing? Here are a few:

- You can search your document for an error and correct it wherever it has occurred. For example, if someone's address has changed, you can correct it wherever it is in your document.
- You can speed up typing complicated words and phrases by substituting a symbol for them as you type and then later replacing that symbol with the word or phrase. For example, you can use a symbol such as @ to stand for up to 59 characters and spaces. As long as you typed it correctly the first



time, you'll be sure there are no typographical errors in the final result, no matter how many times the word or phrase appears in your document.

- If you send out form letters only occasionally, you can abbreviate the recipient's name and address or specific phrases wherever they occur and then simply replace them rather than having to set up a mail-merge system.
- You can search for a heading or a particular word in a section of text you want to work on. Using the Search feature this way lets you go directly to a certain area of the document without having to scroll or guess at the page number of the section you want.
- You can search for format codes and change them to other codes, thus effectively reformatting your document with only a few keystrokes. For example, you can change all your bold text to italic or locate all occurrences of underlining and delete them (replace them with nothing). By combining search and replace operations with macros, you can search for a code, delete it, and replace it with another code.

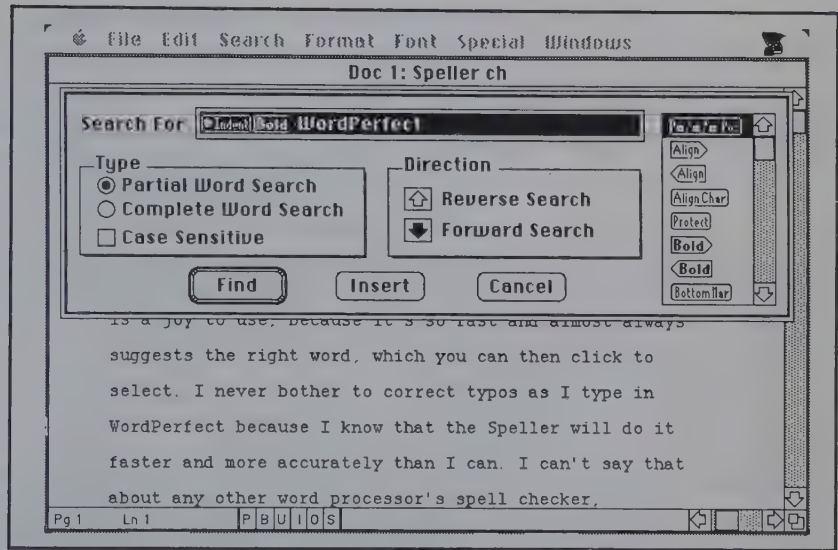
First we'll look at searching and then at searching and replacing.

## ***Searching for Text and Codes***

To search for an occurrence of a particular character, word, phrase, format code, or a combination of words and format codes, follow these steps:

### **1. Choose Forward from the Search menu (or press Command-F).**

To search backward from the insertion point, press Command-B (or choose Backward). In either case, you'll see the dialog box illustrated in Figure 2.4; the highlighted arrow will indicate the direction you chose. If you decide to search in the other direction, just click on its arrow; there's no need to use a different command. In the example shown in Figure 2.4, the program will locate all occurrences of the word *WordPerfect* when it has been indented and boldfaced.



**Figure 2.4:** You can search for almost any combination of text and format codes.

 If you're searching for a hyphenated word, you'll need to insert the [Req-] symbol (indicating a required hyphen) in the Search box. Otherwise the program won't be able to locate the word. If you're searching for a phrase with a long dash—like this one—insert two [Req-] symbols.

## 2. Type whatever you want to find.

You can enter up to 59 characters, including spaces. To search for format codes, scroll the box on the right of the dialog box. When you see the code you want to search for, click on it. Then click Insert to put it in the Search box. You can combine format codes with characters to further restrict searches. For example, you can search for the word *marketing* when it occurs in bold—as in headings, for example, but not in text.

## 3. Click on any of the Type buttons to restrict the search.

WordPerfect is preset for Partial Word searches, which means that it will locate the characters you typed even if they are part of other words. If you typed *other*, for example, it will locate *other*, *mother*, *another*, *others*, and so forth. To have it locate a whole word by itself, click Complete Word Search. It's also preset so that if you type a word or phrase in lowercase, the program will locate the word regardless of whether it's in lowercase or uppercase. If you type in uppercase, WordPerfect will find the word only when it's in uppercase. To locate the word *WordPerfect* (but not *wordperfect*, *Wordperfect*, or *WORDPERFECT*), click Case Sensitive.

 If you're searching for an acronym that's also a common pattern in words—such as *ING* or *OUS*—choose Complete Word Search to restrict the search. Otherwise WordPerfect will locate each occurrence of the pattern of letters within words.

#### 4. Press Return (or click Find) to begin the search.

WordPerfect will locate the next occurrence of whatever you typed and highlight it, as illustrated in Figure 2.5. (It doesn't search headers and footers, though.) Here it's found *WordPerfect* in boldface after an indent. Select will be on, and the insertion point will be at the *end* of the pattern you were searching for. To replace whatever was found, you can begin typing immediately without having to first delete the selection. To type new text from that point on without replacing what's there, click anywhere in the document to turn off Select.

If WordPerfect can't find what you typed, you'll get a "Not Found" message on the status line.

You can try searching in your sample document. Although it happens to be a short document and you can see it all on the screen, searching can greatly speed up locating text in a long document.

First, move to the beginning of the document. Pressing Enter twice and then pressing the ↑ key will take you there.

#### 1. Choose Forward from the Search menu (or press Command-F).

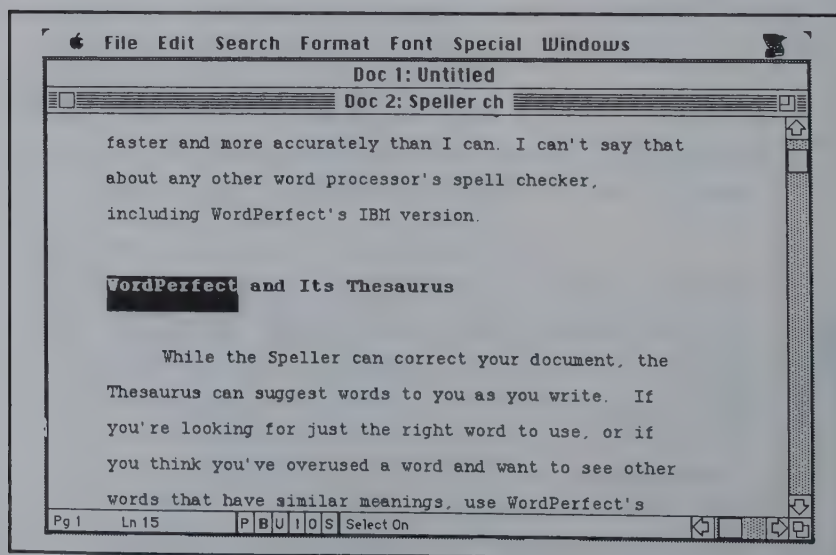


Figure 2.5: When WordPerfect locates what you're looking for, Select is automatically turned on.



To return to where you were before you began a search, press Command-G (Goto) and click Previous.

## 2. Type *do* in the Search For box; then press Return.

WordPerfect locates the *do* in *document*. If you wanted to find only the separate word *do*, you'd need to click Complete Word Search.

## 3. Press Command-F again. This time, click Complete Word Search and press Return.

WordPerfect locates the word *do*.

WordPerfect remembers what you searched for last and keeps it in the Search box. If you want to search for something else, simply type in a new search pattern; you don't have to delete the old one first.

There are some clever uses for the Search feature that aren't mentioned in the documentation but that can work to your advantage. For example, you can search for the beginning or end of a long paragraph you're working on without having to scroll it if it's not all displayed on the screen. Just search backward for the next [HRt] code to go to the beginning of the paragraph, or search forward for the next [HRt] to go to the end of the paragraph. In Chapter 8 you'll find several macros that use the Search feature in some of these useful ways.

## Using Wildcards in Searches

If you insert the wildcard symbol as part of your search pattern, WordPerfect will match any character that occurs at that position in the pattern. For example, if you enter *no* and then insert the wildcard character, WordPerfect will locate *now*, *not*, *nor*, *non*, and so forth. (It will also find words that contain *now*, *not*, *nor*, and so forth, like *another*, *nowadays*, *notable*, *enormous*, *denoted*... unless you click Complete Word Search.) You can't use the wildcard character to represent a space, but you can use it more than once in any pattern. For example, entering *conc* and two wildcards plus *ve* will locate all the occurrences of *conceive*, even if you're pretty sure you also misspelled it as *concieve*.

The wildcard symbol is in the box of symbols and codes at the right of the dialog box; you'll need to scroll to see it.

## Replacing Text

You can replace both text and its format codes with other text and format codes. The process is not much more complicated than search



You can search while the Codes window is open. If you're trying to locate a code whose effects are not readily apparent, such as [Tab Set] codes, search with the Codes window open. This can also help you locate codes to delete them or to change them to other codes.



In a long document, don't start a search with the wildcard symbol as the first character in the pattern. It will take WordPerfect longer to locate all possible matches. Restrict the search to one section of the alphabet if you can.



alone. To search and replace at the same time:

**1. Choose Replace from the Search menu (or press Command-H).**

You'll see the Replace dialog box, as shown in Figure 2.6. In this figure WordPerfect is being told to search for all occurrences of the word WordPerfect in boldface and replace it with *WordPerfect* in italics.

**2. Type what you want to search for.**

If you're searching for a code, select it from the box on the right; then click Insert to insert it in the Search box.

**3. Press Tab to move to the Replace box; then type what will replace what you're searching for.**

To delete what you're searching for, don't enter anything in the Replace box.

**4. Press Return (or click OK) to start the search-and-replace operation.**

You'll get a warning message if you've left the Replace box blank; click OK if you really want to delete all occurrences of what you're searching for.

 All character style changes require two codes, one to turn on the effect and the other to turn it off. Be sure to include the ending code in the replacement pattern, if one is required. Otherwise, WordPerfect will turn on that effect in the rest of the document. If the second [Ital] code in Figure 2.6 weren't there, for example, everything from the word *WordPerfect* to the end of the document would be in italics.

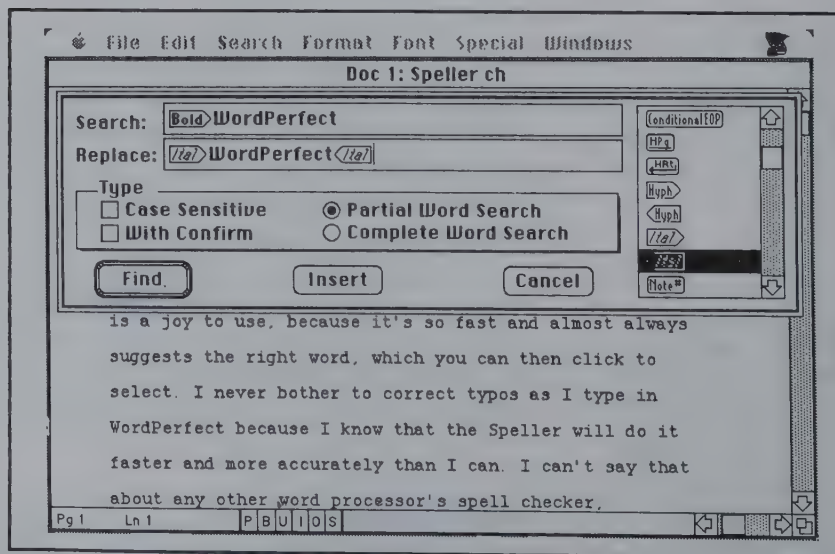


Figure 2.6: You can also search and replace at the same time.





If you want to locate a word and replace it so it always begins with a capital letter, no matter how it's been entered in the document, be sure to enter it in lowercase in the Search box and with a capital letter in the Replace box. For example, enter **finder** in the Search box and **Finder** in the Replace box to locate and correct any occurrences of *finder* or *FINDER* and change them to *Finder*.

For example, in your practice document, you can search for IBM and change it to VAX:

1. Choose **Replace** from the **Search** menu (or press **Command-H**).
2. Enter **IBM** as the Search pattern and **VAX** as the Replace pattern. (Press **Tab** to move to the Replace box.)
3. Click **Find**.

WordPerfect is preset to search and replace without prompting you for a confirmation each time it locates what it's searching for. If you want to be prompted, click **With Confirm** before you press **Return** to start the operation.

If you replace without confirming each case, you may discover what is often referred to as “unexpected results” in your document. For example, if you replace **man** with **person**, you'll get words like *unpersonageable* and *personagement* (replacing *unmanageable* and *management*). If this happens, **Undo** (**Command-Z**) won't help; it doesn't undo a search and replace. To repair your document, go to the beginning and do another search and replace, switching the patterns (searching for **person** and replacing with **man**)—and this time click **With Confirm** so that you can check each one.

Like searches, replace operations are preset for partial word searches that are not case sensitive. To tell the program to match exactly what you've typed, click **Complete word search** and **Case sensitive**. Otherwise, WordPerfect will match the capitalization of the first letter of the words it finds. If it's searching for *saturday delivery* and has been told to replace it with *monday schedule*, it will replace both *Saturday Delivery* and *Saturday delivery* with *Monday schedule*. This feature allows it to correctly replace words and phrases that begin a sentence as well as occur within text.

WordPerfect lets you search backward as well as forward, but you can replace only from the insertion point forward. You can't use wildcards as part of a replacement pattern.

## Using Codes in Search and Replace

A very handy way to use the Search and Replace features is to search for format codes and delete them or change them to other



You can restrict a search and replace to be only in the block of text you've selected, not in the whole document.

codes. When you work with a program that uses invisible codes, it's very easy to accidentally copy codes you don't want when you copy a selection. It's also easy to overlook codes that control settings throughout a document, such as tab and margin settings and line spacing changes. And some codes, like [Align] (which is used for flush right and tab align) can actually make text disappear from your screen. It's nice to be able to find these codes quickly so that you can determine what is going on if something strange seems to be happening to the format of your document.

You can't use all of WordPerfect's format codes as replacements. The ones you can't use are marked with an asterisk in Table 2.6, which also lists all the codes you can search for. You can get around this limitation by writing a macro that searches for a code, deletes it, and then inserts another code. You'll see how in Chapter 8.

Suppose, for example, that you wanted to locate each occurrence of the phrase *ipso facto* in your document and italicize it, so that you wouldn't have to italicize it each time you typed it.

- 1. Choose Replace from the Search menu (or you can press Command-H).**
- 2. In the Search box, enter ipso facto and press Tab.**

The insertion point moves to the Replace box.
- 3. Scroll the codes box on the right until you see the [Ital] codes.**
- 4. Click the first [Ital] code; then click Insert to put it in the Replace box.**
- 5. Type ipso facto; then click the second [Ital] code and Insert to put it in the Replace box.**

When you click Find (or press Return), all occurrences of *ipso facto* in your document will be italicized. If you want the program to prompt you at each location of *ipso facto*, click With Confirm before you click Find.

Another good use for searching and replacing codes is to *remove* codes from your document. For example, you may have changed margin settings several times in a document, or you may have combined several documents with different margin settings into one. You

Table 2.6: Format Codes You Can Search For

| <b>Code</b>                                                              | <b>Effect</b>                         |
|--------------------------------------------------------------------------|---------------------------------------|
| [L#, C#, R# Pos]                                                         | Page number position                  |
| [Align][Align]                                                           | Flush right                           |
| [Align Char]                                                             | Tab align                             |
| [Protect]                                                                | Block protection on/off               |
| [Bold][Bold]*                                                            | Bold on/off                           |
| [Bottom Mar]                                                             | Bottom margin                         |
| [Cncl-]*                                                                 | Cancel hyphenation                    |
| [Center Pg]*                                                             | Center page top to bottom             |
| [Center][Center]                                                         | Center text                           |
| [Column][Column]*                                                        | Column on/off                         |
| [Col Def]                                                                | Column definition                     |
| [Cond EOP]                                                               | Conditional end of page               |
| [Date]                                                                   | Date                                  |
| [< Def]                                                                  | End of index, list, table of contents |
| [Font]                                                                   | Font                                  |
| [Font Size:]                                                             | Font size                             |
| [Hdr/Ftr:]                                                               | Header or footer                      |
| [HPg]*                                                                   | Hard page break                       |
| [HRt]*                                                                   | Hard return                           |
| [Hyph][Hyph]*                                                            | Hyphenation on/off                    |
| [HZone Set]                                                              | Set H-zone                            |
| [> Indent]                                                               | Indent                                |
| [> Indent <]                                                             | Left/right indent                     |
| [Index:]                                                                 | Index entry                           |
| [Ital][Ital]*                                                            | Italics on/off                        |
| * Indicates codes that can also be used as part of a replacement pattern |                                       |

Table 2.6: Format Codes You Can Search For (continued)

| Code                                                                     | Effect                                         |
|--------------------------------------------------------------------------|------------------------------------------------|
| [Justify: <i>type</i> ]                                                  | Justify ( <i>type</i> = type of justification) |
| [Kern:]                                                                  | Kerning                                        |
| [< Mar Rel]                                                              | Margin release                                 |
| [Line #]                                                                 | Line number                                    |
| [Margin Set:]                                                            | Margin set                                     |
| [Mark:][Mark:]                                                           | Mark text on/off                               |
| [Def Mark]                                                               | Definition of index, list, table of contents   |
| [Mark:TofC][Mark:TofC]                                                   | Mark for table of contents                     |
| [Note]                                                                   | Note                                           |
| [Note#]*                                                                 | Note number                                    |
| [Note # Set]                                                             | Set note number                                |
| [Note Opt]                                                               | Note options                                   |
| [Outln][Outln]*                                                          | Outline style on/off                           |
| [Overstk]*                                                               | Overstrike                                     |
| [Pg # Pos]                                                               | Page number position                           |
| [Pg #]                                                                   | Page number                                    |
| [¶ #]                                                                    | Paragraph number                               |
| [¶ # Def]                                                                | Paragraph number definition                    |
| [Picture]                                                                | Graphic image                                  |
| [PostScript]                                                             | PostScript command                             |
| [Redline][Redline]*                                                      | Redline on/off                                 |
| [Req-]*                                                                  | Required hyphen                                |
| [Shad][Shad]*                                                            | Shadow on/off                                  |
| [Soft-]*                                                                 | Soft hyphen                                    |
| [SPg]                                                                    | Soft page                                      |
| * Indicates codes that can also be used as part of a replacement pattern |                                                |

**Table 2.6:** Format Codes You Can Search For (continued)

| <b>Code</b>                                                              | <b>Effect</b>                  |
|--------------------------------------------------------------------------|--------------------------------|
| [Spacing Set]                                                            | Spacing set                    |
| [Strkout][Strkout]*                                                      | Strikeout on/off               |
| [SubScript][SubScript]*                                                  | Subscript on/off               |
| [SuprScript][SuprScript]*                                                | Superscript on/off             |
| [Suppress]                                                               | Suppress for current page      |
| [Tab]*                                                                   | Tab                            |
| [Tab Set]                                                                | Tab set                        |
| [TopMar]                                                                 | Top margin                     |
| [Undrln][Undrln]*                                                        | Underline on/off               |
| [Undln Style]                                                            | Underline style                |
| [W/O][W/O]*                                                              | Widow/orphan protection on/off |
| [wild card]                                                              | Wildcard                       |
| [ ^ C, ,,,,,,,]*                                                         | Merge codes                    |
| * Indicates codes that can also be used as part of a replacement pattern |                                |

can search for all [Margin Set] codes and remove them:

1. With the insertion point at the beginning of the document, choose **Replace** from the **Search** menu (Command-H).
2. Scroll the codes box on the right until you see the [Margin Set] code; then click it and click **Insert** to put it in the Search box.
3. Instead of entering anything in the Replace box, just press **Return** (or click **Find**).

You'll get a warning that all occurrences of the search pattern will be deleted, but that's what you want.

4. Press **Return**.



All the [Margin Set] codes in your document will be deleted, and you can set new margins at the beginning that will be in effect throughout the document.

You can also use this technique to delete any extra headers or footers that may be in your document, remove any additional top margin settings, delete style changes such as underlining or boldface, remove right justification in sections of the document that may have been right-justified originally, and so forth. In short, you can “clean up” any document by taking out extraneous codes and simply replacing them with the ones you want to use.

---

## **Working with Multiple Documents**

---

With WordPerfect, you can have as many different documents open in separate windows as your computer’s memory allows. Because the program uses virtual memory, in which disk space as well as RAM is used as memory, this can be quite a few documents indeed (I’ve had as many as 19 open). It’s very useful to be able to see the contents of other documents while you’re working. For example, you may want to look at last week’s report while you’re writing this week’s, or compare one version of a document with another. If you’re creating an index, you can keep a list of topics in a second window, or you can keep an outline available in a separate window to refer to as you write. Another excellent use is for copying and pasting boilerplate—standard text that you use over and over. You can open a document that contains all the standard clauses in a contract, for example, and simply paste them into the contract you’re writing.

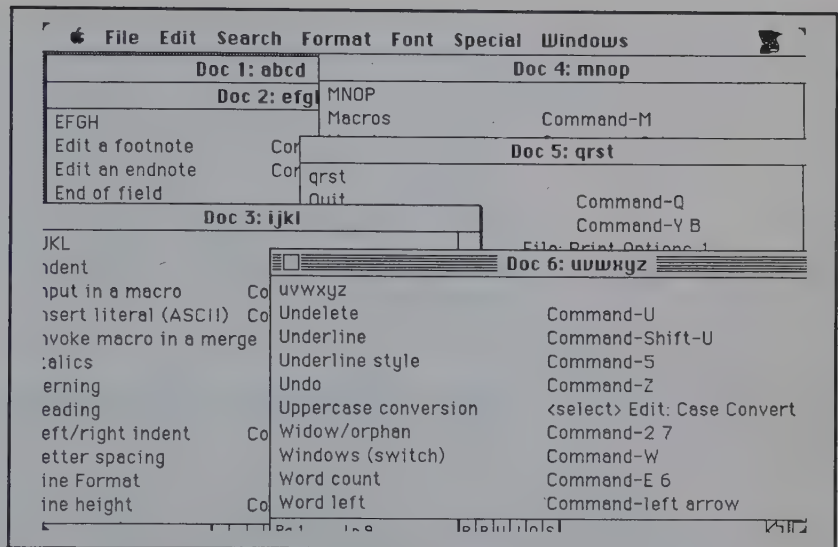
You’ll also find having several windows open is helpful for alphabetizing lists, as illustrated in Figure 2.7. The list was originally typed in random order; each item was cut and pasted into the appropriate window, and as a last step, the items in each window were alphabetized.



If you have the Codes window open, you can just click in the lower-right corner to size the window.

To make a full-screen window smaller, click the size box in the lower-right corner and drag it inward. To make it larger, drag it outward. Clicking in the zoom box in the upper-right corner of the window toggles the window between its last two sizes. Table 2.7 lists the techniques you use to manipulate windows with the mouse.

You can activate each document you’ve opened by choosing Cycle



**Figure 2.7:** Having several windows open allows you to quickly cut and paste among them, in this case to alphabetize a long list.

windows (Command-W) from the Windows menu. The Windows menu also lists all the documents you've opened, and an alternate way of activating a document's window is by clicking on its name in that list. Of course, if a portion of a window is visible on the screen, clicking on it activates the window.

**Table 2.7:** Manipulating Windows with the Mouse

| Window Change                  | Mouse Action                                                              |
|--------------------------------|---------------------------------------------------------------------------|
| Change a window's size         | Position the pointer on the size box in the lower-right corner; then drag |
| Make a window full-screen size | Click on the zoom box in the upper-right corner                           |
| Move a window                  | Drag it by its title bar                                                  |
| Make a window active           | Click in it                                                               |
| Close a window                 | Click in the close box in the upper-left corner                           |



You can make the menu bar at the top of the screen invisible if you really want full-screen windows. When you move the mouse into the menu bar, the menu will reappear. If you use keyboard shortcuts all the time, you may want to hide the menu bar. Choose Screen from the Special menu; then choose Full Window (or press Command-Shift-Z).

The Windows menu also allows you to see the contents of the Clipboard. The last text that you cut or copied in WordPerfect will be on the Clipboard. Also, if you're pasting something from another program, it's useful to be able to see what is on the Clipboard.

Now that you've seen a few general techniques for editing and manipulating text in WordPerfect, it's time to take a look at a few specialized editing commands, such as using special characters that aren't on your keyboard, working with redline and strikeout, and changing the date format.

## Inserting Special Characters

As you saw in the tutorial in Chapter 1, the Insert Literal command on the Edit menu (its shortcut is Command-I) lets you insert special characters in the font you're using that aren't normally visible on the screen. As you can see in Figure 2.8, most fonts have quite a few of these hidden characters, such as section and paragraph marks, graphics symbol keys, trademark and copyright marks, foreign-language diacritical marks, and so forth. Chicago is the font shown in the figure; blank boxes appear where no special character is available.

 The Insert Literal command can also be used to insert Control characters if you don't have a Control key on your keyboard. For example, entering a Control-B into a document tells WordPerfect to automatically insert the number of the current page. (Using ^-B for page numbering is discussed in more detail in Chapter 4.)

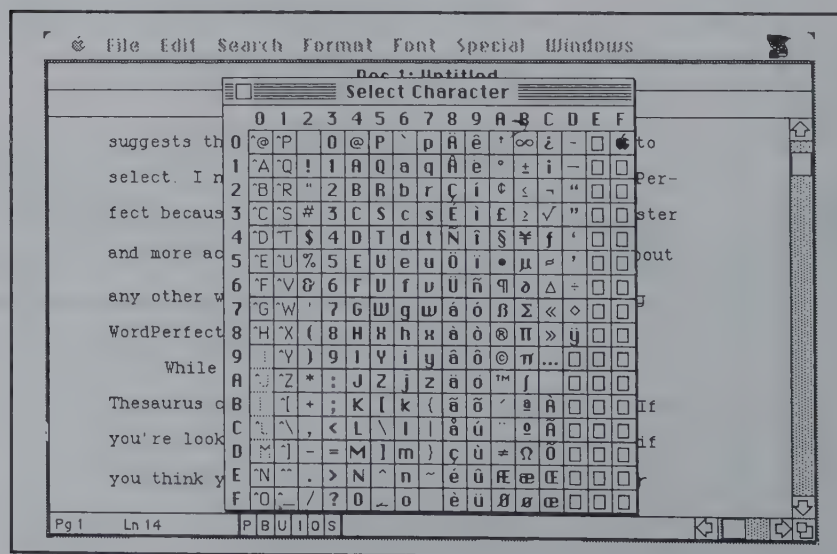


Figure 2.8: The Insert Literal command lets you insert special characters into your text. The characters you see depend on the font you're using.

After you press Command-I, you'll see a grid showing the special characters available in the font you're currently using. To insert a symbol at the insertion point in your document, click in its box. Click on the close box or press Command-K to close the window without inserting any special character.

## Using Redline and Strikeout

Redline and Strikeout are features that you can use in documents that are going to be reviewed by others, such as contracts or drafts of a report. When you redline text, a vertical bar appears in the left margin when the document is printed. This is useful for indicating sections that have been revised so that all concerned can locate them quickly without having to read through the whole document.

Strikeout works as its name implies: a dashed line is placed through each character in the text you've marked for strikeout. This feature is often used in contracts to indicate provisions that have been deleted and must be initialed by the parties concerned.

Figure 2.9 illustrates how struck-out and redlined text appear in a printed document. If you have a color monitor, you'll see that these marks really are red.

To redline or strike out text:

1. **Select the text you want to mark.**

In your sample document, select the first paragraph.

2. **Press Command-Y to choose Style from the Font menu; then choose Redline. (Command-Y B is the shortcut).**

## Removing Redlining and Strikeout Marks

After your document has been reviewed, you probably will want to remove any redlining marks and struck-out text before the final printing. To do so, choose Mark Text from the Special menu and then choose Remove.

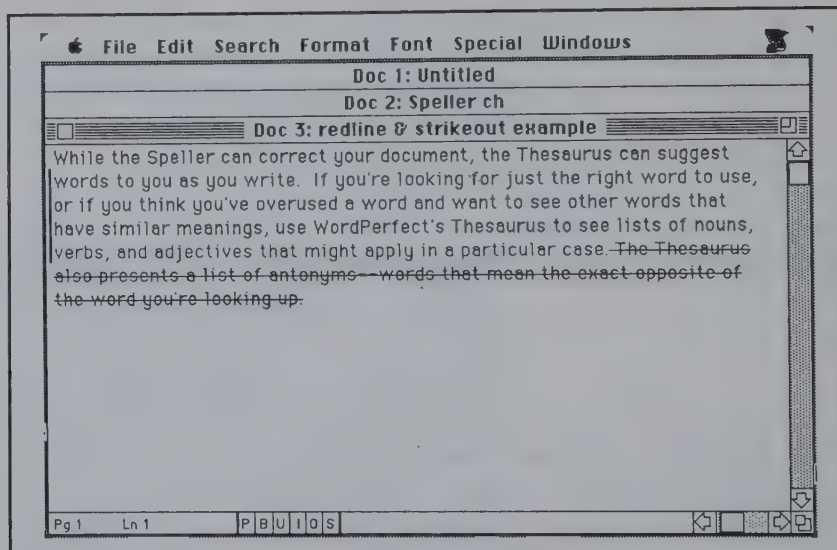
1. **To remove the redlining from your document, choose Mark Text; then choose Remove.**

The redlining disappears from the screen.



You can redline text as you type it, but you can use Strikeout only on text that's already been typed.





**Figure 2.9:** Redlining and striking out text call the reader's attention to areas in the document that have been changed.

Close your sample document now. You can practice with it some more if you like, but you won't need it in other exercises.

When you choose Remove, any struck-out text is deleted from your document. Any text that's been redlined stays there, but the redline marks disappear. If you've marked text for strikeout that you want to keep, delete the [StrkOut] code at the beginning, before you remove the redlining and strikeout. You can search for this code and delete it.

## **Inserting the Date and Time**

The Date command on the Special menu (Command-D) lets you insert the date and time in your document. You can choose either the first option, Insert Text, which inserts today's date in your text, or you can choose the second option, Insert Function, which will automatically update the date that's in your document each time you open it. The date function is especially helpful if you write routine letters in your slack time during the week and then want to print them all with the same date (on Friday, for example) because it dates them as of the day you send them to the printer. The date function even has a keyboard shortcut: Command-Shift-D.



In addition to the date, you can insert the time or change the date format by choosing Date Format from the Date submenu. The default format is for the date as Month Date, Year (as in October 28, 1988). As Figure 2.10 shows, there are 12 different formats you can specify:

|                  |                    |
|------------------|--------------------|
| Day of Month—    | 25, 26, etc.       |
| Month Number—    | 9, 10              |
| Name of Month—   | February, March    |
| Four Digit Year— | 1988               |
| Two Digit Year—  | 88                 |
| Week Day Name—   | Tuesday, Wednesday |
| Leading Zero—    | 01, 02             |
| Insert Tab—      | inserts a tab      |
| 12 Hour time—    | 1, 2               |
| 24 Hour Time—    | 13, 14             |
| Minute—          | 19, 20             |
| am/pm—           | AM, PM             |

To change the date format, click on the button of the style you want, and it will be inserted in the Date and Time Display Format box. Be sure to add any necessary punctuation and spacing. You can also type characters into your date format so that you could, for example, have the time appear as “The time is 12:57 PM.”

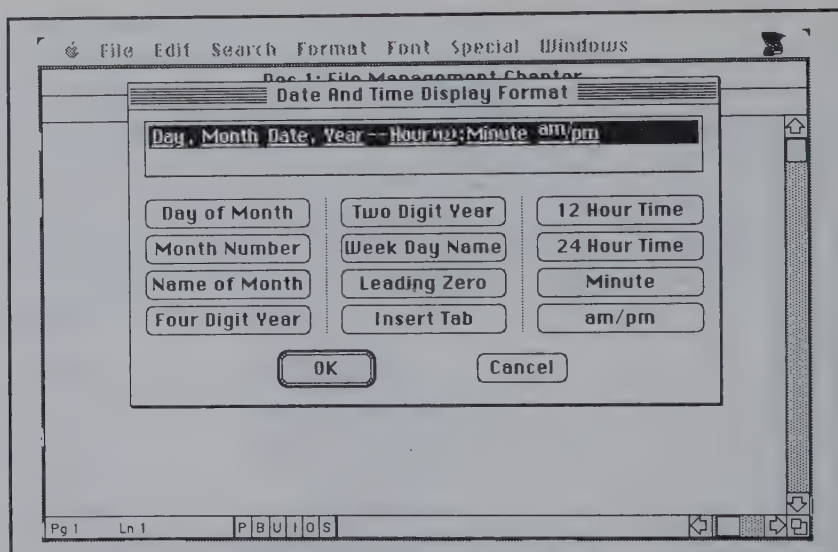
For example, in Figure 2.10, the date format was created by clicking on Week Day Name, Name of Month Day of Month, Four Digit Year—12 Hour Time:Minute am/pm. The commas, spaces, and dashes were added from the keyboard. This produces a date and time like Monday, November 21, 1988—8:30 AM.

When you use the date function, WordPerfect inserts a [Date] code in your text that shows the format you’re using. When you insert the date as text, no code is inserted.

If you change the date format, it’s not automatically changed in all the places where you’ve inserted the date function in a document. You’ll need to search for each of these codes and replace them with the new date format code. You can’t search for a date code and



There’s no separate format for the time. You can include it with the date or choose to have the time with no date. When you choose Insert Text or Insert Function, the style you set in this dialog box will be used.



**Figure 2.10:** You can specify the format WordPerfect uses for the date and time.

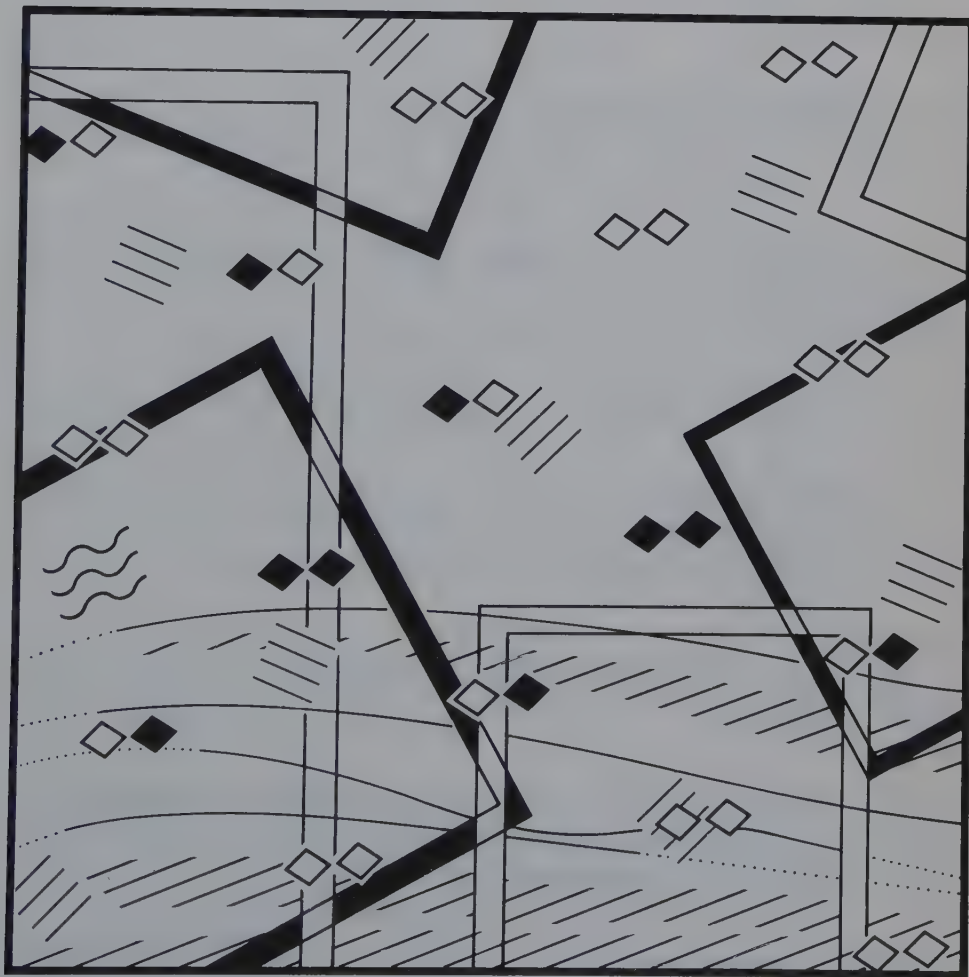
replace it with a new one at the same time, so, after you've read Chapter 8, you may want to write a macro that searches for each [Date] code, presses Delete to delete it, and then presses Command-Shift-D to insert the new date function code.

## Looking Forward

This chapter has discussed WordPerfect's general editing techniques: selecting and deleting text, moving through your documents, searching and replacing, transposing letters and words, and working with multiple documents. It has also introduced two specialized features, redline and strikeout, that are used to mark text for revision. You've also seen a couple of other techniques for inserting special characters and changing the date and time format.

Chapter 3 discusses formatting characters, lines, and paragraphs, and Chapter 4 discusses page formatting. Chapter 8 shows you how you can automate many of these features as macros. In addition, you may want to customize WordPerfect to work in some other ways that suit you best. Appendix C suggests several different ways you can tailor the program for your needs and preferences.

# 3 — *Formatting Text for Variety and Emphasis* —



# Fast Track

- To format characters in WordPerfect,** 85  
you use the Font and Format menus.
- To change the text's font, size, or style,** 85  
select the Font menu. Command-Y takes you directly to the Style submenu.
- To choose subscript, superscript, overstrike,** 88  
redline, and strikeout, as well as font, size, and style, select Characters from the Format menu (or press Command-S).
- To quickly pick the basic styles—plain, bold, underline, italic, outline, and shadow,** 91  
click the corresponding P, B, U, I, O, or S box on the Status line with the mouse. Each of these styles also has its own keyboard shortcut; for example, Command-Shift-B for bold.
- To choose justified text,** 91  
display the Ruler (choose Show Ruler from the Format menu or press Command-R) and click the full-justification icon.
- To center text,** 93  
press Command-Shift-C. To place it flush right, press Command-Shift-F.
- You can choose left-justified, right-justified, centered, or decimal** 99  
tabs. You set tab stops by using the Ruler (Command-R) or by choosing Tabs from the Line submenu.
- To indent a paragraph of text** 104  
to the next tab stop to the right, press Command-Shift-T.

- Left-Right Indent** 104  
(Command-Shift-L) indents the beginning of each line in a paragraph one tab stop to the right and the end of each line one tab stop to the left.
- Margin Release** 104  
(Shift-Tab) “indents” the beginning of a line one tab stop to the left. If you indent a paragraph and then press Shift-Tab to move the first line left, you create a hanging indent.
- You can choose either Automatic or Auto Aided hyphenation.** 110  
With Automatic hyphenation, WordPerfect follows its built-in set of hyphenation rules. If you choose Auto Aided, you’ll be prompted to confirm or change each hyphen.
- WordPerfect uses a hyphenation zone** 112  
to decide whether a word should be hyphenated. You adjust the zone by dragging the gray area at the top of the ruler line. WordPerfect hyphenates words more frequently in a smaller H-zone.
- To change line height** 114  
and leading as well as specify line spacing, select the Line submenu’s Spacing command.
- Kerning and letterspacing** 115  
refer to the spacing between characters. Choosing Kerning lets you decrease the amount of space between one letter and the next, while choosing Letterspacing lets you increase the spacing between letters.



# CHAPTER 3

---

THIS CHAPTER DISCUSSES HOW YOU CAN FORMAT characters, lines, and paragraphs in WordPerfect. You practiced some of these techniques when you took the tutorial in Chapter 1, but there are many more. Also in this chapter, you'll want to pay special attention to the codes that are inserted when you make format changes. Understanding what these codes are and how they work allows you to control the appearance of your documents.

When you first use a new copy of WordPerfect, you'll find that many of its format features, such as line spacing and tab stops, are already set. Single spacing is being used, the right margin isn't justified, and the font is Geneva. These initial default settings are listed in Table 3.1. You can change any of them as you work, and the changes you make will stay in effect until you quit WordPerfect.

The next time you use the program, though, you'll find that the default settings are in effect again. To change any of the default settings to the ones you want to use each time you start WordPerfect, you have to use the WP Defaults command on the File menu to change the WP Defaults file. Chapter 7 contains step-by-step instructions on how to do this.

Open a new window or a saved document so that you can practice some of these techniques as you go through this chapter. You don't have to type a lengthy document, but you can use any existing document or just enter a few words in a new window for practice.



You may find it faster to type out text and then format it later, especially if you prefer using the mouse to using the keyboard.

**Table 3.1:** WordPerfect's Initial Default Settings

The font is Geneva.

Automatic single spacing is in effect.

Justification is off, but if you justify text, it will be displayed on the screen.

Page size is 8.5 by 11 inches.

**Table 3.1:** WordPerfect's Initial Default Settings (continued)

There are one-inch top, bottom, right, and left margins.

Left-aligned tabs are set every 0.5 inches.

The alignment character is the period (.).

Hyphenation is on.

The hyphenation zone begins at the 6.75-inch mark on the ruler and extends to the 7.5-inch mark.

Page numbers will be printed at the 1-inch mark if you choose left page numbers. If you choose the center position, they'll be at the 4.5-inch mark. Right-aligned page numbers appear at the 7.5-inch mark.

Text will be printed at six lines per inch.

Footnote and endnote numbers are superscripted.

The date format is *Month Day, Year*, as in February 16, 1988.

The underline style is for single noncontinuous underlining.

Widow/Orphan protection is off.

---

## Formatting Characters

---

The basic unit of text is, of course, each individual character. You can adjust a character's font (Geneva, Chicago, and so forth) as well as its style (italics, shadow, outline, and so forth) and size. WordPerfect uses a few terms that may be unfamiliar, so we'll look at them first.

### Fonts and Type Styles

In the vocabulary of traditional typesetting, a font is one typeface in one particular style and size, such as 10-point Helvetica bold or 24-point Chicago italic.

A font's size is measured in points (a point is 1/72 inch). This is the measurement from the lowest descender (the tail of a letter such as y) to the top of the ascender (the top of a letter such as d). The design of a font affects the length of these descenders and ascenders, so one font

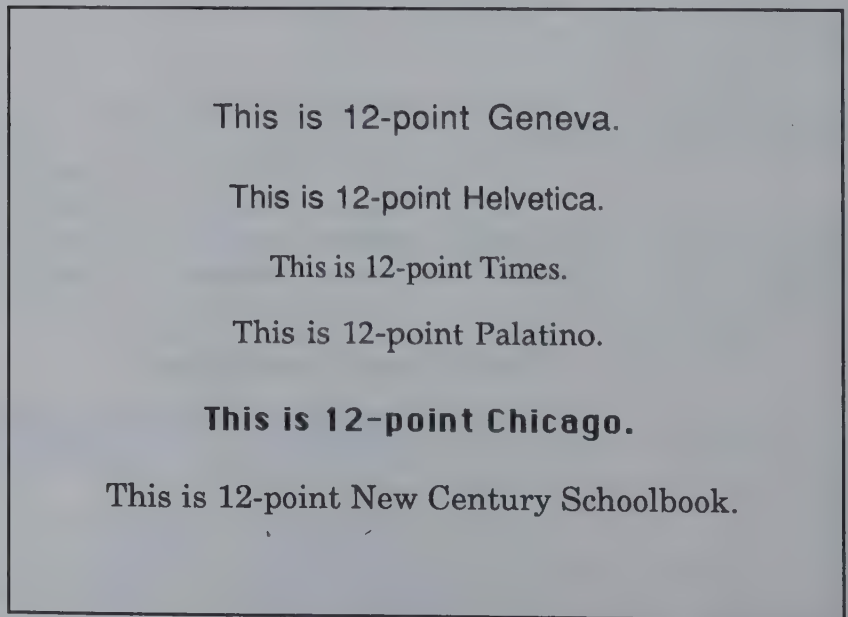
in 10 point type may actually look larger or smaller than another font that's also 10 point (Figure 3.1).

### ***Proportional and Nonproportional Fonts***

In a proportionally spaced font, each character can occupy a different amount of space: an i, for example, takes up much less horizontal space on a line than an m. A monospaced font is like typewriter type: each character occupies exactly the same amount of space. You'll probably find that proportionally spaced fonts produce more pleasing results in printed text than monospaced (nonproportional) fonts. However, if you're using columns of text or numbers and want them to line up exactly with each other, you may want to switch to a monospaced font. Apple's monospaced fonts are Monaco on the ImageWriter and Courier on the LaserWriter.

### ***Using Other Fonts***

As you may already know, a huge range of fonts are available for the Macintosh—not just the fonts that came with your Mac, but also



**Figure 3.1:** One font may look larger than another but actually have the same point size.

fonts from other manufacturers. Once you've installed any of these fonts in your System file, they're available to you in WordPerfect. Because the subject of installing fonts can get quite extensive, depending on what kind of printing you want to do, it's discussed in Chapter 6 on printing.

## Changing Fonts

To change fonts as you type, simply choose a new font from the Font menu, or select Characters from the Format menu (Command-5 is its shortcut). Pressing Command-5 brings up the dialog box shown in Figure 3.2, which lets you change several things at once. If you select a new font, a [Set Font] code is inserted to the left of the insertion point, and from there on the text you type will be in the new font.

To change text you've already typed to a different font, select the text and then choose the font you want it to be in. When you change fonts in existing text, WordPerfect inserts two [Set Font] codes in your document: the first one (to the left of the selected text) changes the text to the new font, and the second code (to the right of the selected text) is the code for the font you were using before you

 To return to the font you were previously using, just skip over the code on the right by pressing →. To convert all the text from the insertion point onward to the new font, delete the code on the right.

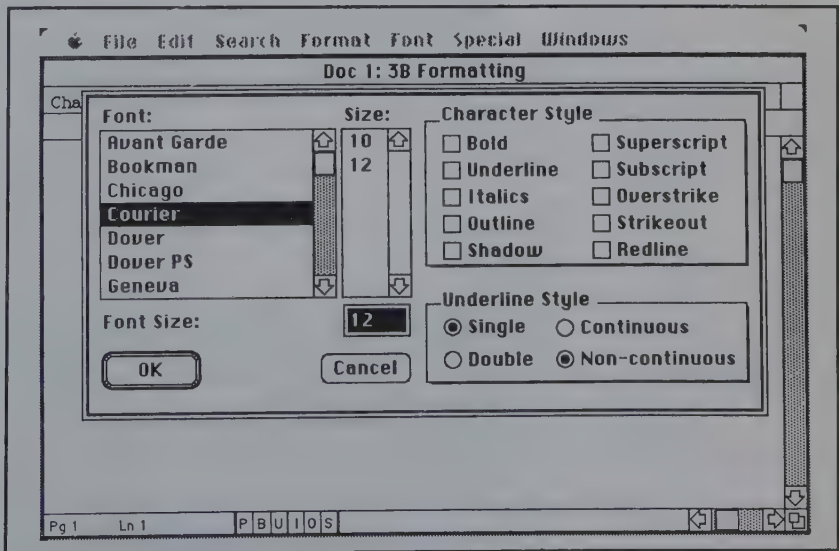


Figure 3.2: The Character dialog box lets you change font, font size, and style, as well as specify the underlining style.

**Figure 3.3:** When you change fonts, the code for the new font precedes the code for the old font.



## Changing Font Sizes

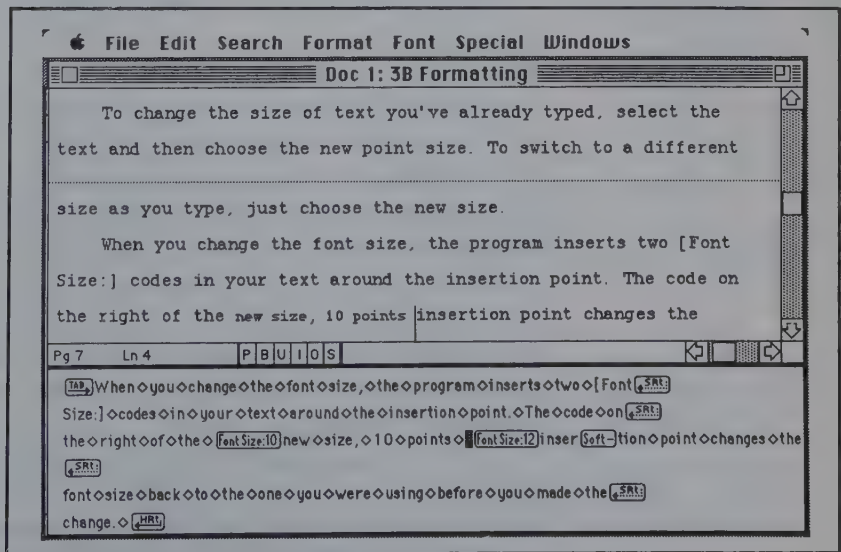
WordPerfect gives you two ways to change the size of the characters in your document:

- The Characters dialog box (Command-5)
- The Font menu

Using the Font menu is the fastest way, if all you're changing is the font's size, not the font itself or the style.

To change the size of text you've already typed, select the text and then choose the new point size. To switch to a different size as you type, just choose the new size; a [Font Size] code is inserted to the left of the insertion point.

When you change the font size in the middle of text you've already typed, the program inserts two [Font Size] codes in your text around the insertion point (just as with [Set Font] codes), as shown in Figure 3.4. If you selected text before changing font size, the two codes go at the beginning and end of the selected text. As with [Set Font] codes, if you move the insertion point past the code on the right, what you type from there on will be in the font size you were using previously.



**Figure 3.4:** Changing font size in the midst of text inserts two codes in your document.

On the Font menu, the sizes that give you the best results for dot-matrix printing in the font you're using are outlined. In the Characters dialog box, they're the sizes that appear under "Size:" as you highlight each font.

Using the Characters dialog box lets you specify a font size that's not listed on the menu, but you may not be pleased with the results, because the Macintosh has to create from scratch sizes that aren't listed on the menu. Test print before you get too creative. You can specify a size up to 127 points (that's huge). To give you an example of sizes, this book is set in 11<sup>1</sup>/<sub>2</sub>-point type with 15-point first-level heads.

## Changing Styles

In WordPerfect, a character style refers to bold, underline, italic, outline, shadow, or plain—or any combination of those styles. You can have bold italic outline shadow characters, if you like. WordPerfect also provides superscripts and subscripts, overstrike, strikeout, and redline styles.

As you took the tutorial in Chapter 1, you practiced several ways of changing styles by using the boxes on the status line, the Style submenu (Command-Y), and the keyboard shortcuts.



To return to typing normal text quickly after changing styles, choose Plain; it turns off any other styles you've chosen.

If you recall, you can click on the boxes in the status line or use a Command-Shift key sequence to choose Plain, Bold, Underline, Italic, Outline, and Shadow. If you use the boxes in the status line, you'll see the styles change as you click on them, indicating which style or styles are in effect as you're typing. The B changes to **B**, and the I changes to *I*, for example. To turn off a certain style, click on its box again (or press its Command-Shift combination again—Command-Shift-B for bold, and so forth).

Pressing Command-Y brings up the Style submenu, where you can select eleven different styles or any combination of them, although strikeout, redline, overstrike, and super/subscripting are generally used alone. (But you *can* have strikeout shadow outline bold, if you prefer.)

True to the Macintosh tradition of giving you several ways to do almost everything, you can also select Characters from the Format menu or press Command-5 to change character styles.

If you're changing several of the basic styles and staying in the same font—for example, changing a word to bold underline—click the boxes



When you change from italics to regular text, the last italic character sometimes crowds the next regular text character. To solve this problem, you can insert a space that's wider than a regular space but smaller than two spaces after the italic character by pressing Option-space bar. (Enter-space bar inserts a required space.)

on the status line or use the keyboard shortcuts. But if you're changing font and/or size at the same time as style, Command-5 is fastest.

Take some time now to experiment with these different ways of changing styles in your practice window. Type some text, select it, and then try changing styles by using:

- The Style submenu (Command-Y)
- The boxes on the status line
- The Command-Shift shortcuts
- The Characters dialog box (Command-5)

You'll probably find that the method you use most often is the boxes on the status line—at least, I find it fastest.

WordPerfect uses two codes for each style change. One turns on the effect and the other turns it off. Open the Codes window now and see what's happened to your practice text as you changed styles. (Appendix A lists all the format codes for your reference.) If you're deleting text in a document and the insertion point runs across any of these codes, you'll get a "Delete?" dialog box. Click OK (or press Command-O) to delete the style or click Cancel (or press Return) to leave it in place. You won't get the dialog box if you've got the Codes window open.



If you've been changing styles often and your screen looks "jumpy," you've probably got a few format change codes in there that WordPerfect is having to read each time it rewrites the screen. Press Command-7 to see the codes that are in your document and delete any that you're no longer using.

## Using Superscripts and Subscripts

Superscript and Subscript produce characters in a smaller point size than the characters you are using, raised or lowered on the line. For example, in Figure 3.5 the regular text is in 12 point, and you can see that the supers and subs are in a smaller point size. WordPerfect adjusts the size for whatever font you're using.

To create the expression  $3x^2 + 4^{(n+1)}$ :

1. Type  $3x$  and choose **Style** from the **Font** menu; then choose **style 7, Superscript** (or use the shortcut Command-Y 7).

From now on until you choose Superscript again, what you type will be raised above the regular text line and will appear in a smaller font size.



Don't confuse Outlining with the Outline style. The code for outline style text is [Outln]; for outlining, it's [#:- auto].

## 2. Type 2.

The 2 appears as a superscripted exponent.

## 3. Choose Style from the Font menu again; then choose style 7, Superscript (or use the shortcut Command-Y 7).

Choosing Superscript when it's checkmarked turns it off.

## 4. Type + 4 and choose Superscript again.

## 5. Type (n + 1) and turn off Superscript by choosing it again.

Fine point: For correct form, there should be no extra space around superscripted or subscripted operators (like the plus sign), whereas there should be one space around operators that aren't superscripted or subscripted.

You may find it more convenient to type out super- and subscript material as one line and then go back and select what is to be superscripted and subscripted rather than select as you type. However, if you're using this method and switching back and forth from italics at the same time (for variables in equations, for example), be warned about what happens when you designate text as Plain: you lose superscripts and subscripts and have to put them in again.

If you're doing a lot of mathematical typing, write yourself three

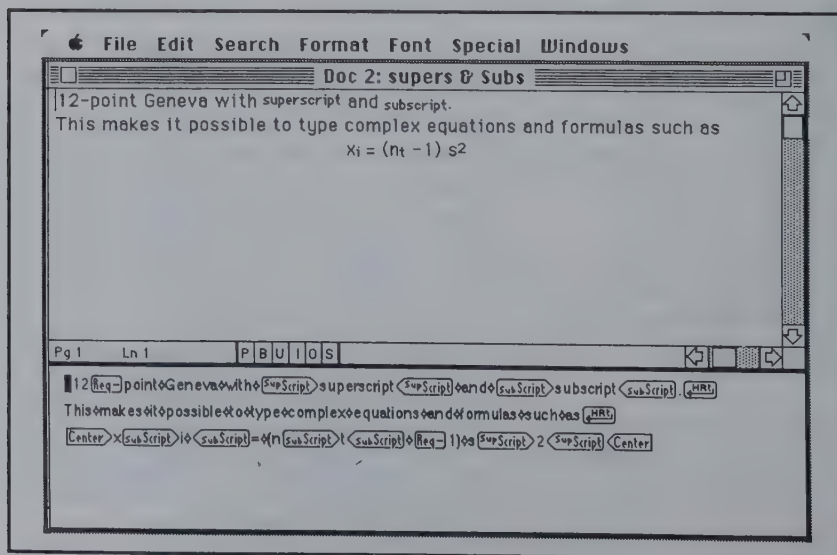


Figure 3.5: You can use superscripted and subscripted text to create equations.



Command-Option macros: one that converts the next character you type to a superscript, one that converts it to a subscript, and one that changes it back to plain text. (See Chapter 8 for more on macros.)

## Using Overstrike

Choosing Overstrike lets you create symbols that aren't in the fonts you have installed in your System file. After you choose Overstrike (its keyboard shortcut is Command-Shift-V), the next character you type will be superimposed over the one you've just typed.

To see the symbols that are available in the font you're using, choose Insert Literal from the Edit menu (or press Command-I). You can also choose Key Caps from the Apple menu and then press Option and Option-Shift to see what special characters are available.



If you don't see the character you need, change to a different font to see what it offers.

## Changing Underline Styles

You can choose either double or single underlining in WordPerfect. Double underlining looks like this. Single underlining looks like this.

You can also select either continuous or noncontinuous underlining. Continuous underlining means that underlining will continue when you press Tab, which you might want to use if you're creating a table where column headings are separated by tabs. Noncontinuous underlining does not underline when you press Tab but does continue the underline in the spaces between words.

To set any of these styles (the default setting is for single noncontinuous underlining), press Command-5 or choose Characters from the Format menu.

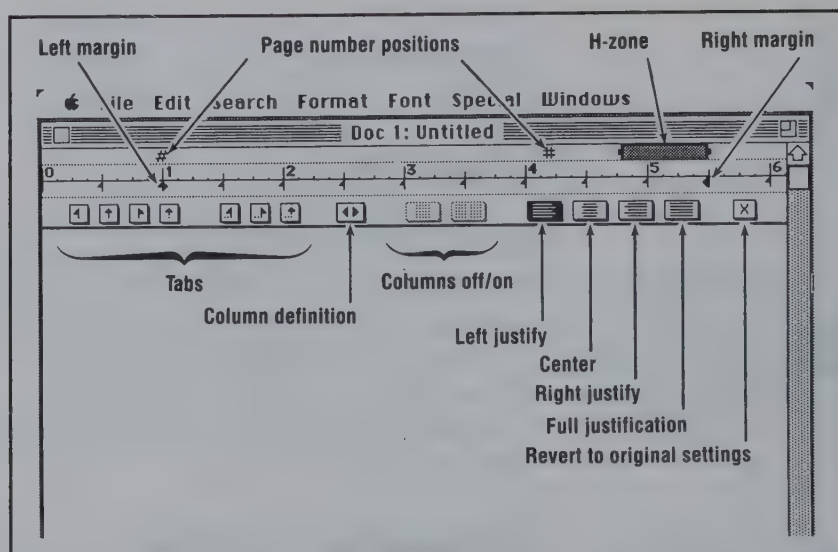


If you want non-underlined spaces between words, select each word individually and then choose Underline. If you select a whole phrase, such as nolo contendere, and then choose Underline, it'll appear as nolo contendere instead of nolo contendere.

## Justifying Text

WordPerfect is preset to give you ragged right (nonjustified) text. To select justified text, display the Ruler (choose Show Ruler on the Format menu or press Command-R) and click the right-justification icon, as illustrated in Figure 3.6. If you want text to be justified on both the right and left margins, click the full-justification icon (the rightmost icon with lines in it). Once you've turned on justification,





**Figure 3.6:** The Ruler allows you to select whether you want your text right justified and controls many other format changes.

all the text you type from that point on will be justified.

When text is justified on both margins, WordPerfect inserts extra space between words so that lines are of equal length when they're printed. This sometimes results in odd spacing, especially if you're using a lot of hyphenated words. To turn justification off, display the Ruler and click the other justification icon—the one with the lines aligned ragged right.

Even though you may not want your whole document to be right justified, you may find that it's convenient to justify parts of it, such as quoted material, for example. To justify a block of text in an otherwise unjustified document, select the text and then justify it by displaying the Ruler and clicking on one of the justification icons.

When you justify text, WordPerfect inserts [ Justify:Left], [ Justify:Right], [ Justify:Full], or [ Justify:Center] codes.

If you prefer to have justified margins in all or most of your documents, you can make that the default setting, or you can set up other custom formats for particular kinds of documents. See Chapter 7 for details about changing default formats and creating custom formats.

You can't tell from looking at the screen whether full justification is on or off, since the justification may not be displayed. To see whether it's on, press Command-Shift-P (or choose Print Preview from the

 Displaying justified text on the screen slows the program down. WordPerfect's default mode is to display justification, but you can toggle this off by selecting Display Justification from the Screen submenu of the Special menu (or pressing Command-Shift-J). Your printed text will still be justified if you've clicked one of the right-justification icons on the Ruler line.

 If full justification is producing too much space between words, try setting the hyphenation zone smaller.

Print Options submenu). You can also display the Ruler and check to see which icon is selected.

---

## **The Ruler Line**

---

The Ruler line allows you to change several other format options besides justification. As Figure 3.6 shows, you can also use it to

- Reset right and left margins by dragging the left- and right-pointing arrowheads
- Set different types of tabs by clicking on the icon of the type you want and then clicking on the Ruler line
- Change the page number position by dragging the # symbols that indicate where page numbers are to appear if you choose left-, center-, or right-aligned page numbers
- Center text by clicking on the centering icon
- Change the hyphenation zone by dragging the shaded bar at the upper right
- Revert to the original settings the Ruler line had when you first displayed it by clicking on the X icon

In addition, you can define newspaper columns and turn Columns on and off by clicking on the Column Definition and Columns On/Off icons. Columns are discussed in Chapter 5, and the rest of the Ruler line's features are discussed in more detail in this chapter and Chapter 4.

---

## **Centering Text**

---

WordPerfect lets you center text in two different ways, each of which has slightly different effects. You can center text by using the Ruler line or by using the Center command, which is located on the Line submenu of the Format menu and whose shortcut is Command-Shift-C. If you've made a selection that's less than a full line of text, WordPerfect centers the text between the right and left margins on the next line, as Figure 3.7 illustrates, and inserts [ Justify:Center] and [ Justify:Left] codes around

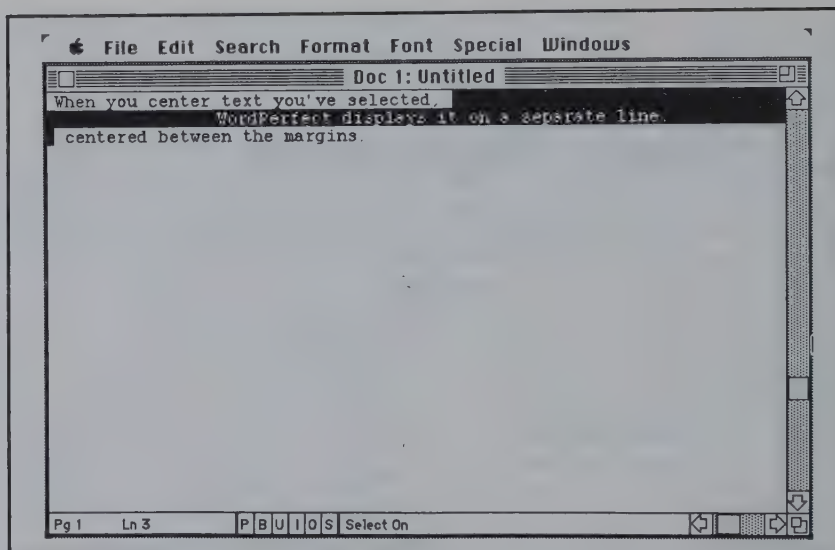


Figure 3.7: The selected text has been centered.

the text. The [ Justify:Left] code formats whatever you type following that code as regular left-justified text, so you can center text and quickly return to regular typing.

If you center an entire paragraph, each line in the paragraph is centered. As you can add text to the paragraph, the program will adjust the centering automatically. If you select a sentence within a paragraph and then center it, the program will display it on the next line.

However, if you're using the Center command as you type, *where* the text gets centered depends on the location of the insertion point. If it's on the left margin, text is centered between the right and left margins, as usual, but if it isn't on the left margin, text is centered around the insertion point. This is handy for centering text at any point on a line.

That's the theory. Here's some practice.

## Centering Text Between Margins

1. Move the insertion point to the left margin.
2. Choose Center from the Line submenu (or press Command-Shift-C).

### 3. Type the text that you want to center.

Any text you type will continue to be centered on the page. After you press Return, the text you type will be flush left on the next line.

Alternatively, you can center text by using the Ruler line:

1. Display the Ruler line by choosing Show Ruler from the Format menu or pressing Command-R.
2. Click the centering icon.

All the text you type from that point on in your document will be centered between the right and left margins. If Columns are on, text will be centered between the column margins.

## Centering Text You've Already Typed

1. Select the text you want to center.
2. Press Command-Shift-C or display the Ruler line and click the centering icon.

## Centering Text at a Specified Point

Instead of centering text between the margins, you can specify the point where it is to be centered. For example, you may want to center headings over each column in a table created by tabs, as shown in Figure 3.8. (If you recall, you did this in the tutorial in Chapter 1.) You can use the following method to center the headings:

1. Use the space bar or the Tab key to position the insertion point where you want the text to be centered.
2. Press Command-Shift-C.
3. Type the text you want to center at that point.

To center headings over the other columns on the same line, as shown in Figure 3.8, move to those positions by pressing the Tab key or the space bar. If the columns have been created by the Columns feature



If you move the insertion point to the middle of a line you've already typed and then press Command-Shift-C (or choose Center) without first making a selection, some text will disappear from your screen. What's happening is that the Center command is centering the text that was to the right of the insertion point, and that text is now overwriting some of the text that had been on the left, as you can see if you press Command-7 to see the codes. You can press Command-Z to undo the centering as long as you haven't done anything else. Otherwise, you'll need to delete one of the [Center] codes.



|                    | 1986      | 1987      | 1988      |
|--------------------|-----------|-----------|-----------|
| Net Sales          | 1,900,876 | 1,901,963 | 2,778,099 |
| Net Income         | 76,114    | 64,009    | 217,009   |
| Earnings per Share | .88       | 1.20      | 1.90      |

**Figure 3.8:** You can also center text at the location of the insertion point, rather than between the left and right margins.

instead of by tabs, use the column-centering technique described in the next section.

## Centering Text in Columns

If you have turned Columns on, choosing Center or clicking the centering icon with the insertion point anywhere in a column centers text between the column's margin settings, instead of centering it between the right and left margin settings. You'll get practice in centering text in columns in Chapter 5.

## Uncentering Text

Unfortunately, the Center command doesn't toggle back and forth, so you can't center text and then repeat the command to uncenter it. When WordPerfect centers text, it inserts a [Center] or [Justify:Center] code at the beginning of the text. To remove centering, you can either delete one of these codes or select the centered text and click one of the other justification icons (right, left, or full) on the Ruler line.



## Flush Right

Another format you'll often use is flush right, in which text is aligned to end at the right margin. Figure 3.9 illustrates a common situation that uses the flush-right format—the address block and date in a business letter.

You have two different ways to align text flush right: you can use the Flush Right command (it's on the Line submenu, and Command-Shift-F is its shortcut) or you can click the right-justified icon on the Ruler line. Each method has slightly different effects.

If you use the Flush Right command, the insertion point will move to the right margin, and whatever you type will be aligned on the right margin until you cancel the command by pressing Return. A pair of [Align] codes will be inserted around the text you type.

If you click the right-justified icon on the Ruler line, all the text you enter from that point on in your document will be justified flush right, until you choose another type of justification or remove the [Justify:Right] code that the program inserts.

Try it in your practice document.

1. Press Command-Shift-F and type *September 15, 1989*; then press Return.

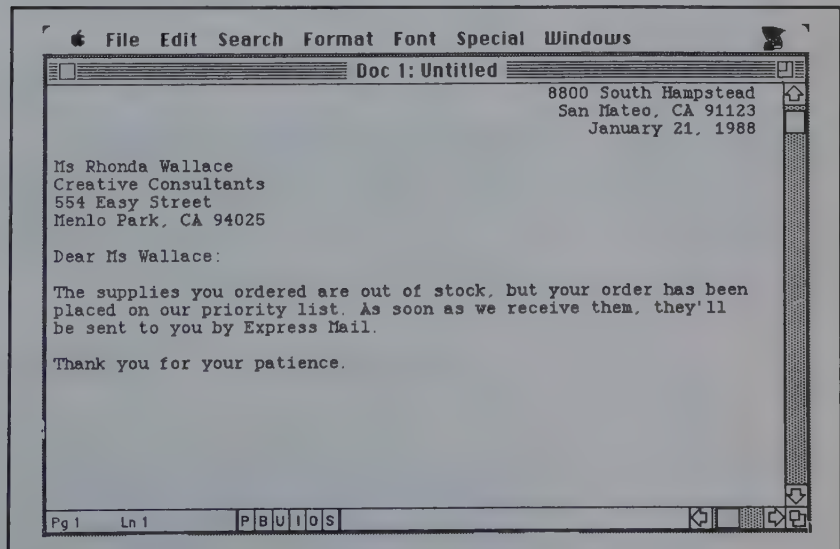


Figure 3.9: Flush right is a common format for headings in business letters.

The date will be flush right, but after you press Return, the insertion point will move back to the left margin.

2. **Display the Ruler line (Command-R) and click the right-justified icon.**
3. **Type *8800 South Hampstead* and press Return. Then type *San Mateo, CA 91123* and press Return.**

When you use the right-justified icon, text is right justified until you choose another type of justification or delete the [Justify:Right] code. Pressing Return doesn't take you to the left margin, as it does when you use the Flush Right command.

To align text that you've already typed flush right, select it and then choose Flush Right (or press Command-Shift-F), or click the right-justified icon on the Ruler line. If you've selected only a word or phrase in a typed line, WordPerfect will break the line at that point and place the flush-right text on a line by itself.



The [Align] codes generated by the Flush Right command can cause trouble when you edit text that's been formatted flush right, just like the Center codes we discussed earlier. As you add words within the codes, text is pushed to the left, since the hard return stays in position at the end of the line. Some text that had been to the left of the flush-right text may be overwritten and disappear from your screen.

## ***Removing Flush Right Codes***

Like the Center command, the Flush Right command doesn't toggle back and forth. To delete the flush right format from your text, you have to delete the code that controls it—either the [Align] or the [Justify:Right] code.

## ***Combining Centered and Flush-Right Formats on the Same Line***

You can combine the Center command with the Flush Right command to format a line that includes flush-left text, centered text, and flush-right text. For example

The way to do this isn't as straightforward as you would hope. You'd think that you could type out all the text in one line, then select the words that you want to have centered and flush right, and then format them flush right and centered. But WordPerfect inserts a hard return before and after text you've selected and formatted flush right and centered.

 Some codes can actually hide text that's on the screen because of the way they work. Text governed by the Center, Tab Align, and Flush Right codes overwrites any other text competing for the same space, so if you type text in front of any of these codes, it may disappear from your screen. You can usually bet that if you seem to have lost some text, you probably pressed one of the following key sequences by mistake: Command-Shift-C (for Center), Command-Shift-F (for Flush Right), or Command-Tab (for Tab Align). Open the Codes window and delete the codes if this happens to you.

Here's how to get around the problem. You do not select and realign existing text. You enter the centered part of the text first, then the flush-left part, then the part that's flush right:

1. **First, with the insertion point at the left margin, press Command-Shift-C (or choose Center) and type the text you want to have centered (*December 4, 1988* in this example). Press Return to end the centering.**

You're now on the next line, so you have to move back up.

2. **Press ↑ to move the insertion point back to the text line and to the left of the first [Center] code. Type the text you want to have aligned with the left margin—*Volume I, No. 2* in this example.**
3. **Then move to the end of the line, past the second [Center] code. (If you have a numeric keypad, press 1, which is the End key, to move there quickly.) Press Command-Shift-F (or choose Flush Right) and type the text you want to have aligned at the right margin.**

This sequence isn't all that easy to remember, so there's a macro in Chapter 8 that will remember it for you.

## Setting Tabs

WordPerfect's initial default settings are for left-aligned tab stops at every half-inch mark on the Ruler line. You practiced using left-aligned and decimal tabs in the tutorial in Chapter 1. However, you can use *seven* different kinds of tabs in WordPerfect:

- Right-justified tabs, where the right side of the text is on the tab stop
- Left-justified tabs, where the left side of the text is on the tab stop
- Center tabs, where the text is centered around the tab stop
- Decimal tabs, where the decimal point in the text is on the tab stop

- Left, right, or decimal tabs with dot leaders to the left of the text

After you set tab stops, only tabs that you insert following the tab stop setting are affected.



If you want exact spacing in your printed document, use the Tab key instead of the space bar. With fonts that have proportional spacing, the width of the space character can vary from font to font.



To check what tab settings are in effect at a certain point in your document, press Command-R to display the Ruler line. You can keep working with your document while the Ruler line is visible, which helps if you're setting up tables. When you're ready to put the Ruler away, press Command-R again. (Clicking on the close box that looks like it's part of the Ruler line actually closes the document window.)

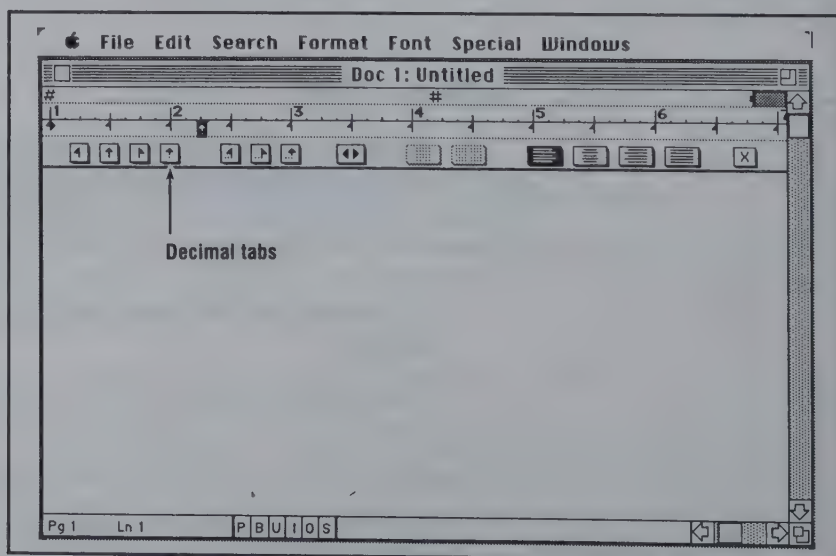
## Setting Tabs with the Ruler Line

As you saw in the tutorial in Chapter 1, you can set and change tab stops when the Ruler line is displayed. The four icons in the upper-left corner of the Ruler represent left, right, centered, and decimal tabs, and the three icons to the right of these represent tabs with dot leaders.

To set a tab stop, click on the icon representing the type of tab you want to use. You'll see the pointer change to a small icon for that tab. For example, in Figure 3.10 the pointer has changed to a decimal tab. Click anywhere in the Ruler line to set the tab. To remove a tab stop, click on it with the tab pointer in the Ruler line.

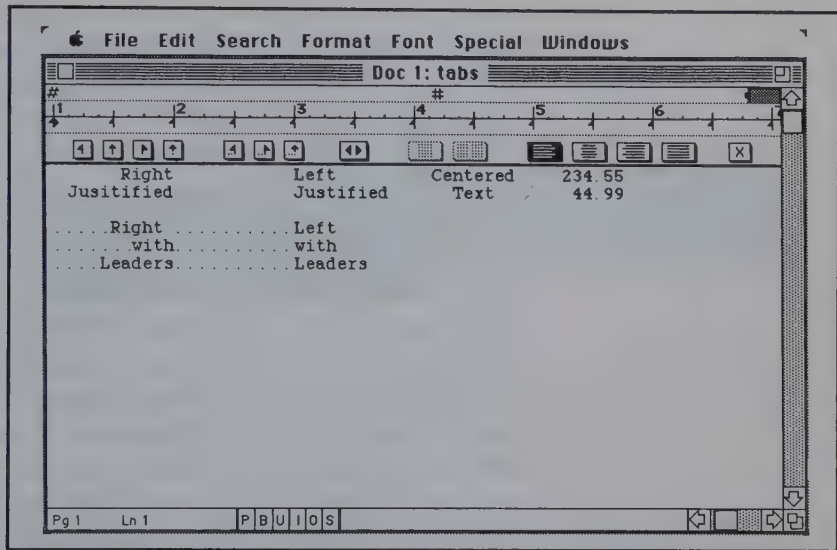
Figure 3.11 shows the effects of setting these different kinds of tabs. Notice that with any type of dot leader tabs, the dots precede the text.

When you set tab stops, WordPerfect inserts a [Tab Set] code at the insertion point. This code does not list the specific tab stop settings. This



**Figure 3.10:** Click on the icon for the type of tab you want and then click in the Ruler line to set it.





**Figure 3.11:** You can specify several different types of tabs in WordPerfect.

can be confusing if you're used to a program that displays the Ruler line at the place in the text where you set the tab. WordPerfect's Ruler line is always at the top of the screen, but there may be several [Tab Set] codes in your text, marking places where the tab stop settings have been changed. The closest one before the insertion point is the one that's in effect. To see the Ruler line with the specific tab stops associated with that code, choose Show Codes from the Edit menu (or press Command-7). Then move the insertion point anywhere to the right of or below the [Tab Set] code and display the Ruler.

If you want to delete the settings on a certain Ruler line, delete the [Tab Set] code associated with it, and the next [Tab Set] code above in your text will take effect.

In addition to the [Tab Set] code that controls the location and type of tabs, when you press the Tab key WordPerfect inserts codes around the text that you type at each tab setting. The kind of codes inserted correspond to the type of tab stop you are at. For example, if you press Tab and then type text at a regular left-justified tab stop, you'll see the code [Tab] in front of the text. If you press Tab and type text at a right-justified tab stop, the text will have the codes [Align][Align] around it, and text at a centered tab stop has the codes [Center][Center]. If you press Tab and move to a decimal tab stop,



you'll see the [Align] codes, one at the beginning of the text you type and one at the decimal point, which is the character the text is aligned on. If you look carefully at Figure 3.12, which illustrates the codes for each kind of tab, you'll see how the codes are being used.

If you're editing material that's been previously set with tabs, you can get unexpected results if you aren't careful to position the insertion point properly before you add or delete text. If you delete a format code by mistake, your text will reformat. For this reason, it's best to edit tabbed material with the Codes window open. That way, you can be sure you are only adding or deleting the text between the codes and aren't deleting the codes that position the text.

There's no Cut/Copy column command for columns created with tabs in WordPerfect for the Macintosh. If you click at the top of such a column and then shift-click at its bottom, most of your table will be selected, as Figure 3.13 shows. (WordPerfect's Select Column command refers to columns that have been created with the Columns feature—newspaper or parallel columns, discussed in Chapter 5.) To revise material in tabbed columns, you'll need to either cut or copy each individual entry (without its format codes) or erase the whole line (with Command-1 on the numeric keypad) and retype it. If you include the

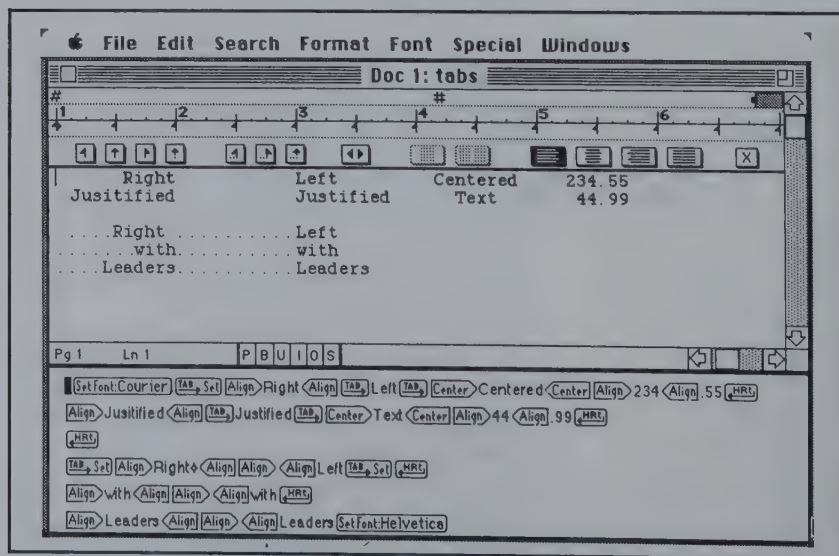


Figure 3.12: Each type of tab has its own special format code.

The screenshot shows a window titled "Doc 1: table" with a menu bar (File, Edit, Search, Format, Font, Special, Windows). The table content is as follows:

|                    | 1986      | 1987      | 1988      |
|--------------------|-----------|-----------|-----------|
| Net Sales          | 1,900,876 | 1,901,963 | 2,778,099 |
| Net Income         | 76,114    | 64,009    | 217,009   |
| Earnings per Share | 88        | 1.20      | 1.90      |

The status bar at the bottom indicates "Pg 1 Ln 7" and "P B U I O S Select On".

**Figure 3.13:** You can't highlight just one column created by tabs and cut or copy it.

[Tab] codes surrounding the entries when you select and delete or move text, your table will reformat in ways you may not expect.

Here are a few tips that may come in handy when you're creating tables:

- Save the table before you start to revise it. That way, if you make a mistake, you can get your original version back.
- If you're writing tables, you probably don't want to have them split between pages. To prevent a table from being split, select the table and turn on block protection by choosing Page from the Format menu; then choose Block Protect. (The keyboard shortcut is Command-2 6). You can also use Print Preview (Command-Shift-P) to see how the pages will look in their final form and then add any hard page breaks that may be necessary.
- A quick way to estimate the tab stops for column headings is to type out the column headings and then adjust the space between them with the space bar. If you're displaying the Ruler line, you can set a tab at the space where each heading begins.

- If your column entries are longer than one line, use parallel columns instead of columns with tabs. They'll be much easier to revise. See Chapter 5 to learn how to work with parallel columns.

## Other Kinds of Indents



Pressing Enter three times and then pressing the ← key moves the insertion point to the beginning of a line, before any codes. Pressing Enter three times and then pressing the ↑ key moves the insertion point to the beginning of the document, before any codes. If you're inserting codes that manipulate a line, a paragraph, or a page, you can use these Enter-key sequences to position the insertion point before any other codes.

Other commands and keys besides the Tab key also create indents. Although they're mentioned elsewhere, we'll review them briefly here, because they also work with tab stops. When you change a tab stop, the amount of space by which these commands indent text also changes.

- Indent (Command-Shift-T) indents text to the next tab stop to the right. Indenting stops when a hard return is reached—either when you press Return as you're typing, or when the program reaches a hard return that's in the text, if you're indenting text that's already been typed.
- Left-Right Indent (Command-Shift-L) indents the beginning of each line one tab stop to the right and the end of each line one tab stop to the left. It also stops when a hard return is reached.
- Margin Release (Shift-Tab) “outdents” the beginning of a line one tab stop to the left. If you press Command-Shift-T to indent the text and then press Shift-Tab for margin release, you will create a *hanging indent*, where the first line of the paragraph starts at the left margin and the rest of the lines in the paragraph are indented. Margin Release is also an option on the Line Format submenu.
- Tab Align (Command-Tab) aligns text on the decimal point (or on another character you specify, as will be discussed later). With the decimal point (period) as the alignment character, Tab Align causes the same effect as the decimal tab.
- Center (Command-Shift-C) centers text between margins if the insertion point is at the left margin or if a selection has been made in that line.

Figure 3.14 illustrates the effects of using these other types of indents.

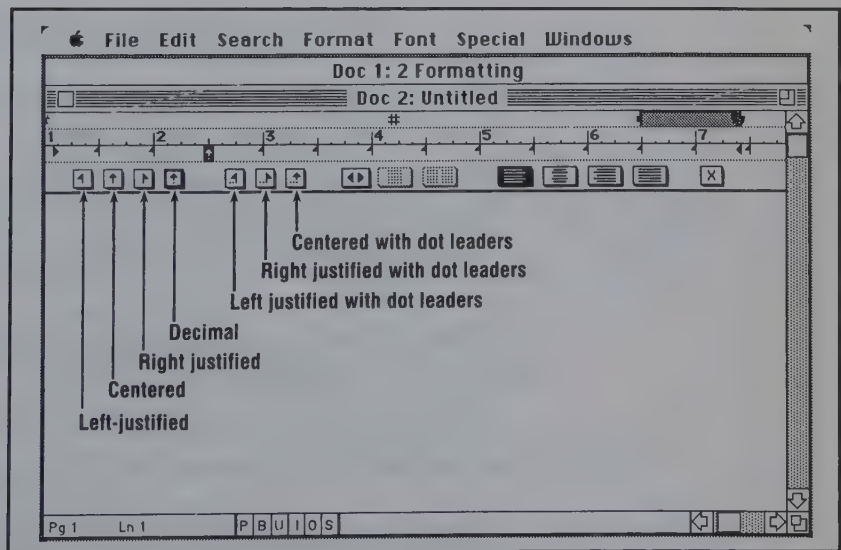
## Setting Tabs with the Tab Format Box

If you're setting several tabs that are uniformly spaced or deleting all the tabs so that you can set new ones, you'll probably want to use the Tab Format dialog box, which you get by choosing Line from the Format menu and then choosing Tabs.

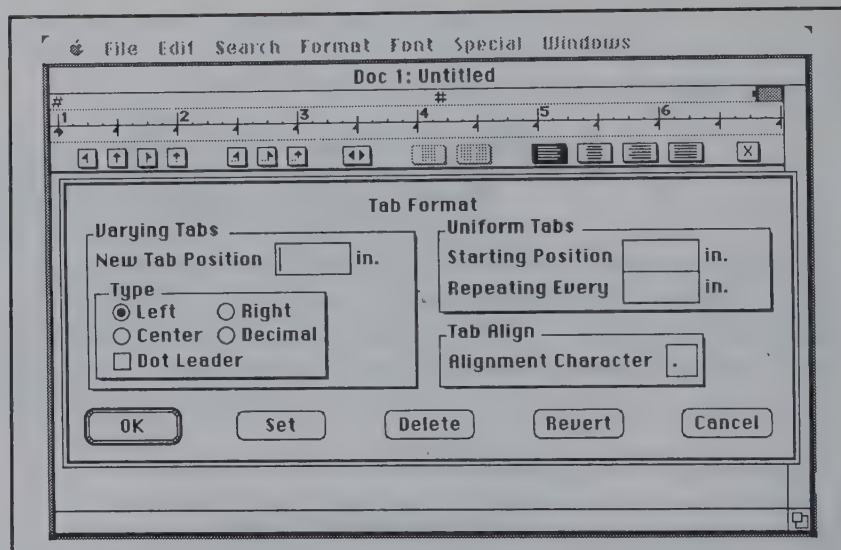
The Tab Format dialog box (Figure 3.15) also shows you the Ruler line, but that's just so you can check the spacing. You can't set tab stops by clicking on the Ruler line when the Tab Format dialog box is on the screen.

## Setting Uniform Tabs

If you want to set tab stops at uniform intervals, use the Uniform Tabs box.



**Figure 3.14:** You can create different indents by using some of WordPerfect's other commands and keys.



**Figure 3.15:** The Tab Format dialog box allows you to manipulate all the tab settings at once.

1. In the Starting Position box, type the position for the first tab stop.

For example, if you wanted the tabs to start one inch from the left edge of the paper, you would type 1.

2. In the Repeating Every box, type the interval you want to have between the tabs.

If you wanted tabs every quarter inch across the page, you would type .25.

3. Click Set to set the tab stops; then check the Ruler line to make sure that's what you want.

You don't have to click Set; the tabs are set when you click OK.

4. Click OK when the tabs are set as you want.

Setting uniform tabs *adds* the new settings to the ones that are already on the Ruler line, so if that isn't what you want, you'll need to delete all the tab stops before you set new ones.



### **Deleting All Tab Stops**

To delete all the existing tab stops, click Delete. The Revert button returns you to the tab settings that were in effect before you brought up the Tab Format dialog box.

### **Changing Tab Settings**

When you change tab stops, WordPerfect inserts a [Tab Set] code in your document. You can delete this code, copy it, and search for it. Often you'll find that deleting one [Tab Set] code and copying another into its place is the fastest way to change tab settings. For example, suppose you're formatting a table and have set specific tabs for each of the columns. After you've typed the table, you want to return to the tab settings you were using in the text of your document. You can simply search backward for the previous [Tab Set] code, copy it, search forward to the position where you were, and paste the copied [Tab Set] code.

---

### **Using Tab Align**

---

If you press Command-Tab instead of Tab, the insertion point moves to the next tab setting of whatever type and aligns whatever you type on the period. (You can change this character, as you'll see later.) This is a fast way to get a decimal tab, but if you're using a lot of decimal tabs, you'll find it more convenient to set that type of tab stop on the Ruler line and just use the Tab key, instead of Command-Tab.

To use Tab Align:

1. **Set whatever tab stops you want to use.**
2. **Press Tab Align (Command-Tab).**

The insertion point moves to the next tab stop.

3. **Type the text.**

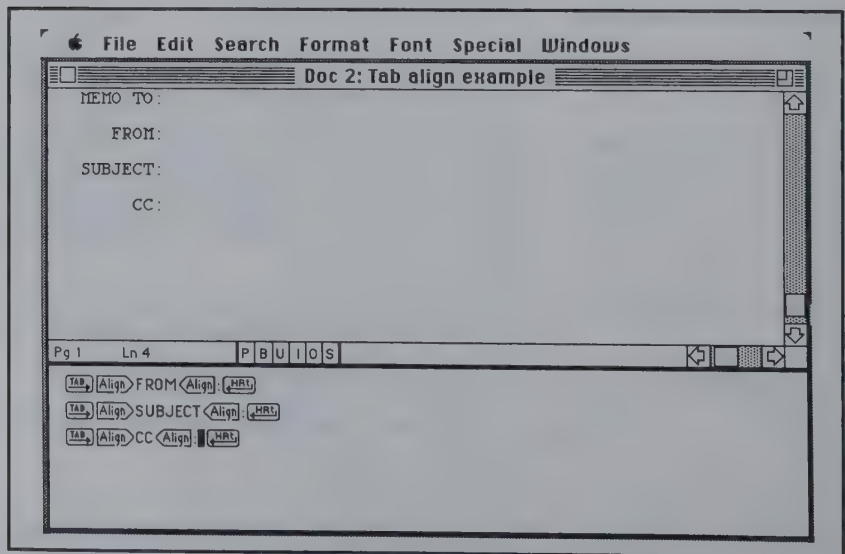
The text you type appears to the left of the insertion point until you press the period. Any text you type after that appears to the right of the period (and the tab stop).

 If you're using Tab Align, you'll need to leave enough space for your text to the *left* of the insertion point. If you try typing text at the left margin, for example, it will disappear off the left of the screen. Press the Tab key repeatedly until you have enough space for the text you're going to type; *then* press Tab Align and type the text.

When you use Tab Align, WordPerfect inserts a pair of codes, just as it does when you place text flush right or center it. In this case, the codes are [Align][Align]. Editing text that's been aligned can get very tricky because of these codes surrounding the text (Figure 3.16) and because new text is inserted to the left of the insertion point. You may want to make your corrections with the codes visible on the screen so that you can position the insertion point correctly. If this gets too tedious, just delete the line and retype it. That's usually the fastest way.

## Changing the Tab Alignment Character

WordPerfect allows you to change the character on which tab aligned text normally aligns. This character is preset to be the decimal point, but you can change it to any other character, such as a dollar sign or comma, or even no character at all (a blank space). For example, you can align the headings in a memo on the colon, as illustrated in Figure 3.16.



**Figure 3.16:** Changing the alignment character allows you to align text in formats like this one, where the colon is used as the alignment character.

Here's how to get the format shown in Figure 3.16:

1. **Choose Tabs from the Line submenu (or press Command-4 3).**
2. **Double-click in the Tab Align box; then type a colon.**  
If you don't delete the character that's already there, you'll have two alignment characters and WordPerfect will give you an error message until you delete one of the characters.
3. **Click OK.**
4. **Press Command-Tab (Tab Align).**

Now try typing in the text that's shown in Figure 3.16, as follows:

1. **Press Tab enough times to leave room for the headings you're going to type.**

Remember, the text is going to align to the left of the insertion point until you type the colon. You'll need to make enough room on the left for the words *MEMO TO:*, which is eight spaces. If your tabs are set every five spaces, pressing Tab gives you five spaces, and when you press Command-Tab, you'll get another five. If you were typing longer text, you'd need to press Tab repeatedly to get enough spaces.

2. **Press Command-Tab (Tab Align) and type the words *MEMO TO:***
3. **Press Return to move to the next line; press Tab, and then press Command-Tab. Then type *FROM:* as shown in the figure. This time, press the space bar and then type your name as the sender.**

Notice that after you type the colon, anything you type is entered normally.

4. **Press Return and, for practice, enter the rest of the headings in the memo.**

Remember to press Tab before you press Command-Tab.

Other characters you may want to use as the alignment character include the dollar sign (\$) for financial tables or the comma for European-style columns of numbers in which the comma is used instead of the decimal point. You can also specify that the equals sign

be used as the alignment character to align equations like this:

$$\begin{array}{rcl} ax + by & = & cz \\ a'x' + b'y' & = & c'z' \\ xy - xz & = & 4a + 3bx \end{array}$$

## Hyphenating Words

WordPerfect is preset for hyphenation to be on so that you'll get professional-looking documents. Ragged-right margins will be less ragged, and there'll be less white space between words in right-justified text.

 Turn hyphenation off and write your document first; then go back and hyphenate it. That way you won't be bothered with hyphenation dialog boxes as you write. When you turn hyphenation on, choose Auto Aided. WordPerfect follows the same set of rules no matter which option you choose, but if you choose Automatic, you may get hyphens you don't approve of in your document.

 If you change your mind and want to hyphenate a word for which you cancelled hyphenation, delete the [Cncl-] code that WordPerfect inserts when you click Cancel.

You can choose either Automatic or Auto Aided hyphenation. Automatic is the default setting. With Automatic hyphenation, WordPerfect follows its built-in set of hyphenation rules and doesn't prompt you for where to insert a hyphen unless it can't figure out where to put it, as in an acronym, for example. If you click Auto Aided, each time the program needs to hyphenate a word you'll be prompted to either confirm WordPerfect's choice or move the hyphen.

For example, in Figure 3.17 WordPerfect is asking where to place the hyphen in the word *Letterspacing*. Click on the right or left arrows to move to the place where you want to hyphenate the word, if you don't agree with WordPerfect's suggestion. In this example, the hyphen was moved to go between *letter* and *spacing* by clicking on the left arrow. If you don't want to hyphenate the word at all, click Cancel. WordPerfect will insert a [Cncl-] code in the text.

When WordPerfect hyphenates a word, it inserts a soft hyphen code in your text, which looks just like a hyphen on the screen. If you look in the Codes window, though, you'll see that it's a [Soft-] code

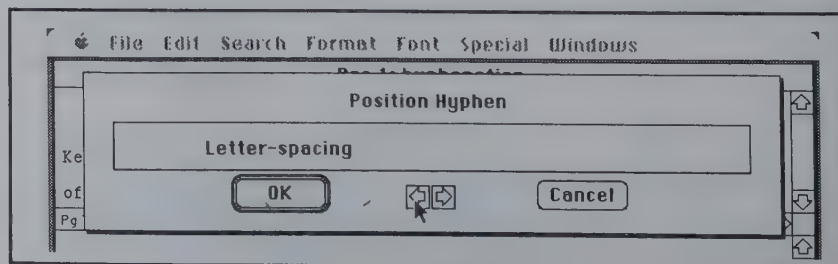


Figure 3.17: To change the position of the hyphen, click on one of the arrow keys.



(see Figure 3.18). When you edit a line of text that has a soft hyphen at the end, you may see the hyphenation disappear from the document on the screen, if the word no longer falls at the end of a line. If you look at the Codes window, you'll see that the [Soft-] code is still there, telling WordPerfect where to break the word in case it has to hyphenate it again.

If you later change your mind about where a word should be hyphenated, you can relocate the hyphen by moving the insertion point to it and pressing Delete. As long as hyphenation is still on, you'll be prompted again for where to insert the hyphen.

To turn off hyphenation, Choose Line from the Format menu. Then click Hyphenation. When hyphenation is on, an X appears in the Hyphenation box.

When you turn hyphenation on, the program inserts a [Hyph] code in your document. When you turn it off, it inserts another [Hyph] code. You can search for these codes.

The hyphens you type by pressing the hyphen key (-) are required (hard) hyphens. They tell WordPerfect to type a hyphen at that point under any circumstances, not just at the end of a line. However, you can also insert a soft hyphen manually by typing Command-hyphen. You might, for example, want to make sure that a certain word not in

● If you import a document from another program, such as Microsoft Word or MacWrite, and you have hyphenation on, you'll be asked to position each new hyphen. Turn hyphenation off before you import documents.

■ If you like, you can turn hyphenation on and off to hyphenate only in a specific section of a document, such as a three-column list. (The narrower the column, the more critical the hyphenation.)

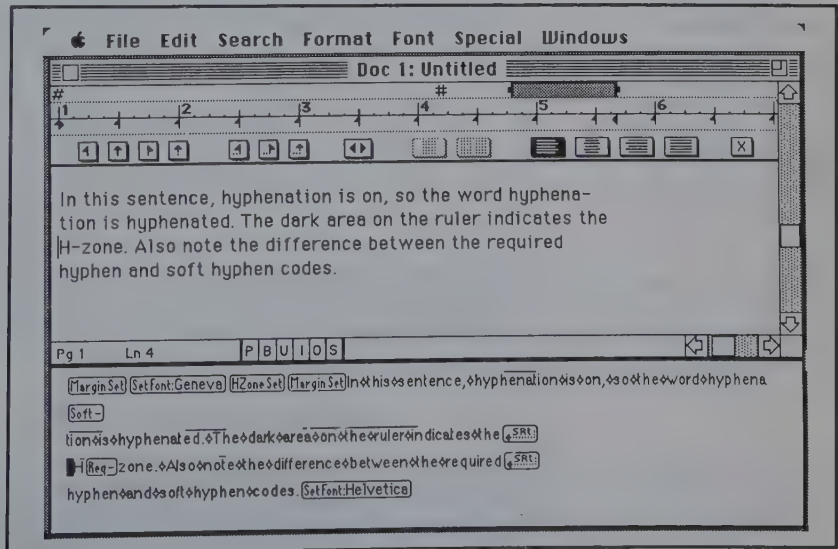


Figure 3.18: When WordPerfect hyphenates, it inserts a [Soft-] code in your text.





Turn hyphenation off temporarily whenever you're using the Speller, scrolling, searching, or moving the insertion point to the beginning or end of the document. Otherwise you'll be constantly prompted to hyphenate words. When you're finished with the operation you're carrying out, hyphenation will automatically come back on.



If you're not using either type of automatic hyphenation, you still may want to indicate where a word should be broken. Don't type a hyphen! Type a soft hyphen instead (Command-hyphen) so that if the word no longer needs to be broken after editing changes are made, WordPerfect won't put a hyphen in it.

WordPerfect's rule book (such as your company name, an acronym, or the name of a character in the novel you're writing) is hyphenated in a certain way whenever WordPerfect needs to break it between lines. On the screen, both types of hyphens appear the same, but in the Codes window, the required hyphen is slightly thicker than the soft hyphen. It also has a [Req-] code. Figure 3.18 shows both types of hyphens.

## Changing the H-Zone

When hyphenation is on, WordPerfect uses a *hyphenation zone* to figure out whether a word should be hyphenated. Initially, this zone is preset to begin at the 6.75-inch mark and to end at the 7.5-inch mark on the Ruler line, with the right margin also set at the 7.5-inch mark. Whenever you type a word that starts before and ends after the ends of the H-zone and hyphenation is on, WordPerfect will hyphenate it (or ask you to, depending on which option you've chosen). If the word starts within the H-zone and extends beyond the right margin, the word won't be hyphenated but will be wrapped to the next line.

For example, in the first sentence in Figure 3.19 the word *hyphenation*

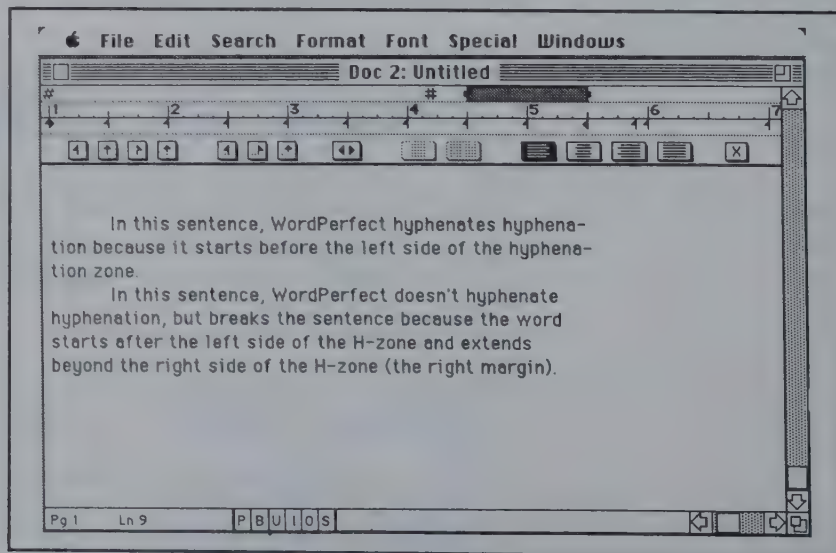


Figure 3.19: WordPerfect hyphenates a word if it extends beyond the H-zone when hyphenation is on.



To insert a minus sign instead of a hyphen, press Enter hyphen. To insert a double dash, press Enter hyphen hyphen. For an em dash (the width of the letter M), Option-Shift-hyphen. For an en dash (the width of the letter N), Option-hyphen.



Don't set the right H-zone to the right of the right margin you're using, or some lines may print beyond the right margin and characters may overprint.

would have extended beyond both sides of the hyphenation zone. Hyphenation is on, so WordPerfect hyphenates the word. In the second sentence, *hyphenation* does not extend over the right side of the zone, so it isn't hyphenated.

When you change the right margin, the H-zone will move with it. However, you may still want to change the preset H-zone accordingly. For instance, if you're working with narrow columns—especially right-justified columns—you'll want to set the left side of the H-zone closer to the right margin so that more words are hyphenated and fewer moved entirely out of the line. That way you'll get better spacing between words or a less ragged right margin.

On the other hand, the larger the H-zone, the more *accurate* WordPerfect's automatic hyphenation can be. This is because the program hyphenates only between those characters that occur within the H-zone. If your H-zone is only five characters wide, there are only four possible places for WordPerfect to insert the hyphen.

To change the H-zone:

1. **Display the Ruler line by choosing Show Ruler from the Format menu (or pressing Command-R).**
2. **Drag the H-zone icon on the Ruler line to make the H-zone larger or smaller. It's the dark area at the top of the Ruler line.**
3. **Choose Hide Ruler (or press Command-R) to hide the Ruler.**

## Spacing Lines

WordPerfect's initial setting is for single spacing. To change line spacing:

1. **Choose Line from the Format menu; then choose Spacing.**
2. **In the Spacing dialog box, click on either the up arrow or down arrow to change line spacing in increments of half lines.**
3. **Press Return (or click OK).**

After you've changed line spacing, only the text following the place where you've made the change will be affected. A [Spacing Set:*n*] code is inserted; the *n* indicates the line spacing you've chosen.

## Line Height

Line height refers to the vertical distance between the baseline (the invisible line on which the text rests) of one line of text and the baseline of the next line of text. WordPerfect calculates appropriate line height automatically, depending on the font size you're using, and adds a set amount of leading (extra space between lines). If you want the baselines of all the text in your document to be evenly spaced no matter how often you change fonts, specify a fixed line height by clicking Fixed at # Points and then typing the line height (in points) that you want to use.

If you're accustomed to working with line heights of 6 or 8 lines per inch and you want to know how to convert that measurement to points in the font and font size you're using, click either 6 LPI or 8 LPI.

A [LineHt:n] code is inserted when you change the line height.

## Leading

Leading (pronounced *led*ding) is the vertical distance in points that's often added between lines of typeset type to make it more readable. The extra space helps the eye to locate the proper line when moving from the right to the left margins. A common setting for leading is one or two additional points that are added to the size of the font you are using. If you were using 12-point type, for example, you might want 2 points of leading, which increases the line height to 14 points. You may see this expressed as "Times 12 on 14" or "12/14 Times," for example. On very wide pages or with larger font sizes, more leading is appropriate.

Figure 3.20 illustrates the effects of using leading and of using no leading at all. WordPerfect automatically adds leading in its line height calculation for the font you're using, but you can specify additional leading by selecting Line from the Format menu; then choosing Spacing. In the dialog box that appears, enter the number of leading points you want to add in the Leading box. For example, in the last example in Figure 3.20, 4 points of leading were used with 12-point type.

A [leading:n] code indicates where you've specified leading.

Chapter 5 has more examples of situations in which you'd use leading and line height changes.

WordPerfect automatically adjusts leading for you, but you can change it.

These lines of type were "set solid"--  
that is, with no leading between them.

These lines, which are in 12-point Helvetica,  
had 4 points of leading added between them.

**Figure 3.20:** Adding leading lets you create different effects in your printed documents.

## Kerning and Letterspacing

Kerning and letterspacing control the spacing between characters of type. Choosing Kerning allows you to decrease the amount of space between specific letter pairs, while choosing Letterspacing allows you to increase the spacing between two letters.

Each character in a font has a specific width that was built into it by the designer of the font. However, some character pairs, such as *To* and *WA*, often look too far apart with the built-in spacing, especially when they are used as display type in sizes larger than 14 points. Kerning allows you to reduce the amount of white space between pairs of characters that should overlap slightly. Table 3.2 lists character pairs that are often kerned.

For example, in Figure 3.21, the space between the *T* and the *e* has

**Table 3.2:** Character Pairs That Are Often Kerned

|    |    |    |    |    |    |
|----|----|----|----|----|----|
| P. | T. | Y. | yo | we | Ta |
| Te | To | Tr | Tu | Tw | Ty |
| Wa | We | Wo | Ya | Yo | LW |
| PA | TA | WA |    |    |    |





You may not notice the results of kerning on the screen if the amount is very small, but you'll see it in your laser-printed documents.



If your printer isn't capable of proportional spacing (and the ImageWriters I and II aren't), you can't use kerning and letterspacing. They depend on the printer's ability to print the different widths among the letters of the alphabet. The ImageWriter LQ has proportionately spaced fonts, as do laser printers.

been kerned by three points. In the same figure, three points of letterspacing have been added in the word SYBEX. Letterspacing is in vogue right now for company logos and letterheads in which characters are spaced out to take up an entire line.

When you use letterspacing and kerning, you indicate the number of points of space you want adjusted between the characters. The number you enter is subtracted for kerning and added for letterspacing.

To use kerning and letterspacing:

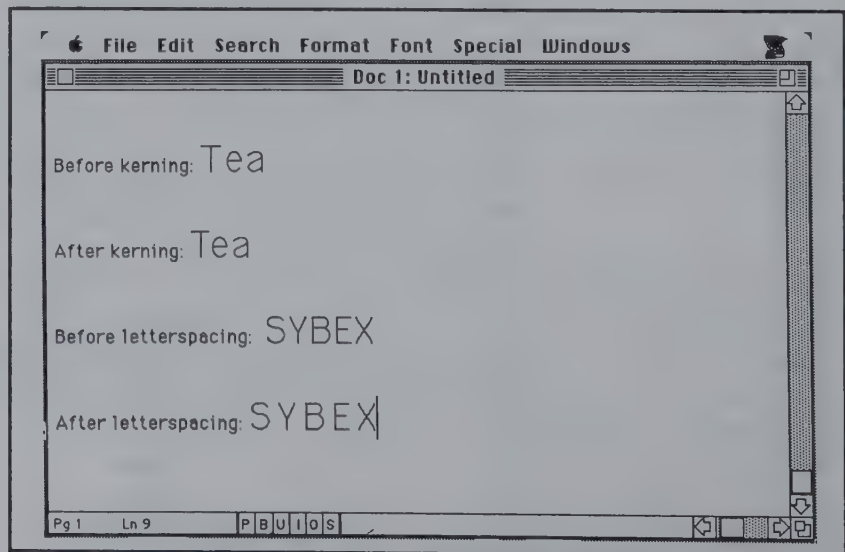
1. **Type the text that you want to use kerning or letterspacing in.**

Usually, this is display text, larger than 14 points or so. The effects of kerning and letterspacing aren't as visible at much smaller sizes of type.

2. **Move the insertion point to the place where you want to kern or add letterspacing.**

3. **Choose Line from the Format menu; then choose Kerning (or Letterspacing). The keyboard shortcut is Command-4 6.**

4. **For less space between characters, click Kerning and enter the number of points you want space to decrease. For more space,**



**Figure 3.21:** Kerning allows you to decrease space between characters, while letterspacing adds space.



**click Letterspacing and enter the number of points you want to add between the characters.**

Remember, a point is  $1/72$  inch. If you choose Letterspacing, WordPerfect will insert the extra space between the letters that surround the insertion point. For Kerning, it decreases the space between the two characters. You'll see more examples of kerning and letterspacing in Chapter 5.

---

## **Looking Forward**

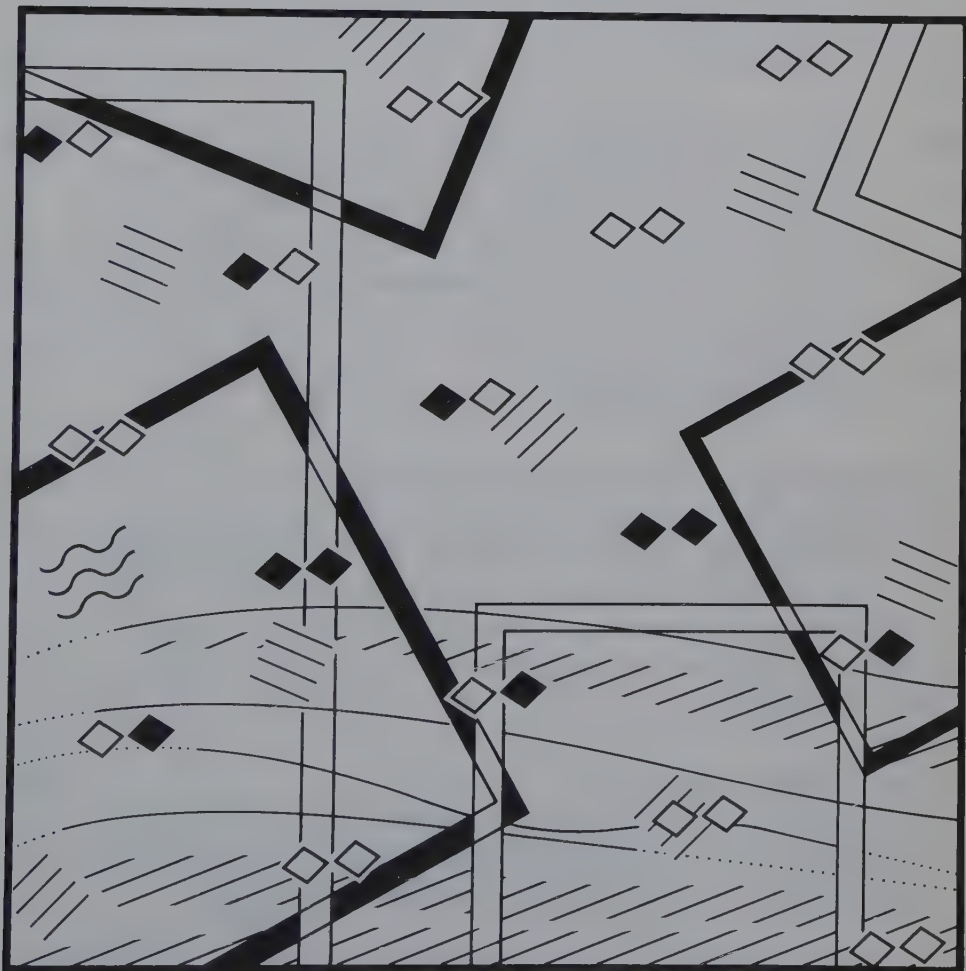
---

The techniques in this chapter have covered many ways that you can format characters, lines, and paragraphs of text in WordPerfect. You may have noticed that the Format menu also contains a Paragraph command that displays a submenu with options for numbering paragraphs and creating outlines. These features will be discussed in Chapter 10.

Chapter 4 discusses how you can apply formatting techniques to entire pages of text, such as using headers and footers and specifying that text be kept together on one page when page breaks occur.



# 4 — *Formatting Pages for a Professional Look* —



# Fast Track

- The Page submenu of the Format menu** 122
- controls top and bottom margins, binding width, centering text vertically on the page, page numbering, headers and footers, suppressing combinations of formats on a specific page, page length and width, and methods of keeping text together on a page. The keyboard shortcut for viewing these options is Command-2.
- The Page Layout command** 123
- (or the shortcut Command-2 1) allows you to change the top, bottom, right, and left margins; center text from top to bottom on a page; and change the binding width for documents that are going to be printed two-sided and bound.
- To change right and left margins,** 124
- you can also drag margin icons on the ruler line.
- WordPerfect doesn't automatically number pages** 127
- unless you use the Page Numbers command. It's on the Page submenu, and its shortcut is Command-2 2. You can start page numbering, specify the style you want (arabic or roman), start numbering with a new number, insert a page number automatically in your text, or change the position of the page number on each page.
- To create headers and footers,** 130
- choose Headers-Footers from the Page submenu or type the keyboard shortcut Command-Shift-H. You can have different headers and footers for different parts of your document.

- The Suppress Format command** 136  
on the Page submenu lets you stop headers, footers, and page numbers from being printed on a specific page.
- The Conditional End of Page (EOP) command** 138  
tells WordPerfect to keep a certain number of text lines together when a page break occurs. Its shortcut is Command-2 5.
- The Block Protect command (Command-2 6)** 139  
tells WordPerfect not to break a block of text you've selected, such as a table.
- The Widow/Orphan command (Command-2 7)** 139  
tells Wordperfect to move widows and orphans (stray single lines) to the next page.



## CHAPTER 4

---

PAGE FORMATTING IN WORDPERFECT REFERS TO several options whose effects don't usually appear on your screen as you type but can be seen if you choose Print Preview or print your document. These options are located on the Page submenu of the Format menu, and the keyboard shortcut for viewing them is Command-2. They include

- Top and bottom margins
- Binding width
- Centering text vertically on the page
- Page numbering
- Headers and footers
- Suppressing combinations of formats on a specific page

The effects of other page formatting options do appear as you type. They include

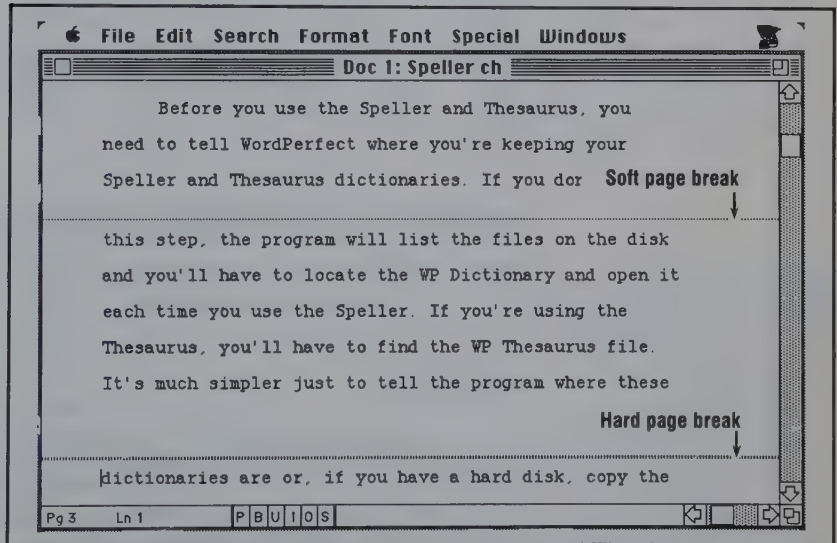
- Page length and width
- Methods for keeping text together on a page, such as conditional end of page breaks, widow and orphan protection, and block protection commands

WordPerfect automatically breaks pages according to the top and bottom margin settings. These *soft* page breaks are represented by a thin line of dashes across your screen and have the code [SPg]. They're adjusted as you edit your document.

You insert page breaks manually by pressing Command-Return at the point where you want a page break to occur or by choosing

Page Break from the Page Format submenu. For example, you might want to end a short page at the end of one section of a report so that the next main topic would begin a new page. These hard page breaks are represented by a thick line of dashes across the screen (as in Figure 4.1); they have the code [HPg]. Hard page breaks will not change unless you delete the [HPg] code that generates them.

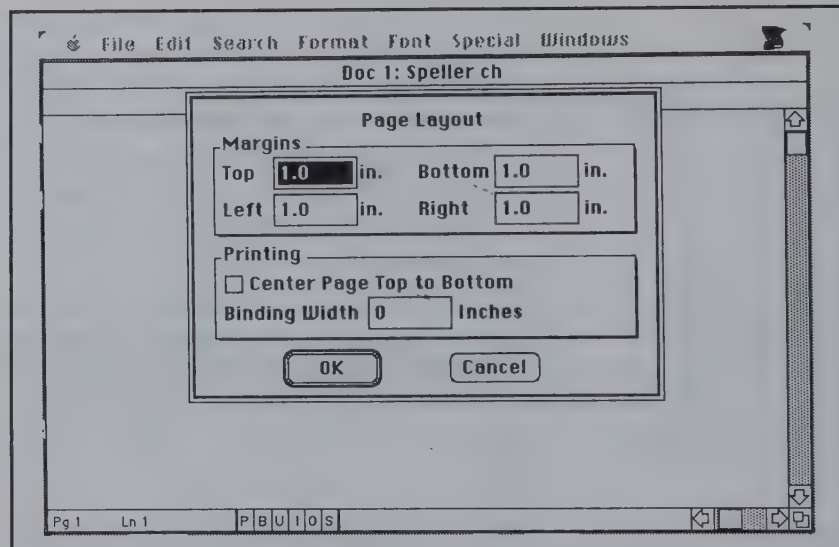
To begin this chapter, open a new document so that you can practice some of these techniques as you follow the discussion.



**Figure 4.1:** Hard page breaks are inserted by you; soft page breaks are inserted by WordPerfect.

## Page Layout

Choosing the Page Layout command brings up the Page Layout dialog box illustrated in Figure 4.2. (The keyboard shortcut for displaying this dialog box is Command-2 1.) It allows you to change the top, bottom, right, and left margins; center text from top to bottom on a page; and change the binding width for documents that are going to be printed on two sides and bound.



**Figure 4.2:** The Page Layout dialog box lets you change margins and center text vertically on a page.

 You can't print at the very top of a page with the LaserWriter even if you set the top margin at 0. It will always give you at least a 0.25-inch top margin.

## Margins

You'll probably change right and left margins by dragging the margin icons on the ruler line, but if you use the Page Layout dialog box, you can change the top and bottom margins (as well as the right and left margins) by clicking next to the margin you want to change and typing in a new value. If you're printing mailing labels or envelopes or printing on paper other than 8.5 by 11 inches, you'll want to change the margins.

The margins—all of them—are preset to one inch for 8.5 by 11-inch paper. When you change a margin setting, it's reflected in the document from the insertion point on. If you want consistent margins throughout a document, go to the beginning of the document and move the insertion point to the left margin before you reset margins. (Pressing Enter three times and then pressing the ↑ key will take you there directly.) If the insertion point isn't on the left margin, WordPerfect inserts a hard return in your document, which may give you an unwanted extra line.

When you change a margin setting, WordPerfect inserts a [Margin Set] code that you can search for with the Find command, as discussed in Chapter 2.

 If you have already reset the margins for your document once and you try to do it again, pressing Enter three times and then pressing ↑ will place the insertion point *before* your earlier margin setting code, so the new code would have no effect. Go ahead and type in the new code, but make sure you delete the code you inserted earlier.

## Margin Release

The Margin Release key (Shift-Tab) moves the insertion point and any existing text one tab stop to the left. It can take you beyond the left margin, which is a handy way of placing paragraph numbers outside the left margin. Combined with the Indent command (Command-Shift-T), the Margin Release key lets you create hanging paragraphs, as you saw in Chapter 3.

If you press Shift-Tab with the insertion point in the middle of the line, some text may disappear from your screen, because Margin Release works like a backtab and the text it pulls left overwrites any text that preceded it. If this happens, view the codes and delete the [`<Mar Rel`] code that WordPerfect inserted in your document.

## Centering Pages Top to Bottom



If you're centering text horizontally as well, as in Figure 4.3, select the entire block and center it with Command-Shift-C instead of centering each individual line. It's faster.

The Center Page Top to Bottom option lets you center text on a page vertically, which is useful for cover sheets, short tables, and letters that are less than one page. You centered the letter you wrote in the tutorial in Chapter 1; another example of vertical centering appears in Figure 4.3.

When you use this option, move to the beginning of the page, because the [`Cntr Page`] code must come before any other codes on that page. Then choose Page from the Format menu and Page Layout from the Page submenu (or press Command-2 1). Click in the Center Page Top to Bottom box, and your page will be centered vertically when you print it.

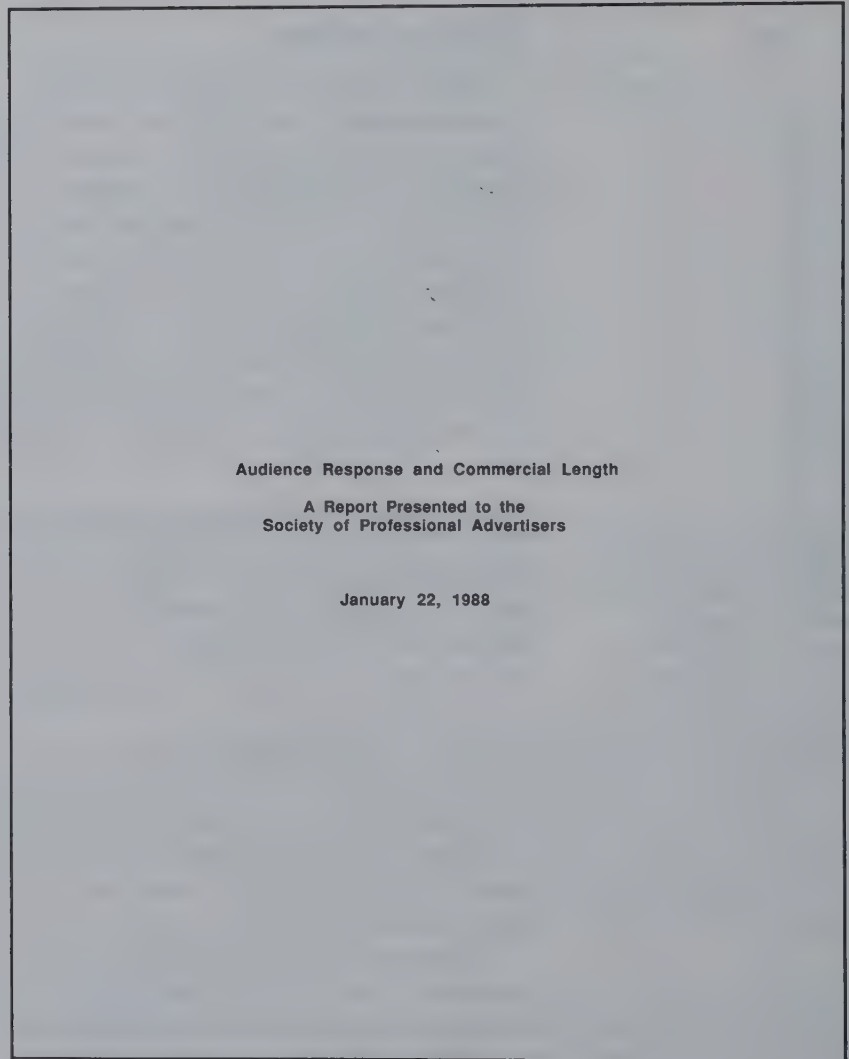
When you center a page top to bottom, nothing will happen on your screen, but if you choose Print Preview from the Print Options submenu (or press Command-Shift-P, which is its shortcut), you'll see your centered page.

## Changing Binding Width



If you're printing a document on only one side of the paper, just increase the size of the left margin instead of changing the binding width.

If you're printing a document on both sides of the paper and binding it, you may find that in long documents the pages in the middle won't open wide enough for you to read all the text conveniently. You can specify that text be shifted to the right on odd-numbered (right-hand) pages and to the left on even-numbered (left-hand) pages so



**Figure 4.3:** Centering a page top to bottom is useful for title pages and short letters.

that this won't happen. It's also useful to change the binding width if your document is going to be punched for a three-ring binder or bound with a plastic comb.

The binding width shifts the text away from the bound side of the page. On left-hand pages, the text is moved left by the amount you



specify, and on right-hand pages, it is moved that much to the right. The number that you type for the binding width will be registered in inches unless you're using centimeters or points as your units of measurement.

To change the binding width,

1. **Press Command-2 1 (or choose Page Layout from the Page submenu).**
2. **Double-click in the Binding Width box and type in the amount by which you want to shift the text.**

For example, type .5 to set the binding width at one-half inch. If both margins were set at one inch, you'll get 1.5-inch left margins and .5-inch right margins on right-hand pages and .5-inch left margins and 1.5-inch right margins on left-hand pages.

3. **Click OK.**

There's no code inserted in the text when you set the binding width, so if you want to change it or reset it to zero, use the Page Layout dialog box again.

---

## Using Page Numbers

---

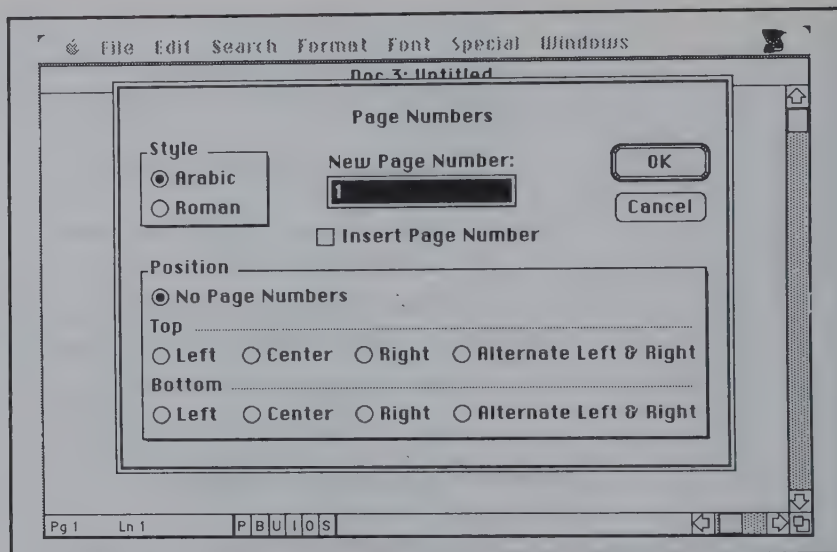
WordPerfect doesn't automatically number pages unless you tell it to by using the Page Numbers command. It's on the Page submenu, and its shortcut is Command-2 2. This command brings up the Page Numbers dialog box (Figure 4.4), where you can start page numbering, specify the style you want (Arabic or Roman), start numbering with a new number, or change the position of the page number on each page.

To start numbering pages, go to the top of the page where you want page numbering to start. Choose Format, then Page, then Page numbers. Choose a page numbering position and then click OK. There are eight different positions from which to choose, as you can see in Figure 4.4. When you click on a page number position, the No Page Numbering button automatically goes off.

When you use page numbering, you'll get two fewer lines of text per page than the normal number of single-spaced lines, because the



If you want the pages of your document numbered consecutively from 1 to the end, be sure to move to the beginning of your document before using the Page Numbers command. Otherwise page numbering will begin on the page where your insertion point is, or on the next page if the insertion point isn't at the top of the page.



**Figure 4.4:** The Page Numbers dialog box lets you specify the style and position of page numbers.



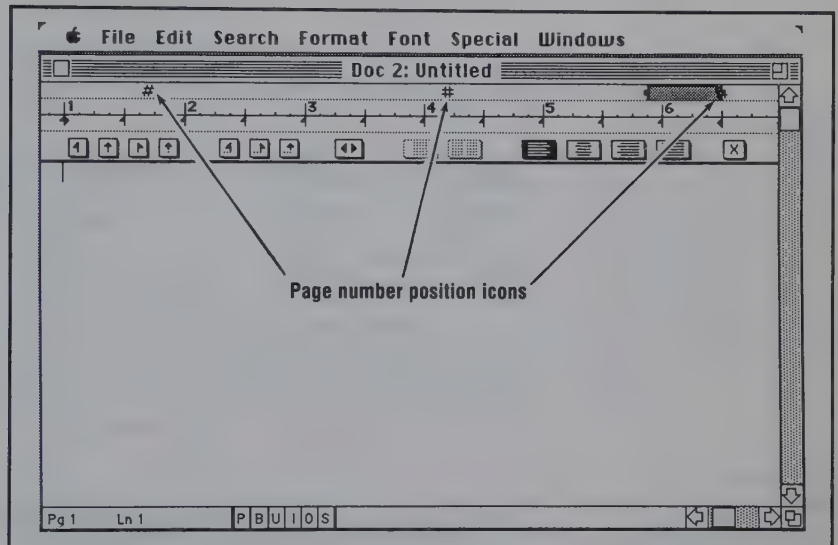
If you want page numbers to appear in the same position throughout a document, move to the beginning of the document before you change the page number position on the ruler line. Selecting a page number position automatically turns on page numbering.

program subtracts one line to separate text and page numbers and another line for the page number itself. You won't see page numbers on your screen (except in the status line), but you can check their position by choosing Print Preview (Command-Shift-P).

Page numbers will normally be printed at the default margin settings (one inch from the right and left edges of 8.5 by 11-inch paper) or centered on 8.5 inches. Changing the margins doesn't change the page number position. To change the position of left, right, or centered page numbers, drag their icons on the ruler line, as shown in Figure 4.5. Be sure to change the page number position settings *before* you select page numbering if you want to make sure the page numbers are in the correct place on the page.

When you've turned on page numbering, WordPerfect inserts a [Pg#:Pos] code in your document. To stop numbering pages after a certain point in your text, click on No Page Numbers. To stop numbering pages for the whole document, find the [Pg#:Pos] code, which indicates that you've selected page numbering, and delete it.

Here are some more tips that may come in handy when you're



**Figure 4.5:** To change the position where left, right, or centered page numbers will appear when your document is printed, drag the page number icon on the ruler line.

numbering pages:

- If you want to turn off page numbering for one page at a time—say, for a title page and a contents page—don't turn off numbering in the Page Numbering dialog box. Use the Suppress Format command (option 3 on this submenu) instead.
- If you choose Bottom Center or Top Center, page numbers will be centered between the margin settings. This may not be the exact center of the paper you're using if your right and left margins are not equal in size or you have set a binding width.
- Don't ask for headers or footers *and* page numbers, because they may overprint. Instead, put the page number in the header or footer. You'll see how in the next section.
- In a formal report or book, front matter (title page, contents page, foreword, and so forth) is usually numbered in Roman numerals, and the body of the report is numbered in Arabic. You can switch styles at the beginning of the first text page.

- If you're creating tables of contents, indexes, or lists with WordPerfect's special features, you'll need to be aware of how they affect page numbering in a document. See Chapter 12.



If you want to number pages in the style 5-1, 5-2, 5-3, and so on for the pages in Chapter 5, don't use the New Number box. Instead, put the page number in a header or footer as discussed in the next section.



There are three page numbering codes that look very similar. The [Pg#:Pos] code indicates that page numbering is on. The [Pg#:n] code indicates where you've started a new page numbering system. The [Page#] code appears when you've inserted a current page number reference in your document, when you've clicked the Page Number icon in the Header/Footer editing window, or when you've inserted a ^B in your text.

## ***Beginning with a New Page Number***

If sections of a document are saved in separate files, such as chapters of a book, you may want to begin page numbering for each file with a specific number, so that the pages for the whole document will be numbered consecutively. To do this, type the number you want the first page of each section to begin with in the New Number box. You'll see that new number on the status line, and WordPerfect will insert a [Page#] code in the document.

## ***Inserting a Page Number in Text***

You can use WordPerfect's Insert Page Number feature to have the program automatically insert the number of the current page as a reference in your document. For example, you might want to remark that "this discussion has gone on for 5 pages" when you're on page 5.

To insert the current page number:

1. Choose **Page** from the **Format** menu; then choose **Page Numbers**.
2. Click **Insert Page Number** and press **Return** (or click **OK**).

WordPerfect inserts the number of the page you're on and puts a hidden [Page#] code in the document. As you add text to your document or delete text so that it repaginates, this number will change.

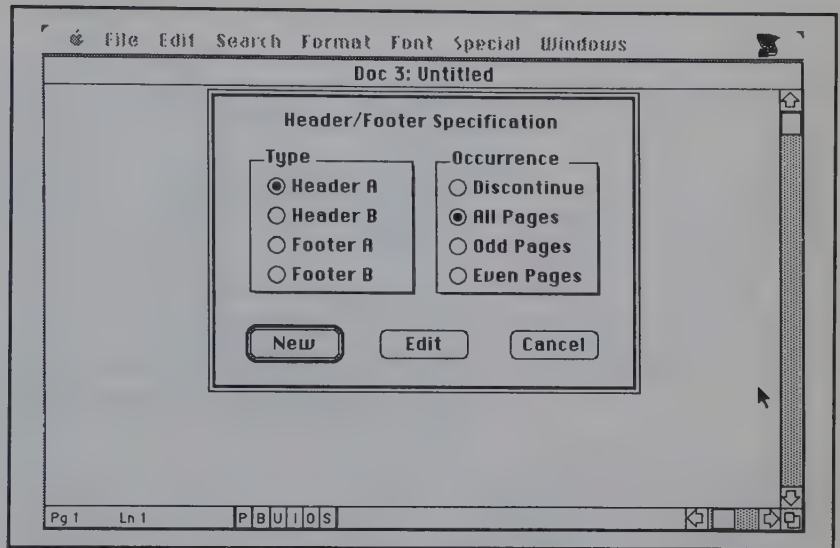
---

## ***Creating Headers and Footers***

---

You create headers—text that appears at the tops of pages—and footers—text that appears at the bottoms of pages—by choosing Headers-Footers from the Page submenu or by typing the keyboard shortcut Command-Shift-H. A Header/Footer Specification box appears, as shown in Figure 4.6. Headers and footers can contain such items as the date, the page number, a chapter title, or a message such as "Confidential."





**Figure 4.6:** The Header/Footer Specification box lets you select which kinds of headers and footers you want to use.

A header is printed starting at the top margin with one line of space added to separate it from the main text. A footer is printed with the last line at the bottom margin, working upward, with one line of space added to separate it from the main text. You won't see headers and footers in your document, but you can press Command-Shift-P to see them (or choose Print Preview from the Print Options submenu).

 If you're using headers and footers in a document and you change the left or right margin settings, the new margin settings won't automatically take effect in the headers and footers. To make sure that a document with headers and footers has consistent margin settings, go to the beginning of the document and do a word count through the Speller (Command-E 6).

You can have two different headers (Header A and B) as well as two different footers (Footer A and B). They can all be on the same page as long as you specify different locations for them, as has been done in Figure 4.7, where the B headers and footers were preceded by the Flush Right command.

You can also use different headers for left and right pages. For example, you might want the title of a book as Header A on left-hand pages and the chapter title as the Header B on right-hand pages. In Figure 4.7, Header A Even is *SYBEX Manuscript*, Header B Even is the date, Footer A Even is the word *Page* and the page number, and Footer B Even is the word *Confidential*. Header A Odd is the phrase *To Production*, Header B Odd is *Editorial Document*, Footer A Odd is *Internal Document*, and Footer B Odd is the word *Page* and its number.



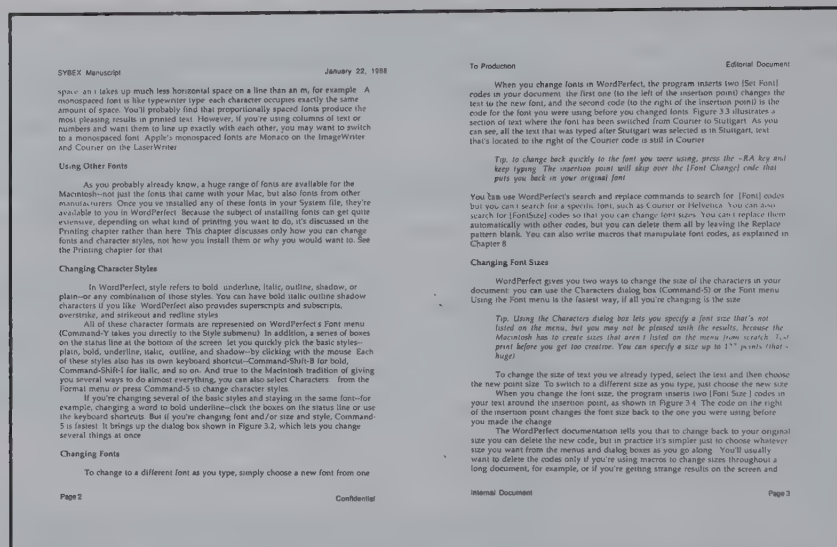


Figure 4.7: You can use alternating headers and footers on opposite pages.

 If you're using two headers or footers on the same page, be sure to press Command-Shift-F at the beginning of one of them to position it flush right, or insert a blank line before one to print it on a different line from the other. Otherwise, they may overprint.

 If you're using headers in a document, the [Hdr/Ftr] code must be the first thing on the page so that the header will print as the first line. To make sure the code remains at the top of the page if you add or delete text, put a hard page break just before it.

WordPerfect automatically leaves one blank line between headers and footers and the text of your document, but you may want more white space than this on a crowded page. If so, press Return at the end of a header definition or at the beginning of a footer definition to add another blank line.

In general, here's how to create a header or footer. You'll practice creating one on your own in the next section.

1. Move to the beginning of the page where you want the first header or footer to appear.
- If the [Hdr/Ftr] code isn't at the very top of the page, the header won't print. You can search backward with Command-B to move up to the [SPg] or [HP] code. If you use many different headers and footers, a macro that takes you to the top of the page will be helpful. There's one in Chapter 8.
2. Choose Page from the Format menu; then choose Headers-Footers (or press Command-Shift-H) to bring up the Header/Footer Specification box.
3. Click on a Header/Footer type; then pick either All Pages,



If your headers for even-numbered pages aren't being printed out, try inserting the even-page header and footer codes at the beginning of the second page in your document. Put the odd ones at the beginning of the first page.

**Odd Pages, or Even Pages from the Occurrence box. Then press Return.**

If you want one header (Header A) on all pages throughout your document, just press Return (or click New).

#### **4. Type the text of the header or footer.**

Text for headers and footers can be as long as you like (up to one page, of course) because WordPerfect subtracts text lines from your document to make room for them. If a footer is longer than one line, the last line sits on the bottom margin.

#### **5. Click on the Close box (or press Command-K) to close the header/footer window.**

If you open a header/footer window and close it without adding any text, a [Hdr/Ftr] code and [HPg] code will still be inserted into your text. Choose Show Codes and delete these codes so that you don't get an extra line of blank space. Or use Command-. (Cancel) to cancel the header or footer instead of closing the window.

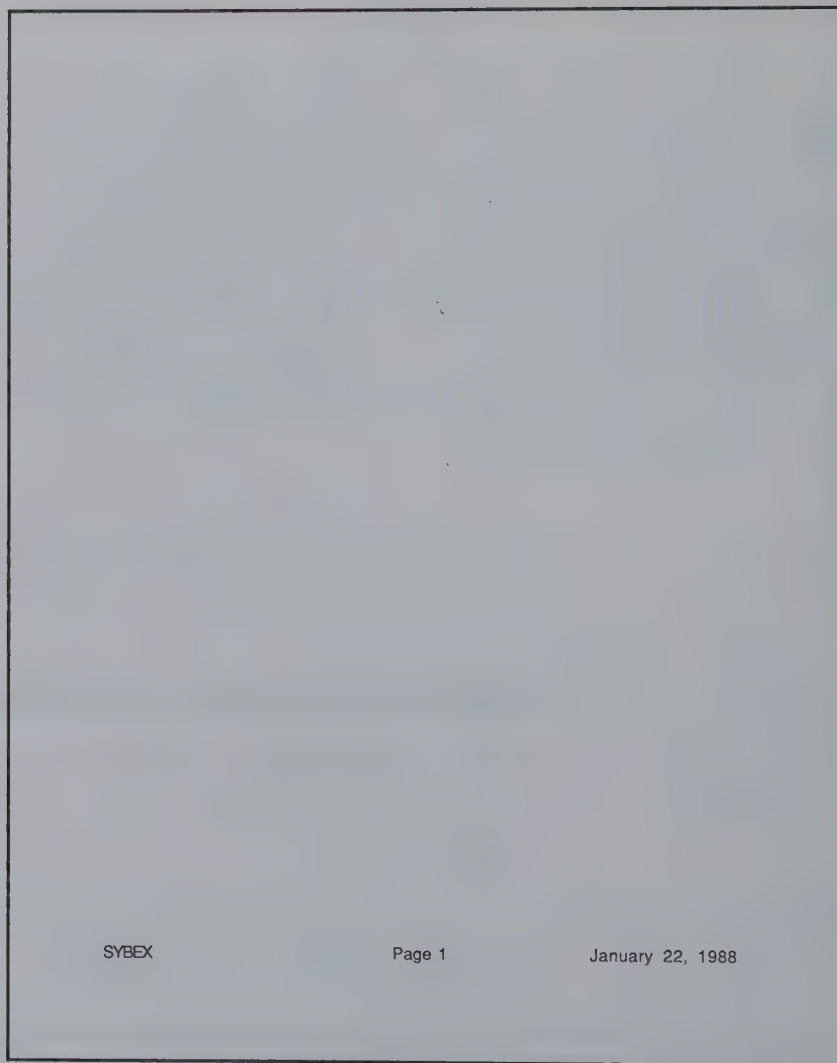
## **Formatting Headers and Footers**

You can insert format codes for centering and flush right in headers and footers. You can also mix different fonts and styles, insert graphics (a small company logo, perhaps), change margins, and change line spacing.

To have the page number in a header or footer, click on the # icon at the bottom of the window in the text of the header or footer where you want the page number to appear.

Using formatting commands in headers and footers can create strange results if you don't use the codes carefully. You may want to keep the Codes window open as you're writing and formatting a header or footer. For example, to create a footer like the one in Figure 4.8, in which the company name is flush left, the word *Page* and the page number are centered, and the date is flush right, take the following steps in your sample document:

#### **1. Press Command-Shift-H to bring up the Header/Footer Specification box.**



**Figure 4.8:** By inserting a sequence of formatting and function codes, you can create footers like this one.

- 2. Click Footer A for the footer to appear on every page; then press Return.**

You need to insert your centered text first; otherwise it will overwrite the other text on the line.

3. Choose **Line** from the **Format** menu; then choose **Center** (or press **Command-Shift-C**) to center the page number.
4. Type *Page* and press the space bar to add a space between the word and the page number; then click on the **#** box to indicate that the current page number should be inserted in the footer.  
Next, you'll insert the text that's to be flush right.
5. Press the **→** key to move the insertion point past the second **[Center]** code.
6. Choose **Line** from the **Format** menu; then choose **Flush Right**.
7. Choose **Date** from the **Special** menu; then choose **Insert Text**.  
If you click on the clock to insert the date function or choose **Date Function**, an extra line will be added to your footer.
8. Press **Enter** twice; then press the **←** key to move to the beginning of the line. Type *SYBEX*, which will remain flush left.
9. Click on the close box or press **Command-K** to close the **Header/Footer Specification** box.

You can print your sample document or just choose **Print Preview** to see how it will look.



Headers and footers usually look better on a page if they're in a smaller type size than your main text. You can also use an italic or bold style for them. Be sure to put any font, size, or style changes at the beginning of the header or footer, in the header/footer window.



You can use the **Speller** and **Thesaurus** while you're writing or editing a header or footer. Also, when you run the **Speller** for your document, it will automatically check the text of your headers and footers.

## ***Editing, Suppressing, and Deleting Headers and Footers***

If you want to change the text of a header or footer, you'll need to locate the **[Hdr/Ftr]** code that generates it. WordPerfect will find the code located before the insertion point when you click **Edit** in the **Header/Footer Specification** box. If you're at the beginning of the document when you click **Edit**, it finds the first **[Hdr/Ftr]** code in the document. If that's not the header or footer you want, you can search for other **[Hdr/Ftr]** codes. The **Codes** window displays the first 50 characters of headers and footers, so you can see if WordPerfect has found the header or footer you're looking for.

To edit a header or footer,

1. Press **Command-Shift-H** to bring up the **Header/Footer Specification** box.

2. Click on the header or footer you want to edit (A or B).
3. Click **Edit**.

You'll see the text of the closest header or footer above the insertion point, since WordPerfect searches backward and locates the nearest header or footer.

4. **Change the text of the header or footer; then close the Header/Footer Specification box.**

To discontinue a header or footer so that it won't be printed after a certain point in the document, click **Discontinue** in the Occurrence box.

You can have different headers and footers for different parts of your document. Just move the insertion point to the page where you want the new header or footer to begin and press **Command-Shift-H** again. (Remember to go to the beginning of the page if you're writing a header.) You don't have to discontinue the old header or footer; simply create a new one.

To delete a header or footer that you no longer want, locate its code (you can search for it) and delete it.

If you don't want a header or footer to appear on a certain page, you can suppress it, as discussed in the next section.

---

## ***Suppressing Page Formats***

---

The **Suppress Format** command on the **Page** submenu of the **Format** menu lets you temporarily stop headers, footers, and page numbers from being printed on a single page. You may want to turn off these items for a title page or on the first page of a business letter, for example. If you've turned on page numbering, you can also use this command to specify that the page number be placed at the bottom center of this page, rather than at its usual position.

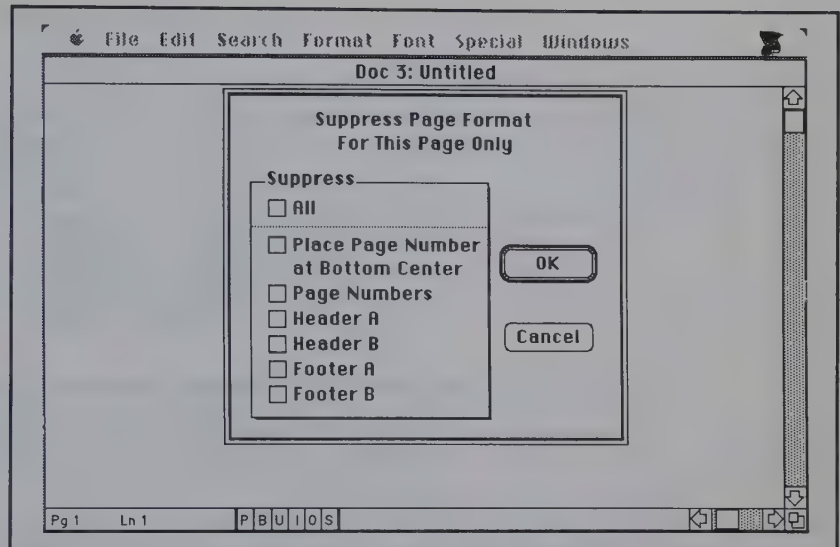
To use this feature:

1. Move to the top of the page on which you want to prevent a header, footer, or page number from printing.
2. Press **Command-2 3** (or choose **Page** from the **Format** menu; then choose **Suppress Format**).

You'll see the dialog box shown in Figure 4.9.



 If you want to suppress headers, footers, and page numbers from printing on the first page of a document, such as the cover sheet, go ahead and define them at the top of the first page anyway. Then immediately suppress them for that page. That way, you'll be sure that the codes for the headers and footers are at the right place in the document and won't get accidentally moved when you edit.



**Figure 4.9:** The Suppress Page Format dialog box allows you to temporarily stop headers, footers, or page numbers from being printed.

### 3. Click the features you don't want to have printed on this page.

Clicking **All** turns off page numbers, headers, and footers. Clicking **Place Page Number at Bottom Center** applies to page numbers that are being inserted with the page numbering feature, not page numbers that are indicated in headers, footers, or text by the **Insert Page Number** feature.

A `[Suppress:n]` code is inserted in your document. The *n* is the code for the format or formats you've suppressed.

## Keeping Text Together

When you check a document before printing, you'll usually find several page breaks that aren't quite as you want them. Headings may appear at the bottom of the page, for example, separated from their text. Tables may be split between pages. The first line of a paragraph may appear by itself at the bottom of a page (called a *widow*) or the last line of a paragraph may appear on the first line of a new page (an *orphan*). WordPerfect gives you three different ways to protect your document against bad page breaks and keep relevant text

together on the same page. All are on the Page submenu of the Format menu:

- The Conditional End of Page (EOP) command tells WordPerfect to keep a specified number of text lines together when a page break occurs. Its shortcut is Command-2 5.
- The Block Protect command (Command-2 6) tells WordPerfect not to break a block of text you have selected, such as a table. This command is dimmed unless you have selected some text.
- The Widow/Orphan command (Command-2 7) tells WordPerfect to move widows to the next page and also to move the next-to-last line of a paragraph to the next page to prevent orphans.

## Conditional EOP



To keep lines of text from being split between pages, use Conditional EOP instead of inserting a hard page break. Using Conditional EOP won't create a short page in your document unless it is necessary, whereas inserting a hard page break can cause a very short page even if there would have been enough space on that page for the lines you wanted to keep together.

With the Conditional EOP command, you specify how many lines of text should be kept together so that they won't be split between pages if a page break occurs.

1. Move the insertion point above the lines that should be kept together.
2. Press Command-2 5 (or choose Page from the Format menu; then choose Conditional EOP).
3. Enter the number of lines you want to have kept together if a page break would otherwise occur between them.

WordPerfect will break the page before the lines if necessary.

4. If you want to keep a certain number of inches of text together instead of a certain number of lines, click the Inches button and enter the number of inches of text to keep together.

If you've changed the default unit of measurement to points or centimeters, you'll see a button for points or centimeters instead of inches.

5. Press Return (or click OK).

A [ConditionalEOP] code will be inserted in your document.



If you want to keep paragraphs of three lines or less together, use Block Protect. Use Conditional End of Page for section headings to keep the heading together with the first two text lines that follow it.



If you copy or cut the block you've protected, be sure to copy or cut the [Protect] codes, or the block may get broken between pages in the new location. It's easy to forget this if you're moving protected tables.

## Block Protection

The Block Protect command lets you prevent a selected block of text from being broken when page breaks occur. The main reason to use it instead of Conditional EOP is that you can edit the text in the block freely and still be assured that it will always be printed on the same page. With Conditional EOP, only the number of lines you've specified will be kept together.

To protect a block of text, such as a table, from being broken between pages:

1. **Select the text you want to keep together.**
2. **Choose Page from the Format menu; then choose Block Protect (or press Command-2 6).**
3. **Click anywhere in the document to turn off Select.**

You won't see anything appear on the screen, but if you choose Show Codes, you'll see that WordPerfect has inserted [Protect] codes around the block you selected. If there's a [Protect] code anywhere in a line, that whole line is protected. If you add text between the [Protect] codes, it will be protected also.

## Avoiding Widows and Orphans

Widow/Orphan protection is not automatically on when you start WordPerfect. It's a good idea to turn it on at the beginning of a document so that you get professional-looking page breaks with no stray single lines at the beginnings or ends of pages (orphans and widows, respectively).

To turn on Widow/Orphan protection:

1. **Move to the beginning of the document (or to the place where you want the feature to take effect).**

You can turn this feature off and on as many times as you like in a document, but you might as well leave it on throughout the entire document.

2. **Press Command-2 7 (or choose Page from the Format menu; then choose Widow-Orphan).**



If you set a document's format with a macro, you can include the Widow-Orphan command in it.

You won't see anything new on the screen, but a [W/O] code will be inserted to instruct WordPerfect to paginate the document so that the first line of any paragraph won't appear on the last line of page. Also, the last line of any paragraph won't appear by itself as the first line of a new page. To do this, WordPerfect places page breaks above any paragraph that would otherwise be widowed or orphaned. You may get pages that are occasionally short one or two lines, so if having all pages the same length is important, don't use this feature.

---

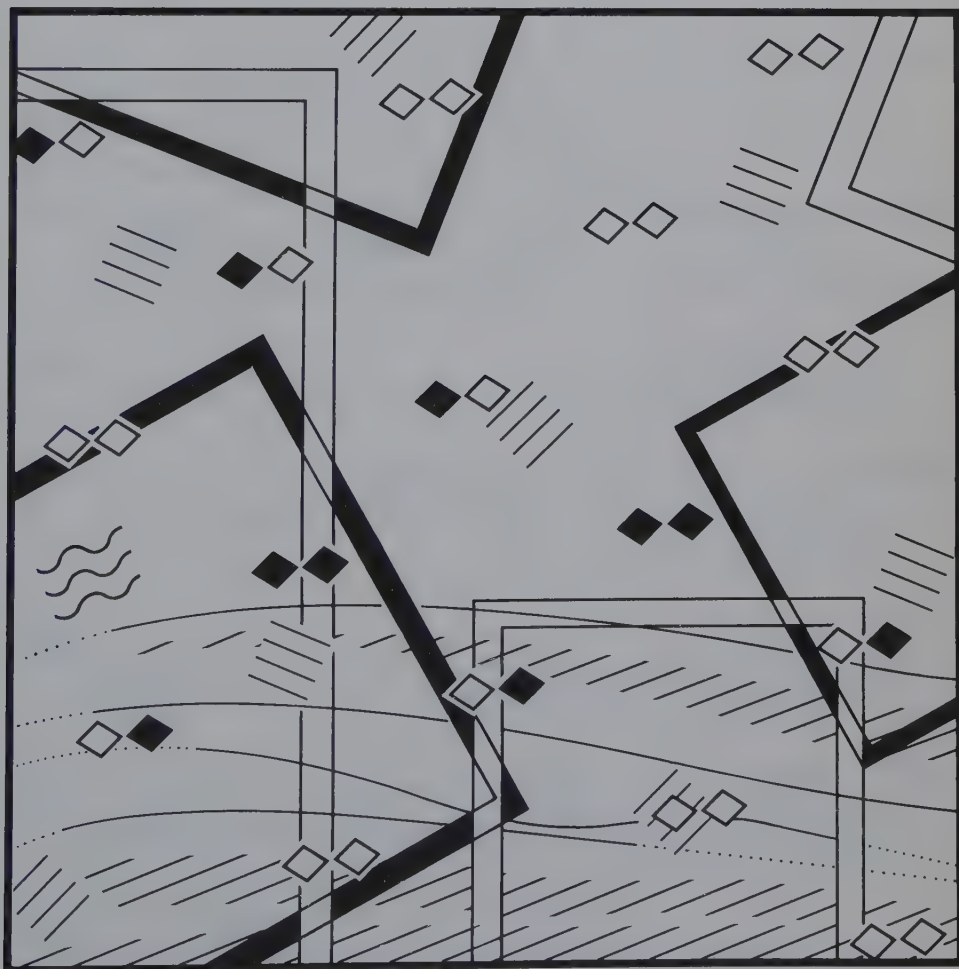
## **Looking Forward**

---

This chapter has shown you how to use some fairly sophisticated behind-the-scenes commands that can help you produce professional-looking pages. You've seen how to specify special margins for printing, use different page numbering systems, suppress certain elements from being printed, work with headers and footers, and specify that text not be broken between pages.

Chapter 5 will continue to explore some advanced formatting techniques you can use in your documents, such as combining columns of text with graphics.

# 5 — Desktop Publishing —





# Fast Track

- To format text longer than one line into columns,** 145  
use WordPerfect's Columns feature instead of setting tabs.
- As many as 24 columns can be on a page,** 145  
and they can be either newspaper columns or parallel columns.
- Different types of columns can be on the same page,** 146  
so you can begin a page in a one-column format, switch to two or three columns, and change back to one column if you like.
- To define newspaper columns,** 147  
use the Ruler (drag the Column Definition icon) or choose Column Options from the Format menu's Columns submenu.
- To create parallel columns,** 149  
choose Column Options from the Columns submenu.
- WordPerfect calculates evenly spaced columns** 149  
for you, but if you want columns of unequal width, you'll need to calculate their margin settings.
- To turn columns on** 152  
after they're defined, select Columns On from the Columns submenu or press Command-Shift-K.
- If you're using newspaper columns,** 154  
you can retrieve, reformat, or paste text you've already typed, to fit it into the columns.

- Insert graphics in your document** 165  
by pasting them from the Clipboard or Scrapbook. You can  
resize, copy, or cut a graphic image.
- To capture your readers' attention** 172  
and draw them to the text, use one main visual element like a  
main headline or graphic image. You can then have many sec-  
ondary or lesser design elements.
- To save time and produce professional-looking results,** 173  
use a grid or layout system and follow a few basic rules when  
you plan your documents.

## CHAPTER 5

---

EVEN THE SIMPLEST OF COLUMN DESIGNS CAN MAKE your documents look more professional, and by combining text and graphics you can produce some outstanding results with your Macintosh and WordPerfect. You can create brochures, catalogs, newsletters, business forms, menus, and magazine layouts. Even if you don't use columns of text, you'll find that using graphics can make even routine reports stand out, as in Figure 5.1. The examples you'll see in this chapter were created easily—so easily that I couldn't quite believe it until they rolled out of the LaserWriter.

WordPerfect as a word processor actually offers more features than many desktop publishing programs that are available today. For example, it has automatic headers and footers, easily insertable drop caps and bullets, parallel columns that keep text together horizontally on the page, footnotes and endnotes, and automatic section numbering and page referencing. What you see on the screen is what you get on the printed page, so you can format as you write. You don't have to create text and then import it into another desktop publishing program and format it there.

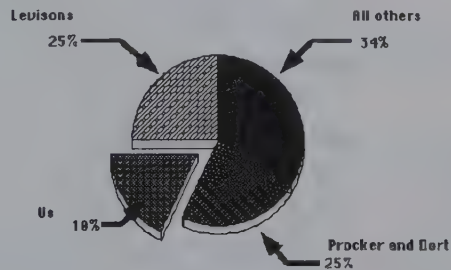
A complete course in desktop publishing, including design theory and graphics preparation, is well beyond the scope of this book, so what you'll get in this chapter—in addition to the basic techniques you use to create columns—is a lot of practical tips and techniques that you can use in your own documents. You'll have to look elsewhere for theory; here you'll find the tricks.

The graphics examples in this chapter were mainly taken from various clip-art collections, whose sources are listed. If you see something you like, you can find the manufacturer's address and phone number listed at the end of the chapter.

Memo to: Jane Randall  
 From: Dan Zamczyk  
 Date: August 24, 1988  
 Subject: Market Share

Jane, we're having difficulty in penetrating the cost-conscious market in the Northwest, and it can't all be due to the blue-and-orange packaging we're test marketing there.

Our latest results produced the following analysis:



As you can see, our market share is only 18 percent. Our major competitor, Levisons, has a quarter of the market, and *their* major competitor, Procter and Dort, have a 23 percent share. Between the two of them, they dominate almost half the market. When you consider the 34 percent controlled by other vendors, it looks like that market's going to be a hard one to crack.

What we need is some really creative thinking to reposition our product in the consumer's mind. Got any ideas?

Let's meet Wednesday at 10.

**Figure 5.1:** Using graphics even in simple documents can add a new dimension to your presentation.

## Creating Text Columns

Whenever you need to format text that's longer than one line into columns, use WordPerfect's Columns feature instead of setting tabs. You can have as many as 24 columns on a page, and they can be



You'll probably find it easier to separate the tasks of entering text and formatting it. With newspaper columns, it's often faster and more convenient to format text you've already entered, especially in complex page layouts.



If you want columns that are wider than the margins of the text you've been typing, change the margins before you define the columns.

either newspaper columns or parallel columns. Use parallel columns when you want the material in the columns to stay grouped side by side on the same page, as in scripts, where stage directions are in the left column and dialog is on the right, or in name-and-address lists. Use newspaper columns (also called *winding* or *snaking* columns) when it doesn't matter how the material in one column lines up with the material in the column next to it—whenever the material reaches the end of a column, the continuation is wrapped to the top of the next column.

You can mix different types of columns on the same page, so you can begin a page in a one-column format, switch to two or three columns, and change back to one column. In fact, you can set up some very sophisticated page layouts, as you'll see later.

No matter what type of columns you use or how many, the way you create them is similar:

### 1. Define the columns.

If you want newspaper columns, you can define them by using the Ruler or by choosing Column Options from the Columns submenu of the Format menu. If you want parallel columns, you need to choose Column Options. WordPerfect automatically turns columns on when you define them.

### 2. Insert the text that's to be in the columns.

If you're using newspaper columns, you can retrieve, paste, or reformat text you've already typed.

### 3. To return to a one-column format, turn off Columns by selecting Columns Off (or pressing Command-Shift-K).

There can be more than one column definition code in a document. For example, you may want to use two parallel columns at one place in a document and three newspaper columns in another. WordPerfect follows whichever code is closest before the insertion point. You can search for a [ColDef] code and copy it to use again in another place in your document.

The [ColDef] code doesn't indicate which type of column it defines. You'll need to keep track of which code is which if you have several different types of columns in one document. You can *define* columns at the beginning of your document and then turn them off and on as needed.



## Newspaper Columns

Use newspaper columns in brochures or newsletters where text flows down one column, to the top of the next column, and so on to the top of the next page. When you add text to newspaper columns, the following text is automatically pushed down and to the right—even to the next page, if necessary—so they’re easy to revise.



With the Column Options dialog box WordPerfect can automatically calculate margin settings for equally spaced columns, so you may find it helpful for newspaper columns that you want equally spaced. Otherwise, the ruler line is faster for defining newspaper columns.



No matter which type of column you’re defining, WordPerfect calculates columns according to the print area of the printer you’ve selected with the Chooser. When you define columns, make sure the printer you’ve selected is the one you’re going to use.



More than four columns on an 8.5 by 11-inch page are hard to read, unless you’re working with very narrow columns, like index entries.

You can set up newspaper columns either by using the Ruler or by using the Column Options command. As the procedure for the Column Options command is basically the same for both newspaper and parallel columns, we’ll cover using the Ruler for newspaper columns and discuss using Column Options in connection with parallel columns.

### Setting up Newspaper Columns with the Ruler Line

To set up newspaper-style columns by using the Ruler line, click on the Column Definition icon. Notice the pointer becomes a Columns pointer with two outward-pointing arrowheads. Then simply click on the Ruler at the points where you want the columns’ margins to break. Each place where you click becomes the midpoint of a 0.25-inch “alley” separating two columns. You can set up as many as 24 columns this way. You’ll see shaded areas on the Ruler that indicate where the columns are, as Figure 5.2 illustrates.

When you’ve set up the columns as you want them, click on the Columns On icon. You can then start typing text in columns.

When you enter text in newspaper columns and you reach the bottom of a page, WordPerfect wraps the text to the top of the next column. A [SPg] code is inserted at the end of each column, as illustrated in Figure 5.3. To break a column before the end of the page, press Command-Return. This inserts a page-break code. However, in a column, this code merely breaks the column and moves you to the top of the next one, as you’ll see in a later practice session. In this context, the [HPg] code can be called a column break.

To reformat an existing document into newspaper columns quickly, place the insertion point above the text you want to reformat, display the Ruler and click on the Column Definition icon (the one with two arrowheads). Click on the Ruler line where you want the column margins to be; then click the Columns On/Off icon (the two-column one). Your document will instantly reformat into

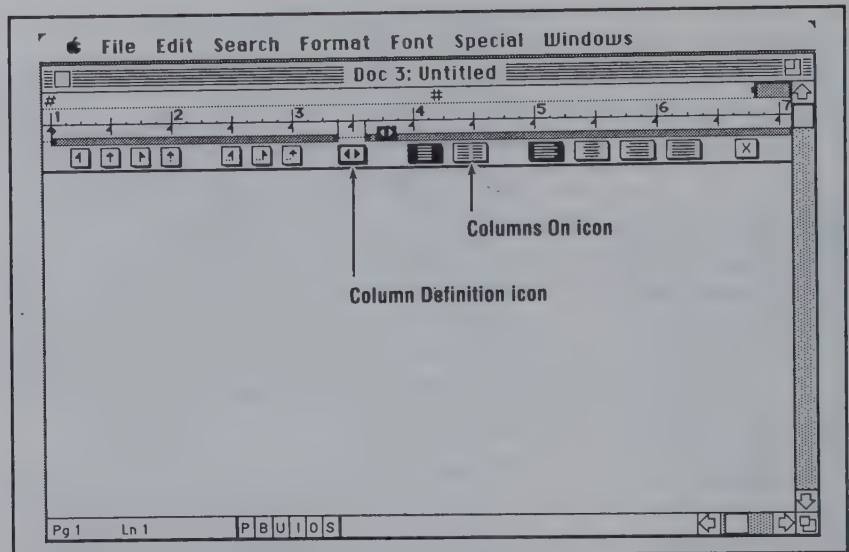


Figure 5.2: To set up newspaper columns quickly, use the Ruler line.

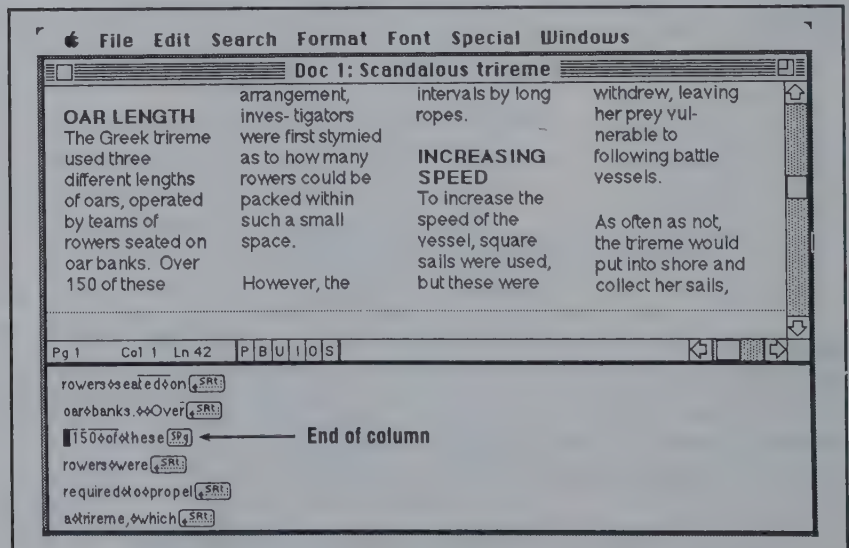


Figure 5.3: WordPerfect inserts soft page break codes to end newspaper columns.

columns. To change it back or to a different number of columns, click on the Revert icon (the X).

## Parallel Columns

To set up parallel columns, you'll need to use the Column Options command. (Newspaper columns can also be set up with this command, but it's usually faster to use the ruler line.)

When you specify parallel columns, WordPerfect uses block protection codes to keep the parallel groups of text together, as Figure 5.4 shows. The [Picture] code that generates the ball is in the left column, and you can see the [Protect] code that WordPerfect inserts whenever you press Command-Return to place the [HPg] code that ends the column. Just like newspaper columns, pressing Command-Return in parallel columns also ends one column and begins the next, but in this case the horizontal group of columns is kept together, as you'll see in some practice exercises later.

## Evenly Spaced Columns

To set up evenly spaced columns,

1. Choose Columns from the Format menu, then choose Column Options.

 You can't define columns when columns are on. Turn them off first by pressing Command-Shift-K.

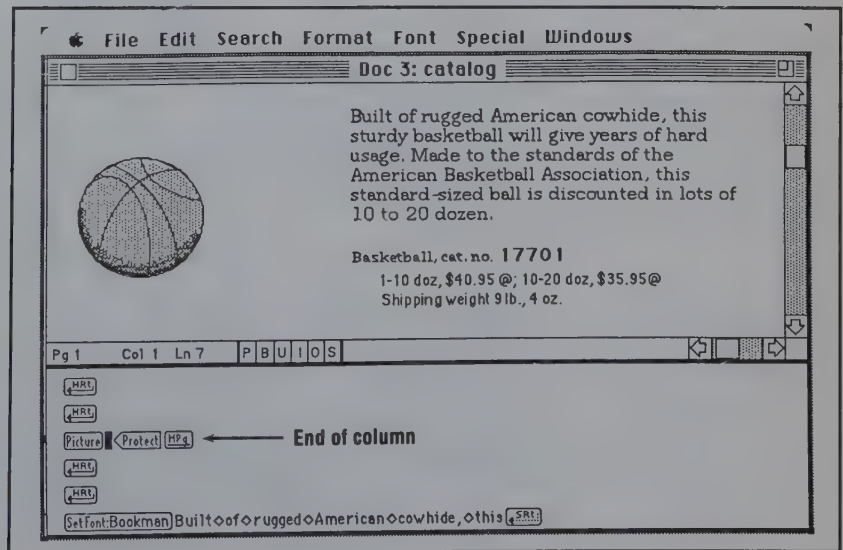


Figure 5.4: Codes for parallel columns are block protection codes.

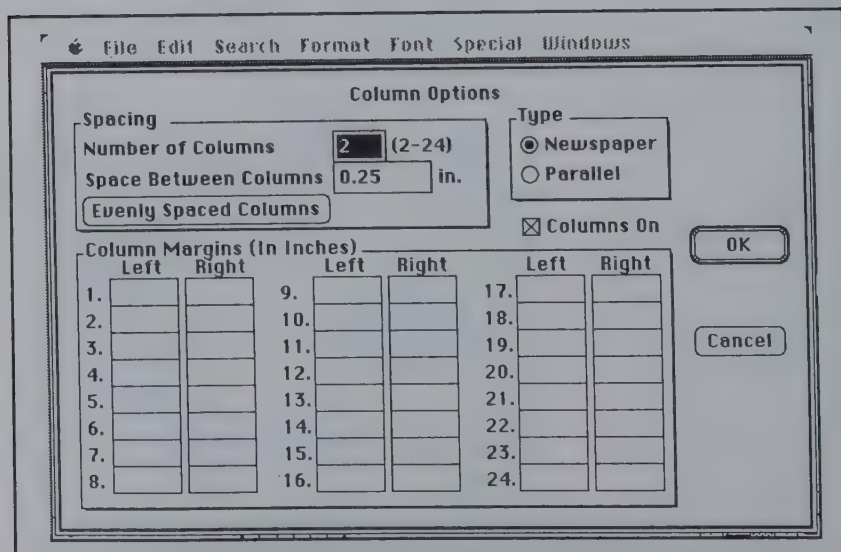
You'll see the Column Options dialog box, illustrated in Figure 5.5.

2. Click **Parallel** if you want parallel columns. The default setting is for newspaper columns.
3. In the **Number of Columns** box, enter the number of columns you want.

The default is two. How many columns do you need? Keep in mind that it can be hard to read the text in columns that are too wide or too narrow. Of course, the more columns you use, the narrower each one will be.

If you want two newspaper columns that are a quarter of an inch apart on a standard page, just click **Evenly Spaced Columns** and press **Return**.

4. If you want to change the amount of space between columns (0.25 inch is the default setting), enter the space you want in the **Space Between Columns** box.
5. Click **Evenly Spaced Columns**.



**Figure 5.5:** The Column Options dialog box allows you to set up as many as 24 columns per page.





Before you define columns for a page other than 8.5 by 11, use the Page Setup command on the Print Options submenu of the File menu to indicate which paper size you'll be using. WordPerfect can automatically calculate column settings for any of the page sizes listed there. If you want to print sideways on the page, be sure to click the orientation icon in the Print dialog box so that the program can calculate the right margin settings for your columns.



You'll need one fewer between-column alley than the number of columns you're using.



For ease of reading, a narrow column should have at least four words per line. On the other hand, a column's width shouldn't be more than would be required to print two and a half alphabets in that font.

WordPerfect automatically calculates the margin settings.

## 6. Press Return.

If you don't want the text you type next to be in the column format you just specified, click the Columns On box, removing the X from it, before you leave the Column Options dialog box. Otherwise, WordPerfect will turn on columns for you. "Col" appears on the status line when columns are on.

## Unequal Columns

If you want columns of unequal width, you'll need to calculate the margin settings yourself and enter them in the Left and Right Column Margins boxes. (Press Tab to move between the boxes.) Remember, you have 6.5 inches to work with on a standard 8.5 by 11-inch page with one-inch margins.

First, calculate the amount of space you want to have between columns (the alleys). For example, if you're using three columns that are spaced 0.25 inch apart, you'll need to allow 0.5 inch for the spacing between columns, leaving 6 inches to work with.

Now allocate the space available to the various columns. Out of six available inches, for example, you could create one 1-inch, one 2-inch, and one 3-inch column. To create them in that order, you would set margins at 1.0 and 2.0, 2.25 and 4.25, and 4.5 and 7.5 inches. Table 5.1 lists some suggested settings for unequally spaced columns. You can use these for both newspaper and parallel columns.

If you enter margin settings that would create overlapping margins or extend beyond the page margins, you'll get an "Error" in the appropriate box when you click OK. Check your calculations and enter another number.

If you'd rather "eyeball" than calculate, use the Ruler line as though you were setting newspaper columns. Choose Show Position from the Screen submenu to see the exact horizontal position of the insertion point as you press the space bar or type sample entries. You can read right and left margin settings from the Status line (make a note of them) and use them in the Column Options dialog box instead of calculating margins.



*Table 5.1: Suggested Margin Settings for Unequal Columns, Standard Page*

| <b>Size of Columns</b>                                                             |                      | <b>Margin Settings</b> |      |
|------------------------------------------------------------------------------------|----------------------|------------------------|------|
| <b>Two columns,<br/>0.5 inches apart,<br/>8.5 by 11-inch page</b>                  | 1" and 5"            | 1.0                    | 2.0  |
|                                                                                    |                      | 2.5                    | 7.5  |
|                                                                                    | 2" and 4"            | 1.0                    | 3.0  |
|                                                                                    |                      | 3.5                    | 7.5  |
| <b>Three columns,<br/>0.25 inches apart,<br/>8.5 by 11-inch page</b>               | 1", 2", and 3"       | 1.0                    | 2.0  |
|                                                                                    |                      | 2.25                   | 4.25 |
|                                                                                    |                      | 4.5                    | 7.5  |
|                                                                                    | 2", 3", and 1"       | 1.0                    | 3.0  |
|                                                                                    |                      | 3.25                   | 6.25 |
|                                                                                    |                      | 6.5                    | 7.5  |
|                                                                                    | 3", 2", and 1"       | 1.0                    | 4.0  |
|                                                                                    |                      | 4.25                   | 6.25 |
|                                                                                    |                      | 6.5                    | 7.5  |
| <b>Three columns,<br/>0.5 inches apart,<br/>11 by 8.5-inch page<br/>(sideways)</b> | 2", 2", and 4"       | 1.0                    | 3.0  |
|                                                                                    |                      | 3.5                    | 5.5  |
|                                                                                    |                      | 6.0                    | 10.0 |
|                                                                                    | 4", 2", and 2"       | 1.0                    | 5.0  |
|                                                                                    |                      | 5.5                    | 7.5  |
|                                                                                    |                      | 8.0                    | 10.0 |
| <b>Four columns,<br/>0.25 inches apart,<br/>11 by 8.5-inch page<br/>(sideways)</b> | 1", 2", 2", and 2.5" | 1.0                    | 2.0  |
|                                                                                    |                      | 2.5                    | 4.5  |
|                                                                                    |                      | 5.0                    | 7.0  |
|                                                                                    |                      | 7.5                    | 10.0 |

---

## **Working with Text in Columns**

---

In the following sections you'll get practice in working with text in columns. First, we'll preview what you're going to practice.

After you've defined columns, you can begin typing text in columns, or you can turn them off and wait until you get to the place in your text where you want columns to begin and then turn them on (Command-Shift-K is the keyboard shortcut). If you've defined



You can enter text in columns when the ruler is displayed. The gray bars at the top indicate the columns, and the H-zone indicator shows the hyphenation zone in the column you're working in. You can drag the H-zone icon to make it narrower if you want more words to be hyphenated, instead of dropped to the next line entirely. (Move the left side of the H-zone, not the right.)



With parallel columns, always insert a hard page break before you reach the bottom of the page. If you don't, you'll find the insertion point at the left margin when the next page starts.



Some keyboard shortcuts work differently in columns. Think of each column as a page. If you're using the numeric keypad shortcut Command-3 (Delete EOP), it deletes the rest of the column, not the rest of the page, for example.

them as newspaper columns, you can retrieve or paste existing text into the column format.

You can also reformat existing text into columns by defining the columns and turning them on where you want them to start. For newspaper columns, use the tip mentioned earlier about using the ruler line. For parallel columns, you'll need to define columns by using the Column Options dialog box and then insert hard page breaks at the end of each column entry.

## Moving Between Columns

After you've got columns on the screen, you can click in any one of them to move the insertion point. When you reach the bottom of one column, pressing → moves you to the top of the next column. If you're at the top of a column, pressing ← takes you back to the bottom of the previous column.

You can also use Goto (Command-G) combinations to move around columns. They move the insertion point to the beginning of the same line in a different column:

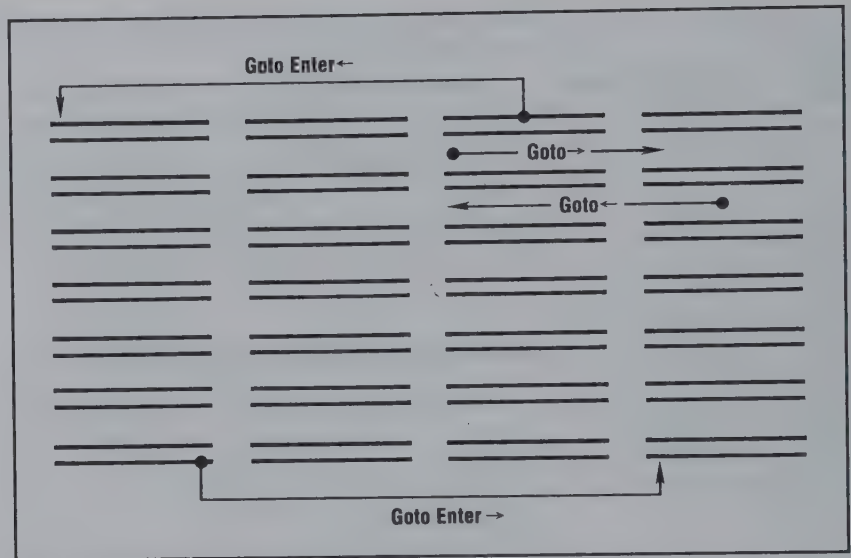
|              |                                                        |
|--------------|--------------------------------------------------------|
| Goto ←       | Moves to the same line in the previous column          |
| Goto →       | Moves to the same line in the next column              |
| Goto Enter ← | Moves to the same line in the first column on the page |
| Goto Enter → | Moves to the same line in the last column on the page  |

Figure 5.6 illustrates how these shortcuts work in columns of text.

## Deleting Columns

To delete a column format entirely, delete the [ColDef] code. To return to a one-column format temporarily, just turn the columns off. You can turn them back on at a later point.

To convert parallel columns to one-column text, delete both the [Column] code that turns on columns and the [Protect] codes associated with it. WordPerfect will insert a page break at the end of each column, but you can delete them wherever you don't want page breaks.



**Figure 5.6:** Using keyboard shortcuts can move you quickly between columns.

 You can use commands like center, flush right, delete to the end of the line, and so on in columns, but you can't use footnotes in columns.

If you want to change the number of columns, you'll need to locate the [ColDef] code that's generating the columns and either delete it or create a new [ColDef] code to its right. Like many of the other format codes, the nearest [ColDef] code before the text is the one that controls the format.

## **Exercise: Formatting Existing Text into Newspaper Columns**

To get an idea of how easy it is to set up newspaper columns in text you've already written, try this exercise. You can use any existing document.

1. With any document on your screen, press **Command-R** to display the ruler line.
2. Click on the **Columns Definition** icon, the one with left- and right-pointing arrowheads. Then click on the 3.5-inch mark. Unless you define more columns, WordPerfect assumes you want two columns, with a 0.25-inch alley that is centered on the

3.5-inch mark you clicked. You'll see gray bars appear on the ruler line, indicating where your column material will be.

**3. Click on the Columns On icon, the one with two small columns.**

Your text is instantly reformatted into two newspaper columns from the insertion point on. That's all there is to it.



If you type text or move the insertion point, clicking on the revert icon won't restore the previous format.

Click on the Revert icon, the one with the X, to immediately change everything back to a one-column format (or to change to the previous format, whatever it was). To add or delete columns, click with the Columns Definition icon in the ruler line again. Clicking in the white space of an alley between columns deletes this space.

---

## ***Exercise: Retrieving Text into Newspaper Columns***

---

If you're not converting text that you've already typed, you'll probably find it faster to type out all your new text for the newspaper columns and then retrieve it into the column format instead of defining the format and then typing the text.

For practice, type out the document illustrated in Figure 5.7. You can then define a newspaper-column format and retrieve the text.

- 1. Enter the text shown in Figure 5.7 and save it as Shipping.**
- 2. Open a new document.**
- 3. Define two equally spaced newspaper columns by opening the Column Options dialog box and clicking Evenly Spaced Columns (Figure 5.8).**
- 4. Choose Retrieve from the File menu; then select your Shipping document.**

The program retrieves the text you typed into the two-column format. This text doesn't fill one column of an entire page, so you can insert a column (page) break.

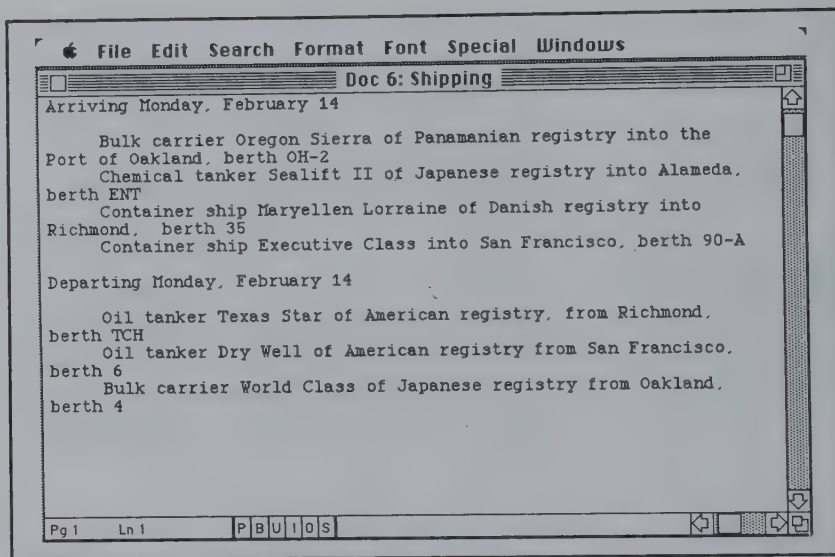


Figure 5.7: This sample text will give you practice working with newspaper columns.

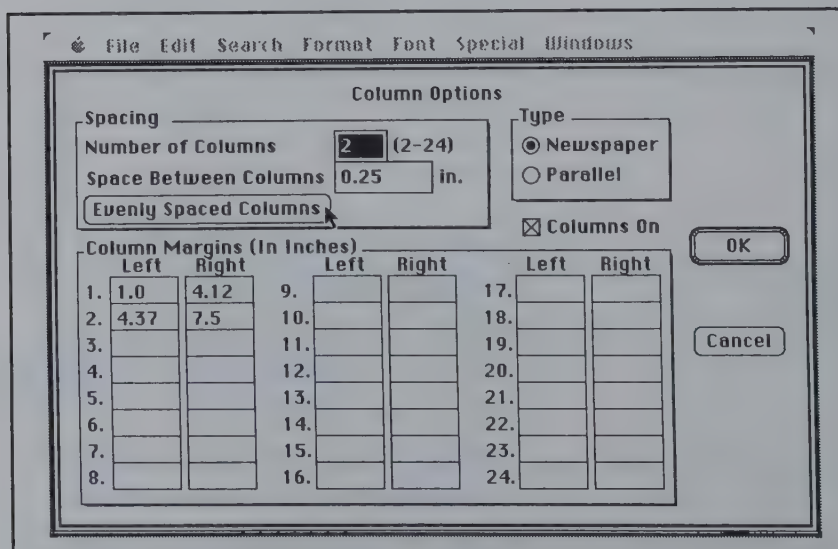


Figure 5.8: These settings define two newspaper-style columns that are evenly spaced on an 8.5-inch-wide page.





Turn hyphenation off before you retrieve or paste text into narrow columns, or you'll be asked to position the hyphen frequently. Do the hyphenation later, if you wish.



If you want to keep text together in the same newspaper column, use the Conditional EOP or the Block Protection commands on the text you don't want broken.

### 5. Move the insertion point to the beginning of the *Departing Monday, February 14* line and press Command-Return.

Instead of breaking the page at this point, WordPerfect breaks the columns, as Figure 5.9 illustrates. If you press Command-Return when you're in the rightmost column of a page, WordPerfect moves the insertion point to the beginning of the next page.

Go ahead and enter some more text into the middle of the first column. You'll see that WordPerfect pushes the existing text down to make room. When the text can no longer fit in the first column, it moves to the top of the second. Now the column (page) break you inserted at the end of the first column is in the second column, so the second column must break at that point. The text that had been there gets "bumped"; it has to move on to the beginning of the next page. If you hadn't used a column break there, WordPerfect would have simply pushed the second column's text downward to make room for the text you added.

The Codes window shows codes in a one-column format; the next column appears below, instead of side by side. This can be confusing

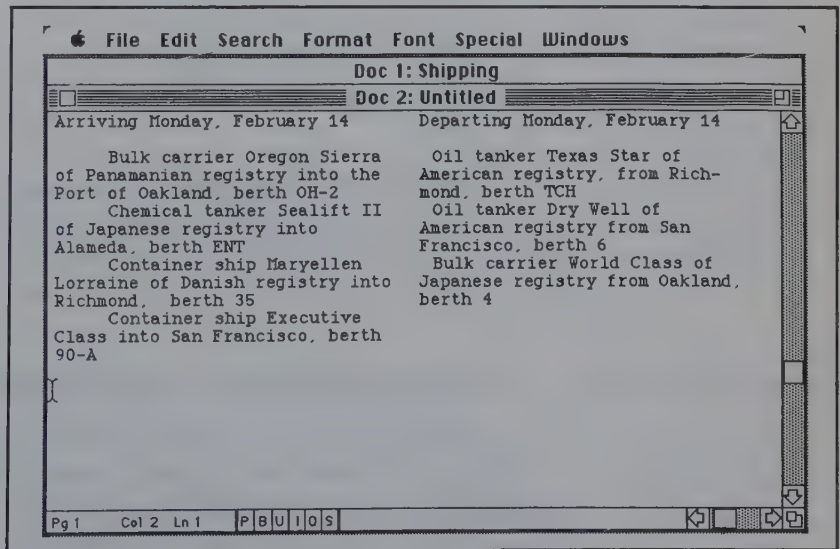
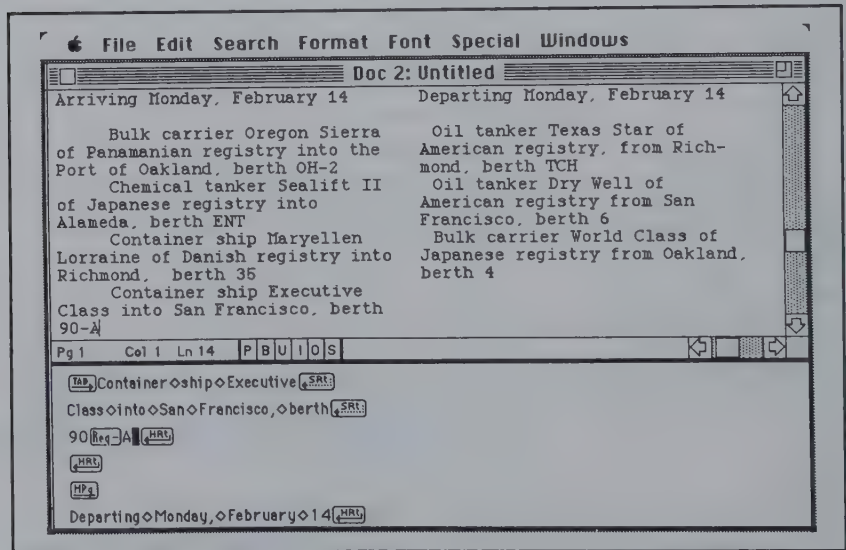


Figure 5.9: Pressing Command-Return forces a column break.

until you get used to it. For example, in Figure 5.10, the insertion point is at the bottom of the first column, but you can see the first line of the next column under it. When you move into the second column, the Col indicator on the status line will change to 2.

You may notice that the tabs are unequal in these two columns. However, you can display the Ruler and reset tabs after you've formatted text into columns. There are several other ways to improve the appearance of text columns, as you'll see later in this chapter in some desktop publishing applications.

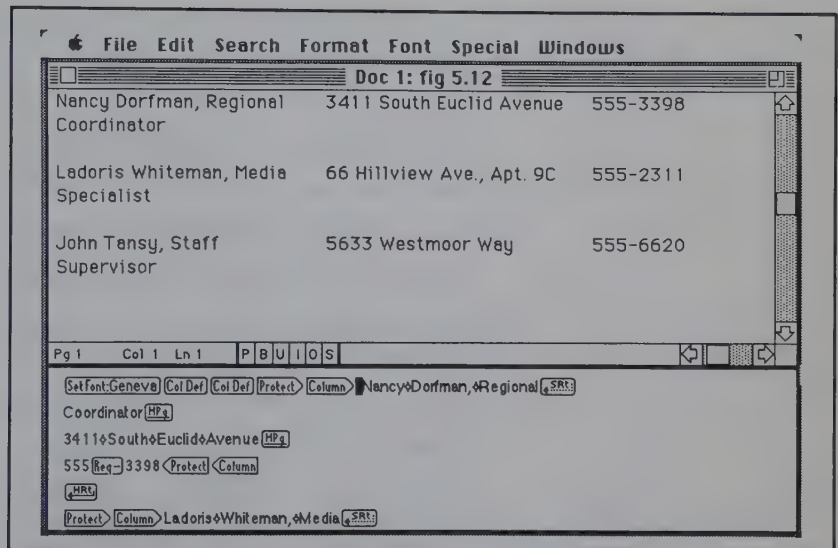


*Figure 5.10:* Although your text is in two columns, the Codes window shows only one column.

## **Exercise: Working with Parallel Columns**

For practice in working with parallel columns, you can set up the example shown in Figure 5.11. It's one of the most common uses for parallel columns: a phone list.

To begin, choose Columns from the Format menu; then choose Column Options. You want to have three equal parallel columns, so type three, click Evenly Spaced Columns, and press Return.



**Figure 5.11:** Setting up a phone list like this one will give you practice in working with parallel columns.

You can then enter the text as shown in Figure 5.11. When you reach the end of each entry in each column, press Command-Return to insert a [HPg] code and move to the top of the next column. When you make the last entry, press Command-Return again so that the correct codes will surround the last group of column entries.

After you've entered the text, move to the top of the screen and press Command-7 to view the codes that WordPerfect has inserted. As you can see in Figure 5.11, [Protect][Column] codes surround each series of three entries so that they'll always be kept together. Hard returns separate the three column entries in each horizontal group.

## Moving Between Columns

Now you can practice moving between columns. (The same methods work with both newspaper and parallel columns.) With the insertion point at the beginning of the first column,

1. Press Command-G (Goto) and press the → key.

The insertion point jumps to the beginning of the next column in that group.

The keys on the numeric keypad don't function as arrow keys with the Goto command. Use the arrow keys at the bottom of the keyboard instead.

2. **Press Command-G (Goto) and then press the ← key.**

The insertion point moves to the beginning of the previous column.

3. **Press Command-G (Goto) and press the ↓ key.**

The insertion point moves to the bottom of the column.

4. **Press Command-G (Goto) and press the ↑ key.**

The insertion point moves to the top of the column.

5. **If you have a numeric keypad, press End (1 on the numeric keypad).**

The insertion point moves to the end of the line.

6. **Press Enter; then press the ← key.**

The insertion point moves to the beginning of the line.

## ***Editing Parallel Columns***

Suppose you wanted to alphabetize your entries by last name. You'll need to move all three columns at the same time, and this can be tricky unless you select all the right codes. You can do it by searching for the codes. Open the Codes window before you begin, so you can see exactly what's going on.



Before doing any editing on parallel columns, save your table first. That way, if you make a mistake, you can get your original version back.

1. **Move the insertion point to the beginning of Ledor White-man's columns by pressing Enter three times and then pressing the ← key when the insertion point is in the first line of that column entry.**

It should be before the [Protect] and [Column] codes on that line, as Figure 5.12 illustrates.

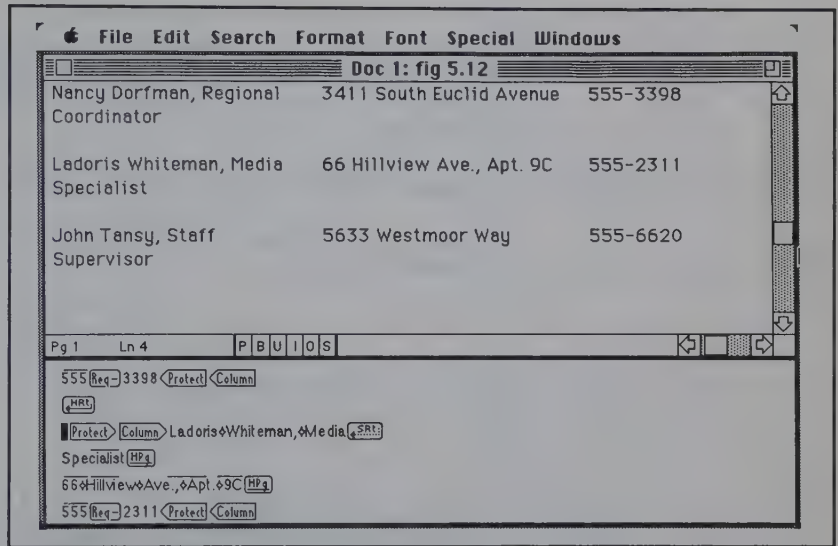
2. **Turn on Select by pressing Command-Shift-N; then choose Forward from the Search menu (or press Command-F).**
3. **Scroll the codes box on the right until you see the last [Column] code; then click on it and click Insert to insert it in the search box.**
4. **Click Find.**

WordPerfect locates the last [Column] code in the group and,





Pressing Enter three times and then pressing the ← key takes you to the beginning of the line you're on (that is, the left margin of the column), in front of all the codes.



**Figure 5.12:** Positioning the insertion point is critical when you copy or cut columns.

since Select is on, selects all three column entries for this group of parallel columns.

#### 5. Press Command-X to cut the columns.

6. Press Delete Right (the period on the keypad) to delete the extra blank line. Press Enter three times; then press the ↓ key to move to the end of the document, after the last code.

#### 7. Press Command-V to paste the cut columns.

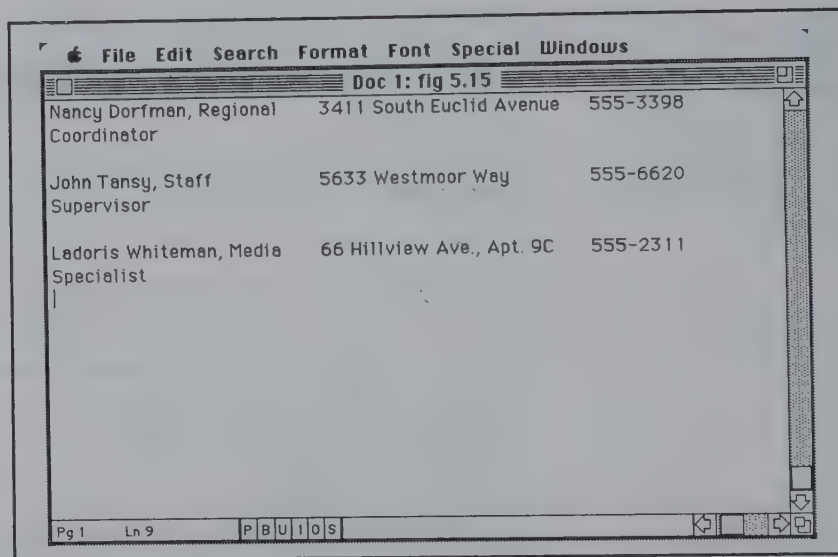
Your screen should look like Figure 5.13. Your address list should be in alphabetical order, with Dorfman, Tansy, and Whitehead's entries in that order.



To change a column definition code, locate it and put the insertion point to its right. Then, when you choose Column Options, you'll see the column definition settings you made earlier.

If you've made any mistakes in this exercise, you can see why editing parallel columns can be tedious. Not using the proper codes can cause strange things to happen on the screen, making you glad you saved your table before you began to cut. However, if you search to select the [Protect] and [Column] codes before and after each group of parallel column entries, you can cut and copy horizontal groups accurately. There's a macro in Chapter 8 that will select columns for you automatically.





**Figure 5.13:** After you've pasted the cut group of columns, your screen should look like this one.

## Moving Parallel Columns

But what if you wanted to change the order of the columns? Maybe you'd like addresses or phone numbers to come first. In this case, you can use WordPerfect's built-in Select Column command. When you choose Column from the Select submenu, the program selects the column the insertion point is in—from the first character in the column to the last character in the column, including the [HPg] code that separates the column entries in a group of parallel columns. It also inserts a new [Protect] code at the end of the selection. If you cut the selected column, you can paste it after a [Protect] code, and your table will keep its formatting.

To switch John Tansy's name and address columns (open the Codes window to see what's going on):

1. Position the insertion point in the name column, on John Tansy's name.
2. Choose Select; then choose Select Column (or press Command-6).

 If you want to delete an entire column, including its text, cut the text; then redefine the columns.

The material in the column is selected from the first character through the [HPg] that ends the column (see Figure 5.14).

### 3. Cut the column.

The remaining two columns shift to the left.

### 4. Move to the middle column by pressing Goto (Command-G) and the → key.

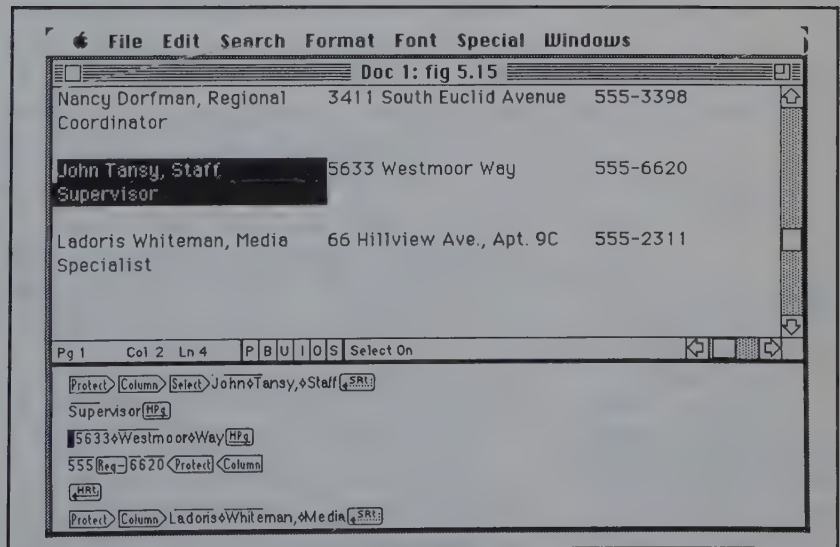
This positions your insertion point at the beginning of the middle column.

### 5. Paste the cut text.

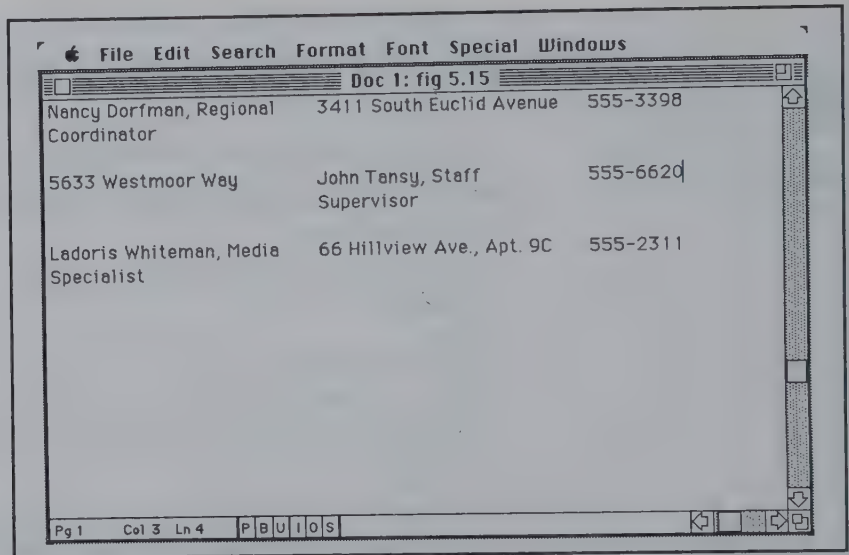
The original first column's new text appears in the middle column, and the formatting in the table stays the same, as shown in Figure 5.15.

### 6. Delete the extra hard page break represented by the line across the screen by pressing End and Delete Right.

This way of cutting and pasting columns works fine as long as you aren't cutting the last (rightmost) column in a table. In that case,



**Figure 5.14:** Selecting columns with the Select Column command assures that the correct text and codes are highlighted.



**Figure 5.15:** After you cut and paste the first column, your table should resemble this one.

selecting a column with the Column Select command selects through the last [Protect][Column] codes that define the arrangement of the parallel columns, and you'd lose your formatting when you cut and pasted the column. So don't use Select Column on the last column in a table of parallel columns. Instead, manipulate the other columns so that you don't have to select the last column. Then use the special column-movement cursor commands instead of guessing where the correct insertion point should be. For example, to transpose columns 2 and 3 in a three-column table, cut column 2 and paste it where column 3 used to be by using End Goto → to move to the last column.

To move the phone numbers column:

- 1. Select and cut the middle column.**

The last column's text moves to the left, and the last column is blank.

- 2. Press End; then press Goto → to move to the last column's position.**

- 3. Paste the cut column.**



The very last entry in a table won't have a [Protect][Column] code following it unless you enter a hard page break when you finish the table. To paste into the very last entry in a table of parallel columns, you'll need to press Command-Return to insert a new [HRT] at the end of the last entry.

You can then transpose columns 1 and 2 to get phone numbers in the first column.

Working with columns takes a little practice, which is why we've spent so much time on it. However, if you're going to create desktop publishing applications, you'll want to be familiar with the way columns work so that you can use them in your documents and combine them with graphics.

---

## ***Incorporating Graphics in Your Documents***

---

WordPerfect lets you insert graphics in your documents very easily. After you've got a graphic image in your document, you can resize it, copy it, or cut and paste it.

You can use almost any painting or drawing program to create graphics from scratch, or you can use graphics from clip art collections. If you've got a spreadsheet program like Excel that lets you create charts, you can paste those into WordPerfect documents also. Later in this chapter you'll see some tips to use with popular graphics programs.

To insert a graphic image in a document:

1. **Copy the graphic from the original program where it was created (or from the clip art collection it was in).**

When you copy, that image goes into the Clipboard. If you want to copy more than one image, use the Scrapbook.

2. **Quit the program you're taking the graphic from.**
3. **Open the WordPerfect document that you want to use the graphic in.**
4. **Position the cursor where you want the graphic.**

If you're pasting the graphic into a columns format, make sure that columns are now on and that the insertion point is in the correct column.

5. **Paste the graphic into WordPerfect.**



If your column isn't wide enough for a graphic, you'll need to redefine the columns or resize the graphic.

You'll see the graphic in your document. A [Picture] code is also

inserted. To delete the graphic, you can either delete the [Picture] code or click on the graphic to select it then press Delete. You'll get a "Delete Picture?" dialog box.

## Sizing Graphics

Once you've got a graphic image in WordPerfect, you can change its size. To resize an image:



To keep the graphic's proportions the same when it's reduced or enlarged, use the handle in the lower-right corner. Dragging on either of the other handles will distort the image.

### 1. Click anywhere on the image.

A box with three "handles" appears around the image. Dragging on any of the handles changes the image's size.

### 2. Drag on one of the handles to change the image's size.

### 3. When the graphic is the size and shape you want, click anywhere outside the box to hide the graphics box.

WordPerfect automatically adjusts space in any existing text after you've resized a graphic.



If you've distorted or resized an image and you want the original back, delete the distorted image by pressing Delete when the graphics box is visible. Then paste the original back in. It's still on the Clipboard or in the Scrapbook.

## Copying and Moving Graphics

You can also make copies of graphic images or move them to different places in your documents by cutting and pasting. All you need to do is drag across the graphic to select it; then use the Cut or Copy commands.

If you want to append the graphic to the end of another document, use the Append command while it's selected.

What kind of graphics can you use? Basically, almost anything that you can create with another Macintosh program, as long as it's either

- A bit-mapped image
- A PICT file
- A PostScript file



It can be hard to tell when a graphic is selected, depending on what else is on the screen. To make sure, open the Codes window. The [Select] code should be to the left of the [Picture] code.

To get a little background about the differences in these types of graphic files and how you work with them, we'll look at each one briefly to give you a general overview.



## Types of Graphics

Paint-type graphics, produced by programs like MacPaint or FullPaint, are bit-mapped images. Because the image is composed of a map of dots, resizing it in the paint program often produces unacceptable results. Each dot, or pixel, is a bit in the Mac's memory. To whiten or erase a black area, you turn off that bit. (That's why you can't neatly correct typos in MacPaint or change fonts and sizes after you've clicked the mouse.)

PICT files can contain both paint-type graphics and draw-type graphics. Draw-type graphics consist of mathematically defined objects whose shapes can be easily altered after they're drawn. (These are often also called object-oriented graphics.) Instead of treating everything on the page as a series of bits, each item is considered to be a separate object and is stored as a set of QuickDraw commands. (QuickDraw is the Mac's built-in library of graphics routines.) To resize an object, you can simply stretch or compress it instead of having to erase and redraw it. Because these commands aren't stored as a fixed number of dots, the results you get on a laser printer appear much nicer than the 72-dpi resolution you see on the screen.

PostScript is a page-description language that mathematically represents font information as well as images. It allows you to create special effects such as rotating fonts, clipping parts of characters and using them as design elements, printing background images on a page, and so forth. Chapter 6 has an example of a PostScript file, and it's used in the dinner menu example in this chapter (see Figure 5.27). Unfortunately, PostScript programming is a vast subject in itself; I can't tell you how to do it, but you'll find an excellent reference book mentioned in Chapter 6.

EPS (Encapsulated PostScript) files consist of a bit-mapped image that can be displayed on the screen as well as a PostScript image and a PostScript interpreter required to print it. This type of file is created by Adobe Illustrator and other sophisticated drawing programs.

If you're using PostScript graphics, you'll need to use the Print Options submenu to insert the PostScript commands as described in Chapter 6.

If you're not sure what type of graphic you have, just try pasting it into a document. WordPerfect will tell you if it can't accept it.



To bring in images you've captured with a scanner, paste them into a program like CricketDraw first. WordPerfect won't directly accept the TIFF (Tag Image File Format) files created by a scanner, but CricketDraw and other graphics programs that have Save As format options can convert these files into PICT format.

If you use a lot of graphics in your documents, consider purchasing a product like Glue or SmartScrap from Solutions International. Glue lets you transfer graphics as large as a printed page from any Macintosh application. SmartScrap is an enhanced Scrapbook that lets you maintain several indexed scrapbooks as well as select only portions of the images it holds. Sources are listed at the end of the chapter.

## **Graphics Tips**



If you're going to use several graphic images in a document, paste them into the Scrapbook. When you want an image to paste in, you can open the Scrapbook quickly, without having to go to your graphics program.

You'll probably use a graphics program at some point to create simple images for your documents. The subject of creating and manipulating graphics could be a book in itself, but here are a few tips that may help you. A lot of these tips relate to MacPaint, because almost all Macintosh users either have or have access to MacPaint. However, since Macintosh programs tend to use a standard interface, you may find that these tips apply to the program you're using, even if it isn't mentioned by name in this chapter.

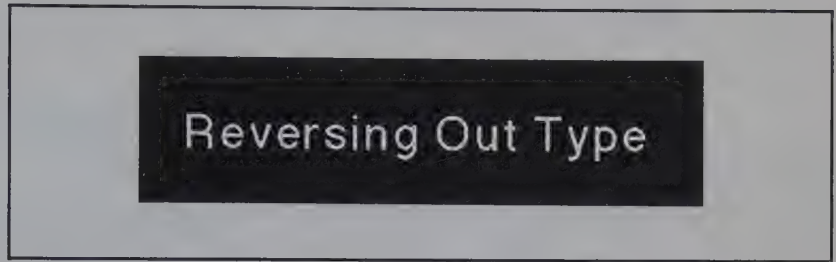
## **Avoiding Extra White Space**

When you paste graphics to the Clipboard with the lasso or selection box in painting programs like MacPaint, FullPaint, or HyperCard, the graphic carries extra white space with it that may obscure the surrounding text in your document. (If you're using MacDraw, the object is transparent and won't obscure your text.)

You can solve this problem by holding down the Command key when you select the graphic with the selection tool, assuming that the image has a white background. If it has a patterned background, this won't work. The selection rectangle will pick up only the small rectangle defined by the borders of the image. Use the lasso for images with irregular edges.

## **Reversing Out Text**

You can produce reversed-out text (white on black, as shown in Figure 5.16) in a painting program like MacPaint and bring it into your WordPerfect documents. To do this in MacPaint, create a black rectangle and then choose a font and size. (The larger sizes of the fonts work better for this.) Choose Outline style and type the text you



**Figure 5.16:** To produce reversed-out type, create it in a graphic program and bring it into WordPerfect as a graphic image.

want to have reversed out. You may need to use the paint bucket to fill in some areas in the letters, particularly in smaller font sizes.

If the typeface is small, you'll need to go into FatBits to touch up your reversed-out type. Double-clicking on the pencil takes you to FatBits; to move around while you're there, press the Option key while holding the mouse button down. The pointer will change to the grabber, letting you move around.

### ***The Full Clipboard Problem***

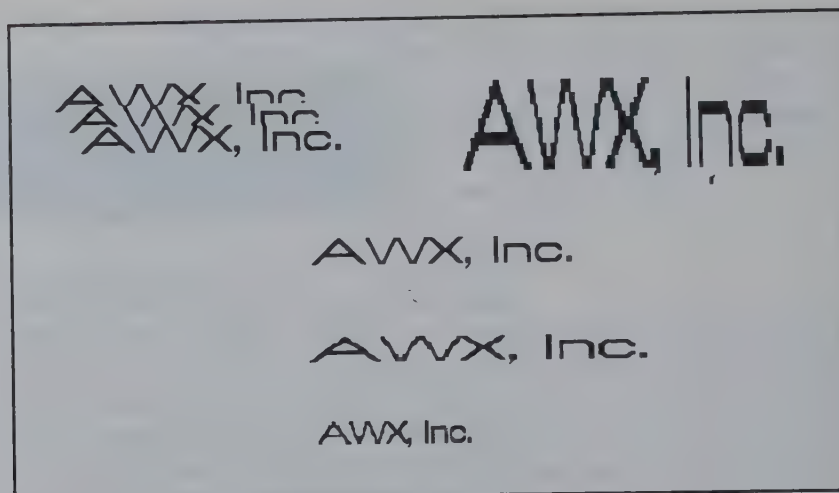
This may happen to you: You're ready to replace a graphic image with an image that's in the Clipboard, which holds only one item at a time. If you cut the old image, you'll replace the new image in the Clipboard. Instead, use Delete to delete the old image, or just select the old image and paste in the new one.

### ***Creating Duplicate Images***

You can create duplicate images in MacPaint. Select an image with the selection box or lasso; then hold down the Option key. You can "peel off" copies and reposition them one copy at a time. Using the Command-Option sequence creates multiple copies, as shown in Figure 5.17, and holding down the Shift key at the same time makes sure that they stay in a straight line.

### ***Resizing Images***

Although you can resize images in WordPerfect, you may want to resize them in the graphics program so that you can embellish them



**Figure 5.17:** You can create special effects in graphics programs, such as multiple images and stretched typography.

with other styles or frame them. First, select the image you want to resize; then cut or copy it. Draw a selection box that's the size of the final image you want and paste the cut image into it. It will automatically be resized to fit in the new selection box.

### **Special Typographic Effects**

You can create special typographic effects in a graphics program or in WordPerfect. To stretch type in a program like MacPaint, select the text with the selection box or lasso, hold down the Command key, point to one edge of the image, and drag it. If you don't want distortion, hold down the Shift key as well.

For example, in Figure 5.17, the first centered AWX logo was typed in 24-point Stuttgart in MacPaint. Two duplicates were made below it; then the first was stretched with the Command key down. The second was reduced with Shift-Command down, so that the letters weren't distorted.

If you want even more special effects in your typography, consider a program like ClickArt Special Effects, which is a desk accessory for MacPaint. It lets you distort, stretch, and change perspective



Work with the Codes window open when you're editing or correcting documents that contain graphics. The insertion point can often appear to be somewhere that it isn't, but the Codes window shows exactly where it is.



in MacPaint documents, which you can then paste into your WordPerfect documents.

## ***Working with Text in Graphics Programs***

Because you'll probably want to create logos and headlines for your documents, here are some tips about handling text in graphics programs.

Paint-type programs have trouble handling text in some of the ways you probably want to use it. This happens because the program treats the text you typed as bit-mapped graphics after you click the mouse.

When you change the font, size, or style of any text you've entered in a painting program, all the text you typed since the last time you clicked the mouse will change to the new settings. This is unlike what happens in WordPerfect, where the change goes into effect only for text that you type from that point on. If you don't want all your text to change, press the Enter key before you make a font change; then only the text you type from that point on will change.

If you transfer text to MacPaint from WordPerfect by cutting or copying it, you'll lose its formatting. To transfer it with its formatting intact, take a screen shot of it in WordPerfect (Command-Shift-3). This creates a MacPaint document named Screen 0 on your startup disk (if you're using a color monitor, you have to turn the color off first). Go to the Desktop and double-click on Screen 0 (it may have another number if you've taken other screen shots). Select the text with the selection box or lasso and copy it. Then return to the place in the MacPaint document where you want the text to appear and paste it in.

In MacDraw, you'll find that word wrap doesn't work the way you think it should when you're inserting text with the text tool in a rectangle you want to use as a border or frame. To make words wrap correctly, draw the rectangle and just start typing. If you select the text tool, the words don't wrap right.

Now, you may be wondering where all this is leading. These are all desktop publishing tricks. As far as WordPerfect is concerned, desktop publishing is simply word processing. There are no additional commands to use with the program; you know how to do everything already. The only additional things you need to know are a few design tips and shortcuts, which the next section will cover.



To change font sizes quickly in MacPaint, press Command-**<** or **>**. Pressing Command-Shift-**>** or **<** takes you to the next or previous font listed on the Font menu.



---

## Designing Your Publications

---

Although the subject of desktop publishing could be a book in itself, some general design rules and tips can help you get started. For additional information about design, you can refer to books like Jan White's *Editing by Design* (R.R. Bowker, 1982), Roy Paul Nelson's (no relation) *Publication Design* (William C. Brown, 1984), or Howard Penn Hudson's *Newsletter Publishing* (Scribner's, 1982).

The first rule in desktop publishing is this: Don't be afraid to experiment. Look at what others are doing in as many publications as you can. Steal their ideas. Modify them to suit what you're working on. If you find something that looks good, save it; then keep on working.

Your first goal is to capture the attention of your readers. Only then will they read what you've written. If too many graphic elements on the page are competing for attention, your readers may not know where to start. Be sure to use only one main visual element, like a main headline or graphic image, to draw your reader's eye to the text. You can then use many secondary or lesser elements to structure the page.

However, remember to keep it simple. There's a real temptation to put as many fonts and font styles on a page as you can, but mixing more than two or three typefaces can disturb an elegant layout. (Using too many fonts can also slow down or even stop your printer, as explained in Chapter 6.)

Also, be consistent in your publications. Use a standard size of type and a standard typeface for first-level, second-level, third-level, (and so forth) headings. Keep the headings visually subordinate to each other. For example, don't use 14-point caps and lowercase for first-level headings and 14-point bold caps for second-level headings. Keep the spacing between each level of heading and the text the same. Keep the white space around graphics similar. Use a standard indentation—one tab, a three-space tab, or no tab at all. In short, try to make each page appear regular—your readers will appreciate it, and your publications will look well-thought-out, not as if you reinvented the design with each page. The next section explains how a lot of pros do it.

## Using a Grid System

One trick professional designers use is to set up a grid system in which graphic elements are interchangeable. For example, in Figure 5.18, the page is formatted into four equal columns. By manipulating the basic unit—the column—you can produce several variations on the basic layout, as the figure illustrates. You can use two standard columns to produce a two-column page, or you can mix one column of text with one column of white space in addition to a two-column unit to create a completely different visual effect. If you print sideways on legal-sized paper, you can create much more complex formats, perhaps using a basic six-equal-columns design. (Four columns are used as the basic design here because four, or at the most five, columns are the most readable on an 8.5 by 11-inch page.)



**Figure 5.18:** By using an underlying column structure like this four-column design, you can change page layouts that will “work” together.

In Figure 5.19 the basic design is three equal columns; one column width is being used for the text on the left, and the other two column widths are being used for the second column.

By combining different illustration and type sizes in headlines with

## National Sales Results

### Opossum 555 Wins Big in South



**Quarterly Results Are in—Looking Good Out There!**

*August was an especially good month for the Southeastern region. Sales of the Opossum rose 14% over the same period last year. The Turbo Opossum gained in popularity in the mid-size auto range.*

*As sales continue to climb, all eyes are on Jerry Callahan and his sales associates who are leading the pack in the Southwest.*

**New TS Opossum**

For those who desire a roomier interior, the TS Opossum seats five comfortably. This model is making inroads in the normally price-resistant Northeastern region.

**Turbo Talk**

The Turbo Opossum puts out 132 horsepower, a healthy increase over the standard Opossum engine. Torque is up to 180 lb.-ft., giving an 0-60 time of 8 seconds.

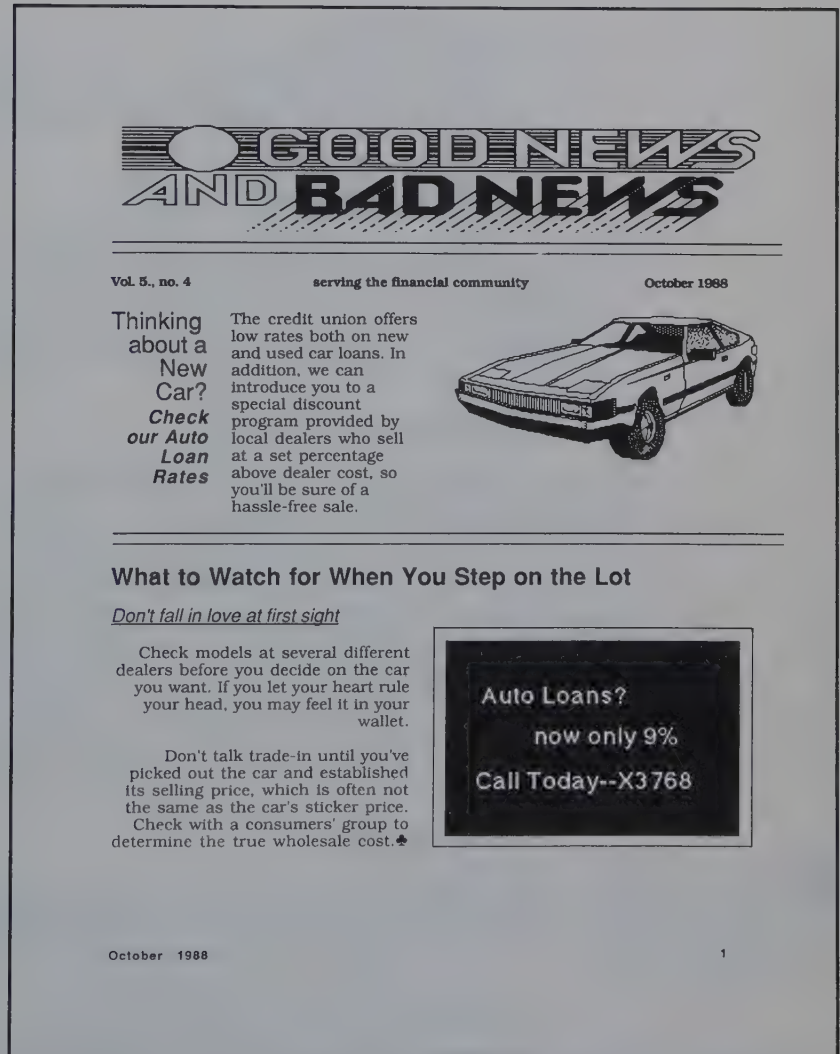
**Standards and Options**

The detachable fold-down cover is the latest addition to the option line. After the rear seats are folded down, there's 22 cubic feet of storage space in the back.

Remote locking for the left gate plus a wiper for the rear window can also be added as an option on the Opossum 555.

**Figure 5.19:** This figure uses an underlying three-column design to produce two text columns; the column on the right is the width of two standard columns (Clip art: DrawArt from Desktop Graphics).

the basic column design, you can get greater variety in your page layouts, as Figure 5.20 illustrates. (At the end of this chapter, you'll see how this page was created, and you'll get specifications for all the other sample pages shown here.)



**Figure 5.20:** You can set up elaborate pages with WordPerfect and your graphics program (Clip art: ClickArt Special Effects, HyperCard).

If you're printing two-sided documents, consider the layout of each two-page spread. (Even-numbered pages are always on the left, and odd-numbered pages are always on the right.) Use Print Preview frequently to see how your pages look together.

## Design Hints

The following sections present some straightforward design tips that can help you in designing many different types of publications.

### Italics versus Roman Type

Use italics sparingly. They are harder to read than roman type. They also give your publications an informal feel, as do ragged right margins. For example, in Figure 5.19, italics were used as a floating left column that's not an integral part of the next column.

### Serif or Sans Serif?

Sans serif type (type without the little finished endings, called *serifs*, that appear at the tops, bottoms, and ends of letters) is considered hard to read by many people, including myself. You may want to use a serif face for text type and a sans serif type like Helvetica for headings. That's what's been done in Figure 5.21, where the sidebar and displayed material are 14-point Helvetica bold and the text is 14-point New Century Schoolbook. Putting the footer in another sans serif face, Geneva, also gives a finishing touch to the page. (This book, by the way, is also set in a mixture of serif and sans serif type.)

### Heading Tips



Don't stack headings in too many lines. Three lines is about the maximum that should be used for headings.

If your headlines are long, consider using only one initial cap instead of Caps and Lowercase, Which Bounce the Reader's Eye Up and Down. For example, the third-level heading in Figure 5.19 would probably look better and be smoother to read if only an initial cap had been used.

Instead of headings, use displayed quotes to break up long columns of text, as was done in Figure 5.21. You can get by with more than the three-line limit, since the displayed material is part of the text.



**Up to now, the world has had little idea of how the Greeks sailed the seas**

It must have been interesting for the naval archaeologists who discovered the wreck of the trireme off the coast of Athens to puzzle out the special seating arrangement that allowed three rowers, one above the other, to operate in perfect unison and propel the strange-looking craft smoothly through the seas at speeds greater than 10 knots.

**The Greek trireme used three different lengths of oars, operated by teams of rowers seated on oar banks.**

Over 150 of these rowers were required to propel a trireme, which was designed as a wartime speed vessel, not as a cargo ship or troop carrier. At dusk her crew was required to debark and seek shelter on land, for there was no room for the rowers and crew to remain on board.

**In puzzling out the lattice-like seating arrangement, investigators were first stymied as to how many rowers could be packed within such a small space.**

However, the ancient Greeks were considerably shorter than we are today. The average height was about 5 feet 6 inches, a significant difference between the height of the average crewman today.

The trireme, by the nature of its design, had a weak hull. To help hold the hull together, it was bound at periodic intervals by long ropes.

To increase the speed of the vessel, square sails were used, but these were often removed and left on shore during a battle so that the vessel would ride higher on the water and thus have more maneuverability.

The trireme basically operated as a ramming vehicle; it was equipped with a battering ram on its prow as part of the nautical design. After ramming another vessel,

**Figure 5.21:** Mixing serif and sans serif typefaces can be quite effective in page design.

## **Changing the Layout**

You can take the same text and give it a completely different feel just by changing the column layout, the typeface, and a few headings. Compare Figure 5.21 to Figure 5.22.

*Archaeologists Unearth Ancient Vessel***150 Men in a Boat?****Mystery of the centuries solved**

by Sandra Schuler, Staff Writer

It must have been interesting for the naval archaeologists who discovered the wreck of the trireme off the coast of Athens to puzzle out the special seating arrangement that allowed three rowers, one above the other, to operate in perfect unison and propel the strange-looking craft smoothly through the seas at speeds greater than 10 knots.

**oar length**

The Greek trireme used three different lengths of oars, operated by teams of rowers seated on oar banks. Over 150 of these rowers were required to

propel a trireme, which was designed as a wartime speed vessel, not as a cargo ship or troop carrier. At dusk her crew was required to debark and seek shelter on land, for there was no room for the rowers and crew to remain on board.

**SEATING ONBOARD**

In puzzling out the lattice like seating arrangement, investigators were first stymied as to how many rowers could be packed within such a small space.

However, the ancient Greeks were con-

siderably shorter than we are today. The average height was about 5 feet 6 inches, a significant difference between the height of the average crewman today.

The trireme, by the nature of its design, had a weak hull. To help hold the hull together, it was bound at periodic intervals by long ropes.

**INCREASING SPEED**

To increase the speed of the vessel, square sails were used, but these were often removed and left on shore during a battle so

that the vessel would ride higher on the water and thus have more maneuverability. The trireme basically operated as a ramming vehicle; it was equipped with a battering ram on its prow as part of the nautical design.

**AFTER BATTLE**

After ramming another vessel, the trireme withdrew, leaving her prey vulnerable to following battle vessels.

As often as not, the trireme would put into shore and collect her sails, which had been discarded before

National Voyager

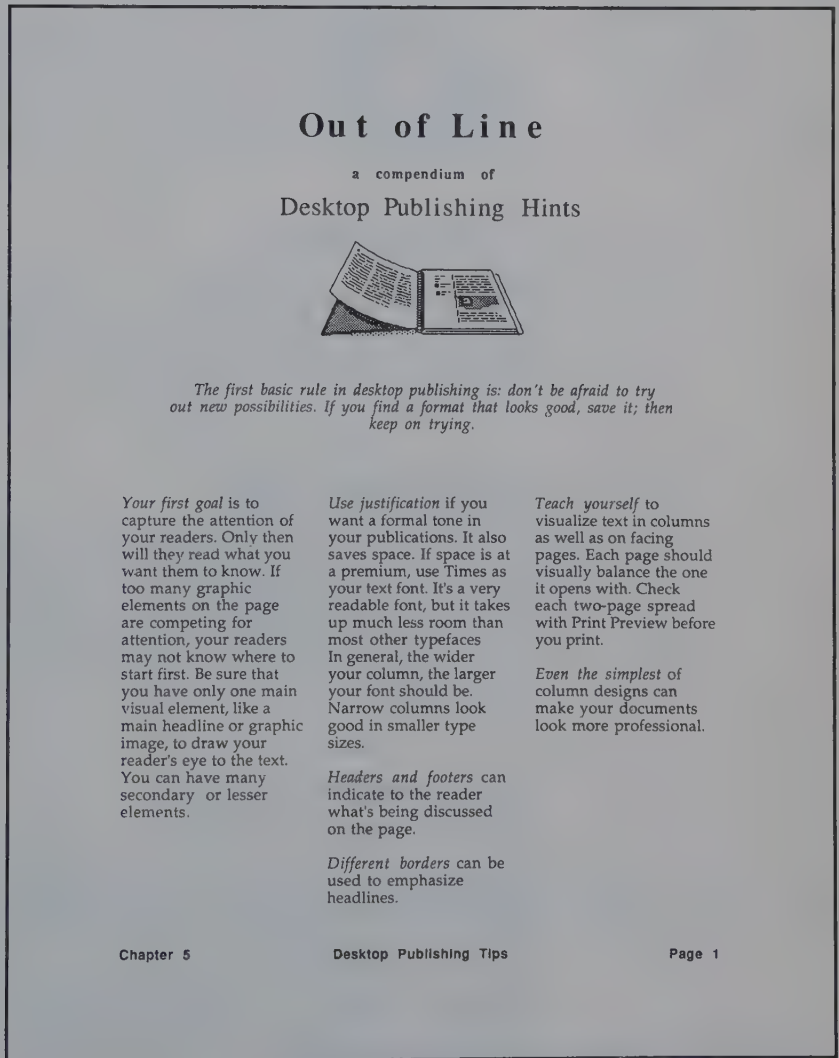
March 1988

*Figure 5.22:* Changing the page layout and a few headings gives the same article a completely different look.

Use headings set in all capital letters sparingly—and only when the lines are short. Figure 5.22 can use all caps for headings because the columns are narrow.

## Unequal Columns

Figure 5.23 illustrates one way you can deal with the problem of columns of unequal length. The main graphic image and headlines are centered, as are the elements in the footer, so that the unequal



**Figure 5.23:** In some situations, columns just won't balance, so make that a part of the page design (Clip art: HyperCard).

columns seem to hang from them. If you do this, try to keep the middle column either significantly longer or shorter than the others to maintain balance.



Consider the shape of the white space on the page. Too much white space, or irregular white space, can unbalance the page. Too little white space can make the page seem crowded.

## ***Kerning and Letterspacing***

Take the time to go back and kern headlines. It will add an “invisible” professional touch to your documents. In Figure 5.23, the word *Publishing* in the heading was kerned to delete one point of space between each character. Otherwise, it would have been spaced out like this:

### **Publishing**

You can also use letterspacing to create eye-catching visual effects. For example, in Figure 5.23 the main heading has been letterspaced 4 points. You’ll often see even more letterspacing than this used in some logos.

## ***Headers and Footers***

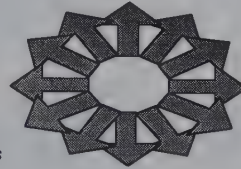
Headers and footers indicate to the reader what’s on the page and can also balance the text elements on the page. If your page is basically a “centered” page, use centered footers and headers as well (see Figure 5.23). If you’ve got a ragged-right page, with headings flush left, consider using a flush-right footer for balance, as was done in Figure 5.21.

## ***Leading and Vertical Rules***

If you’re using wide columns, use extra leading, as has been done in Figure 5.24. The extra white space between the lines makes them easier to read. Here 3 points of leading have been added, so the text is Helvetica 14 on 17. The sidebars are Helvetica and New Helvetica narrow, and the main heading is Avant Garde, which mixes well with Helvetica. These are two unequal parallel columns. The vertical rule? It’s redlining.

## Desktop Publishing Possibilities

Part III



Where the Action Is

One of the nicest things about WordPerfect on the Macintosh is the ability it gives you to blend text with graphics.

It doesn't even take much practice to do it, because you use the commands you're already familiar with, and what you see on the screen is what you get in your printed newsletters and brochures.

You may be wondering how the vertical rule got there. (It's redlining.) The sidebar has had its line spacing altered so that there's more white space between lines. This makes the text stand out and catch the reader's attention.

If you do much desktop publishing, you can save these exotic formats as default files so that you can use them for all the documents you create in one work session with WordPerfect.

You'll probably find it faster to enter all your text in Geneva and then go back and experiment until you find a good combination of fonts for text and headlines.

Here we're using Avant Garde 24 for the main headline and Helvetica and New Helvetica Narrow for the sidebar. The text of the article (what you're reading) is in New York.

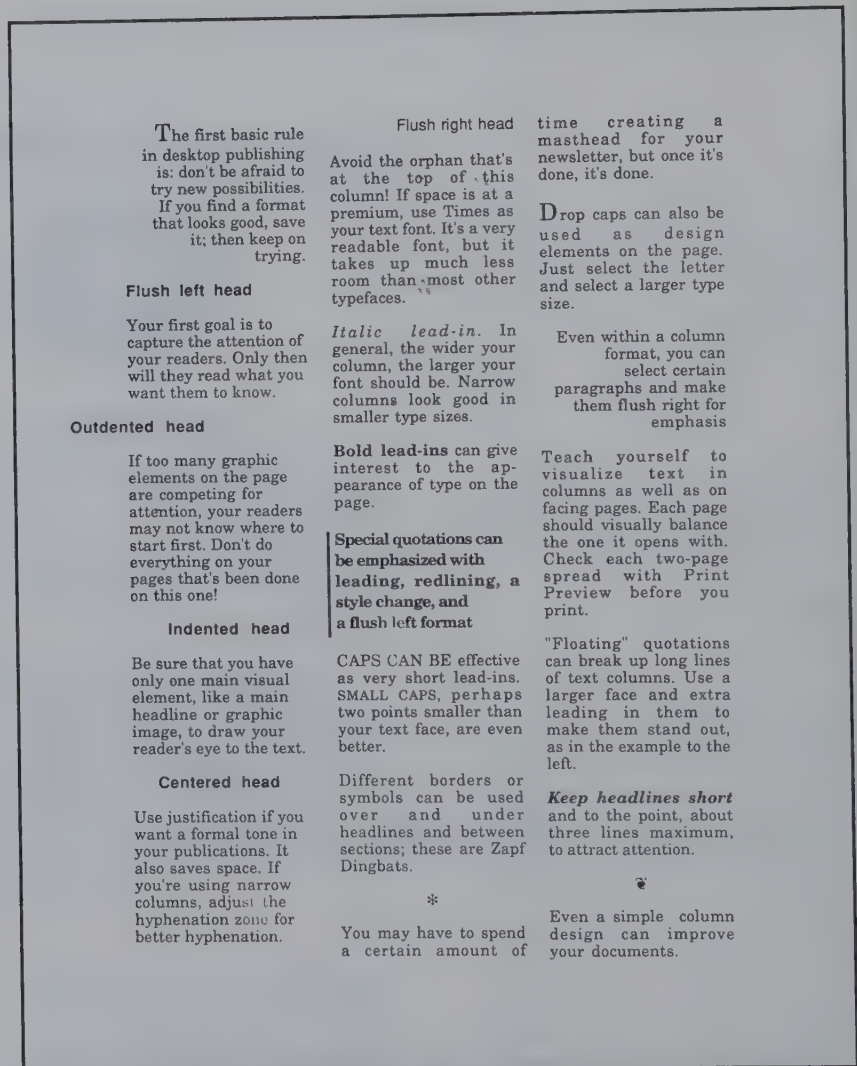
To add another professional finishing touch to your documents, you can insert a tiny graphic to indicate the end of an article.

**Figure 5.24:** Use extra leading in wide columns so that they're easier to read (Clip art: DigitArt Laser Graphics).

### Subheadings

Give your subheadings some variety—but not too much. Figure 5.25 illustrates several unusual ways to deal with subheads to make your pages visually interesting. You can keep them flush left, center





**Figure 5.25:** Using a few—but not all—of these techniques can make your document visually interesting.

them, make them flush right, or run them into your text. They can even be “outdented” into the margin by using Margin Release (Shift-Tab).

### **Mixing Flush-Left and Flush-Right Text**

You can use both flush-left and flush-right text even within justified columns, as Figure 5.25 illustrates. For flush-right text, just highlight the lines and choose Flush Right from the Line submenu or click the right-justified icon on the ruler line. For flush-left text, highlight the text and click the left-justified icon on the ruler line.

### **Mixing Leadings**

If you want to switch leading at various points in your text, as has been done in Figure 5.26, you can't just highlight the lines and then change the spacing, because the Spacing command will be dimmed. Use the Line command to change the spacing from the insertion point to the end of the document; then move to where you want the extra leading to end and insert another spacing command to return to automatic leading. Do the same with line height changes.



Avoid widows and orphans in your published products. Turn on Widow-Orphan protection.

### **Drop Caps**

Drop caps—in this context simply oversized initial capital letters that begin a chapter or paragraph—not only attract the reader's eye to the beginning of the text but also work as a design element, as Figure 5.25 illustrates (second paragraph, third column).

### **Switching Column Formats**

You can also switch column formats within a page. In Figure 5.26, the graphic border design is in a one-column format, while there are two other column formats, mirror images of each other, on the page. How was it done? First, the rule (the thick horizontal line) was copied from MacPaint and pasted into the document. Then two unequal parallel columns were defined, the ball was pasted in, and Command-Return was pressed to break to the next column. After the text there was typed, columns were turned off and another rule was pasted in. Columns were defined again, this time with the wider column coming first. The text was typed, a hard return ended the column, and the second ball was pasted in. Columns were turned off,

Sports Catalog

May 1988

---



Built of rugged American cowhide, this sturdy basketball will give years of hard usage. Made to the standards of the American Basketball Association, this standard-sized ball is discounted in lots of 10 to 20 dozen.

Basketball, cat. no. **17701**  
1-10 doz., \$40.95 @; 10-20 doz., \$35.95@  
Shipping weight 9 lb., 4 oz.

---

Its center of long-lasting polypropylene, this built-to-take-it soccer ball is manufactured to the exacting specifications of the American Youth Soccer Organization.

Soccer ball, cat. no. **66410**  
1-10 doz., \$39.95 @; 10-20 doz., \$32.95  
Shipping weight 8 lb., 5 oz.



---



Only the NFL could produce a hard-wearing pigskin like this one. Sealed and sewn, it's ready for the hardest play your team can give it. Specially discounted through December 31.

Football, cat. no. **5580**  
1-10 doz., \$32.95 @; 10-20 doz., \$29.95  
Shipping weight 7 lb., 6 oz.

Vol. 4., No. 6

Page 348

**Figure 5.26:** By mixing column formats, you can create a well-balanced combination of graphic images and text.

the rule was pasted in, and columns were redefined, using the original column definition. (You can search for it and copy it to make sure you have exactly the same definition.)

## Using Special Symbols

Experiment with the special characters that are available in each font. Using the Insert Literal command to insert special characters with diacritical marks can give your documents a sophisticated look. For example, in Figure 5.27, special characters from New Helvetica

| <i>DINNER MENU</i>                         |       |
|--------------------------------------------|-------|
| Hors d'Ouvres                              |       |
| Escargots au buerre d'ail . . . . .        | 6.95  |
| snails in garlic butter                    |       |
| Paté de foie de volaille . . . . .         | 5.95  |
| chicken liver paté                         |       |
| Quiche jambon . . . . .                    | 4.95  |
| ham quiche                                 |       |
| Soupes                                     |       |
| Soupe à l'oignon . . . . .                 | 5.95  |
| onion soup                                 |       |
| Potage d'épinards . . . . .                | 5.95  |
| spinach soup                               |       |
| Fruits de Mer                              |       |
| Coquilles St. Jacques Parisienne . . . . . | 17.95 |
| scallops in parsley butter                 |       |
| Le loup en croûte . . . . .                | 16.95 |
| striped bass in crust                      |       |
| Soufflé roulé farci aux crabes . . . . .   | 19.95 |
| souffle roll with crabmeat filling         |       |
| Volaille                                   |       |
| Crêpes de poularde . . . . .               | 19.95 |
| chicken crêpes                             |       |
| Supremes à la Bemoise . . . . .            | 21.95 |
| chicken breasts with cream sauce           |       |
| Viande                                     |       |
| Boeuf à la mode . . . . .                  | 22.95 |
| beef braised in red wine                   |       |
| Boeuf à la Normande . . . . .              | 24.95 |
| beef with oysters and mushrooms            |       |
| Paté chaud bourgeois . . . . .             | 22.95 |
| pork, chicken, and liver in pastry         |       |
| Végétaux                                   |       |
| Brocoli en purée . . . . .                 | 2.95  |
| pureed broccoli                            |       |
| Haricots verts . . . . .                   | 2.95  |
| green beans and onions                     |       |
| Carottes Vichy . . . . .                   | 2.95  |
| glazed carrots                             |       |

**Figure 5.27:** Using special characters, tabs with dot leaders, and justified text helped produce this elegant menu.

Narrow and symbols from Zapf Dingbats were used to create an elegant menu. (The heading was created by the PostScript commands discussed in Chapter 6, without the showpage command.)

---

## **Project: Creating a Newsletter**

---

To get some “hands on” experience in setting up a document with text columns and graphics, you can walk through the steps for creating the newsletter shown earlier in Figure 5.20. (It’s reproduced for you here as Figure 5.28 so that you can follow along step by step.) In preparation for this newsletter, the double rules were drawn in MacPaint and pasted into the Scrapbook. The Auto Loan ad was also created in MacPaint, using Helvetica Outline, and the remaining white spaces were filled in with the paint can and in FatBits. Then a single unfilled rectangle was drawn around the black rectangle. Since you may not want to take the time to do this, and the clip art that was used in this newsletter may not be available to you, feel free to substitute your own artwork, or just use these steps as a roadmap for creating your own document.

1. **Copy the artwork for the masthead from your graphics program.**  
In this case, the masthead was taken from a clip art collection in ClickArt Special Effects.
2. **Open a new WordPerfect document and paste the artwork at the beginning of the page.**
3. **Size the masthead by dragging on the handle in the lower-right corner.**
4. **Paste the double rule from the Scrapbook.**
5. **Create the banner under the rule: center the middle phrase, place the date flush right; then move the insertion point to the left of the first [Center] code and type the volume numbers.**  
The banner’s in 12-point Geneva bold.
6. **Turn justification off, if it’s on. Then define three unequal newspaper columns with margin settings at 1.0 and 2.0, 2.25 and 4.25, and 4.5 and 7.5 inches. Turn columns on if you’re**



# GOOD NEWS AND BAD NEWS

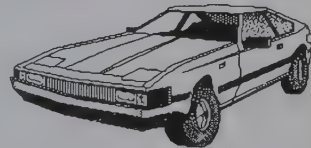
Vol. 5., no. 4

serving the financial community

October 1988

Thinking  
about a  
New  
Car?  
**Check  
our Auto  
Loan  
Rates**

The credit union offers low rates both on new and used car loans. In addition, we can introduce you to a special discount program provided by local dealers who sell at a set percentage above dealer cost, so you'll be sure of a hassle-free sale.



## What to Watch for When You Step on the Lot

### Don't fall in love at first sight

Check models at several different dealers before you decide on the car you want. If you let your heart rule your head, you may feel it in your wallet.

Don't talk trade-in until you've picked out the car and established its selling price, which is often not the same as the car's sticker price.

Check with a consumers' group to determine the true wholesale cost.♣

**Auto Loans?**

**now only 9%**

**Call Today--X3768**

October 1988

1

Figure 5.28: Follow the steps in the text to recreate this newsletter.

using the ruler line; just click OK if you're using the Column Options dialog box.

7. Change font to Helvetica 18 and type the sidebar heading. Change to 14 bold and type the subheading. Then select the

- headings and press **Command-Shift-F** or click the right-justified icon on the ruler line to make each line flush right. Press **Command-Return** to end the column.
8. For the text, change font to **Bookman 12**. Then type the text in the second column.
  9. When you reach the end of the column, press **Command-Return** to end the column.
  10. Paste the graphic from the Scrapbook (this one's from HyperCard). Then press **Command-Return** to end the column.
  11. Turn columns off and paste the double rule from the Scrapbook again.
  12. Change font to **Helvetica 18 bold** and type the heading.
  13. Type the subheading in **14-point Helvetica bold underlined italics**.
  14. Change back to **12-point Bookman** and type the text. Then select it and align it flush right.
  15. For a finishing touch to the last text column, switch to **Zapf Dingbats** and choose **Insert Literal . . .**. Then select a symbol and click in its box (this one's at coordinates **A,8**).
  16. Press **Command-Return** to end the column.
  17. Paste the previously created ad from the Scrapbook, using the handle to size it after it's pasted.
  18. For the footer, go to the beginning of the document and press **Command-Shift-H** (or choose **Headers-Footers** from the **Page** submenu).
  19. Change font to **Geneva 9 bold** and type the date; then use the **Flush Right** command and click on the **#** box to insert the page number automatically.
  20. Preview the document in its final form. Choose **Print Preview** or press **Command-Shift-P**.

You can now print the document and also save it to use as the design basis for another newsletter. Remember, once you find a

newsletter format you like (basic font, line length, and so forth), you can save it as a custom default format. By double-clicking on that default format's icon in your System folder, you can reuse those settings in a session with WordPerfect. Chapter 7 explains how to set up custom default formats.

## Setting Up Foldout Formats

To set up a two-sided foldout brochure on 8.5 by 14-inch paper, choose US Legal from the Page Setup submenu and click sideways orientation. WordPerfect can then calculate the correct column settings for you. (Chapter 6 explains how to do two-sided printing.)

Fold a sheet of legal-size paper the way you want it to open; then number the columns in the order you want the reader to read them as the brochure is opened. Note the column numbers on that sheet so that you can write them in the right order. You'll probably find that you want the first column ("page") to be on one side of the paper and most of the other columns on the other side. For an eight-page foldout brochure with one column per page that opens consecutively, your first page will begin with the text for column 2, as Figure 5.29 illustrates. The second page will begin with the text for column 6. You can have more than one column on a page, but you'll need to keep track of their order and allow for extra space between the columns that occur between folds in the paper.

How you order your columns depends on the way you fold the paper. For example, if you want a brochure that opens outward, follow the order of columns in the second example in Figure 5.29.



You may need to do some editing to keep columns at their correct lengths, and using a mockup of the physical foldout brochure is invaluable in keeping track of what you're doing.

## Specifications for the Examples

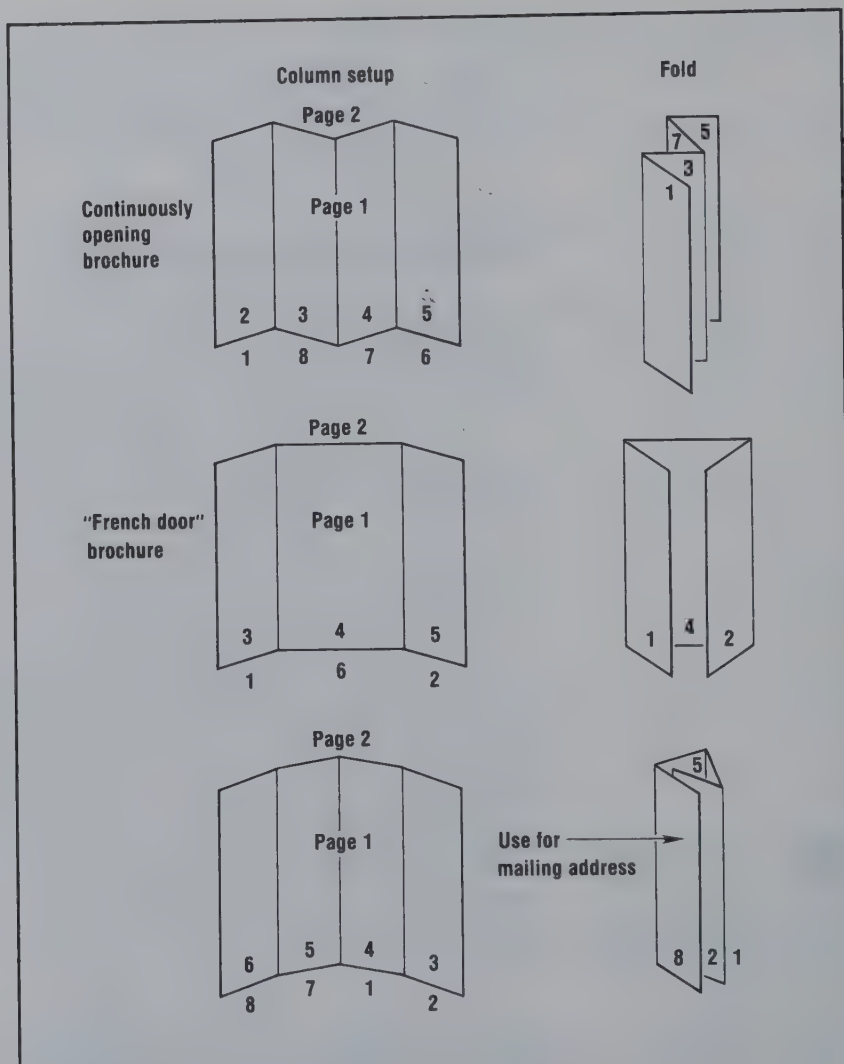
In case you've seen anything in this chapter that you'd like to use, here are the settings that were used to create the sample documents. You can also get these documents on the disk you can order with this book.

Figure: 5.19 (Opossum)

Headings: New York 24, Helvetica 18, New Century Schoolbook 14

Text: New Century Schoolbook 12

Type of columns: Newspaper



**Figure 5.29:** The drawing illustrates the correct numbering of columns for various foldout layouts.

Column margins: First—1.5, 3.25; second—3.5, 7.0  
 Special effects: Clip art (Draw Art)

Figure 5.20 (Newsletter)  
 Headings: Helvetica 24, 18, and 14

Text: Bookman 12

Type of Columns: Newspaper

Column margins: First—1.0, 2.0; second—2.25, 4.25;  
third—4.5, 7.5

Special Effects: Clip art (ClickArt Special Effects,  
HyperCard)

Figure: 5.21 (Trireme)

Headings: sidebar and quotes Helvetica 14 bold

Text: New Century Schoolbook

Type of columns: Newspaper

Column margins: First—1.25, 2.0; second—2.25, 4.25;  
third—4.5, 7.0

Special effects: Drop caps Helvetica 24, New Century School-  
book 14, redline for vertical rule

Figure: 5.22 (Scandalous Trireme)

Headings: Geneva 12 italic, Avant Garde 24, Geneva 10 and  
12, Helvetica 12 caps

Text: New Century Schoolbook 12

Type of columns: Newspaper

Column margins: Automatically set (equal)

Special effects: Footer Geneva 10 bold

Figure: 5.23 (out of line)

Headings: New Century Schoolbook

Text: New Century Schoolbook 12

Type of columns: Newspaper

Column margins: Automatically set (equal)

Clip art: HyperCard

Figure: 5.24 (Desktop Publishing)

Headings: Avant Garde 24 and 14

Type of columns: Parallel

Column margins: First—1.25, 2.75; second—3.0, 7.0

Special effects: Sidebars Helvetica 14 with 3 pt. leading; New  
Helvetica Narrow 10; redlining; clip art (DigitArt Laser  
Graphics)



Figure: 5.25 (Sample Columns)

Headings: Helvetica bold

Text: New Century Schoolbook 12

Type of columns: Newspaper

Column margins: Automatically set (equal)

Special effects: Margin Release for outdented head, flush left  
and right within justified column, redline for vertical rule

Figure: 5.26 (Catalog)

Headings: Helvetica 10

Text: Bookman 12, Helvetica 10, Geneva 12

Type of columns: Parallel

Column margins: First—1.25, 3.25; second—3.75, 7.5 alternating with first—1.25, 5.0; second—5.25, 7.5

Special effects: full-width graphic rule; header and footer Helvetica 10; clip art (Mac Art Dept.); rule created in MacPaint

---

## **Sources for Clip Art and Graphics**

---

The following suppliers are by no means all that are available to you. They represent only a small sample of ready-made graphics and graphics programs that are on the market.

Mac Art Department  
DigitArt Laser Graphics  
Image Club Graphics, Inc.  
2828 19th St. NE  
Calgary, Alberta  
T2E6Y9 Canada  
(403) 250-1969

ClickArt Special Effects  
T/Maker  
1973 Landings Dr.  
Mountain View, CA 94043

HyperCard, MacPaint, and MacDraw  
Apple Computer  
20525 Mariani Avenue  
Cupertino, CA 95014

DrawArt  
Desktop Graphics  
400 Country Drive  
Suite H  
Dover, DE 19901  
(302) 736-9098

Glue and SmartScrap  
Solutions International  
PO Box 989  
Montpelier, VT 05602  
(802) 229-9146

---

## **Looking Forward**

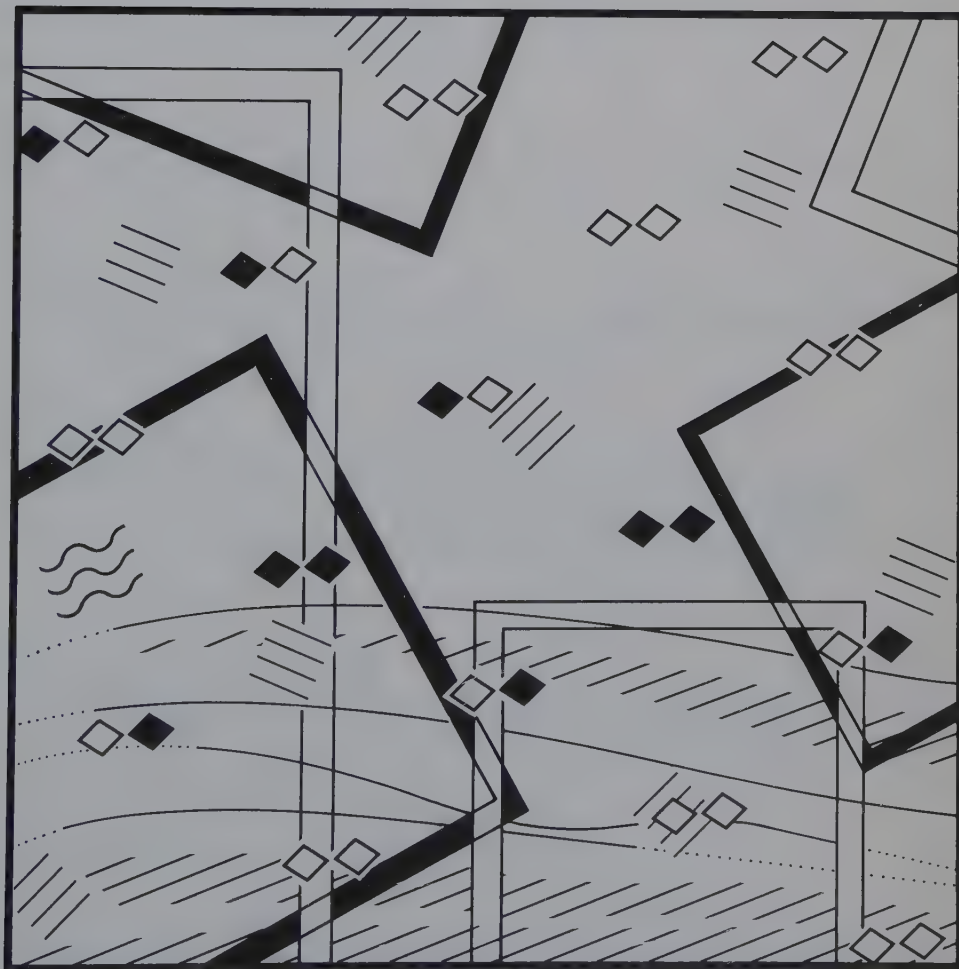
---

This chapter has perhaps given you enough hints and tips to help you create fairly complex documents on your own. You've seen how to work with text in columns and combine them with graphics.

The next chapter contains valuable information about printing, which you'll also be interested in if you're going to do desktop publishing.



# 6 — *Printing Your Documents* \_\_\_\_\_







# Fast Track

- To print the document that's on the screen,** 198  
choose Print from the File menu. Its keyboard shortcut is Command-P.
- To print a saved document** 198  
that isn't displayed on the screen, use the File Management dialog box (Command-L) instead.
- To print text** 198  
that is highlighted on your screen, use the Print Selection command.
- To choose the print quality,** 199  
the number of copies to be printed, and specify which pages are to be printed, use the Print dialog box.
- To specify the page setup you want to use,** 201  
preview a document before it's printed, print a section of text instead of an entire document or page, or insert special PostScript commands in your document, use the Print Options submenu.
- To preview your document,** 204  
to see how it will look when it's printed, choose Print Preview from the Print Options submenu. Its keyboard shortcut is Command-Shift-P.



The printer you've selected with the Chooser determines how WordPerfect formats your document.

YOU CAN EASILY PRODUCE AN INCREDIBLE VARIETY of special effects in your printed documents with WordPerfect on the Macintosh. You can combine text and graphics and choose from a huge variety of fonts and type styles—even bold italic outline shadow, if you like. If you've been using WordPerfect on another computer, you'll find that most of the time-consuming printing chores have disappeared in WordPerfect on the Macintosh. To change fonts or switch printers, you simply click with the mouse.

WordPerfect uses the printers you've installed in your System folder, so whatever printer your Mac can use, the program can use also. If you've got more than one printer, select the one you want to print with by using the Chooser on the Apple menu.

The Apple printers are most commonly used with the Macintosh, so this chapter will provide tips and specifics about using those printers as well as a general discussion of WordPerfect's printing techniques.

---

## ***Printing a Document***

---

In WordPerfect, you can print the document that's on the screen by choosing Print from the File menu. Its keyboard shortcut is Command-P. If you want to print a document that has been saved but isn't currently displayed on the screen, use the File Management dialog box (Command-L) instead. Option 2 on the File Management menu lets you print WordPerfect files without opening them. Either of these methods takes you to a Print dialog box that's specific to your printer.

You can also print a highlighted selection on your screen by using the Print Options command on the File menu. Option 3 on the Print Options submenu, Print Selection, prints the text you've selected,

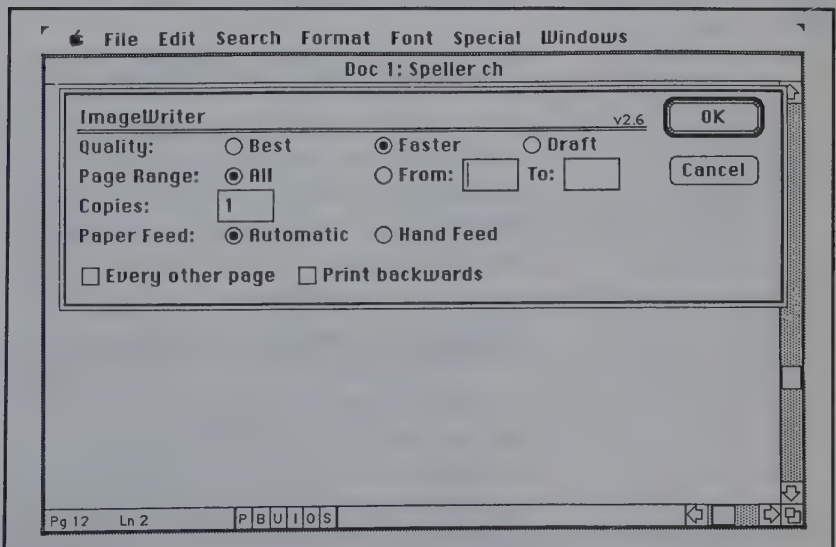
without displaying a Print dialog box. It's a quick way to get a print-out of a small amount of text.

Choosing Print displays the Print dialog box, which lets you choose the print quality, the number of copies to be printed, and specify which pages are to be printed. The dialog box you see depends on which printer you've selected with the Chooser. Figure 6.1 shows an ImageWriter II Print dialog box, while Figure 6.2 is the Print dialog box for a LaserWriter Plus.

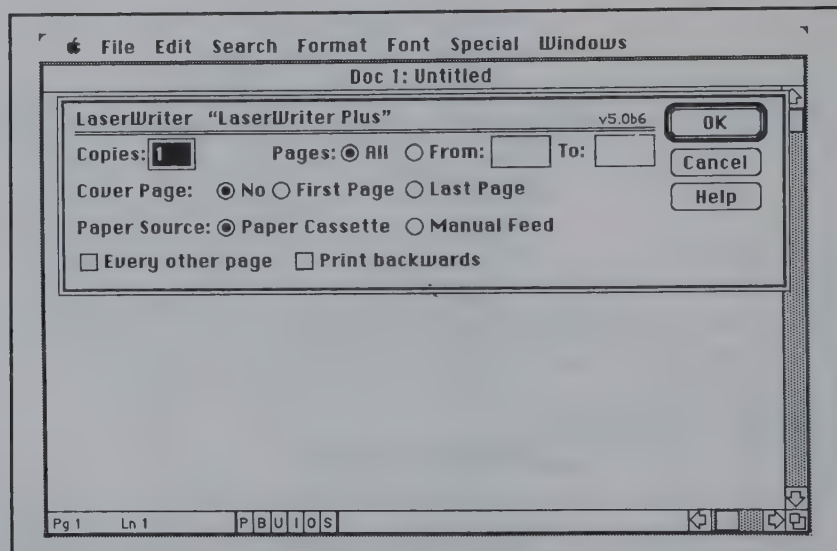
Later in this chapter, we'll look in more detail at the options that the Apple printers give you, but first let's look at some printing features that are common to most printers.

## Print Quality

Most Print dialog boxes let you select different print qualities. Depending on which printer you're using, you may see several print quality choices in the dialog box. If you select the highest-quality printing your printer can provide, be prepared for it to take longer than the lower qualities. Graphics in your documents also slow printing down. Draft quality is fastest, but it is usually in a monospaced



**Figure 6.1:** The ImageWriter Print dialog box appears if you've selected the ImageWriter with the Chooser.



**Figure 6.2:** A LaserWriter Plus's Print dialog box contains options different from an ImageWriter's.

font (like Monaco), and uses only plain, bold, and underline styles. Also, draft quality doesn't print the graphics in your document.



If you're using an ImageWriter driver version 2.3 or later, you can speed up the Faster printing time slightly by holding down Option-Shift-Caps Lock as you click OK in the Print dialog box. This sets the ImageWriter II's print head to print in both directions.

## Printing Selected Pages

To print several pages or just one page, click in the From box and enter the starting page number; then click in the To box and enter the ending page number. The printer prints to the end of the last page number you use, so to print only one page—say, page 5—print From page 5 To page 5.

## Number of Copies and Paper Feed

Most printers also let you select the number of copies to print and the method that's being used to feed the paper into the printer. For example, laser printers use cassettes of single-sheet paper, while most dot-matrix printers use continuous-form paper. However, on either type of printer you can select Manual or Hand Feed when feeding the printer single sheets or envelopes. If you've selected Manual or Hand Feed, you'll usually see a dialog box before the printer prints each page, prompting you to insert the next sheet of paper.

## Other Features

Depending on your printer, you may also have choices about whether you want the document printed backward, starting with the last page and leaving page 1 as the first face-up page, or whether you want a cover sheet to be printed with the document. We'll look at some common ImageWriter and LaserWriter options later in the chapter.

---

## Changing Print Options

---

Before you print a document, you can change certain printing options. The Print Options submenu lets you specify the page setup you want to use, preview a document before it's printed, print a selected portion of text instead of an entire document or page, or insert special PostScript commands in your document.

### Page Setup

Like the Print dialog box, the Page Setup dialog box is associated with the printer you're using, so the choices that are available vary from printer to printer. A few features are common to most printers.



WordPerfect formats your documents according to whatever printer is listed in the Page Setup dialog box. Whenever you switch printers by using the Chooser, go to the Page Setup dialog box and click OK so that your documents will be formatted for the new printer. If you don't, you may get odd margins.



Make sure the page setup is correct before you print. If you changed paper sizes earlier without quitting WordPerfect, the latest setting is still in effect.

### Paper Sizes

US Letter is standard 8½ by 11-inch paper. US Legal is 8½ by 14-inch paper. A4 Letter is 8¼ by 11⅔ inches, a popular size in Europe. B5 Letter is 9⅘ by 7 inches, a popular Japanese size. International Fanfold (also called continuous form or computer paper) is 8¼ by 12 inches.

Not every printer provides the same amount of print area, though. Table 6.1 lists a few common print areas for the Apple printers. If you're using columns in your documents, the print area available with your printer will influence how WordPerfect calculates columns.

### Orientation

If you're printing envelopes or printing sideways on the page, you'll want to change the orientation of the printing. You may see icons of an



**Table 6.1:** Print Areas for the LaserWriters and ImageWriters

| <b>Printer</b>                                                                                  | <b>Option</b> | <b>Paper Size</b> | <b>Print Area</b> |
|-------------------------------------------------------------------------------------------------|---------------|-------------------|-------------------|
| LaserWriter                                                                                     | US Letter     | 8.5 × 11          | 8.0 × 10.5        |
|                                                                                                 | US Legal      | 8.5 × 14          | 8.0 × 13          |
|                                                                                                 | A4 Letter     | 8.25 × 11.67      | 7.8 × 11.1        |
|                                                                                                 | B5 Letter     | 9.8 × 7           | 7.69 × 10         |
| ImageWriter                                                                                     | US Letter     | 8.5 × 11          | 8.0 × 11          |
|                                                                                                 | US Legal      | 8.5 × 14          | 8.0 × 14          |
|                                                                                                 | A4 Letter     | 8.25 × 11.67      | 7.75 × 11.67      |
| On an ImageWriter LQ, you can print from 3.5 to 13.6 inches wide, as it has a 15-inch carriage. |               |                   |                   |

upright figure and a horizontal figure on a page, or you may have the choice of Landscape (sideways) or Portrait (upright).

### **Other Page Setup Features**

Depending on the printer you're using, you may also be able to have the printer substitute printer fonts for the screen fonts you see on the screen, have it "smooth" graphic images, or reduce or enlarge the printing. You may also be able to rotate images horizontally and vertically.

If you're using an ImageWriter, you'll see a screen similar to the one in Figure 6.3; with a LaserWriter, it will resemble the one in Figure 6.4. The actual screen you see will also depend on the version of the printer software you've installed.

### **Imagewriter Print Options**

If you're printing with an ImageWriter, you can select the size of the paper, create certain special effects, and change the orientation of the printing.

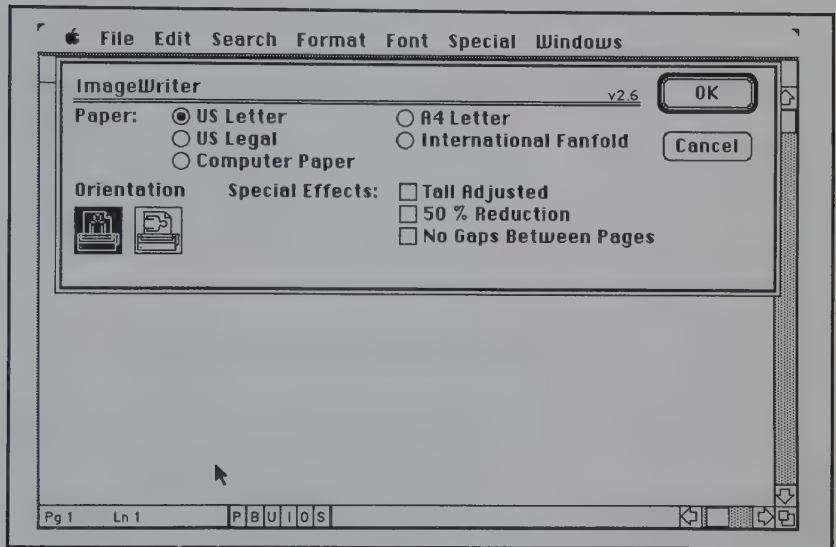


Figure 6.3: The ImageWriter's print options are different from those for the LaserWriter.

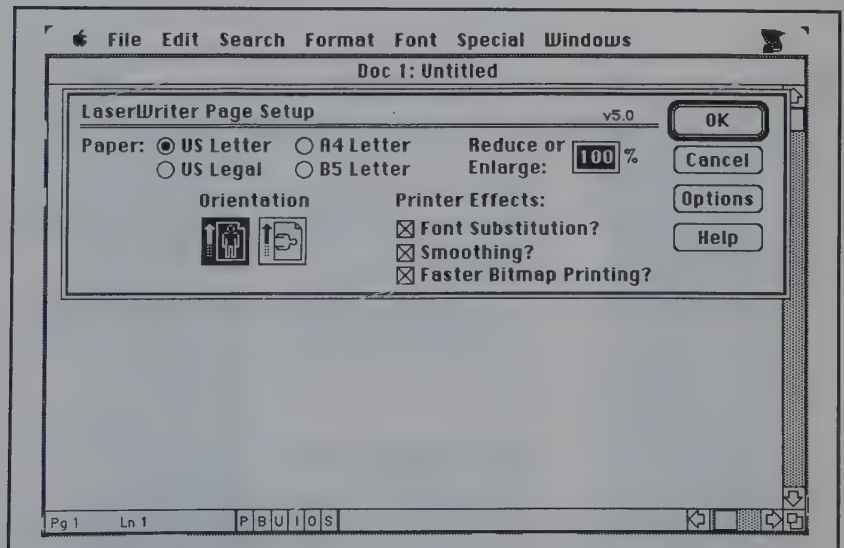


Figure 6.4: A LaserWriter's print options dialog box may be similar to this one, depending on which LaserWriter you're using.

On an ImageWriter, choosing Tall Adjusted causes it to print at a density of 72 dots per inch by 72 dots per inch. Normally, an ImageWriter prints 80 dots horizontally and 72 dots vertically, which causes circles to be printed as ovals. If there are graphics in your documents, choose Tall Adjusted, and circles will print as circles.

Choosing 50% Reduction prints your document at half its original size. Choose No Gaps Between Pages if you have also selected the Computer Paper option.

## **LaserWriter Print Options**

On most LaserWriters, the Page Setup dialog box contains other options to control paper size, printing orientation, amount of reduction or enlargement, and special effects.

For example, you can reduce print to 25% of its size or enlarge it to 400%. The 100% setting prints it at its normal size.

If you check Font Substitution, the LaserWriter substitutes its built-in fonts for the Macintosh screen fonts. "Smoothing" makes graphics created in a paint-type program such as MacPaint or FullPaint look smoother when printed, but slows printing time down slightly. Faster Bitmap printing speeds up the printing of paint-type graphic images.

Depending on which version of the LaserWriter printing resource you're using, other options may be available if you click Options. For example, Precision Bitmap Alignment automatically reduces bitmapped graphics for better printing. You may also have an option for selecting a larger print area if you aren't using many downloadable fonts.

For more information on screen fonts and bitmap printing as well as printing graphics, see the specialized printer sections later in this chapter.

## **Print Preview**

WordPerfect displays most of your document on the editing screen, but it doesn't display headers and footers, footnotes, and top and bottom margins. To see how your document will look with these when it's printed, you can choose Print Preview from the Print Options submenu. Its keyboard shortcut is Command-Shift-P.

When you choose Print Preview, you'll see the page the insertion



If you enlarge type, it may not all fit on the page. Experiment first.



For the best quality printing with the LaserWriter, deselect the Faster Bitmap Printing option. Choose Precision Bitmap Alignment and Larger Print Area from the Options dialog box.







Any PostScript commands you use should be “well behaved.” To avoid causing trouble, don’t use `initgraphics`, `erasepage`, `copypage`, `grestreall`, `initmatrix`, `initclip`, `banddevice`, `framedevice`, `nulldevice`, and `renderbands`. Also, be aware that including a `^Q` in a Postscript command will terminate your print job.

many laser printers and some typesetting equipment. It represents fonts mathematically, so by issuing commands in PostScript you can produce characters in any size, at different rotations, and in different resolutions. You can control the way text and graphics appear on the page in ways that aren’t possible with traditional typesetting. For example, you can bend or stretch letters, clip portions of them, shade them, and use the letters themselves as graphic elements. In fact, you can modify the style of any font or even design your own fonts.

Although the subject of PostScript programming is beyond the scope of this book, you can refer to David Holzgang’s *Understanding PostScript Programming* (SYBEX) for an excellent introduction to the language. The example that follows is taken from that book.

The example of PostScript programming in Figure 6.6 creates the words “DINNER MENU” across the top of a page. It will be centered one inch from the top and printed as an outline shape in 36-point Times Italic. The printed results are illustrated in Figure 6.7.

For additional information on PostScript, refer to Appendix C of

```
%-----Prologue-----
/inch
{      72 mul  } def

/centerText
{
    /Right exch def
    /Left exch def
    dup
    stringwidth pop
    2 div
    Right Left sub 2 div
    exch sub
    Left add
    Line moveto
}
def

%-----Script-----
/Times-Italic findfont 36 scalefont setfont
/Line 10 inch def
(DINNER MENU)
1 inch 7.5 inch centerText
false charpath
stroke
showpage
```

Figure 6.6: This sample PostScript program creates the heading shown in Figure 6.7.



## *DINNER MENU*

**Figure 6.7:** Embedding PostScript commands allows you to create special effects as shown in this headline.



In addition to standard PostScript commands, you can use variables like `$$VPOS` and `$$HPOS` (vertical and horizontal position), `$$PNUM` (page number), `$$BMAR`, `$$TMAR`, `$$LMAR`, `$$RMAR` (margins), and `$$DATE`.

the *PostScript Language Reference Manual* and a supplementary publication, called *PostScript Structuring Conventions*. Both are direct and useful sources, published by Adobe Systems, Inc.; their address is in the list of font suppliers at the end of this chapter.

To insert a PostScript command:

1. **Choose Print Options from the File menu; then choose PostScript.**

You'll see a dialog box like the one in Figure 6.8.

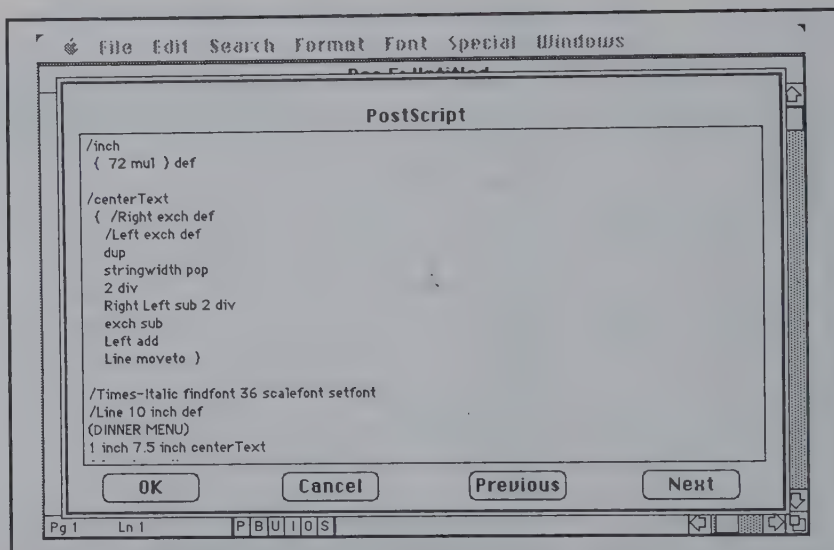
2. **Type the PostScript command or set of commands you want to send to the printer.**

If you'd rather write the PostScript command file on the editing screen, you can do so and then copy it; then just paste it (Command-V) into the Printer Command dialog box.

3. **Click OK.**

You won't see the embedded Postscript commands on the screen, but you can see them by viewing the Codes window. They won't affect the format of your document on the screen, but when you print your document, the special effect you called for will be created.

 The position of your PostScript commands is important. If a PostScript routine located in the middle of a page contains a showpage command, the page will print when WordPerfect reaches the showpage command instead of printing the full page of text.



**Figure 6.8:** The PostScript dialog box lets you issue PostScript commands to your printer.

You can click on the Previous and Next buttons to edit PostScript commands that are already inserted in a document. If the command is above the insertion point, click Previous; if it's below it, click Next. You can continue to click either button until you've found the command you're looking for.

Now that we've covered WordPerfect's printing commands and options, it's time to take a closer look at how some of the actual printers work. You'll also find valuable information in the next sections about working with screen and printer fonts.

## Installing Printing Resources

When you buy a new printer or get an updated version of the system software, you'll need to install it on your startup disk by using the Installer. You'll also want to copy any new fonts that you acquire into your System file, but you use Font/DA Mover for that. We'll look briefly at both procedures even though they're not WordPerfect operations. Consult your Macintosh manuals for more information about them.

 WordPerfect needs System version 4.1 or later. If you install a newer system, use Font/DA Mover to put your fonts and desk accessories back into your System file, or the default settings will be wrong.

 After you've installed a new printing resource, choose Page Setup before you print any document. You don't have to change anything in it, but choosing it activates the new printing resource.

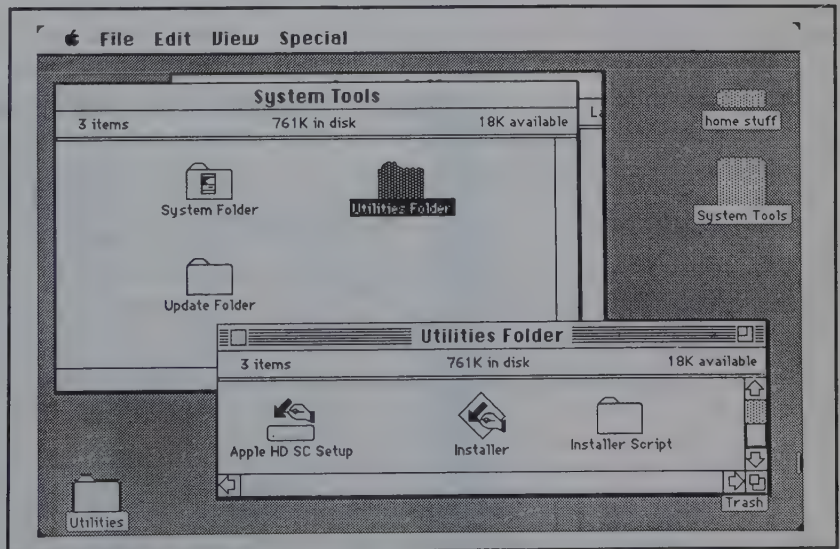
## Using the Installer

To install new system files and printing resources, you use a program called the Installer, which WordPerfect provides on the System disk. Its icon and the icons of the scripts it uses resemble a page with a large left-pointing arrow (Figure 6.9). You may receive new Installer scripts from time to time as you upgrade your WordPerfect program and new printing and system resources become available.

To use the Installer, you'll need to start your Macintosh with a startup disk other than the one you're updating, because the system will be using the system files on the startup disk.

After you've started your Macintosh, open the Installer by double-clicking on its icon. If you're installing a new script, such as one for background printing, first copy it into the Installer Script folder so that it will be available to the Installer. Then insert the startup disk you want to update.

When the Installer starts, you'll see a list of the printing and system resources that you can install. Click on the resources you want to install; then click Install. You can click on the Drive button to change the disk you're updating.



**Figure 6.9:** The Installer puts new printing resources into your System file.

Your printing resources all need to be the same version. The Installer won't let you install a new version of a background printing script into a system file that also has earlier versions of the LaserWriter and LaserPrep resources.

## Using Font/DA Mover

You use Font/DA Mover to copy screen fonts into your System file, as illustrated in Figure 6.10. Once they're in your System file, any application can use them. Unlike the Installer, Font/DA mover can copy fonts into the current startup disk, so you don't need to restart your Macintosh first.

Font/DA Mover copies only screen fonts, not printer fonts. Be sure to copy each font's printer version (if it has one) into your System file by dragging its icon. A printer font's icon looks like a miniature printer, while a screen font's icon resembles a stack of paper.

To copy new fonts into your System file (or remove unwanted fonts to save space):

1. Open the font file that has the new fonts. This also starts Font/DA Mover.

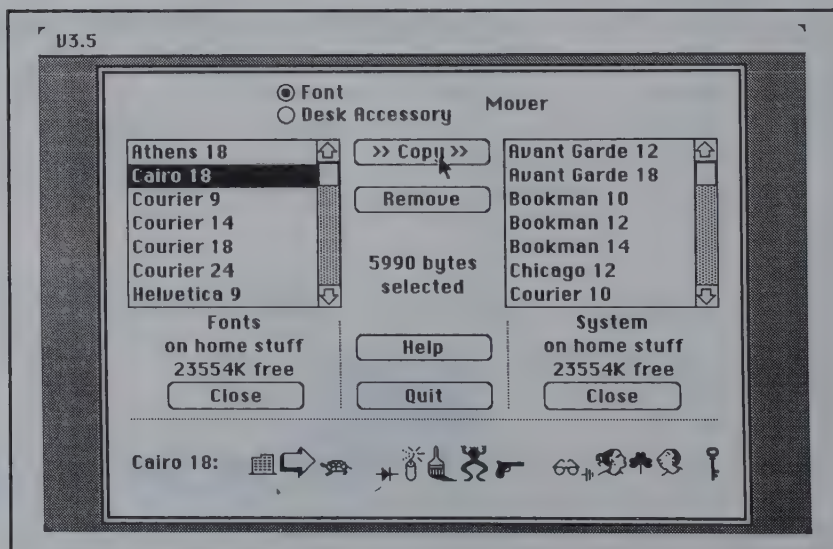


Figure 6.10: When you acquire new fonts, copy their screen versions into your System file by using Font/DA Mover.





You can install fonts in your WordPerfect application instead of your System file. Hold down the Option key when you click Open in Font/DA Mover. You'll see a list of applications; choose WordPerfect. If you don't have a hard disk, this process can save you some space on other program disks that you use as startup disks but don't really need a wide range of fonts for, like a spreadsheet program.

You'll see a list of the fonts in that file in the left-hand box.

**2. Open your System file in the right-hand box.**

You may have to move through several folders to find it.

**3. Click on each font you want to copy; then click Copy (or Remove).**

You'll see a sample of the font at the bottom of the screen. You can shift-click to select several fonts.

**4. Click Quit when you're through.**

For example, in Figure 6.10, the Cairo font is being copied to the System file on a disk named home stuff from a file named Fonts on the same hard disk.

Now that you've reviewed the process of installing printers and fonts, you can look in more detail at some specific printers and how they work.

## The Apple Dot-Matrix Printers



If you switch between using an ImageWriter and a LaserWriter, be sure to click Tall Adjusted in the ImageWriter's Page Setup box. Otherwise, formatting in your documents will change as you switch from one printer to the other. With Tall Adjusted on, page breaks, line breaks, and margins are the same for both the LaserWriter and the ImageWriter.

The Apple ImageWriters printers are dot-matrix printers. They form characters that are composed of tiny dots. Using Faster (standard) printing mode, an ImageWriter prints 72 dots per inch (dpi). It prints about 150 dpi in its Best-quality mode. Apple calls this near-letter-quality. The ImageWriter LQ can print at 216 dpi, which Apple refers to as letter quality. In contrast, the LaserWriter has a resolution of 300 dpi, and Linotronic typesetters have resolutions from 1200 to 2500 dpi.

Basically, an ImageWriter prints a dot-by-dot representation of the image you see on your screen. The characters on your screen are also represented at 72 dots per inch, so what you see is exactly what you get with Faster quality printing on an ImageWriter.

## ImageWriter Fonts

The basic ImageWriter fonts are all named after places: Chicago, New York, Monaco, Venice, Geneva (the default screen font), and so forth, but many other fonts are available. A list of sources for additional fonts is given at the end of this chapter.





Don't delete

Geneva 9 or 12, Chicago 12, or Monaco 9; the Macintosh's system uses them. If you need more disk space, delete the icons for printers that you aren't using, or delete any document files that may be on your startup disk.



If you want to use small caps in documents that are to be produced on an Apple dot-matrix printer, you'll need two sizes of the font in your system file—four if you're doing Best-quality printing. For example, for 12-point caps with 9-point small caps, you'll need the 9-, 12-, 18-, and 24-point sizes on an ImageWriter, and the 9-, 12-, 27-, and 36-point sizes on the ImageWriter LQ.

Seattle, a font from Microsoft, is a good font to have if you're doing a lot of typing of numbers in columns and rows. It has monospaced numbers but proportionately spaced letters, so you can align figures in columns and rows while producing attractive column headings and text with the proportionately spaced letters.

The Macintosh stores each character in a screen font as an array of pixels, called a bitmap. Special QuickDraw routines create the characters on the screen as you type, and send them to the printer when you print. Storing this kind of information requires a lot of memory (for example, the full set of fonts for the Imagewriter LQ takes up about 2.6 megabytes), so if you're using floppy disks, keep only the fonts you use regularly on your startup disk.

The sizes of the fonts you've installed are important, too. In Best-quality mode, the ImageWriters I and II look for a font size that's twice as large as the one you specified and reduces it by 50 percent. For the best results, make sure that you have both sizes in your System file. For example, if you're going to use 12-point Geneva heads, make sure the System folder contains both 12-point and 24-point Geneva. You can tell which sizes you've installed by looking at the Font menu: the installed sizes for the font that's checked are outlined. (You can use the other sizes, but the results won't be as pleasing.)

In contrast, the ImageWriter LQ achieves its letter-quality (216 dpi) output by looking for a font that's three times as large as the one that's on the screen. It then prints the characters by using the dot pattern of the font that's three times as big, but in the size that's on the screen. The printed dots are thus three times closer together than they would normally be ( $72 \times 3 = 216$ ). So if you're using an ImageWriter LQ to do letter-quality printing, you'll need to install fonts that are three times the size you'll normally be using. If you want to print 12-point Geneva, you'll need to install both 12-point and 36-point Geneva.

You can also print in color on an ImageWriter LQ. The color option is automatically activated when you install a color ribbon. Four basic colors—yellow, cyan (blue-green), magenta (reddish purple), and black—are used to create other colors such as orange, green, and purple by overprinting.

If you're not doing letter-quality printing on an ImageWriter LQ or Best-quality printing on an ImageWriter, don't worry about the extra sizes. In the Faster quality mode on both printers, the screen

font is sent directly to the printer. You can save space on your disk by not installing the extra sizes in your System file.

## The Apple Laser Printers

The Apple Laser printers—the original LaserWriter, the LaserWriter Plus, the LaserWriter II NTs, and the LaserWriter II SC—were designed especially to take advantage of the Mac's graphics capabilities. Unlike dot-matrix printers, all but one of these laser printers store in their own memory information about the characters they produce, and they produce these characters in a very different way from the ImageWriters. (The LaserWriter II SC is the exception; it is a laser printer that uses QuickDraw commands to produce its text and graphics, like the ImageWriters.)

Instead of being composed of dot patterns, laser font characters are built from instructions in PostScript, which also handles the placement of text and graphics on a page. In PostScript, each character is described as a set of points that are connected by lines and curves. The laser printer generates variations in style, such as boldface or italic, from the original font description.

### Laser Fonts

Each font used on a PostScript printer consists of two versions: a screen font that you see on the screen and the PostScript printer font that the printer uses. For the best match between what you see on the screen and what you get in your printed document, you'll need to install a screen font for each style (plain, italic, boldface, and so on). You only need to store one size of a printer font, because the PostScript routines in the printer can scale the font to the size you specify.

Apple only provides roman screen fonts for the LaserWriter. The bold and italic you see on your screen are generated from the roman version. (You may have noticed distorted characters on the screen when you chose font sizes other than those installed in your System file, too.) For better legibility on the screen and exact WYSIWYG when you print, install italic, bold, and bold italic screen fonts in your System file. You can buy them from Adobe or download them from the Adobe Forum on CompuServe (see Chapter 14 for more about accessing CompuServe). When you install these screen fonts, install

 If you're using a LaserWriter II SC, you'll need to install fonts that are *four* times the size you'll normally be using. Like the ImageWriter LQ, this printer creates high-quality printing by scaling down the dot pattern of a larger font.

 If you run out of space for fonts in your System file, get a program called Suitcase or Font/DA Juggler Plus. They let you install more fonts and desk accessories than your Macintosh's system allows. Suitcase also has a nice utility called Pyro that will automatically protect your screen when you leave your Macintosh unattended for more than a few minutes. See the list of font suppliers at the end of the chapter.

only the same sizes as the roman font you've already got. WordPerfect will use them when you choose italic or bold; you don't have to select the separate italic or bold font from the Font menu.

The basic LaserWriter comes with four fonts—four font families, to be precise, as each contains style variations such as bold or italic. They are stored permanently in the LaserWriter's ROM (read-only memory):

- Times—a proportionally spaced serif face, the equivalent of Times Roman
- Helvetica—a proportionally spaced sans serif face, which is also called Optima or Univers in the typesetting world
- Symbol—a special collection of symbols
- Courier—a monospaced font that resembles typewriter output

On the LaserWriter Plus and the LaserWriter II NTs, you also get Palatino, Bookman, Zapf Chancery, Zapf Dingbats (in printing terminology, dingbats are symbols), Avant Garde, Helvetica Narrow, and New Century Schoolbook, in 10, 12, 14, 18, and 24 point.

## **Using Additional Fonts**



If you're using a LaserWriter with fonts that allow for fractional widths, you can choose Fractional Widths from the Screen menu for more precise justification in WordPerfect. Font Substitution won't be possible in a document with Fractional Widths on, though.

Other fonts for the LaserWriter have to be purchased separately. An enormous variety of fonts and type styles can be acquired this way. You'll find that building a laser font library can be a serious investment, as laser fonts are not inexpensive. A list of commercial sources for additional fonts is provided at the end of this chapter; you can often locate public domain fonts (freeware) or fonts at a very low cost (shareware) on many of the Macintosh-oriented electronic bulletin boards.

## **Downloading Laser Fonts**

Any additional LaserWriter fonts will have to be downloaded to the printer. First, you'll need to use Font/DA Mover to install the screen versions of these fonts to see their representation on the screen. You'll then need to copy the new printer fonts and the downloader





Unless you're using a hard disk or double-sided (800K) floppies, using automatically downloaded LaserWriter fonts is impractical because of the amount of disk space they require.



In a hurry? Fonts stored in a LaserWriter's ROM are the fastest to print. Fonts that are downloaded automatically take a few seconds longer than fonts that are manually downloaded.



If you're not sure why a document won't print, try printing it in one of the fonts in the LaserWriter's ROM, such as Times or Helvetica. If it prints now, you were probably trying to use too many fonts in the original document.

into your System folder. The downloader icon resembles a LaserWriter that has a sheet of paper sticking out the top with a T on it. You download the fonts to the LaserWriter using a program provided by the font vendor.

You can either manually download them to the LaserWriter before printing, or you can have them automatically downloaded as they occur in your document. Manually downloading a font sends the font to the LaserWriter's memory before it prints your document.

With automatic downloading, each time your document needs a font that isn't in the LaserWriter's memory, the Mac searches the System folder and downloads the font to the LaserWriter when it finds it.

If you're using only one or two fonts (and if nobody else is printing with downloadable fonts, when sharing a LaserWriter), it's best to download manually. Fonts that are downloaded manually remain available until you turn the printer off. If you're using more than three fonts, download automatically. Each font stays in the LaserWriter's memory only until that document is printed. This is slower than downloading manually, but because the fonts are removed from memory, you have more memory available for the next document.

## ***Mixing Fonts in a Document***

It's easy when you first begin printing on a LaserWriter to overdo the use of fonts because there are so many to choose from. However, your printed documents will look much more professional if you keep the number of fonts you use to two or three—perhaps a serif type such as Times for the text and a sans serif such as Helvetica for the headings. Not only will your documents look clearer, but they'll also print faster, since the more fonts you use, the longer it takes a LaserWriter to print a document.

If you are using too many fonts, you'll get a message that you're running out of memory—but these messages don't remain on the screen for very long. So if you're downloading fonts automatically and leave the printer to get a cup of coffee, you may return to find that your document hasn't printed out, with no indication as to what went wrong. If you're downloading fonts manually and run out of memory, the LaserWriter will probably restart itself and print a new startup page.

---

## **Printing Tips and Techniques**

---

The following sections present various tips and techniques and other useful hints for dot-matrix as well as laser printers. These tips assume you're printing only a few envelopes at a time. For merge printing from a secondary file of addresses, see Chapter 9.

### **Printing Envelopes on an ImageWriter**

For regular business-size envelopes preprinted with a return address, follow these steps. If you print envelopes often, you may want to record them as a macro, as discussed in Chapter 8.

1. Copy the address block at the beginning of the letter.
2. Open a new document for your envelope format.
3. Set the left margin at 4 inches.
4. Press Return seven times to create seven blank lines at the beginning of the envelope page.
5. Paste the address block on the eighth line.
6. Choose Print Options from the File menu; then choose Page Setup. Click on sideways orientation; then press Return.
7. Choose Print from the File menu (or press Command-P). Select the Hand Feed option and press Return.

Insert the envelope lengthwise. The ImageWriter advances the paper before it begins to print, so roll back the envelope until the edge is under the platen, past the pressure rollers. You may also want to adjust the printer's thickness control to 2, as the envelopes will probably be thicker than the paper you've probably been using. The thickness control level is under the ImageWriter's cover, on the right. Press it once to adjust the thickness to 2.

### **Printing Envelopes on a LaserWriter**

If you're going to print envelopes on the Laserwriter, you'll also need to set up your document so that you can hand feed the envelopes into the printer.





If you're hand-feeding paper into a LaserWriter, you have about a minute and a half in which to insert the next page or envelope. If you take longer than that, the LaserWriter will probably cancel the job.

For regular business-size envelopes that have been preprinted with a return address, follow these steps to print the address block:

1. **Copy and paste the address block from your letter into a new document.**
2. **Set the left margin at 4 or 5 inches.**
3. **Select sideways orientation from the Page Setup dialog box.**
4. **Select Manual Feed from the Print dialog box.**
5. **Insert the left end of the envelope, face up, when the "ready" light comes on.**

Place the envelope face up against the guide on the far side of the paper feeder tray and push it in slightly. You may need to help pull it out, too.

Because you can't print in the top half inch of the sheet on a LaserWriter or LaserWriter Plus, you probably won't want to print return addresses. On the LaserWriter IIs, you can print to within 0.2 inches of the edges of the paper, however, and they have optional envelope cassettes.

## ***Printing ImageWriter Fonts on a Laser Printer***

The LaserWriter produces ImageWriter fonts in two different ways. If you turn Font Substitution on, it converts the basic ImageWriter fonts to laser fonts whenever it encounters them in your document. New York becomes Times, Geneva becomes Helvetica, and Monaco becomes Courier. If you turn Font Substitution off, the LaserWriter creates its own PostScript version of the fonts it finds in your document. This can take a while, and you may not be pleased with the results.

If you want to use ImageWriter fonts—such as Athens, San Francisco, Venice, and so forth—on the LaserWriter, keep a large-size version of them in your System file. The LaserWriter uses the largest version it can find and scales it down for laser printing, so the larger the size, the smoother the curves in the printed result.



If you're not using a Macintosh II or a LaserWriter, Command-Shift-4 will print the contents of the active window. Hold down the Caps Lock key as well to print the entire screen.

## Printing the Screen



If you're using a Macintosh II with a color monitor, you'll need to change the monitor type in the Control Panel to black and white before you can do screen printouts.

Pressing Command-Shift-3 produces a MacPaint file of what's on your screen. Each time you press Command-Shift-3, the Macintosh creates a new file named Screen 0, Screen 1, and so forth, up to Screen 9, on your startup disk. After you've created ten of these screen files, you'll hear a beep. You'll then need to rename the screen files, allowing the system to create ten new files named Screen 0 through 9.

To print or edit any of these screen files, double-click on its icon to start MacPaint (assuming it's available).



Getting a printout of the screen can be useful if you're using a symbol font like Zapf Dingbats, where you may want to see the symbol assigned to each key. Choose Key Caps from the Apple menu; then choose Key Caps from the menu that appears and select the font you want to see. Get a screen printout of the keyboard with and without the Shift key down as well as with the Option key down so you'll have the full range of symbols.

## Printing Bit-Mapped Graphics

Graphics produced by programs that use bit-mapped images (like MacPaint) may sometimes appear splotchy when they're printed. This happens because the bit-mapped images are defined at 72 dots per inch for the screen but must be rescaled to be printed on a laser printer that may have a resolution of 300 dots per inch or higher. Since 72 doesn't divide evenly into 300, you don't get a proportionally rescaled image. You can get excellent results by printing paint-type graphics at a reduced size on a laser printer, but pay attention to the resolution: the bit-mapped graphics are 72 dots per inch, and the laser printer prints at 300 dpi, so at reductions of 96, 72, 48, or 24 percent, the printout will be proportional and no distortion will occur.

## Printing Special Characters

You can generate very useful special characters by using Option key combinations. For example, Option-; (semicolon) produces a true ellipsis, which is three periods spaced closely together to indicate an omitted word or words. It looks like this:

...

If you're justifying text and type three periods, they may not remain closely spaced together. However, if you use the ellipsis character instead, it will remain attached to the word that precedes it, and the periods won't be spaced out, even when you use right justification.

You can also create special variations of the hyphen called em and en dashes by using the Option key. In typesetting, an em dash is used as a long dash—to indicate an aside, for example. An en dash, so called because it is the width of an uppercase N in the font you are using, is used to separate durations of time and lengths: 1939–45, for example, or pp. 389–452. Here are what they look like when produced in your printed documents:

|         |   |                     |
|---------|---|---------------------|
| em dash | — | Option-Shift-hyphen |
| en dash | - | Option-hyphen       |
| hyphen  | - | hyphen              |

## ***Renting Time on a LaserWriter***

In many places, you can rent time on a LaserWriter even if you don't own one. Here are a few tips you may want to keep in mind if you're planning to do so. Basically what you need to do is set up a startup disk to work as though you had a LaserWriter actually connected.

First, make a copy of your WordPerfect disk to take with you. It should be a startup disk (one with a System file) and should contain the documents you want to print. Copy the LaserWriter fonts you want to use as well as the LaserWriter icon into the disk's System folder.

Select Chooser from the Apple menu; then select the LaserWriter icon and AppleTalk. Select Page Setup from the Print Options submenu and make any changes you want for printing out on a LaserWriter. For example, a LaserWriter won't print in the first half-inch area on the right or left side of the paper. If your line length is longer than 8 inches and you're printing on 8.5 by 11 inch paper, you won't get the results you anticipate.

Finally, change the fonts in the document to the LaserWriter fonts you want to use; you'll get much better results than if you use Font Substitution.



Before you order any font, be sure to look at a printed sample. Because only a name can be copyrighted, not the actual typeface, you may already have a similar font with a dissimilar name.

## **Sources for Additional Fonts**

Depending on your needs, you may want to purchase additional fonts, including fonts for foreign languages such as Hebrew or Russian; scientific, architectural, or commercial symbols; decorative borders; or display type for headlines.

The following manufacturers are only a small sample of those available to you. Check with a Macintosh user's group for additional reliable sources of laser and ImageWriter fonts.

### **Image Writer Fonts**

Technical and business fonts:

21st Century Software  
306 Cotner Avenue  
Los Angeles, CA 90064  
(213) 829-4436

For whimsical fonts for newsletters and such:

Mac the Knife  
Miles Computing  
21018 Osborne St. #5,  
Canoga Park, CA 91304  
(818) 341-1411

Fluent Fonts (foreign-language fonts, also available in laser versions):

Casady Company  
P. O. Box 223779  
Carmel, CA 93922  
(408) 646-4660

And, to edit your own ImageWriter fonts:

FONTastic  
Altsys Corp  
P. O. Box 865410  
Palo, TX 75086

## **Laser Fonts**

A partial selection from Adobe Systems includes Palatino, ITC Bookman, ITC Zapf Chancery, ITC Avante Garde Gothic, New Century Schoolbook, Optima, ITC Souvenir, and many others. Contact the company for an up-to-date listing. Prices (as of this printing) are \$185 per font. Each font comes in roman (plain), bold, bold italic, and italic.

Adobe Systems, Inc.  
1870 Embarcadero Road  
Palo Alto, CA 94303  
(415) 852-0271

LaserFonts from Century Software include Willamette (similar to Avant Garde), Styx (a futuristic face), Congo (Futura Black), and Thames (calligraphy) in one package, and Columbia, Mannistee, Devoll, and Spokane (Peignot) in another. Each is provided in condensed, expanded, and regular versions

LaserFonts  
Century Software, Inc.  
2306 Cotner Ave.  
Los Angeles, CA 90064  
(213) 829-4436

NeoScribe International offers Hebrew, Greek, and specialty typefaces for PostScript printers:

NeoScribe International  
P. O. Box 633  
East Haven, CT 06512  
(203) 467-9880

For serious laser printer users, Fontographer is a PostScript typeface design tool that allows you to build and edit fonts:

Fontographer  
Altsys Corp  
P. O. Box 865410  
Palo, TX 75086



For those of you who need lots of fonts, Suitcase and Font/DA Juggler Plus let you install as many as you've got disk space for:

Suitcase  
Software Supply  
599 N. Mathilda Ave.  
Sunnyvale, CA 94086

Font/DA Juggler Plus  
ALSoft, Inc.  
P. O. Box 927  
Spring, TX 77383-0927

---

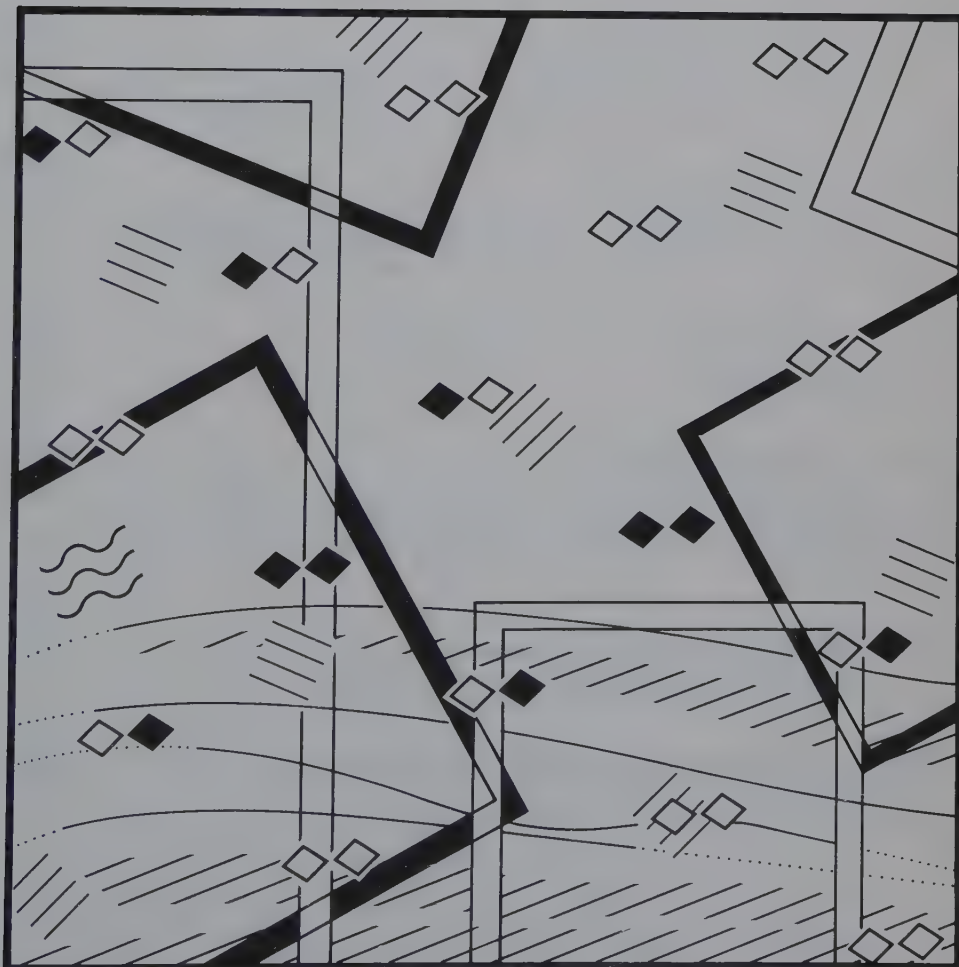
## Looking Forward

---

You've reviewed the subject of printing on the Macintosh pretty thoroughly in this chapter. Because the number of printers the Macintosh supports is constantly growing, chances are that you may be using a printer we haven't discussed. However, most of the general rules and techniques will still apply to whatever type of printer you may be using, and you can contact WordPerfect Corporation for any up-to-date information they may have. Your best source for unanswered printing questions is probably your printer manual, though, because WordPerfect prints through the printing resources it finds in your Macintosh's System folder and doesn't "speak" directly to the printer itself.

The next chapter discusses how you can manage your files in WordPerfect and gives you tips about how you can avoid going out to the Finder.

# 7 — *Managing Your Files* —



# Fast Track

- |                                                                                                                                                                                                               |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Instead of using the Finder,</b>                                                                                                                                                                           | <b>227</b> |
| you can use the File menu's File management command (Command-L) to retrieve documents, rename and delete documents and folders, copy and print documents, get information about them, and create new folders. |            |
| <b>To see the contents of documents,</b>                                                                                                                                                                      | <b>230</b> |
| complete with all their formatting codes, just as if using a full-screen Codes window, use the Look option (Command-3).                                                                                       |            |
| <b>To search through all the files</b>                                                                                                                                                                        | <b>234</b> |
| that are being displayed, locate a specific word or phrase or match a pattern, use the Word Search option (Command-9).                                                                                        |            |
| <b>To open, close, retrieve, and save documents,</b>                                                                                                                                                          | <b>235</b> |
| use the File menu.                                                                                                                                                                                            |            |
| <b>To save documents in formats</b>                                                                                                                                                                           | <b>237</b> |
| other than WordPerfect Macintosh format, such as IBM WordPerfect format, ASCII text format, and others, use the Save As command.                                                                              |            |
| <b>To quit WordPerfect and start another program</b>                                                                                                                                                          | <b>238</b> |
| at the same time, use the Transfer command.                                                                                                                                                                   |            |
| <b>To assign passwords to your WordPerfect documents,</b>                                                                                                                                                     | <b>238</b> |
| use the Save As command.                                                                                                                                                                                      |            |

- To set up a system of custom default files with specialized formats,** 243  
use the WP Defaults command.
- To protect your documents with WordPerfect's timed and original backup options,** 244  
use the Backup Options command.

# CHAPTER 7

---

ALTHOUGH YOU ALREADY KNOW HOW TO USE YOUR Macintosh's operating system (the Finder, which is also called the desktop), it's important to also be aware that WordPerfect has many built-in commands and features that can save you a trip to the Finder. For example, you can copy files and folders, rename them, and delete them without ever leaving WordPerfect. In addition, the program has a Transfer command that lets you transfer to another program without first returning to the desktop. Also, WordPerfect has a word search feature that lets you search through files for a specific word or phrase and a look option that lets you see what's in a document without opening it. You can't do that with the Finder!

---

## Files and Folders

---



If you view the contents of folders by name, WordPerfect usually shows up near the end, because it begins with *w*. The Finder lists folders beginning with numbers before folders beginning with letters, so name your main WordPerfect folder 1WordPerfect (or 1wp). If you've got a large number of folders on a disk, this tip can save you some scrolling time.

As you know, on a Macintosh you organize documents and programs into a system of folders so that you can locate them quickly. You can organize folders into whatever system best suits the way you work. For example, you might want to keep WordPerfect and MacDraw or some other graphics program in one folder and keep your WordPerfect documents in a system of folders within that folder. One document folder might contain your business letters, another your personal correspondence, and a third your reports and papers. You may want to organize documents by date to see your most recent work but first organize programs by name. The Finder's View menu lets you choose different systems.

If you often use WordPerfect to open new documents rather than to edit documents you've already created, you may want to keep the WordPerfect icon out on the Desktop for easy access. You can also keep an empty folder there so that you can locate it quickly if you need to start a new folder in the Finder.





If you're revising a document, you don't have to start WordPerfect and then choose Open from the File menu. Just double-click on the document's icon in the Finder. This automatically starts WordPerfect and opens the document at the same time.



You can't use a colon (:) in file or folder names. The Macintosh uses the colon to separate items in a path name, just as DOS uses the backslash (\).

One further word about the Finder: Replacing a folder replaces everything it contains, not just items that have the same names in both folders. If the old folder contains files that aren't in the new folder, those files will be deleted. If you're used to working with the IBM version of WordPerfect, you may not be aware of this, because in DOS copying simply replaces items with the same names and leaves the others unchanged.

## ***Naming Files and Folders***

You can name files using up to 63-characters, which makes it very easy to assign descriptive, meaningful names to help you locate documents quickly. However, the disk menu displays only the first 20 characters, and if you view by icon, you'll see even fewer characters.

Two or more folders can have the same name providing they're stored in separate folders having different names.

---

## ***File Management***

---

You can perform several file management tasks within WordPerfect without having to exit to the Finder. You can, for example,

- Create new folders
- Open files
- Delete, rename, and copy files
- Search through files to locate a particular word
- Combine several files into one file
- Look into documents and folders to see what they contain

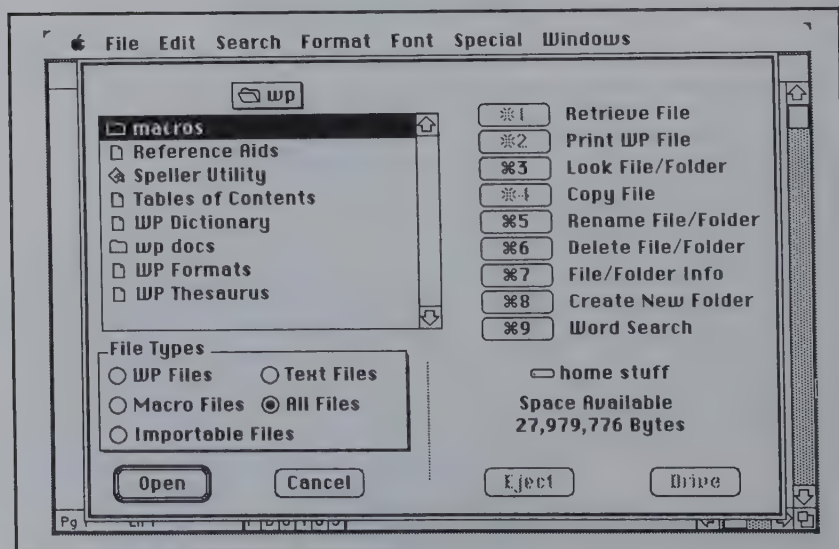
All these tasks and others can be accomplished through WordPerfect's File Management window, which you reach by pressing Command-L (for List Files) or by choosing File Management from the File menu.

Figure 7.1 illustrates a typical File Management window. The name of the currently opened folder or disk is displayed at the top of

the window, and below that name is a list that displays the files in that folder or disk. If you're looking at the contents of a folder, you can click on the folder name to see whether there are any other folders available. If there are, you can drag and choose another folder or disk name to see its contents. Clicking on the Drive button presents the contents of the disk that is in your floppy disk drive(s).

Use the five File Types buttons located under the file list to select which files you want to display:

- Click WP Files to display only WordPerfect documents and folders.
- Click Text Files to display only files that have been saved in ASCII (American Standard Information Interchange) format, also called text format. Text files have had most formatting information removed from the text so it can be used by other programs.
- Click Macro Files to display only WordPerfect macro files. You cannot retrieve these files into a document.



**Figure 7.1:** WordPerfect provides a File Management window that lets you carry out many of the tasks normally done on the Finder.

- Click All Files to display all files in a folder or disk—such as a list of the names of applications and system files.
- Click Importable Files to display all files that can be opened in WordPerfect.

 To open a document quickly, just press Return when it's name is highlighted.

 Files beginning with numbers are displayed first. Saving files that you work with often with a number as the first character in the name—1September Report—will cause them to appear at the top of the list, where they are easier to locate.

You can move through the list of files quickly by typing the first few letters of the file name you're looking for. If you don't know the file's name, you can use the arrow keys or the scroll bar to scroll through the list. Only nine files are displayed at a time.

The File Management window also tells you how much space is available on the disk whose contents are being displayed. It's a convenient way to see how much room is left on the disk for saving and copying documents. Otherwise (unless you're running under Multi-Finder), you would have to exit WordPerfect, select the disk icon, and then choose Get Info from the Finder's File menu to check how much disk space is left.

To the right of the file list are nine numbered option buttons providing some very useful functions. You can click on these buttons or use the command-keyboard shortcut to activate these procedures. For example, pressing Command-1 retrieves the contents of the highlighted file (the first one on the list) into the document you currently have open. Command-9 allows you to do a word search through the listed files. We'll look at each of these options in detail.

## ***Retrieving a File***

When you click the Retrieve File option (or press Command-1), the contents of the document you have highlighted in the file list is retrieved into your current document at the insertion point. This is a fast way to combine files. Unlike the Open command, which opens a document into a new window, Retrieve brings the highlighted document into the current window at the insertion point.

In addition to retrieving from the File Management window, you can also use the Retrieve command on the File menu. If you already know the name of the file whose contents you want to retrieve, using the Retrieve command from the File menu is faster. If you want to review the names of files and choose one or more from the file list, use the File Management window instead.

## Printing from the File Management Window

You can print a WordPerfect document from the File Management window. When you press Command-2 (or click its button), you'll be asked to confirm that the highlighted file is the one you want to print. If you press Return, you'll immediately see the Print Options screen, where you can change print options before you print, as described in Chapter 6.

## Looking into a File or Folder

The Look option is a tremendously useful feature because it lets you see what's in a WordPerfect file without taking the time to retrieve its contents to the editing screen. You can look in several files to locate the file you're looking for.

When you type Command-3 or click its button, you'll see the first screen of the highlighted file in a special Look window. It will be complete with all its formatting codes, just as if you were looking at a full screen Codes window (Figure 7.2). You can't do any editing in this special window, only check to see if this is the file you want. Pressing any key or clicking the mouse returns you to the File Management window.

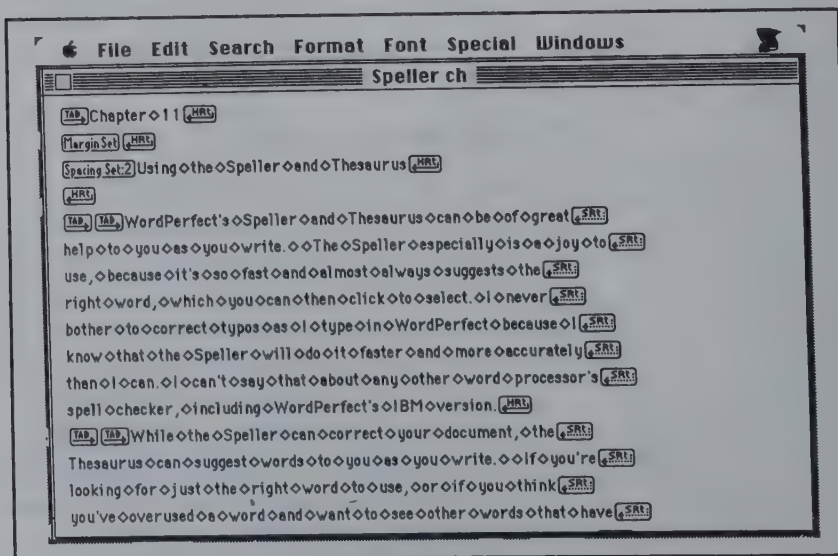


Figure 7.2: WordPerfect lets you look at the contents of a file without opening it.



You can also use the Look option to view the contents of folders and see the names of the files they contain.

## Copying Files



If you're copying several files to another disk, create a folder to hold them, copy them into the folder, and then copy the whole folder to the other disk. You'll find it easier to reorganize on the other disk because you'll know which files are new.

The Copy File/Folder option (Command-4) lets you copy a file or folder whose name you have highlighted. When you choose this option, you'll see the file's name in a new window under a dimmed list of the current folder or disk's contents. If you want to create a new file, enter a new file name. If you want to replace the contents of one file with another, enter the name of the file whose contents you want to replace. For example, if you want to copy Document 1 into Document 2, you would highlight Document 1, click Copy File/Folder, and type Document 2. You'll be asked to confirm that you want to replace the contents of Document 2.

If you want to copy the file into a different folder, select a different folder in which to copy the file. By clicking on the Drive button, you can switch to a different disk in another drive. Click on Eject to eject the disk that's in the drive and insert a new one.

## Renaming Files and Folders



Don't name files with any words that the Mac might confuse with names that are used in its operating system, like "Minifinder." Likewise, don't name documents after applications, like "WordPerfect" or "MacPaint."

The Rename File/Folder option (Command-5) saves you from going to the Finder to rename files and folders. Click on the name of the file or folder you want to rename, press Command-5 or click on the button, and enter the new name. Press Return to return to the File Management screen.

## Deleting Files and Folders

When you use this option (Command-6), you'll get a dialog box asking you to confirm whether you want to delete the file. Click OK (or press Return) to delete the file. Once you've deleted a file, you can't open it again.

You can also delete folders by using this option, but they must first be empty. If you get a "File is busy or directory not empty" message, you'll need to open that folder and delete its files before you can delete the folder itself.



You can't have two items with the same name in the same folder. There's no difference between uppercase and lowercase, so January Report and january report are considered to be the same name.



## Getting Information About Files and Folders

When you use this option (Command-7), you'll see a dialog box like the one in Figure 7.3 displaying information about the file or folder whose name you highlighted in the File Management window. Normally, perhaps all you'll be interested in is the date the file was last changed or its size, but WordPerfect also provides technical information about each file. If you import documents that were originally created on non-Macintosh computers, you'll need to use this dialog box to change the file's creator and type, but most of the information it contains, as well as the following discussion, is fairly technical. You can skip it unless you're curious.

The date the file was first created appears first, followed by the date on which it was most recently changed. Below that is additional technical information.

Data fork and resource fork require a little explanation. Basically, on a Macintosh every file has two parts, or "forks." If a file is a document, its text is kept in the data fork; if it's an application program, the data fork will probably be empty, but you will see a value in the resource fork box. In a Macintosh program, the resource fork holds

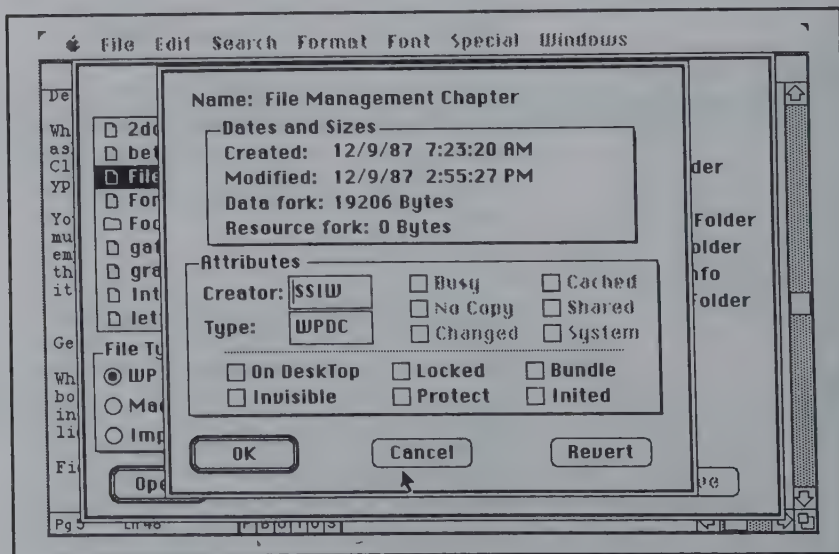


Figure 7.3: The File/Folder Information option gives you detailed data about each file.

all the things the program needs to perform its job: the icons it displays, the menus that appear, and the appearance and content of its dialog boxes.

In the next box are listed the file's creator and type. When you click on a file's icon in the Finder, it looks at these two pieces of information—file type and creator signature.

Creator lists the “creator” of the file. That's not you; it's the software that created it. This four-letter creator signature tells the Finder what program the file belongs to. For example, SSIW is WordPerfect Corporation (Software Systems International was its original name), and MPNT is MacPaint.

Type is the type of file. WPDC in this box means it's a WordPerfect document. If the file was created on an IBM PC, you'll see WPPC here. A MacPaint file type is PTNG, and a text-only file type is TEXT. The file type determines, among other things, the icon that the Finder uses to represent the file.

When you bring in via network or modem a WordPerfect file that was originally created on another computer, such as an IBM PC or a VAX, you have to change the file's creator and type. For example, to change a WordPerfect IBM PC file to a Macintosh WordPerfect file, you highlight the creator box and type **SSIW**; then highlight the Type box and type **WPDC**. (If the original file is one of your dictionary files that you used with the Speller on another computer, the Creator should be changed to SSIU and the Type to WPSP.) The Macintosh will then recognize the file as one of its own, and you can work with it like any other WordPerfect document. Chapter 14 has more information about communications with Macintosh WordPerfect.

To the right you'll see several dimmed boxes, such as Busy and Cached. They represent additional technical information about the system attributes and internal file status for Macintosh programmers. For example, a check mark in the Busy box means the file is currently open, and a check in the Cached box means the file can be shared by several users. You can't change any of these attributes using WordPerfect, so they're always dimmed.

Below are additional attributes that you *can* change, but you should be careful if you change any of them:

- On Desktop—indicates whether the file resides on the desktop or is in a folder on a disk.



Make sure you have the WordPerfect File Formats icon in the same folder as WordPerfect before you try to open a document created by another program. It contains the conversion processes for importable documents.



If you have difficulty importing a document, try changing its type to TEXT in the File/Folder Information dialog box. It may not always work, but it's worth a try. Just make a note of the type it originally was so that you can change it back if you have to.



Don't make a file invisible if you want to be able to find it again on the desktop. An invisible file will be listed here, but not on the desktop. You can hide a file this way, but be careful you don't lose it.

- Invisible—indicates that the file's icon won't be displayed on the screen.
- Bundled—indicates whether certain information associated with the file must travel with the file as it is moved from disk to disk.
- Protect—indicates that the file can't be copied.
- Locked—indicates that the file can be copied but can't be changed. Once a file is locked, a small padlock appears in its title bar.
- Init'd—indicates that the Finder has information about that file. (The Finder doesn't "know" about any new file you create until you quit the application that created it.)

You can turn any of these attributes on or off by clicking on their boxes, but you should know exactly what you're doing or you may inadvertently alter an attribute that the Finder needs in order to use the file. For additional technical information, refer to a book like *Macintosh Revealed* (vols. I and II) by Stephen Chernicoff (Hayden, 1985).

If you change any attributes and want to revert to the original settings, click Revert. Otherwise, to save changed settings, click OK. Clicking Cancel exits you from the dialog box without making any changes.

## Creating a New Folder



You can have folders with the same name as long as they're in different folders.

This option (Command-8) lets you create a new folder without going to the Finder. Click on the option's button (or press Command-8) and type the name you want the new folder to have.



When you retrieve a file, it appears in the document that's currently open. If you're not in a new document window when you do a word search, retrieving a file will bring its contents into your current file.

## Searching Files for a Specific Word

The ninth option, Word Search, lets you search through all files being displayed to locate a specific word, phrase, or pattern of letters (up to 20) that you specify. This can be very helpful if you know that the file you're looking for contains a certain word, but you can't remember which file it's in.



If you're searching for a specific file whose name you know but you don't know which folder it's in, use the Apple desk accessory Find File. If you've installed it, it will be on the Apple menu. Word search in WordPerfect searches the contents of files; Find File searches through file names.

For example, suppose you're looking for a report on plastics. To see the names of all the files that contain the word *plastics*, press Command-9 and enter **plastics** in the dialog box. When WordPerfect completes its search through the files in the list, it then produces a list of the names of the files that contain the word *plastics*. You can then press Command-3 (Look) to view the beginning of these files or Command-1 (Retrieve) to retrieve them to the editing screen for a more detailed look.

You can also select other folders and disks to search through by clicking and dragging on the name displayed in the box at the top of the list, or by clicking on Drive to display the contents of a disk in the drive.

---

## Other File Commands

---

The commands Open, Retrieve, Close, Save, Save As, Save Copy As, and Quit are also on the File menu. (If you've highlighted a selection before you select the File menu, Save As appears as Save Selection As. These commands are pretty straightforward, but we'll briefly cover them here. There's also a new one, called Transfer, that lets you switch to a different program.

### Open



In version 1.0, you can't import files that were saved with Microsoft Word's Fast Save option. Resave the document with a regular save in Microsoft Word; then import it.

When you choose Open from the File menu (or press Command-O), you'll see a dialog box listing all the files in the current folder or disk. You can click the List only WP files box to see only the names of WordPerfect documents, or leave the box unchecked to see the names of all the files.

If you're not sure which files you can open, use the File Management dialog box instead. It has an option for displaying the names of only the importable files.

You can also open WordPerfect documents that were created on non-Macintosh computers, but it takes one additional step. See "Getting Information About Files and Folders" earlier in this chapter.



## Retrieve

When you retrieve a document, its contents appear at the insertion point in your current document. If you're new to WordPerfect, it can be disconcerting to have the contents of another document retrieved into whatever you're working on. If you keep retrieving, your current file will get bigger and bigger...If you've used another version of WordPerfect before, you know that this is a program feature, not a bug, so you won't try to retrieve a document each time you save it. It's really designed to let you merge two or more documents together.

## Close

Close (or Command-K) closes a document window. If you haven't saved the document in that window, or if you've made changes to it since you last saved it, you'll be prompted for whether you want to save it.

## Save

If you haven't previously saved the document you're working on, choosing Save from the File menu (or pressing Command-S), brings up a dialog box that prompts you for a file name. You can enter up to 63 characters, and uppercase and lowercase are considered to be the same. After you've saved a file once, Command-S replaces the version on disk with the version that's on your screen.

As you work, save your document often, especially if you are running under MultiFinder. You can also set WordPerfect for a timed backup or an original backup, as will be discussed later in the chapter.

## Save As

The Save As command lets you save a document under a different name. When you use Save As, the copied document (the one with the new name) becomes the document on the screen. Use this option if you want to "freeze" a document at a certain point while continuing to modify it under a new file name.



If you get a "Disk Full" message while you're working, use the Save As command to save your document—use the name of an old file you no longer need so that the saved file overwrites the old one.



## **Saving Files in Special Formats**



If you're transferring a small document or a few paragraphs to another program on your Macintosh, you can copy and move it via the Clipboard.



To see which version date you've got, choose About WordPerfect from the Apple menu.

WordPerfect also lets you save documents in formats other than the WordPerfect Macintosh format. When you choose Save As you'll see buttons at the bottom of the dialog box that let you select other file formats. The IBM WP 4.2 format is for transferring files to be used with version 4.2 of WordPerfect on other machines, such as a PC, a VAX, or a Data General computer. If you click Other, enter a name, and click Save, you'll see a list of other formats that you can save documents in. These available formats are in a special file called File Formats that came with your WordPerfect disk. You should have copied it to the WordPerfect folder or disk you're using.

Choosing Text Files saves the document as an ASCII file in which only text and hard returns remain. All other formatting codes are removed. This format is accepted by most other programs, so if the program whose format you need is not listed, use this option.

Choosing MacWrite saves the WordPerfect document as a MacWrite document. Most of the format codes are transferred, but footnotes are not transferred (at least not in version 1.0).

If the format you need isn't listed, contact WordPerfect Corporation to see if they have made it available. If not, save the document as a text file and convert it when you get it into the other program.

## **Save Copy As**

Save Copy As lets you save a copy of a document under a new file name, but the document you were working with remains on the screen. Use this option if you want to "freeze" a document at a certain point while continuing to modify it under its original file name. You can open a protected document from the File Management screen, but you can't print one from there. A protected document must be on the screen if you want to print it. This ensures that no one can print the document without knowing the password you assigned to it.

## **Quit**

You should always exit WordPerfect by choosing Quit or pressing Command-Q. If you simply turn off your Macintosh, you may create fragmented files on the disk. This can also happen after a

power failure. After several improper exits, you may want to run Disk First Aid, an Apple utility, on your disk to clean it up.

## Transfer



WordPerfect doesn't need a RAM cache, so if you're running it under MultiFinder, you can disable the RAM cache, as long as none of the other programs you're running need it for speed.



If you're running WordPerfect under MultiFinder, you won't be able to open as many documents as you can with the Finder. MultiFinder is a memory hog, and it can cause difficulty with earlier versions of the program.

As you work with WordPerfect, you may sometimes want to bring in spreadsheet data from other programs or use graphics created in a graphics program such as MacDraw. If you've already created the spreadsheet or drawn the graphic, you can bring it in via the Scrapbook or Clipboard, but if you need to visit the other program, you'll find the Transfer command on the File menu a quick way to quit WordPerfect and start the other program at the same time. It's no substitute for MultiFinder, but it's fast, and it certainly requires less memory than MultiFinder.

To transfer to another program,

1. **Choose Transfer from the File menu.**

You'll see a dialog box listing the contents of your current folder or disk.

2. **Choose the program you want to transfer to.**

You can open other folders or eject disks and insert new ones until you locate the program you want to transfer to. If you have any documents open, you'll be prompted to save them before WordPerfect quits and the new program starts.

---

## Protecting Your Files

---

You can assign passwords to your WordPerfect documents so that they can't be opened or printed without the password. WordPerfect doesn't provide a "back door" to password-protected documents, though, so if you forget the password, you won't be able to open the document. Keep a record of your passwords in a safe place!

To assign a password to a document,

1. **Open the document and choose Save As from the File menu.**

If you've saved the document before, its name will appear in the dialog box. You can change the name or use the same name for the document.



If you've saved the document before—as you worked on it, for example—there may be another copy of it saved under a different name on your disk. For maximum security, delete this copy and any others (copies that may have been made with the original backup feature, for example).

2. **Click Password Protect.** Then type the name you want to save the document under, if you want to use a different name. Press **Return**.
3. **Type the password you want the document to have; then click OK or press Return.**

You can use as many as 59 characters, including spaces, but the longer your passwords are, the harder they'll be to remember.

4. **Type the password again and click OK.**

To prevent somebody looking over your shoulder and reading your passwords, WordPerfect shows apples instead of the characters of the password on the screen as you type. It asks you to type the password again just in case you made a typo the first time. (If you typed a wrong character and didn't know it, you wouldn't be able to open the document.)

Your document is now saved with that password. From now on, when you open it, you'll be asked for the password. After it's open, there's no indication on the screen that it's a protected document.

When you save a password-protected document, you'll be asked for the password again. You can use the same password or change it to a different one by following the procedure just described. To unlock a password-protected document, click **OK** instead of typing a password when you're asked for one.

You can open a protected document from the File Management screen, but you can't print one from there. A protected document must be on the screen if you want to print it. This ensures that no one can print the document without knowing the password you assigned to it.

## Locking Files



You can't save a locked document, but you can use the **Save As** command on it.

You can also lock a file by using the Finder. Locking a file in this way prevents it from being changed or deleted, but you and others can open it and print it, if it's a printable file like a document. For example, if you've created graphics for your company's logo or a masthead for your newsletter, you may want to lock those files to prevent them from being altered.

To lock a file in the Finder,

1. Select the file's icon.
2. Choose Get Info from the Finder's File menu.
3. When the information window appears, click **Locked**.



If you're in the Finder, here's a quick way to see whether a file is locked without having to choose Get Info. Select the file and move the pointer to its name in the title bar. If it's locked, the pointer remains an arrow; if it's not locked, the pointer becomes an I-beam.

After you've locked a file, a small padlock will appear next to the time the file was last modified when you're viewing a folder's contents by name. If you're not viewing by name, you'll need to choose Get Info from the Finder's File menu to see whether a file is locked.

You can lock a file from within WordPerfect by using the File/Folder Info option of the File Management window. After you click Lock, you'll get a message saying that the file is locked. If you click OK at that point, you'll return to the File Management Window.

When you open a locked file, you'll get a message saying that the document can't be opened for writing. If you click Proceed, you'll get the document on your screen, but a small padlock will be in its title bar. The Save command on the File menu will be dimmed.

To unlock a locked document, repeat this procedure, this time clicking on the Locked box to deselect it.

To delete a locked document in the Finder, hold down the Option key while you drag it to the Trash. You can't delete it in WordPerfect unless you unlock it first. If the power goes off before you've quit WordPerfect, you may find that the document you were working on has mysteriously become locked. Also if you click Continue to open a document that's already open, a copy of it will appear on your screen with a lock next to its name. This happens because when you are connected to a network, only one user can edit a file at any one time, although others may read it. The system interprets the second attempted access as being from another user.

---

## **Default Files and Folders**

---

Chapter 3 listed the default settings that come with WordPerfect. These settings are stored in a file named WP Defaults in your System folder. Every time you start WordPerfect or open a new document, the settings that are specified in this file take effect. You can change these default settings. For example, you may want all your documents to open



with a different font (I use Courier because I find Geneva hard to read), with double spacing or justification in effect, using 6-inch text lines instead of 6.5-inch lines, or with columns defined.

To change the settings in the WP Default file:

- 1. Open a new document.**

Opening a new document prevents you from getting any unwanted format changes from the last document you've been working with. You will get exactly the settings that you specify.

- 2. Make the format changes that you want in the new document.**

For example, you may want to reset the right margin at the 6.5-inch mark on the ruler line if you're using a 9-inch screen. You can also change tabs, set new line spacing, and so forth.

- 3. Choose WP Defaults from the File menu; then choose Save Settings.**

WordPerfect doesn't automatically save the settings you just made.

- 4. Click Save; then click OK.**

The new format settings will be saved in the WP Default file and will be in effect each time you open a new document from now on.

## ***Creating Custom Default Files***

You may want to set up a system of custom default files, each containing specialized formats—one for weekly reports, another for interoffice memos, perhaps a multi-column one for newsletters. Then, when you're ready to create one of these specially formatted documents, you'll have a template ready for it.

You create custom default files by following the procedure just discussed for changing the WP Default file, with one exception. When the Save Settings dialog box appears, name the file anything except WP Defaults; then click Save.

These default files will be saved in your System folder. Whenever you want to use one of them, open it from the System folder. WordPerfect will start automatically, and the text you enter will be formatted according to the settings you used when you set up the default file.



If you forget to open a new document when you save settings and change your WP Defaults file by mistake, just trash the WP Default file. A new one will be generated when you start WordPerfect.



For example, in Figure 7.4, I've set up two default files—one named Newsletter and another for monthly reports. The newsletter file is formatted for two columns and the Times font; the monthly report is double spaced with footers and page numbers.

Another excellent use for default files is to maintain formats you use in your work group so that everyone's documents follow the same format.

To reformat an existing document into one of the default templates, use the Retrieve command on the File menu to read the file into the empty template.

When you open a default file, the title bar in the documents you open or retrieve won't tell you which format's being used; it just reads Untitled or lists the name of the document. It's up to you to remember which format you're using.

## Changing the Beep Option

If you don't like the beep WordPerfect makes when it can't find something, when hyphenation is on, or when an error occurs, you can turn it off. Choose WP Defaults from the File menu; then choose Beep Options. Click on any of the settings you want to change; then click OK to make the changes. Remember to choose Save Settings if you want these settings in effect the next time you start WordPerfect.

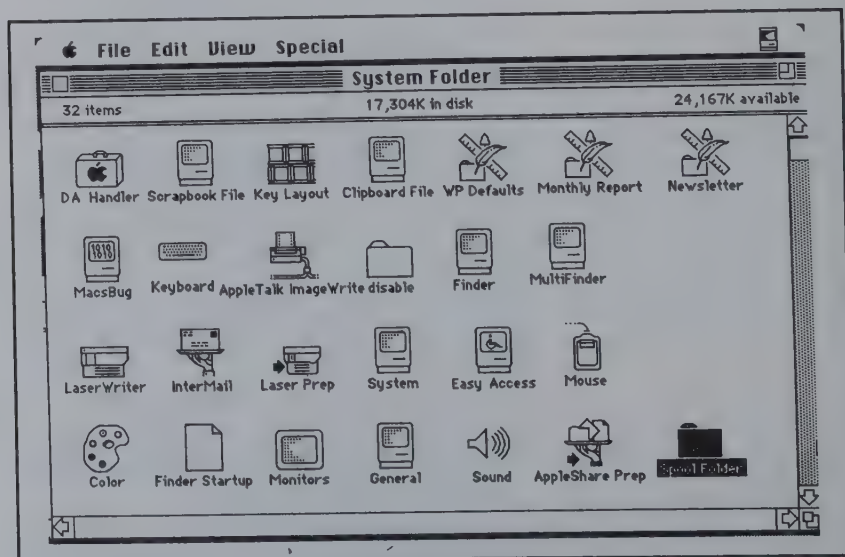


Figure 7.4: Setting up custom default files lets you open WordPerfect from the System folder with those default settings in effect.

 Whatever documents you open or retrieve until you quit WordPerfect will have the settings specified in the default file whose icon you clicked on to start WordPerfect. If you want to switch to a different format, quit and then restart the program by clicking on a document icon or on another default file icon.

For more information about how you can custom-tailor WordPerfect to suit the way you work, see Appendix C.

## Setting Default Folders

The Default Folders option lets you specify which folder is to be your work folder. When you save documents, they'll be saved in this folder. It's also the folder whose contents will be automatically presented when you first select Open. In addition, this option lets you tell WordPerfect where your macro files are stored as well as the location of the temporary files and the Speller and Thesaurus.

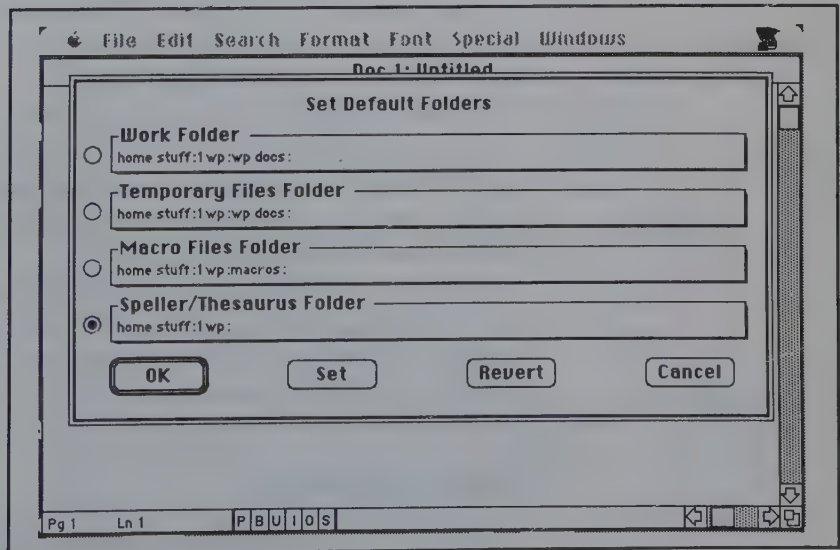
To specify which folders you want to be used for these purposes:

1. Choose WP Defaults from the File menu; then choose Default Folders.

The Default Folders dialog box appears, as shown in Figure 7.5.

2. Click on the button of whichever folder you want to specify; then click Set.

A list of files and folders on the current disk appears. Click and



**Figure 7.5:** The Default Folders dialog box lets you specify which folders will automatically be used to hold your saved documents as well as your dictionaries and macros.



WordPerfect is preset to save temporary files in the system folder.

drag on the folder name at the top of the list to open other folders. Click on Drive and Eject to see the contents of other folders in a different drive.

**3. When the folder you want to use is highlighted, click on Open. Then click Set.**

**4. Continue the process for each of the folders you want to specify.**

You'll see in Figure 7.5 that I've chosen the wp docs folder as the work folder as well as the folder for temporary files. Macro files are stored in a folder named macros, and the Speller and Thesaurus are in the 1wp folder. All these folders are on a hard disk named home stuff.

**5. When you're done, click OK; then save the settings.**

Clicking Revert changes all the folders back to their original values, and clicking Cancel cancels any changes you may have made.

---

## ***Backup Protection Schemes***

---

It's sad but true: nothing makes you appreciate the value of backups except losing valuable information that isn't backed up. Once that happens to you (and it will, sooner or later), you'll appreciate the insurance of a consistent backup scheme.

Of course, you'll want to pick a backup strategy that best suits your own work habits and needs. We'll skip the standard paragraph warning about power failures and inquisitive three-year-olds playing with the mouse and get down to a few basic ideas and suggestions about maintaining backup files.

There are two kinds of backups: file backups and disk backups, and we'll discuss file backups first. WordPerfect has two options for making file backups: timed backups and original backups. Both of these serve different purposes.

### ***Timed Backups***

WordPerfect's timed backup option automatically saves a backup copy of the document you're working on every so many minutes as

specified. If you're in an area where you lose power often, set the timed backup for frequent saves.

To set the timed backup:

**1. Open a new document (Command-N).**

Opening a new document makes sure that any format change you've made in the document you are working on won't be saved into the WP Defaults file.

**2. Choose WP Defaults from the File menu. Then choose Backup Options.**

**3. In the Backup Options dialog box, click on Timed Backup and enter the number of minutes you want between timed backups.**

I keep mine set at 10 minutes so that I never lose more than 10 minutes' work.

**4. To specify the folder where you want the backup saved, click on Set.**

A list of folders on your disk appears.

**5. Open the folder in which you want your timed backups to be saved.**

You can click on the folder name at the top of the list and drag to select other folders. To select a folder on a disk in a different drive, click on Drive; then open the folder you want.

**6. Click on Set to set the path name of the folder for your timed backup.**

You'll see a path name in the dialog box. For example, mine reads

home stuff:1wp:wp docs:

because my hard disk is named home stuff and I'm directing the timed backup to a folder named wp docs that's within the 1wp folder. If the path name isn't what you want—if you've opened one too many folders, for example—repeat the process above to change it.



**7. Click OK when the path name is correct.**

If you've set a timed backup, you'll probably want to have it take effect each time you start WordPerfect. To do this, you need to save the timed backup setting to the WP Defaults file.

**8. Choose WP Defaults from the File menu. Then choose Save Settings.****9. Click Save; then click OK.**

After you've set the timed backup option and saved it to the WP Defaults file, WordPerfect will automatically make a copy of the documents you're working on as often as you specified. These copies will be named Time Backup Doc 1, Time Backup Doc 2, and so forth, depending on how many documents you have open. If you lose power or turn off your Mac without quitting WordPerfect, you'll see a "Warning! Backup files exist" message when you start up again. Click Open to save them under new names. As they will probably be the most recent versions of the documents you were working on, you may want to save them as those documents. If you don't want to save the backup files, click Delete.

When you quit WordPerfect normally by choosing Quit from the File menu, these backup files are deleted.

## Original Backups



To open an original backup file, you need to rename it so that *backup* isn't the last six characters in its name. Don't just delete Backup from the name, or your file will have the same name as the last-saved version of the document you were working on.

WordPerfect's original backup feature is designed to maintain a copy of the *previously saved* version of the document you're working on so that you have a version that's one generation older than the current one. If you've specified original backups, the program saves the original document (the one you previously saved) each time you save the document you're working on.

For example, if you've set the original backup option and then save a document named Chapter 5, the last version of Chapter 5 that you saved becomes Chapter 5 Backup and the current version is saved as Chapter 5. If you want to be able to get an earlier version of your document back, use the original backup option. It's also on the Backup Options dialog box, and you set it and specify which folder



the backup files are to be directed to as just discussed for the timed backup option.

## **Disk Backups**

You also need to make backups for your disks from time to time. Be sure to make a backup copy of WP (and any other applications programs you're running) onto a separate floppy disk, no matter whether you're using a hard disk or floppy disks. If you didn't do it when you first got WordPerfect, do it now.

Keep the backup disk in a dust-free place, safely away from possible liquid spills and sources of magnetism. This place should ideally be away from your computer and in a different room.

As you work, you'll want to make backup disks of the disks you create. All you have to do is drag the original disk's icon over the icon of the backup disk, and then name and label the backup disk.

This procedure copies every file on the original disk onto the backup disk. As you work and your files build up in volume, you'll probably want to copy only the files that have been changed since you last made a backup. (You can continue to copy all the files if you have the time and space available.) It's simple, though, to copy only the changed files:

1. **Sort the files on the original disk by date.**  
Use the View menu of the Finder.
2. **Insert the backup disk and check the date of the last backup (the most recent date).**
3. **Copy only those files that have dates more recent than the date on the backup disk.** Shift-click to indicate all the files you want to copy; then drag their icons to the backup disk's icon.

## **Backing Up Hard Disks**

If you're using a hard disk, it's easy to use it as your backup. But don't do it. If your hard disk fails for any reason, you can lose hundreds of files. Although this has never happened to me on the Macintosh, it has on the big-business-brand computer I use. I make it a point to back up my work onto floppies every day.



If you're copying WordPerfect onto a hard disk, don't copy its System file. Having more than one System file per disk can cause trouble.

From time to time, it's a good idea to make backups for the entire contents of your hard disk. Backing up a hard disk that's holding hundreds of files can be a real chore. In fact, you'll need about 20 or 25 800K disks to back up the contents of a 20-megabyte hard disk.

Many hard disk utilities are available that speed up the process of backing up your hard disk—either as a complete backup or as incremental backups that back up only those files that were changed since the last backup. These utilities also can let you copy the backed up files back onto the hard disk—a process called restoring. Since I don't know which backup utility you'll be using, I'll resort to the usual out: "follow the documentation that came with your utility."

No matter which backup utility you use, you'll want to follow some consistent schedule for backing up your disks and files. For example, maybe you'll decide to back up the hard disk on the last business day of every month, and make daily backups of all files created or changed since your last monthly backup.

Another scheme uses three sets of backup disks: one holds the monthly backup files, and you alternate incremental daily backups between the other two sets of files on different disks—one set one day and the other the next. This way, if something happens to one set of your incremental backup files, you still have the other. You'll lose only one day's work at the most.

If you're lucky, you won't have to restore these backed-up files to the hard disk, which you keep up-to-date with your daily saves. However, if for some reason the hard disk fails or if you buy a new one and want to transfer your files to it, you'll be glad to be able to restore the backed-up files. To restore the files on the hard disk, restore the monthly backup disk files first; then restore your daily backup files.

---

## **WordPerfect's Files**

---

As you work with WordPerfect, it automatically creates certain kinds of files. Normally, you won't have to be concerned with these files, but in case you ever need information about any of them, here it is.

WordPerfect uses what is called virtual memory. This means when your Macintosh's RAM is filled, it transfers part of the document

you're working on into overflow files that are on disk, so the size of your document is limited by the size of your RAM *plus* the space that's available on disk.

Any text that's above the insertion point that needs to be put in an overflow file goes into a file named TV1 (top virtual file); any text after the insertion point goes into a file named BV1 (bottom virtual file). If you're working with more than one document, you'll see TV2 and BV2 listed for document 2, and so forth. These files are automatically created in the system folder.

If you've filled up all your available memory, you may get a message that your WP disk is full when trying to open a document. This means that the documents you're working with have filled up the available RAM and all the available space on the WordPerfect disk. This can easily happen when you're using a two-drive system without a hard disk. You can redirect these overflow files to another disk by choosing a different default folder for your temporary files, as described in "Setting Default Folders" earlier in this chapter.

Normally, these temporary files are deleted each time you quit WordPerfect. However, if you have a power failure and don't quit in the usual way, these files will remain on your WordPerfect disk in its folder. Delete them to regain disk space.

The program also creates Undelete files that contain the last three deletions you make in each document you're working on. Normally, they're automatically deleted when you quit the program, but if you don't exit in the normal way, you may also see them in your WordPerfect folder. They'll be deleted the next time you quit WordPerfect.

The WP Defaults file is automatically created in your System folder when you first start WordPerfect. As you've seen in this chapter, you can create other custom default files and save them in the System folder.

Table 7.1 lists the various files that the WordPerfect program uses, just in case you need to find out what any of them do. If you need additional disk space, delete some of these files. For example, if you don't have any need to convert documents to other formats, you can trash the WP File Formats icon, and if you're to the point where you don't need help, you can also delete the WP Help file.



Don't confuse the "WP Disk is Full" error message with the "Disk is full" error message (where *Disk* is the name of the disk you're using). The "Disk is Full" message means that there isn't enough room on your disk to save the document you're trying to save. In this case, save the document on a different disk or save it as another document you've already created and saved but no longer need. The "Insufficient Memory" error message means something else: If you see it as you work, you'll need to close some documents, because your Macintosh's memory is full.

Table 7.1: WordPerfect Files

| File Name                     | Icon                                                                                                 | Description                                                     |
|-------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Programs and Utilities</b> |                                                                                                      |                                                                 |
| WordPerfect                   | <br>WordPerfect     | The WordPerfect program file                                    |
| Speller Utility               | <br>Speller Utility | The program that allows you to add words to the main dictionary |
| WP File Formats               | <br>WP File Formats | The file conversion program                                     |
| WP Help                       | <br>wp help         | The WordPerfect Help text file                                  |
| <b>Document Files</b>         |                                                                                                      |                                                                 |
| WP Document                   | <br>resume        | A WordPerfect document                                          |
| WP 4.2 Document               | <br>4.2 resume    | A WordPerfect IBM 4.2 document                                  |
| Text File                     | <br>resume text   | A file you've saved as text only                                |

Table 7.1: WordPerfect Files (continued)

| File Name                         | Icon                                                                                                    | Description                                                                                               |
|-----------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Dictionaries</b>               |                                                                                                         |                                                                                                           |
| WP Dictionary                     | <br>WP Dictionary      | The main WordPerfect dictionary; you can create others.                                                   |
| User Dictionary                   | <br>User Dictionary    | The dictionary of all the words you've added as you ran the Speller                                       |
| WP Thesaurus                      | <br>WP Thesaurus       | The WordPerfect Thesaurus                                                                                 |
| <b>Formats and Startup Macros</b> |                                                                                                         |                                                                                                           |
| WP Defaults                       | <br>WP Defaults        | The file containing your default settings; you can create other default files                             |
| Startup Macro                     | <br>startup macro    | The macro file that is executed each time you start WordPerfect (see Chapter 8 and Appendix C.)           |
| <b>Temporary Files</b>            |                                                                                                         |                                                                                                           |
| Time Backup Doc 1                 | <br>Time Backup Doc1 | The timed backup file that WordPerfect automatically creates if you've chosen timed backups.              |
| TV1, BV1                          | <br>TV 1             | The overflow files that WordPerfect automatically creates. TV2 and BV2 refer to Document 2, and so forth. |
|                                   | <br>BV 1             |                                                                                                           |



---

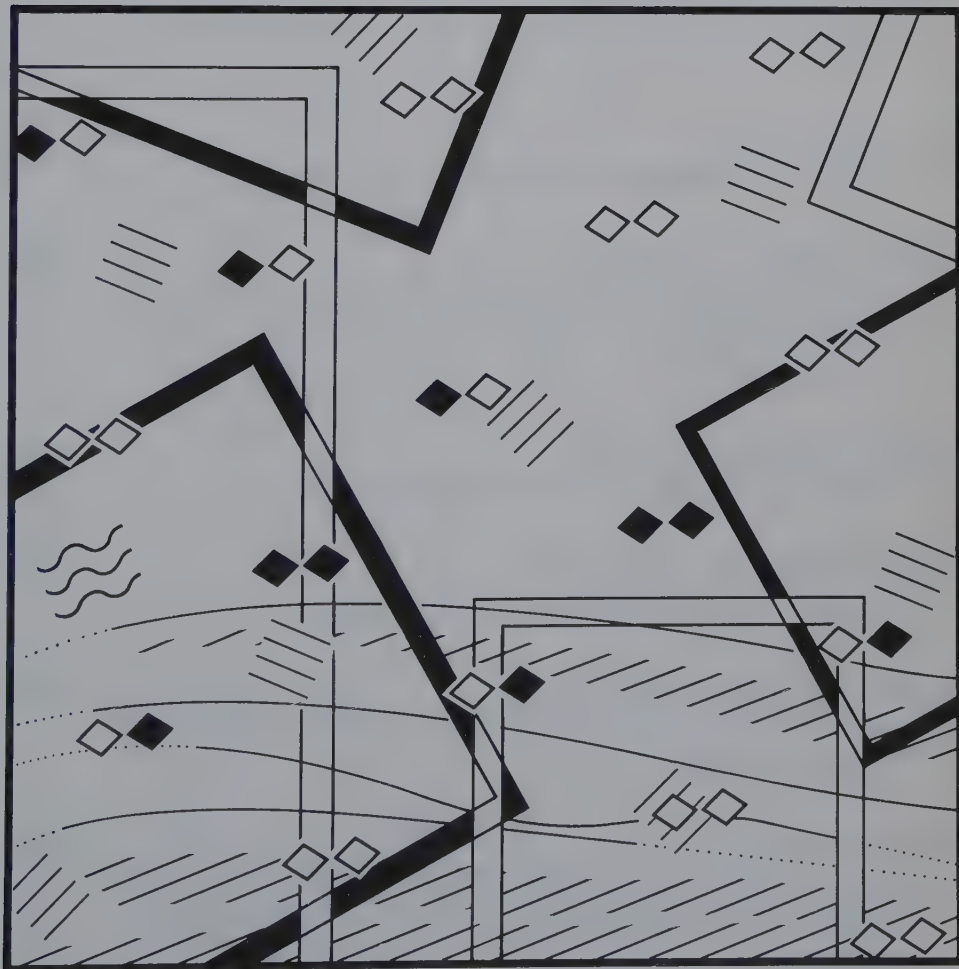
## **Looking Forward**

---

This chapter has discussed all sorts of ways to manage your WordPerfect files on the Macintosh. You've seen how using the File Management screen can carry out many of the tasks you used to have to go to the Finder for. You've also reviewed different ways of organizing and backing up the files you create, seen how to search files for word patterns, and learned how to protect your files so that others can't open them. In addition, you've had a look at how WordPerfect manages memory and what kinds of information the Finder uses to manipulate files.

Chapter 8 discusses one of the most fascinating and time-saving features of WordPerfect: macros. By using macros, you can automate most of the boring and repetitive tasks you do as well as the complicated procedures that are often hard to remember. If you're really not interested in macros, skip to any of the later chapters that discuss WordPerfect's specialized features for creating reference aids, using the Speller, or working in an environment with other computers.

# 8 — *Using Macros to Automate Your Work* —



# Fast Track

- To record a macro,** 257  
choose Macro from the Special menu; then choose Define Macro (or use the keyboard shortcut Command-Shift-M).
- To turn off macro definition** 257  
after you've recorded a macro, press Command-Shift-M again.
- To execute a macro,** 257  
choose Execute Macro (or press Command-Shift-X).
- To insert a pause in a macro,** 261  
choose Macro Pause. Then choose Macro Resume and continue recording the macro. (The shortcut for both is Command-M 6.)
- To insert a prompt in a macro,** 262  
choose Macro Input (or press Command-M 5).
- To insert a delay factor in a macro,** 264  
choose Macro Delay (or press Command-M 4).
- To chain one macro to another,** 266  
choose Chain Macro (or press Command-M 3). Then select the macro to chain.
- To repeat a macro,** 267  
press Esc and enter the number of times you want the macro to repeat; then press Command- Shift-X to choose a macro to execute.

**To set up conditional chains,**

**268**

record all the macros that are involved before you begin to record the master macro. One macro must be a search macro.

## CHAPTER 8

---

ONE OF THE GREAT STRENGTHS OF WORDPERFECT IS its ability to record a series of commands and keystrokes and then play them back whenever you want to repeat that sequence. These recorded command sequences are called *macros*, and they're an easy way to get WordPerfect to do your work for you. Anything you can do with the program can be recorded as a macro.

A macro can be text that you don't want to retype each time you use it, or it can be a complex sequence of commands that set up a document format, save the document, and print it. It's easy to think of ways to use macros for simple, boring tasks such as inserting a standard letter closing, but you can also use them for complex sequences that you don't want to have to remember, such as marking text for a table of contents, formatting the table, and generating it.

WordPerfect lets you insert pauses in macros so that they will stop executing and wait for you to enter something from the keyboard. Thus, you can write one general macro that can be used in different situations. For example, you might want to record a macro that sets up a header but pauses for you to enter the chapter number that's to be used in it. You can also write your own prompts in macros. Instead of just pausing for the chapter number, you could have WordPerfect display a dialog box asking the user to "Enter the chapter number and press Return".

These are just a few examples of what you can do with macros. You can also set up macros that repeat themselves, execute other macros, or both. For example, you can record one macro that searches for a particular phrase and marks it to be included in a list or an index; then, when no more occurrences of that phrase are found, the macro calls another macro that generates the list. You'll see in this chapter how to set up sequences like this.

You can do some incredibly sophisticated things with macros, but what's surprising is how easily you can create them. When you turn



Throughout this chapter and scattered through the rest of the book are many macros that you can put to work. You can type them exactly as they are listed, or you can modify them for the particular situation you want to use them in. If you want to use the macros but don't want to take the time to type them in, you can send for a disk that contains all the macros discussed in this book. See the order form on the last page of the book.



macro definition on, WordPerfect simply records your keystrokes, so all you have to do is carry out a procedure once. If you make a mistake, just correct it, and WordPerfect records the correction. When the macro plays back, it works so quickly that you normally won't be aware of the extra keystrokes from correcting the mistake.

First, we'll look at some simple macros. Before you begin, you need to tell WordPerfect where you're going to keep your macros if you haven't done that already. Create a folder for your macros; then choose WP Defaults from the File menu. Next, choose Default Folders to tell the program where your macro folder is. If you need more information about setting default folders, see Chapter 7.

---

## Recording a Macro

---

Recording a macro, simple or complex, consists of four basic steps:

- 1. Choose Macro from the Special menu; then choose Define Macro.**

It's faster to use the keyboard shortcut Command-Shift-M.

- 2. Type a name for the macro and click Save.**

You can name a macro anything you like—up to the maximum of 63 characters for a file name. However, it's best to keep your macro names short. You'll get a dialog box to select which macro you want to use each time you execute a macro, and it displays a maximum of 20 characters. Short, meaningful names can help you remember a macro's function.

- 3. Carry out all the operations that you want to record in the macro.**

The "Macro Def" message on the status line tells you that all your commands and keystrokes are being recorded.

- 4. When you've finished the sequence you're recording, press Command-Shift-M again to turn off macro definition.**

From then on, you can execute the macro you just wrote by pressing Command-Shift-X (or choosing Execute Macro from the Macro submenu) and double-clicking on the macro's name.



You can assign the letters A through Z (in this case caps and lowercase *are* the same), the numbers 0 through 9, or any symbol except the colon (:) to an Option-Command sequence instead of giving a macro a name. Once you've assigned a macro to an Option-Command sequence, you don't have to choose Execute Macro and then select the macro's name. It will execute when you press Option-Command and the character.



When you record a macro, you'll need to have something on the screen for the macro to work on. For example, you can't record a macro that will delete text if there's no text there to be deleted. If you're working on an important document, you may want to switch to a different window and enter some "dummy" text to record the macro until you get it working correctly.



Save a document before you test a macro in it. That way, you can get the original version back in case you get unexpected results.

Let's try writing a few simple text macros that automatically generate text for you.

## Writing Paragraphs Automatically

If you write similar letters over and over again, you can use macros to automate each standard paragraph. The three macros that follow generate the first notice, second notice, and third notice in a standard customer account letter.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *first notice*.

2. Type the following paragraph:

We'd like to remind you that you may have overlooked your unpaid balance. Enclosed is a postage-paid envelope for your convenience.

3. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.
4. To create the second notice, choose Macro from the Special menu again; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *second notice*.

5. Type the following paragraph:

Your account is overdue. We would appreciate receiving payment now.

6. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.
7. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *third notice*.

8. Type the following paragraph:

We have not heard from you regarding your account. If you are unable to pay, please contact us to make other arrangements.

9. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

To execute any of these macros, press **Command-Shift-X** (or choose **Execute Macro**) and double-click on the macro's name. As you're writing a letter, you can choose which of the standard paragraphs you want to insert by selecting the macro that generates it.

You can use macros like the one you just wrote to automate a lot of the repetitious writing you do. For example, you can have a macro that inserts your company's letterhead or return address, or a macro that writes the whole letter for you.

Now let's look at how you can use macros to edit text.

## Editing Text Automatically

You can record a macro that will transpose one sentence with the following one (as long as the second sentence ends in a period). To record this macro, you'll need two sentences ending in periods on the screen.

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Then name the macro—*tr sentence* is a suggestion.
2. Choose **Select** from the **Edit** menu; then choose **Sentence** (or press **Command-6 2**) to select the sentence the pointer is on.
3. Press **Command-X** to cut the sentence, including the spaces after the final punctuation.
4. Choose **Find** from the **Search** menu (or press **Command-F**) to find the next occurrence of a period.
5. Enter a period into the **Search For** box; then press **Return**.

WordPerfect locates the next period and selects it.

6. Press **Command-.** to turn off **Select**.
7. Press the space bar twice to insert two spaces between the sentences.
8. Press **Command-V** to insert the cut sentence.



Typing the first few letters of a macro's name takes you quickly to it in the list.

9. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

Now, whenever you want to transpose one sentence with the following sentence, you can press Command-Shift-X (for Execute Macro) and select the tr sentence macro.

There are many more text-editing macros at the end of this chapter.

## **Formatting Text Automatically**

You can also write macros that handle formatting for you. This next macro changes to double spacing and inserts a hanging indent for the next paragraph that you type.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *hanging*.
2. Press Command-4 and type 5 (or select Line from the Format menu; then choose Spacing).
3. Click on the up-arrow in the Line Spacing box to set the spacing to 2.0; then press Return (or click OK).
4. Press Command-Shift-T to insert an indent.
5. Press Shift-Tab (Margin Release) to move the first line of the paragraph one tab stop to the left.
6. Press Command-Shift-M to turn off macro definition.

When you execute this macro, the next text that you type will be double spaced and formatted as a hanging indent, like this:

The first line of the paragraph will be flush left, but any subsequent lines that you type will be indented on the first tab stop. When you press Return, you'll go back to the left margin of your document.

You'll find other formatting macros at the end of this chapter.

Now that you've had some practice in recording simple macros, we'll look at some of the more advanced things you can do with macros.



## Getting Input from the Keyboard

WordPerfect lets you insert pauses and prompts in macros so that you can enter information that the macro needs in order to work. For example, you can pause a macro so that you can indicate a different right-margin setting or go to a specific page number. You can also insert a prompt (called Macro Input on the menu) that indicates what kind of information needs to be entered. If you're creating macros that others will use, it's good to be able to give the user a prompt for exactly what kind of information needs to be entered at a certain point. For example, you might want to insert the prompts "Enter the starting date" and "Enter the ending date" in a form letter to be used by others in your work group.

### Pausing a Macro

To insert a pause in a macro that you're recording, press Command-Shift-M and type 6 (or select Macro from the Special menu; then choose Macro Pause). These keystrokes aren't recorded as part of your macro; they simply turn off macro definition temporarily.

After you've chosen Macro Pause, choose Macro Resume and continue recording the macro. When you execute the macro, it will pause for your input.

For example, in the next macro we'll create a header that appears on all pages of a document. It will have the current date and the page number of the chapter. The macro will pause so that you can indicate which chapter number to use.



WordPerfect doesn't record any keystrokes you make during a pause.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *header*.
2. Press Command-Shift-H to start the header. Click on Header A and All pages in the dialog box that appears; then press Return.

If Header A and All pages are already selected, just press Return.

3. Click on the clock at the bottom of the screen to insert the date.

The date will be formatted in the default format style—for example, September 22, 1988. To change the date format, use the Date command on the Special menu.



4. Press **Command-Shift-F** to position the next text flush right.
5. Type **Page** and press the space bar once.
6. Select **Macro** from the **Special** menu; then select **Pause Macro** (or type 6).
7. Select **Macro** from the **Special** menu; then select **Resume Macro** (or type 6).

The 6 key is a toggle for **Macro Pause** and **Macro Resume**. When one is on, the other is off.

8. Type a hyphen; then click on the # at the bottom of the window to insert the automatic page number.

The page numbers will appear in the style *Page 5-1* where 5 is the chapter or section number you enter when you execute the macro.

9. Press **Command-K** to close the header window.
10. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

From now on, executing the header macro inserts this formatted header into your document. It will pause for you to type the chapter number. To resume the macro, choose **Resume Macro** after you've typed the chapter number. If you want the header to be on all the pages of the document, be sure to move to the beginning of the document before you execute the macro.

## **Using Prompts in Macros**

If you want WordPerfect to display a prompt when it pauses for you to enter something from the keyboard, use the **Macro Input** command instead of the **Pause Macro** Command. You'll see a dialog box where you can enter the prompt you want to be displayed when the macro pauses. When the macro executes, what you enter in the prompt's box will be inserted in the document. If you're entering text for a letter, for example, whatever you type will go into the letter.

For practice, let's record a macro that writes a standard boilerplate paragraph for a contract. It prompts the user to enter a start date and an end date, and it automatically writes the rest of the paragraph.



To insert a pause when a dialog box is up, press **Command-Shift-M** and choose **Pause** in **Dialog**. The macro will automatically resume when you close the dialog box.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *boiler*.
2. Press Return to begin a new paragraph. Then enter  
     The estimated time required to complete Phase 1 is  
     Press the space bar once to insert a space after the *s* in *is*.
3. Select Macro from the Special menu and choose Macro Input.
4. In the Macro Input dialog box, enter  
     Enter number of days required for Phase 1:  
     and press Return.
5. Press the space bar to insert a space after the input that will be provided from the keyboard.
6. Type  
     *days*, beginning on  
     and press the space bar.
7. Insert another prompt by choosing Macro Input again. This time, enter the prompt as  
     Enter start date for Phase 1:  
     Press Return and type a period to end the sentence.
8. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

Now execute the macro. Choose Execute Macro (or press Command-Shift-X); then choose boiler from the list. You'll be prompted for the number of days for Phase 1 as well as its start date. The macro will then execute rapidly, and you'll see a sentence like this:

The estimated time required to complete Phase 1 is 30 days,  
beginning on September 24, 1988.

The numbers and date that appear will depend on what you entered. As you can see, you can set up form letters and other documents that request many different kinds of information. After you or some

other user enters all the requested information, WordPerfect constructs the rest of the document quickly. Although we used only a short paragraph in this example, you can use the same technique to set up prompts that will guide another person through a complex series of prompts to fill out a form or create a letter.

## Using a Delay Factor in Macros

Macros normally execute so quickly that you can't see them working. You can insert a delay value into a macro to slow it down so that you can see the sequence of steps on the screen. The delay value you insert is in increments of 1/60th of a second, so to insert a 1-second delay, you'd enter a delay value of 60. Inserting a delay value of 0 speeds the macro back up so it's invisible again.

For example, you may want to be able to read prompts and text on the screen as a macro is executing, or you may want to display text letter by letter across the screen v-e-r-y s-l-o-w-l-y to create animation. Here's how to create an "animated" macro that automatically writes across your screen.



If a macro isn't working as you expect, insert a delay factor of 1 so that you can see what it's doing as it executes. It will run at top speed, but prompts and text will be visible. You may be able to quickly spot where the trouble is and then redefine the macro.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *abc*.
2. Choose Macro; then choose Macro Delay.
3. Enter 5 as the delay factor.

Each step in the macro will occur at intervals of 1/12th of a second. You can insert a delay factor as large as 65367—that's 1089.45 seconds, or 18.16 minutes.

4. Type

Announcing...

and press Return twice.

5. Press Tab; then type

A new line of special products!

6. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

To try out your new macro, open a new window and execute `abc`. If you create presentations or tutorials, you can get some pretty spectacular results with this trick.

---

## Creating a Startup Macro

---

Any macro that you name *startup macro* will automatically execute when you start WordPerfect. Here are a few possible uses for a startup macro:

- You can have WordPerfect display a daily to-do list for you. If you save a document named *to-do list* at the end of each day, your startup macro can open that document automatically the next time you start the program.
- If you normally start your day by writing letters, you can use the macro that creates your letterhead, changes to a different font, formats the letter, and inserts the date as your startup macro.
- If you habitually begin work with a specific document, you can name a macro that opens it as your startup macro.
- If you're preparing a tutorial or a mail-merge application for other people, the instructions for using it can be the document that WordPerfect opens as the startup macro.

---

## Repeating Macros

---

There are two ways you can have a macro repeat itself. First, if there's a search in the macro, you can have it repeat itself until no more occurrences of the search pattern are located. This is called a *repeating chain*. If there's no search command in the macro, you can use the Esc key to specify how many times a macro is to be repeated. By setting a large number (such as 1000) for the Esc value, you can make sure that the macro repeats itself as many times as you need it to, even in very large documents.



## Repeating Chains

For example, here's a macro that searches for all the italicized words in a document, changes them to plain text, and copies them into a document in a second window, where you can use the word list as the basis for a glossary.

You'll need a paragraph containing italicized words for the macro to work on, so enter this short paragraph into a new document and save it as glossary (you'll use it again later):

*Leading* is the vertical distance in points that's often added between lines of typeset text to make it more readable. *Kerning* and *letterspacing* refer to the spacing between characters of type.

When you're ready to start recording the macro, open another document window. This window will ultimately contain the word list that the macro will generate. Then, in the document with the italicized words, press Enter three times and press the ↑ key to go to the beginning of the document, before any codes.



If you're saving macros and documents in the same folder, you can't name a macro with a name you've previously given to a saved document. Create a separate folder for new macros, as explained in Chapter 7, so that you will have more flexibility in naming them.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *glossary*.
2. Choose Forward from the Search menu (or press Command-F).
3. Select the first [Ital] code from the box on the right; then click Insert to put it in the Search For box.
4. Click Find to begin the search.  
WordPerfect locates the first [Ital] code.
5. Press the period on the numeric keypad to delete the code; then click OK.
6. Turn on Select by pressing Command-Shift-N.
7. Press Word Right (Command-→) to select the word.
8. Copy the word with Command-C.
9. Press Cancel (Command-.) to turn off Select.
10. Press Command-W to switch to the second window.
11. Paste the copied word (Command-V).





Always use Select in macros instead of double-clicking with the mouse. If you're moving the insertion point, use the arrow keys, not the scroll bars. WordPerfect remembers the position of the insertion point in relation to the screen (instead of to the document) if you use the mouse or scroll bars.



You can also use a macro like this one to compile a list of keywords or a selection of titles for suggested reading.

12. Press Return to move to the next line.
13. Press Command-W to switch back to the original document.
14. Choose Macro; then choose Chain Macro (or press Command-M 3). Select glossary as the macro to chain.
15. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

Now try out your new macro. Choose Execute Macro (or press Command-Shift-X) and choose glossary. You'll be prompted for each deletion; press Command-O (for OK) or click OK. The macro will continue until there are no more occurrences of italics in the document. Then it will give you a "Not Found!" message and stop executing. Your word list will be in the second window, ready for you to start writing a glossary of terms.

Although this example was deliberately kept short, you can begin to see how much time it would save you in a long document.

## Repeating Macros with the Esc Key

You can also use the Esc key to repeat a macro a certain number of times. After you press Esc, enter the number of times you want the macro to repeat; then press Command-Shift-X to choose a macro to execute.

For example, you can record a short macro that selects the word the insertion point is on and italicizes it. When you execute the macro, you can use the Esc key to italicize any number of words following the insertion point.

You'll need a few words on your screen to record this macro, and the insertion point should be within one of the words or at its beginning.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *ital*.
2. Press Command-Shift-N to turn on Select.
3. Press Word Right (Command-→) to select the word.
4. Press Command-Shift-I to italicize the word.

5. Press **Cancel (Command-.)** to turn off **Select**.
6. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

Now try out your new macro. Press **Esc**; then press **Command-Shift-X** (or choose **Execute macro**). Next, choose **ital** as the macro to execute.

The next eight words will be italicized, if you haven't changed the default setting from eight. If you want to italicize fewer words or more words than the default choice, you can type that number in the dialog box before you execute the macro.



These macros are going to get complex quite rapidly as they teach nesting and chaining techniques. There are a lot of useful, simple macros at the end of the chapter, so you may want to skip this section until you're ready to try complex macros.

## ***Nesting and Chaining Macros***

Macros can also start other macros that in turn carry out other functions. Because you can connect macros this way, you can write short macros that carry out relatively simple functions and either chain them together or nest them within each other so that they carry out complex sequences of commands.

First, we'll look at the simplest case: nesting macros, in which one macro starts another. You can nest the header macro you wrote earlier inside another macro, and then nest another macro that saves and prints the document, which in effect creates an automatic page-numbering system for you.



When you nest macros, you'll need to record all the macros you're going to use before you write the master macro.

### ***Nesting Macros***

The macro you'll create will first move to the beginning of your document. It will then start the header macro. After you've created the header, the macro will save the document. It will finally call another macro that prints your document.

### ***Recording the Print Macro***

You've already created the header macro, but you'll need to record a print macro before you start recording the master macro that will handle everything. You'll use the print macro each time you print a document, so you can assign it to an **Command-Option** sequence.

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Then assign the macro to **Command-Option-P** by typing **P** in the box and pressing **Return**.
2. Choose **Print** from the **File** menu; then click **OK**.  
When you record a macro that prints a document, it works only with the printer you've selected with the Chooser. If you run the macro with another printer chosen, you'll get an error message, and the macro will stop. If you use several different printers, define a print macro for each one and use the appropriate print macro in your master macro.
3. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.



A master macro doesn't have to do much itself, except perhaps move to different places in the document and call other macros from your macro library.

### ***Recording the Master Macro***

Now you're ready to record the master macro that will have other macros nested in it.

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Then name the macro *page numbers*.
2. Press **Enter** three times; then press the **↑** key to move to the beginning of the document.
3. Choose **Execute Macro**; then choose header.  
The header macro pauses to let you enter a chapter number.
4. Choose **Resume Macro** to resume.
5. Press **Command-S** to save the document.  
If you haven't saved the document before, you'll be prompted for a name.
6. Choose **Execute Macro**; then choose **Option-Command-P**.
7. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

Now, when you've finished with a document that needs a header with page numbers, you can execute this macro, supply the chapter



Nested macros are executed as you define them. Chained macros aren't, but all the keystrokes in a chained macro will take place before the next macro starts.

or section number, and let WordPerfect take care of creating the header in the right place, numbering the pages, saving the revised document, and printing it.

## Conditional Chains

You saw a little earlier how to set up a macro that will chain or repeat itself until it can no longer locate its search pattern. You can also set up conditional chaining macros—one macro will execute when a particular search pattern is located, and the other will execute when the search pattern is not located. This is a little trickier than what you've done so far, because you record two macros before you begin to record the conditional macro.

1. First, you record the macro that will run when the search pattern is *not* found.
2. Next, you record the macro that will run when the search pattern is found.
3. To record the conditional macro, turn on macro definition and chain the not-found macro as the first step.
4. Then record the search macro's keystrokes and commands.
5. Finally, chain the name of the macro that will run when the pattern is found.

For example, you could record a macro to search for a [Cntr Pg] code indicating a title page somewhere in the body of a report. If no title page were found, the macro would print the report; if a title page were found, it would prompt you to edit the title. In a long report that was assembled from several main sections written by other contributors, this type of macro could save you a lot of time and allow you to check the wording of each title and the numbering of each section. You'd have to reexecute the macro each time a title page was located, though.

A more useful type of conditional chaining macro is one that will repeat itself until the pattern is no longer located. It's more useful because you can use this type of macro to automate repetitive searches in a document. For this kind of conditional chaining macro,



you simply chain the not-found macro as the first step, enter the search keystrokes, and chain the macro to itself.

For example, you can set up the glossary example discussed earlier so that after all the italicized words are copied into a list, the list is saved and printed, and you have a hard copy to work with.

Open the glossary document you saved earlier; then open a new, empty document window and switch back to the glossary document. Turn on your printer if it isn't already on. Remember, macros need to be recorded under the same conditions they'll be executed under, and this one requires two windows and a printer.

### ***Recording the Not-Found Macro***

First, you'll need to record the macro that executes when the search fails—that is, when WordPerfect can't locate any more italicized words in the document. This macro will then save the document and print it.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *print list*.
2. Press Command-W to switch to the list in the second window.
3. Press Command-S to save the list.
4. Press Command-P to print it; then click OK.
5. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

### ***Recording the Entire Macro***

Now you can record the macro, which consists of the not-found macro (print list), plus the keystrokes for the search, plus a command to chain the macro to itself. You'll recognize many keystrokes as part of the glossary macro you created earlier.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *do glossary*.



First, you'll chain the not-found macro.

2. Choose Chain Macro; then choose print list.

Next, you'll record the search keystrokes.

3. Choose Forward from the Search menu (or press Command-F).
4. Select the first [Ital] code from the box on the right; then click Insert to put it in the Search For box.
5. Click Find to begin the search.
6. Press Command-. to turn off Select.
7. Press Delete to delete the [Ital] code.
8. Turn on Select by pressing Command-Shift-N.
9. Press Word Right (Command-→) to select the word.
10. Copy the word with Command-C.
11. Press Cancel (Command-.) to turn off Select.
12. Press Command-W to switch to the second window.
13. Paste the copied word (Command-V).
14. Press Return to move to the next line.
15. Press Command-W to switch back to the original document.
16. Choose Chain macro; then chain the macro to itself by selecting do glossary.
17. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

Now you can try out this rather complex macro. Open a new window for the list. Close any other windows you may have open; then open the glossary document and move to the beginning, before any codes (press Enter three times; then press the ↑ key). Execute the do glossary macro.

All the italicized words in the document will be copied into a second window, the italics will be removed, and you'll get a hard copy of your glossary list.

## Chaining More Macros

You could continue to chain more macros to the macros in this example and create even more complex conditional chains, which could save you hours of time if you had to make each step manually in a long document. Later in this chapter you'll find an example of a set of macros that automatically prepare front matter for you to give you an idea of the types of things you can do with conditional macros. With a little practice and imagination, you can set up some sophisticated macros.

## Building a Macro Library

 You can't retrieve macro files and edit them (at least, not in version 1.0). You have to rerecord the macro. Also, you can't transfer WordPerfect Macintosh macros to WordPerfect on other computers and vice versa.

If you've used WordPerfect on other computers, you've probably built fairly complex instructions into your macros. One macro usually performs several different tasks, such as marking text, generating lists, and saving and printing. You don't have to do that in WordPerfect for the Macintosh. Instead, you can break up long procedures into separate macros and write master macros that call each short macro as you need it. Thus, you can build a macro library of the tasks you routinely perform. Not only does this make your macro library more flexible—because you can use one macro as a “subroutine” in several different macros—but it makes the macros easier to record. Because the macros can be relatively short, you don't have to record 20 or 30 steps all over again if you make a mistake.

To make your macro library useful, you'll need to create and maintain a catalog of the macros you write so that you know what they do and what you've named each one. Then, as you assemble master macros from your library of subroutine macros, you can accurately choose which macros to use by displaying the catalog. Your catalog should include each step in the macro and provide an accurate description of what the macro accomplishes. You can invent a shorthand notation for keystrokes. For example, I notate a macro that finds a period like this:

Find period @F . R

The @ sign represents the Command key, and the R stands for



Insert a delay factor into a macro that isn't working as expected. If you watch what happens on the screen as the macro executes, you may be able to see where the problem lies.



Macros can do what you want them to do only if they're written under the same conditions in which they're going to be executed. If your macro needs text to operate on, make sure there's text on the screen before you record the macro.



You can rename macros by using the Rename File/Folder option of the File Management window. Most of the macros in this chapter are identified with names, but Command-Option macros are faster to execute. Rename any name macros that you use frequently as Command-Option macros.

Return, so in English it reads "Command-F period Return." This system may seem a little terse until you get used to writing macros, but you can invent a system that's meaningful to you. Since WordPerfect Corporation does not (yet) provide a macro editor with the program, a catalog of macros is especially useful. Aside from playing each macro, the catalog is the only way to see what each macro does.

Your catalog should also provide a description of the conditions under which each macro operates. You may have noticed as you created the macros in this chapter that they each operate under a certain set of assumptions. For example, the tr sentence macro required sentences that ended in periods, and the glossary macro required some italicized words on the screen. Other macros may require your printer to be on, or they may require you to choose which printer you want to use with the Chooser.

## **Useful Macros**

The next sections present macros that you can record or adapt for your own work. Many of these macros give you only keyboard shortcuts instead of menu choices, so that you can record them quickly. You can choose from the menus if you prefer; WordPerfect will record the macro correctly no matter which method you use.

These macros are intended only to get you started writing your own. As you record them, you'll get ideas for other macros that you can use in your own day-to-day work. They start out simple, but by the end of the chapter there are macros for a full-fledged macro application that automatically creates front matter for a report or paper.

## **Text Editing Macros**

This section contains macros that are useful as you edit your documents. To record any of these macros, you'll need some text on your screen so that the macro will have something to work on as you record it.

## Deleting a Word

You can record a macro that will delete the word to the left of the insertion point when it's in the middle of a word.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to define the macro.  
You may want to name it *word left*, or, if you're going to use it frequently, you can assign it to a Command-Option sequence.
2. Press Command-← to move the insertion point to the beginning of the word it's on.
3. Press Shift-← to turn on Select.
4. Press Command-← to select the word to the left.
5. Press Delete to delete the highlighted word.
6. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

## Deleting a Line

This macro deletes the entire line, including all formatting codes.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) and name the macro.  
On the disk that you can order with this book, it's named *line delete*, but you can name yours whatever helps you remember what it does.
2. With the pointer anywhere in a line of text, press Enter three times and then press ←.  
This moves the pointer to the very beginning of the line, before any format codes.
3. Press Command-1 (End) to delete to the end of the line.
4. Press the period on the numeric keypad to delete any hard or soft return that may be at the end of the line.
5. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn off macro definition.



### ***Deleting to the Beginning of a Line***

This macro deletes from the insertion point to the beginning of the line.

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) and name the macro.  
I've named this macro *delete bol*, but you can name yours whatever helps you remember what it does.
2. Press **Command-Shift-N** to turn on **Select**.
3. Press **Enter** and **←** to go to the beginning of the line.
4. Press **Delete**.
5. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn off macro definition.

### ***Converting a Line to Uppercase***

This macro is useful for situations in which you want to convert an entire line to uppercase. For example, you may decide that main headings in a document will stand out better if they are in uppercase.

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) and name the macro.  
A suggestion for the name is *line up*.
2. Press **Enter** and then press the **←** key to move to the beginning of the line.
3. Choose **Select** from the **Edit** menu; then choose **Select On** (or press **Command-Shift-N**) to turn on **Select**.
4. Press **1 (End)** to select to the end of the line.
5. Select **Case Convert** from the **Edit** menu; then type **1** for uppercase.
6. Choose **Select Off** (or press **Command-Shift-N**) to turn off **Select**.
7. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn off macro definition.



## Converting Sentences to Lowercase

Suppose you've converted a section of text to uppercase and then decide it would look better in lowercase. To record a macro that will convert a sentence that's in all caps to lowercase, take the following steps:

 WordPerfect has a built-in "memory" for sentences: it won't convert an uppercase letter after a period to lowercase. If you're converting more than one sentence to lowercase, each will still begin with a capital letter.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *lower*.
2. Press Command-6 2 to select the sentence the insertion point is in.
3. Choose Case Convert from the Edit menu; then choose To Lower.
4. Press Command-. to turn off Select.
5. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

## Capitalizing the First Letter of a Word

You'll often find it necessary to capitalize the first letter of a word. The next macro does it for you quickly. When you record this macro, the pointer can be on any letter of a word except the first.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) and name the macro. I've used the name *cap*.
2. Press Command-← to move to the beginning of the word.
3. Press → to move one character to the right.
4. Press Command-Shift-N to turn on Select; then press ← to select that letter.
5. Choose Case Convert from the Edit menu; then type 1 for To Uppercase.
6. Turn Select off by pressing Command-Shift-N.
7. Press Command-→ to move to the next word.

8. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

### ***Lowercasing a Capitalized Word***

This macro lets you convert a word that's in caps to one that begins with a capital letter—*CAPS* becomes *Caps*. You'll need a word that's in all caps on the screen.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) and name the macro.  
You can call this macro *lowercase*.
2. Press Command-← to move to the beginning of the word.
3. Press → to move to the second character in the word.
4. Press Command-Shift-N to turn on Select; then press Command-→ to select the word.
5. Select Case Convert from the Edit menu; then choose To Lower (or type 2).
6. Turn off Select by pressing Command-Shift-N.
7. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

### ***Capitalizing a Whole Word***

The next macro will quickly convert the word the insertion point is on to ALL CAPS.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) and name the macro.  
A suggested name is *upper*.
2. Press Command-← to move to the beginning of the word.
3. Press Command-Shift-N to turn on Select.
4. Press Command-→ to select the whole word.
5. Select Case Convert from the Edit menu; then choose To Upper (or type 1).

6. Press Command-Shift-N to turn off Select.
7. Press → to move to the next word.
8. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn off macro definition.

## Transposing Text

Transposing text—switching it from one place to another—is another tedious task that macros can carry out for you.

## Transposing Letters

One annoying habit my fingers have is typing letters out of sequence so that I get *hte* when I want *the*. You can record a macro that will transpose letters for you when the pointer is on the second letter.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) and name the macro.

You can name the macro *tr*.

2. Press Command-Shift-N to turn on Select.
3. Press ← to select the letter to the left of the pointer.
4. Press Command-X to cut the selected letter.
5. Press the ← key again to move one position to the left.
6. Press Command-V to paste the cut letter.
7. Press the → key to move the pointer to the next character.
8. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn off macro definition.



To turn on Select quickly, press the Shift key and then press any of the arrow keys. You can extend the selection up, down, right, or left.

## Transposing Words

This is another editing macro that can save time. It switches the word the insertion point is on (or to the left of) with the word that's to its left—*to move* becomes *move to*, for example. Type a few words so that the macro will have something to work with.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) and name the macro.  
On the disk that you can order with this book, it's named *word*.
2. With the insertion point in a word, press Command-← (Word Left) to move to the beginning of the word.
3. Press Command-Shift-N to turn on Select.
4. Press Command-→ (Word Right) to select the word.
5. Choose Cut (or press Command-X) to cut the word.
6. Press Command-← (Word Left) to move to the word to the left.
7. Choose Paste (or press Command-V) to paste the cut word.  
Then press the space bar to insert a space.
8. Press Command-→ (Word Right) to move to the next word so that you can continue typing.
9. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn off macro definition.

## **Inserting Special Characters**

If you use a special character frequently, you can write a macro that inserts it into your document. For example, I often write bulleted lists. Instead of using the asterisk for bullets, I have a macro that inserts the bullet character (●) whenever I want the bullet. If you often use paragraph or trademark symbols, vowels with diacritical marks, or mathematical symbols in your documents, you can record routines that insert these special characters.

To record a macro for inserting any of these special characters:

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) and name the macro.  
I assigned the bullet to Command-Option-B to make it easy to remember and quick to use.
2. Press Command-I to bring up the symbol window.
3. Click on the symbol you want to use.



For typesetter's quotes in WordPerfect, use Option-[ and Option-Shift-]. For single typesetter's quotes, use Option-] and Option-Shift-]. You can assign the sequences that create these symbols to macros that are easier to remember.

4. Press the space bar to insert a space between the symbol and the next character you type.
5. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn off macro definition.

Then, whenever you need to use the symbol, pressing **Command-Option** and the letter you assigned the symbol to will insert it in your text and position the insertion point correctly for you to type the next character.

## ***Converting to Superscript and Subscript***

If you do much mathematical typing, this next set of macros can save you time. They're all **Command-Option** macros, so they're quick to execute as you're typing. The first, **Command-Option-U** (for **Up**) converts the next character you type to superscript. The next, **Command-Option-D** (for **Down**) converts it to subscript. The third, **Command-Option-R** (for **Return**) returns you to plain text so that the next character you type is on the normal text baseline.

### ***Converting to Superscript***

To create the macro that converts to superscript:

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Assign the macro to **Command-Option-U**.
2. Press **Command-Y** and type 7 (for **Superscript**).
3. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

### ***Converting to Subscript***

To create the macro that converts to subscript:

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Assign the macro to **Command-Option-D**.



2. Press Command-Y and type 8 (for Subscript).
3. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

### ***Returning to the Regular Baseline***

To create the macro that returns to plain text:

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then assign the macro to Command-Option-R.
2. Press Command-Y and type 1 (for Plain).
3. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

### ***Combining the Superscript and Subscript Macros***

Now try typing the expression  $(n_t - 1)^2$ :

1. Type the left parenthesis and the  $n$ ; then press Command-Option-D (for Down).
2. Type the  $t$ ; then press Command-Option-R (for Return).
3. Type the space, the minus sign, the space, the 1, and the right parenthesis.
4. Press Command-Option-U (for Up) and type the 2.
5. Press Command-Option-R to return to regular text.

Speeds things up a little, doesn't it?



You can also use these macros on text you've highlighted if you're converting several characters at a time to superscript or subscript, as in the expression  $n^{(n+1)}$ .

### ***Copying a Paragraph***

This macro quickly copies the paragraph you're working on.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition.

A suggestion is *cp*, but you can name yours whatever helps you remember what it does.

2. Press Command-6 and type 3 to select the paragraph.
3. Press Command-C to copy it.
4. Press Command-Shift-N to turn off Select.
5. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

After the paragraph has been copied, you can move to the location where you want it and select Paste (Command-V).

You can write similar macros that copy the sentence, page, or column you're working in. In place of the 3 in step 2, type 2 for sentence, 4 for page, or 5 for column.

Likewise, you can change this macro so that it cuts instead of copies by substituting Command-X for Command-C in step 3.

## ***Moving to the Beginning or End of a Paragraph***

If you're working in a long paragraph that isn't all displayed on the screen, it's handy to be able to move to the beginning or end of the paragraph quickly. These next two macros search for a tab code, so for them to work properly you should be indenting paragraphs with a tab. If you're separating paragraphs with an extra line of space instead of indenting the first line of each paragraph, you can change the macros to search for two hard return codes instead.

You'll need a couple of paragraphs on your screen to record these macros.

## ***Moving to the Beginning of a Paragraph***

First, here's the macro that searches for the beginning of a paragraph.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *begin para*.
2. Press Command-B to search backward.
3. In the Search dialog box, scroll the list on the right until you see the [Tab] code. Click on it; then click Insert to put it in the Find: box.



If you use only one space between sentences, as some people do when typing material that's to be typeset, WordPerfect automatically selects the one space following the final punctuation when you select a sentence. If you use two spaces between sentences, it selects both spaces.

**4. Press Return (or click Find) to begin the search.**

When WordPerfect finds anything, it turns on Select automatically.

**5. Press Command- to turn off Select.****6. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.****Moving to the End of a Paragraph**

Now for the macro that searches for the end of a paragraph. The macro assumes that you've pressed Return to end the paragraph, so it searches for the next hard return.

- 1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *end para*.**
- 2. Press Command-F to search forward.**
- 3. In the Search dialog box, scroll the list on the right until you see the [HRt] code. Click on it; then click Insert to put it in the Find: box.**
- 4. Press Return (or click Find) to begin the search.**
- 5. Press Command-Shift-N to turn off Select.**
- 6. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.**

**Selecting Parallel Columns**

If you do much revising of text in parallel columns, you may want to record a macro that will automatically select the correct codes so that you can manipulate as a unit all the parallel columns that make up a group.

To record this macro, you'll need some parallel columns on the screen.

- 1. Choose Define Macro from the Macro submenu (or press Command-Shift-M) and name the macro.**

I suggest *cut parallel*, but you can name yours whatever helps you remember what it does.



Use macros like these to search for format codes in your documents.



Macros like this one can automatically select the right format codes so that you can cut and copy accurately.

2. With the insertion point anywhere in the group of columns you want to move as a unit, search backward to locate the first **[Protect]** code.

You'll need to choose the code from the list in the Search box (it's between the As and the Bs) and click Insert to insert it.

3. When WordPerfect locates the **[Protect]** code, press the **←** key.

This turns off Select and positions the insertion point to the left of the **[Protect]** code.

4. Turn on Select (press **Command-Shift-N**).

5. Then search forward for the last **[Column]** code in the group.

You'll need to choose the code from the list and insert it in the Search box.

6. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

When WordPerfect locates the **[Column]** code, all the correct codes and their text are selected, and you can copy or cut the columns as a unit.

## ***Text-Formatting Macros***

As you work, you'll probably want to set up standard formats for the different kinds of documents you create. The macros in this section show you how you can format documents automatically.

### ***Setting Up Style Sheet Macros***

You can use text-formatting macros in place of style sheets that format each element in a document. For example, you can record a macro that formats Level 1 headings in New York 12-point bold with a blank line above and below, and name it **Command-Option-1**. Another macro, named **Command-Option-2**, formats Level 2 headings in New York 10-point bold with a blank line above and a tab indent below. A third, named **Command-Option-3**, sets up Level 3 headings as run-in headings in 10-point New York italics. When you execute each macro, it prompts you to enter the text of the heading; after you type the heading and resume the macro, it automatically

adds the correct spacing between the heading and the text of the document. Another macro formats text for a displayed quotation in smaller type, centered between the right and left margins.

Here are the macros. An example of a document created with them is in Figure 8.1. The body of the document is in 10-point New York.

For the first-level heading macro:

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro Command-Option-1.
2. Press Return twice to insert a blank line.
3. Press Command-5 (or choose Characters from the Format menu). Then click on New York, 12, and Bold.
4. Click OK.
5. Choose Macro Input from the Macro submenu and enter the prompt as *Enter first-level heading* ; then click OK.
6. Press Return twice to insert another blank line.

#### First-Level Heading

Text then returns to 10-point New York and continues in this style until you're ready for a second-level heading. Just press Command-Option-2; WordPerfect will insert the correct space for you.

#### Second-Level Heading

After you've written the text for the second-level heading, you're returned again to normal text type.

*Third-level headings are run-in italic.* The program then switches back to normal text type for you. If you want to insert a displayed quotation, press Command-Option-Q:

You can then type a quotation that's as long as you like. When you resume the macro, you'll be returned to regular text.

Text you type from then on will be in the 10-point size again.

**Figure 8.1:** Macros can be used in place of style sheets to automatically format text elements like these headings and the quotation.





If you don't use WordPerfect's style feature, consider using macros like these. They can prompt you for each design element in your publication.

Now you'll need to return to regular text.

7. Press **Command-5** and click on **10-point and Bold** (to turn it off). Then click **OK**.
8. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

For the second-level heading macro:

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Then name the macro **Command-Option-2**.
2. Press **Return** twice to insert a blank line.
3. Click on the **B** in the status line.
4. Choose **Macro Input** from the **Macro** submenu and enter the prompt as *Enter second-level heading*; then click **OK**.
6. Press **Return** and **Tab**.
7. Click on the **P** in the status line to return to plain text.
8. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

For the third-level heading macro:

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Then name the macro **Command-Option-3**.
2. Press **Return** twice to insert a blank line.
3. Click on the **I** in the status line.
4. Choose **Macro Input** from the **Macro** submenu and enter the prompt as *Enter third-level heading*; then click **OK**.
5. Press the space bar twice to insert two spaces.
6. Click on the **P** in the status line.
7. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

For the quotation macro:

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro Command-Option-Q (for quotation).
2. Press Return twice to insert a blank line above the quotation.
3. Press Command-Shift-L for a left right indent.
4. Choose 9 point from the Font menu.
5. Pause the macro (Command-M 6); then resume it again.  
When you execute the macro, you can type a quotation that's as long as you like. If you had used a dialog box for input here, you'd be limited to 59 characters.
6. Press Return twice to add a blank line between the quotation and the text that follows.
7. Choose 10-point from the Font menu to return to regular text.
8. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

When you execute these macros, you'll be prompted for each heading. The quotation macro will simply pause.

As you can see, you can build a library of style macros, too. The macros you just recorded are only a beginning. If you keep a catalog of what each macro does, you can quickly format complex documents by executing these macros.



Give formatting macros like these meaningful names as you record them. When you're ready to create a document with formatting macros from your macro style library, rename them as Command-Option macros so that you can execute them quickly as you write.

### ***Clearing and Resetting Tabs***

This macro sets up a format for decimal tabs every two inches, beginning one inch from the left edge of the paper. This allows for three fairly wide columns on the page.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *decimal tabs*.
2. Press Command-4 and type 3 (or choose Line from the Format menu; then choose Tabs).

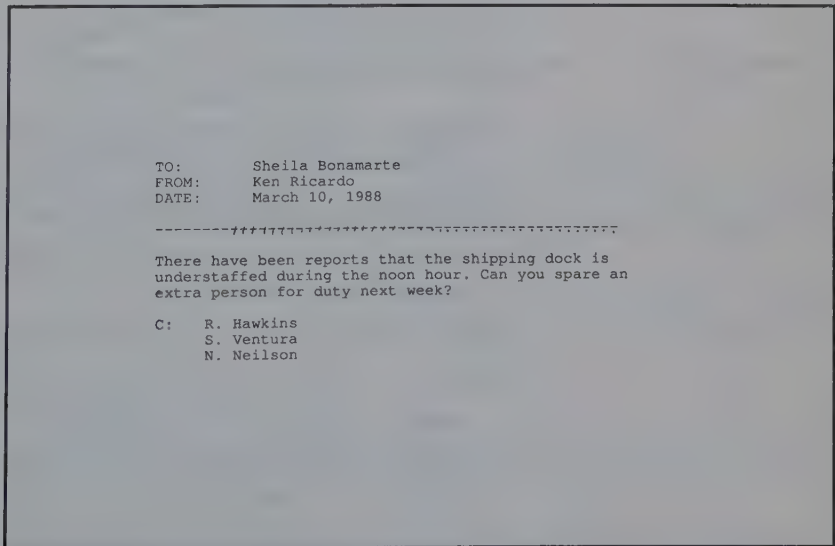
3. In the **Starting Position** box, type 1.0. In the **Repeating Every** box, type 2.
4. Click **Decimal** tabs and press **Return**.
5. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

### Setting Up a Memo Format

Almost every office has a standard memo format. If this one's not the one your office uses, you can modify it. A memo produced with this macro is illustrated in Figure 8.2. As you can see, margins are set narrower than usual, and a dashed line separates the headings and text. The macro enters the headings, the date, and the distribution list automatically.

When you execute this macro, it pauses for you to enter the recipient's name. In the **FROM** line, you can either enter your own name as part of the macro or insert another pause, as has been done here. The **DATE** line contains the date function so that your memos will always be dated correctly.

 You may want to create other macros that format special documents for you. For example, you can record a macro for a draft report format with double spacing and wide margins, another macro for a final report format with single spacing and 10-point type, or a macro that sets up two parallel columns for a script.



**Figure 8.2:** Macros can automate setting up formats like this one and inserting standard text.

One other interesting thing to note about this macro is its use of the Esc key to draw the dotted line.

Open a new window to record this macro.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *memo*.
2. Press Command-R to display the ruler line. Drag the left-margin symbol to the 1.5-inch mark and the right-margin symbol to the 6.5-inch mark.
3. Press Command-R again to hide the ruler line.
4. Press Return three times to insert three blank lines.
5. Type TO: and press Tab twice.
6. Insert a pause in the macro by pressing Command-M and choosing option 6, Pause Macro.
7. Resume the macro by repeating step 6, choosing Resume Macro.
8. Press Return and type FROM:
9. Press Tab twice and pause the macro again; then resume it.
10. Press Return and type DATE:.
11. Press Tab twice; then press Command-D to insert the date. Choose option 2, Date Function.
12. Press Return twice to insert a blank line.
13. Press Esc and type 50; then press the hyphen key to insert a dashed line of 50 hyphens.
14. Press Return twice to insert a blank line.
15. Insert a pause in the macro by pressing Command-M and choosing option 6, Pause Macro.  
When you execute the macro, it will pause for you to enter the text.
16. Resume the macro and press Return twice to insert a blank line.
17. Type the distribution list as shown in Figure 8.2.



You can add one more step to this macro so that it will print as many copies as there are names in your standard distribution list plus two (one for you and one for the recipient).

#### 18. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

When you execute this macro, after you type the recipient's name, choose Resume Macro to continue the macro. Each time the macro pauses, type the information that's appropriate at that point; then choose Resume Macro again.

### Automatic Letterspacing

Because letterspacing and kerning can get tedious, here's a letterspacing macro that adds one point of space between the characters where the insertion point is. Repeat the macro with the Esc key to add additional spaces—for example, press Esc, enter 4, and execute the macro to add 4 points of letterspacing.

To record the macro, you'll need at least two characters on the screen, and the insertion point should be between them.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *letterspacing* or Command-Option-L so that it will be quick to execute.
2. Choose Line from the Format menu; then choose Kerning (or press Command-4 6).
3. Click Letter Spacing and type 1; then press Return.
4. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

You can revise this macro so that it will decrease spacing between characters if you choose Kerning instead of Letter Spacing in step 3.

### Creating a Banner

The following macro prompts you for text that's to be centered, flush left, and flush right on the page.

1. Press Command-Shift-M and name the macro—*banner* is a suggestion.
2. Choose Center (or press Command-Shift-C) to center the text



that's coming next. Then pause the macro for input (Command-M 5).

3. Type *Enter text to be centered* in the text box that appears; then press Return.
4. Press Enter-← to move the insertion point to the left margin.
5. Pause the macro for input again (Command-M 5). This time, type the text in the prompt box as *Enter text to be flush left* and press Return.
6. Then move to the end of the line, past the second [Center] code (press End, which is 1 on the keypad). Choose Flush Right (or press Command-Shift-F).
7. Pause the macro for input again. Type *Enter text to be flush right* and press Return.
8. Press Command-Shift-M to end macro definition.

Now, when you want to create a banner with three elements across a page—either in a page of text or in a header or footer—you can use this macro without having to remember where the codes are. It will prompt you to enter the three elements; after you've entered them, the macro will create the banner for you.

## Automatic Page Numbering Footer

The next macro lets you number pages in the style *Page 1 of 100*, where 100 is the total number of pages in your document. It moves to the end of the document, pauses to let you note the page number, moves to the beginning of your document, creates a footer in 10-point type, and pauses to let you enter the number of pages in your document. You'll need a short document on the screen to record this macro.



This macro illustrates the use of a pause without a prompt.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to turn on macro definition. Then name the macro *page number*.
2. Press Enter twice; then press the ↓ key to move to the end of the document.

3. Pause the macro so that you can note the page number of the last page. Press Command-M 6.
4. Resume the macro by pressing Command-M 6 again.
5. Press Enter twice; then press the ↑ key to move to the beginning of the document.
6. Press Command-Shift-H to insert a footer.
7. Click Footer A and press Return.
8. Choose 10-point type from the Font menu so that your footer will be smaller than the text type.  
If your text is in 10-point type, choose 9 point.
9. Type Page, press the space bar, and click on the # at the bottom of the screen to insert an automatic page number.
10. Press the space bar, type *of*, press the space bar again and insert a pause in the macro (Command-M 6).  
The macro will pause at this point for you to type the number you noted earlier.
11. Resume the macro by pressing Command-M 6.
12. Close the footer window.
13. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to end macro definition.

When you execute this macro, it will move to the end of the document. Note the number of the last page; then resume the macro. When it pauses again, type that number; then resume the macro again.

## **Demonstration Macro**

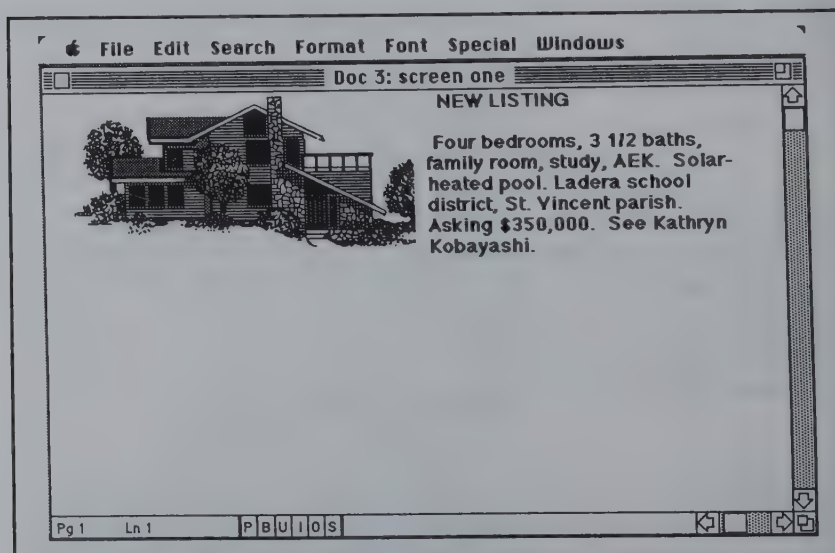
If you're a product manager who prepares on-screen demonstrations and presentations for conventions, you'll appreciate this next macro. It's appropriate in any situation where you want to set up a rolling demonstration on an untended Macintosh. It simply presents the first page of each document in a sequence, cycling endlessly among the windows until someone presses Command-. to stop the macro.

For example, if you're in a real estate office, you could prepare a set of documents describing your current listings and set them up to be displayed at the front desk for potential clients to view while waiting. Figure 8.3 shows a typical document that you could prepare for each listing, showing number of rooms, asking price, and other information that buyers are usually interested in. (If you have access to a scanner and a special graphics program, you can prepare graphics of each property from a photograph. See the tip in Chapter 6.) When you've prepared each document that you want to display and saved it, you're ready to record the macro.

### Creating the Documents to Be Viewed

To create a simple two-document demonstration, first create the two documents to be viewed. Just for practice, your documents can contain only a few words—like *screen one* and *screen two*, for example. When you're ready to create your own demo, you can use a graphics program and transfer graphics to WordPerfect, as was done in Figure 8.3.

Save the documents as *screen one* and *screen two*.



**Figure 8.3:** You can create a series of documents like this one to be displayed one at a time automatically.



The size of your demo (number and complexity of documents) is limited only by the amount of RAM you have available. If you've got 2 megabytes of RAM, you should be able to prepare some pretty impressive demonstrations.

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Then name the macro *demo*.
2. Press **Command-O** and enter the name of the first document you want to view—in this case, *screen one*.
3. Press **Command-O** and enter the name of the second document to be viewed—in this case, *screen two*.

When you record a real demonstration macro, continue pressing **Command-O** and opening all the documents that will be in your demo.

4. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

### Cycling among the Windows

Now all your documents are in RAM, so you can write the macro that cycles among the windows once you've opened the documents.



This macro uses a delay factor to display each graphics screen.

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Then name the macro *display*.
2. Enter a delay factor in the macros so that each document will be displayed for a few seconds. In this case, enter 300 for a 5-second delay.

The time you choose depends on how much information is on your screens. Five seconds is enough for simple graphics; allow longer delays for windows with information that's to be read.

3. Press **Command-W** as many times as you have documents to be displayed.
4. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.



If you're displaying a large number of documents, you may want to click the size box to make each document full-screen size. You can add that step to your macro.

To start the demo, execute the first macro, *demo*. When it stops, press **Esc** and enter a large number, such as 1000, to repeat the next macro, which cycles between windows and displays the document. The number you choose depends on how many documents you're displaying and how long you want the demo to run. You can stop it at





You can set up a WordPerfect disk that has the demo macros, and then take it along to the convention with you or send it to your field representatives. The disk should have all the documents that will be displayed plus the two macros, and you should have set up WordPerfect's default folders so that the program can locate the macros on that disk. You can also include a document containing instructions on how to run the macros. Record the instructions as a macro named startup macro, so that when the user starts WordPerfect, the instructions automatically appear.

any time by pressing Command-. In fact, you may want to display that instruction at the bottom of each document so that the user will know how to stop the demo.

Then execute the display macro that will display the documents in your on-line demonstration.

## Creating a Macro

### Application: Automatic Front Matter

The next set of macros automate the process of setting up a cover page and table of contents for a report or book. These macros show practical uses of almost all the techniques you've learned in this chapter, including inserting a delay value, pausing a macro, conditional macro chaining, and nesting macros. As you follow along, you'll see how macros like these can be used in a library of macro routines.

Before you begin to record these macros, you may want to review the material on creating tables of contents in Chapter 12 if you haven't done so already.

You'll need to record several macros before you chain them all together into a master macro:

- A macro named *cover sheet* starts and immediately suppresses page numbering, centers the text horizontally and vertically, and prompts you for the name of the report. It then inserts a blank page 2.
- A macro named *define toc* creates a page for the table of contents, types the contents title and centers it, and defines the style for the table of contents.
- A macro named *mark toc* searches through the document for each special symbol @ that indicates a heading for the table of contents, deletes the @ symbol, and pauses so that you can indicate the level of each heading. It chains until no more occurrences of the @ symbol are found.
- A master macro named *front matter* moves to the beginning of the document, calls the cover sheet macro, calls the define toc macro, starts the mark toc macro, and then generates the table of contents.



As you write any document that's going to be used with these macros, you'll need to insert the @ symbol at the beginning of each heading that's going in the table of contents. That should be the only place the @ symbol is used in the text.

To record the macros, you'll need a document with headings that begin with @, like the one in Figure 8.4. Set up your sample document and save it so that you'll have a saved version that hasn't been marked for lists. You can use it to test the master macro at the end.

### Recording the First Macro

To record the first macro, cover sheet:

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to define the macro. Name it *cover sheet*.
2. Choose Page from the Format menu; then choose Page Layout.
3. Choose Center Page Top to Bottom and click OK.
4. Choose Page from the Format menu; then choose Page Numbers. Click Arabic, Bottom Centered, and OK.

 You could set up your front matter pages for roman page numbering. Chapter 4 has more information on page numbering.

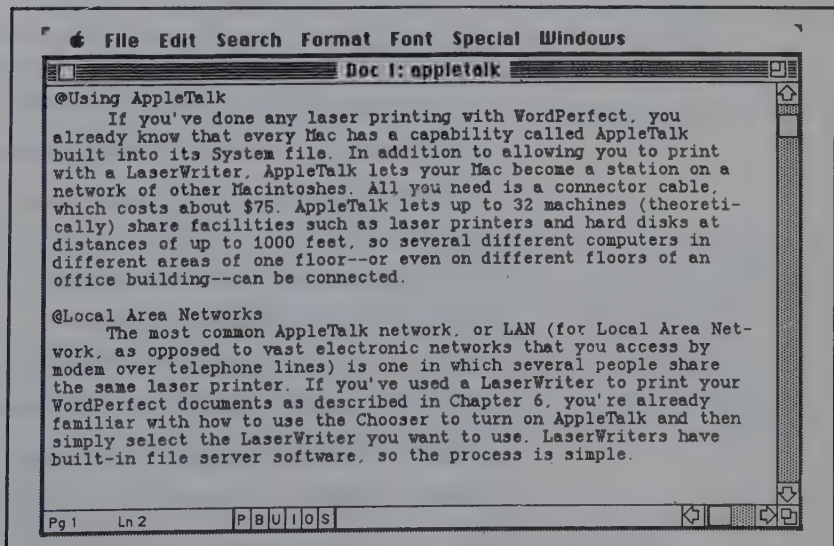


Figure 8.4: Set up a document with headings like these to record the front matter macros.

5. Choose **Page** from the **Format** menu; then choose **Suppress Format**. Click **All** and **OK**.

This suppresses headers, footers, and page numbers from appearing on that page.

6. Press **Command-Shift-C** to center the title of the report.

You can choose a different size or style for the cover sheet's title.

7. Choose **Macro Input** from the **Macro** submenu. Then type **Enter Title:** and press **Return**.

If you're going to have a subtitle, you could add additional steps here to change to a smaller font, center it, and prompt the user for it.

8. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

If you test this macro, your title won't look centered top to bottom, but it will be when it's printed. You can choose **Print Preview** to see it.

### **Recording the Second Macro**

Now you can record the second macro, define *toc*.

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Then name the macro *define toc*.

2. Press **Command-Return** to insert a new page.

3. Choose **Page** from the **Format** menu; then choose **Suppress Format**. Click **All** and **OK**.

This suppresses headers, footers, and page numbers from appearing on that page.

4. Press **Return** twice to insert two blank lines

5. Press **Command-Shift-C** to center the text.

6. Type **Contents** and press **Return** twice.

7. Choose **Define List**; then choose **Table of Contents** (option 6).

8. To set the style for each of three levels of headings, click 1 and **Flush Right with Leaders**; click 2 and **Flush Right with Leaders**; click 3, click on the style, and click # **Follows** entries.

You can choose whichever styles suit your report or paper. These styles produce flush right page numbers with dot leaders for Levels 1 and 2, and no dot leaders for Level 3 headings. Chapter 12 has examples of the styles that are available.

9. Click **OK** when you've defined all the level styles.
10. Press **Command-Return** to insert a page break.
11. Choose **Macro**; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

### ***Recording the Third Macro***

Now you can record the macro that marks the headings to be included in the table of contents.

1. Choose **Macro** from the **Special** menu; then choose **Define Macro** (or press **Command-Shift-M**) to turn on macro definition. Then name the macro *mark toc*.
2. Choose **Forward** from the **Search** menu (**Command-F**); then enter an @ symbol in the **Find** box and press **Return**.

WordPerfect locates the first @ in your document, which should be at the beginning of the first heading, if you've typed the heading correctly.

3. Press **Delete** to delete the @.
4. Choose **Macro**; then choose **Macro Delay** (or press **Command-M** and type 4) to insert a delay in the macro so that you can see what is happening on the screen as the macro executes.

If you don't insert a delay, you won't be able to see each heading as it appears. In fact, you'll think something has gone wrong with your macro, when all that's happening is that it's executing too fast for you to see it.

5. Enter 1 as the delay factor and press **Return**.
6. Select the sentence the insertion point is on (**Command-6 2**).  
Since each heading is on a separate line, selecting it as a sentence makes sure that it's selected to the next hard return. You could select it as a paragraph, but you'd get extra hard returns in your table of contents.
7. Choose **Mark Text (Command-J)** and then choose option 2, **Table of Contents**.  
A dialog box appears so that you can indicate which level the heading is to be in the table.
8. Choose **Macro**; then choose option 6, **Pause**, to pause the macro while you select from the dialog box.
9. Click on **Cancel** in the dialog box so that you don't select anything right now.  
When the macro executes, it will pause for you to click on the appropriate button for the heading that will be selected.
10. Press **Command-.** to turn off **Select**.  
Now you need to chain the macro to itself so that it will repeat until it can't find any more @s in your text.
11. Choose **Macro**; then choose option 3, **Chain macro**.
12. Click on the macro's name in the list that appears—in this case, **mark toc**.
13. Choose **Macro**; then choose **Define Macro** (or press **Command-Shift-M**) to end macro definition.

### ***Recording the Master Macro***

You can now record the master macro, front matter. The front matter macro won't do much itself except move the insertion point and call other macros. Because you've recorded each procedure separately, you can use the individual macros in other macros—like building blocks. It may have been tedious to get to here, but believe me, it's worth it if you have to prepare tables of contents and lists often.





Don't put instructions for moving to the beginning of a document into a macro that's going to repeat until no more instances of a search pattern are found. The macro will return to the beginning of the document each time it executes and will continue to locate only the first instance of the search pattern. Either move to the appropriate location before you execute this type of macro, or put the moving instruction in a master macro in which the search-and-repeat macro is nested. Another trick is to either delete something from the pattern that the macro finds or add something to it, so that the macro doesn't hang at the first instance of the search pattern.



Don't generate a table of contents until you're through editing your document. If you add or delete text, page numbers may change.

Before you begin, get your sample document back with its @ symbols for headings and boldface for figures so that the macro will have something to work on. Just close the document you've been practicing on without saving it, and open the version you saved earlier.

To record the front matter macro:

1. **Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to define the macro. Name it *front matter*.**
2. **Go to the beginning of the document by pressing Enter three times and then pressing the ↑ key.**
3. **To execute the cover sheet macro, choose Macro; then choose Execute Macro (or press Command-Shift-X).**
4. **Double-click on *cover sheet*.**  
You'll then be prompted to enter a title for the document.
5. **Execute the define toc macro.**
6. **Execute the mark toc macro.**  
You'll be prompted for the level for each heading in your document as this macro executes.
7. **Choose Macro; then choose Define macro (or press Command-Shift-M) to end macro definition.**

When you're ready to generate the table of contents, just press Command-Shift-G (or choose Generate from the Mark Text submenu). The insertion point can be anywhere in the document.

You could nest other macros inside this master macro. For example, you could add a macro at the end that saves and prints the document, or you could add a list-marking macro to create lists of all the figure captions and table titles, and then include them in the front matter. If you're interested in expanding the macro to include these functions, a similar print macro is in this chapter, and the figs macro in Chapter 12 can be used as a list-marking macro.



---

## ***Looking Forward***

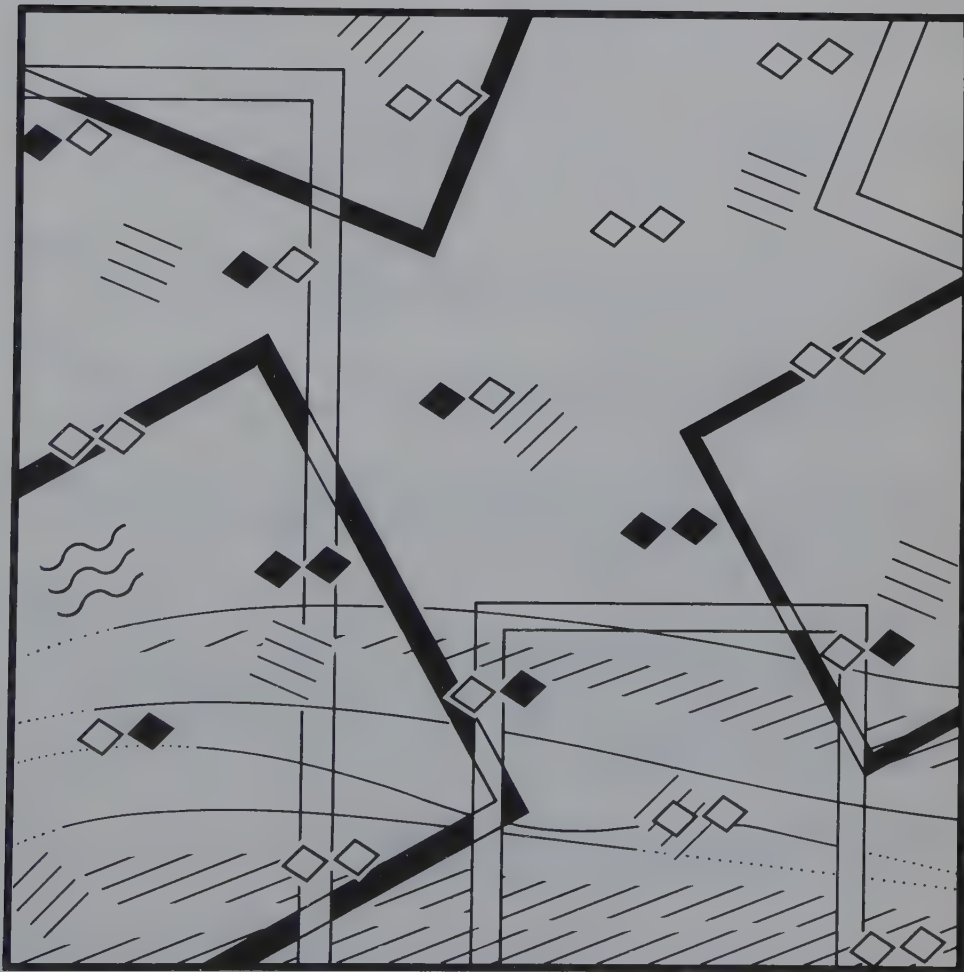
---

If you've recorded any of the macros in this chapter, you're on your way to building a library of useful macros. Perhaps the macros in this chapter will help you think of other applications for macros in your work.

Chapter 9 shows you how you can combine macros in merge printing, and you'll find other macros in Chapters 10 through 12.

# 9 — *Merge Printing for Personalized Documents*

---



# Fast Track

- |                                                                                                                                                             |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>To merge information</b>                                                                                                                                 | <b>306</b> |
| from a data file (called a secondary file) into a form document (called a primary file), you first need to create both the data file and the form document. |            |
| <b>To merge from the keyboard,</b>                                                                                                                          | <b>307</b> |
| you only need a primary file.                                                                                                                               |            |
| <b>To pause a merge</b>                                                                                                                                     | <b>307</b> |
| for entry from the keyboard, use the Console merge code ( ^ C).                                                                                             |            |
| <b>To insert the date</b>                                                                                                                                   | <b>307</b> |
| in a primary file, use the Date merge code ( ^ D).                                                                                                          |            |
| <b>To begin a merge,</b>                                                                                                                                    | <b>309</b> |
| choose Merge from the Special menu.                                                                                                                         |            |
| <b>To indicate the end of a field,</b>                                                                                                                      | <b>310</b> |
| choose End of Field from the Merge Codes submenu ( ^ R) or press Command-Shift-R.                                                                           |            |
| <b>To retrieve data from a field</b>                                                                                                                        | <b>311</b> |
| and insert it in the primary file, use the Retrieve Fields code ( ^ F) by choosing it from the Merge Codes submenu or by pressing Command-8 F.              |            |
| <b>To tell WordPerfect to go to the next record,</b>                                                                                                        | <b>311</b> |
| insert a Next Record merge code ( ^ N).                                                                                                                     |            |

- To indicate the end of a record,** 312  
choose End of Record from the Merge Codes submenu or press  
Command-Shift-E.
- To stop a merge,** 317  
press Command-..
- To change to a different secondary file,** 318  
insert a pair of New Secondary merge codes ( ^ S) to enclose the  
new secondary file's name.
- To send each document to the printer** 320  
as it is completed, insert a To Printer merge code ( ^ T).
- To tell the program to continue to use the same primary file,** 321  
use a pair of New Primary merge codes ( ^ P).
- To indicate the last record that's to be used,** 321  
insert a Quit merge code ( ^ Q) in the secondary file.
- To use a macro in merge printing,** 322  
insert its name inside a pair of Go to Macro merge codes ( ^ G).
- To transfer merge codes** 329  
into the document being created, use a pair of ^ V merge codes.

## CHAPTER 9

---

WITH WORDPERFECT, NOT ONLY CAN YOU CREATE standard form letters and merge information from data files into them, but you can also do many other things that you may not automatically think of as merge printing. For example, you can do the following:

- Have WordPerfect pause for you to fill out a form or blanks in a document
- Create reports and lists from information in your files
- Assemble new documents from existing ones, such as examinations from a test bank, a report from sections, or a book from chapters

When you merge in WordPerfect, the program takes information from a data file (called a secondary file) and inserts it at the appropriate places in a form document (called a primary file) that contains all the text that does not change. For example, in a form letter like the ones you probably get regularly, the salutation (Dear :), the paragraphs announcing the prizes you may have won, and the closing (Sincerely, Million-dollar Sweepstakes, Inc.) comprise the primary document. This text is the same in each letter. The variable information—the words that change in each letter, like your name and address—are taken from a separate file called a secondary file that consists of many records containing names and addresses.

In the secondary file, each item of information in each record—like the street address, state, and zip code—is put into a field. In the primary document, you use a special code to enter the number of the field that contains the correct information for that place in the letter.

When WordPerfect carries out the merge, it takes the information in the fields in each record and creates one filled-out form document



for each record that there is in the secondary file. If you were filling out a form letter by using a secondary file containing 50 records, you'd get 50 filled-out letters, for example.

You'll get practice doing several different types of merges in this chapter. We'll start with the simplest kind of merge—merging from the keyboard—and gradually get more complex. Some of the more sophisticated applications in this chapter will combine macros and merges.

---

## **Merging from the Keyboard**

---

The simplest of all merges uses only one document and pauses to let you enter information from the keyboard. You can use this technique to automate filling out a form that you use often, like a memo or status report.

### **Preparing the Form Document**

To merge from the keyboard, you create the skeleton of the form, inserting ^C (Console) merge codes at each point where you want to be able to type information from the keyboard later. This ^C code is one of WordPerfect's many merge codes that instruct the program to carry out various kinds of merge operations. In the practice exercise that follows, you'll also use the ^D (Insert Date) merge code and create a status report form that you can use with several different projects.

1. **Center the title by pressing Command-Shift-C or choosing Center from the Line submenu. Type *Status Report—Week of* and press the space bar.**
2. **Choose Merge Codes from the Special menu and choose Date (or press Command-8 D).**

You'll see a ^D, but the date won't appear. It will be taken from your Macintosh's internal clock and will appear when you merge the document.

3. **Press Return twice to add a blank line.**

4. Because you want the headings to align on the colon, choose **Line** from the **Format** menu; then choose **Tabs**.
5. In the **Alignment Character** box, delete whatever is there and type a colon (:); then click **OK**.

From now on, whenever you press **Tab Align** (Command-Tab), the text you enter will align when you type a colon.

6. Press **Tab** to indent one tab; press **Tab Align** (Command-Tab), and type *Project:* and a space.
7. Choose **Merge Codes**; then choose **From Keyboard** (or press Command-8 C) to insert the first ^ C code where the program will pause to let you enter the project name. Then press **Return**.
8. Press **Tab**; then press **Tab Align**. Type *Manager:* and a space so you can insert the appropriate manager's name later.
9. Insert another ^ C code and press **Return**.
10. Press **Tab**, press **Tab Align**, and type *Status:* and a space.
11. Insert another ^ C code.
12. Press **Return** five times to allow plenty of space for comments about the project's status.
13. Then press **Tab**, press **Tab Align**, and type *From:* and a space so that whoever fills out the form can provide the name of the preparer.
14. Insert another ^ C code.
15. Save the document as **Status Report**.

Your screen should look like the one in Figure 9.1. You've created an automated form that will pause for you to insert information from the keyboard.

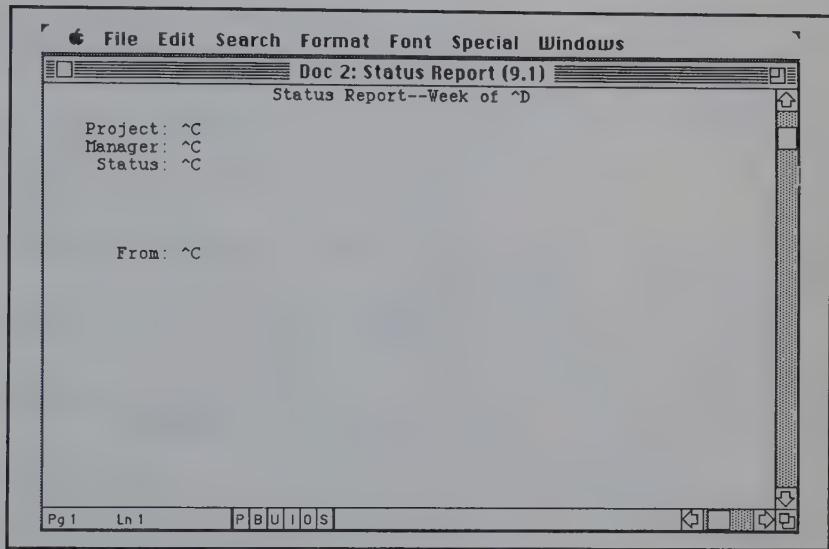
## Adding Text to the Form

You're now ready to merge the document with the text you'll add from the keyboard.

1. Open a new document.



When you insert merge codes, be sure to use the special **Merge Codes** menu or its keyboard shortcuts. Typing a caret (^) and a letter won't insert a code; it inserts text.



**Figure 9.1:** You can insert special merge codes so that WordPerfect will stop to let you enter information from the keyboard into forms and documents.

WordPerfect creates the merged document on your screen, so you should always open a new document when you begin a merge, or the merged document will become part of the document you're working on.

**2. Choose Merge from the Special menu.**

You'll see a dialog box asking you to select a primary file. The primary file is the form letter or report you've created; in this case, Status Report.

**3. Choose Status Report and click Merge, or double-click on Status Report.**

You'll then be asked for a secondary file. If you were merging data from a file containing names and addresses or other information, you'd choose that file as the secondary file to use at this point. In this example, however, you're merging from the keyboard.

**4. Click No file instead of choosing a secondary file.**

WordPerfect will stop at the first ^C in your form so you can enter the project name.

5. Type a name for the project, such as *Sales Brochure*; then press Command-Shift-R to indicate that you've finished entering that field.

If you look at the list of merge codes, you'll see that item R is End of Field. Command-Shift-R is its keyboard shortcut. This tells WordPerfect that you've entered all the information you want to have appear at that particular location. The program moves to the next ^C in your document.

6. Type *Jeff Takagawa* as the manager's name; then press Command-Shift-R.
7. For the Status information, type *Out for bids on four-color work*; then press Command-Shift-R.
8. Type your initials and press Command-Shift-R again.

Your screen should look like the one in Figure 9.2. The date on yours will be today's date, which is automatically added by the date merge code. You can save the document and print it, if you like. Be sure to use the Save As command instead of Save, so that the original skeleton of the form will be preserved under the name Status Report

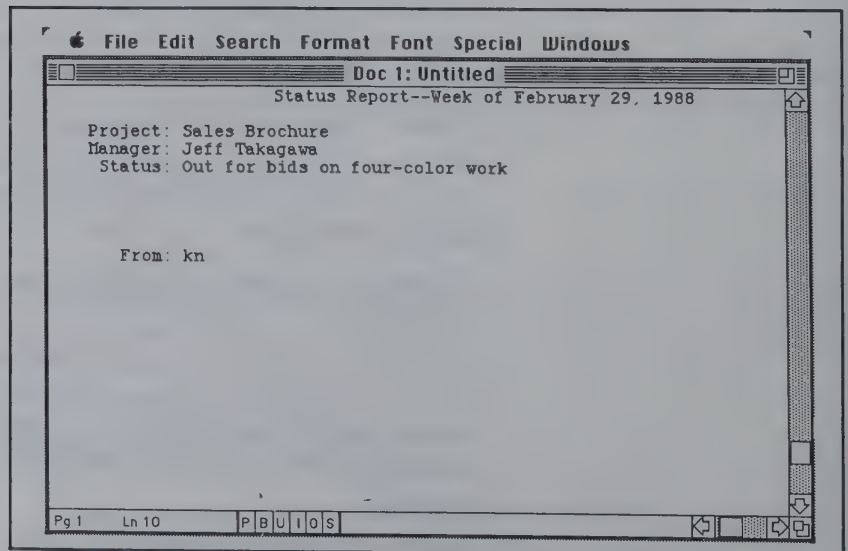


Figure 9.2: After you've filled out the form, it should resemble this one.

and you can use it for other projects on other days. It's easy to forget this and destroy a primary file that you've worked hard to set up. There'll be a macro later in this chapter that will remember to choose Save As for you. For now, we'll continue to the next type of merge: merging from a secondary file containing data.

---

## Merging from a Secondary File

---

Most of the time you do a mail-merge operation in WordPerfect, you need another file: a secondary file that contains the records that you're going to insert into the primary file, or form document. When the program performs the merge, it takes a record from the secondary file and inserts it into the appropriate places in the primary file. It repeats this process for each record in the secondary file until all the records have been used, creating a new merge file that consists of one filled-out document for each record.

Each record in the secondary file is made up of numbered fields. The ^F (Retrieve Field) code indicates that WordPerfect is supposed to retrieve data in a certain field and insert it in the primary file. For example, if the code were ^F3, WordPerfect would insert the contents of the third field.

Figure 9.3 illustrates a typical primary file with its Retrieve Field (^F) codes, and Figure 9.4 shows how the secondary file has been set up. For practice in working with a form letter, you can enter the primary and secondary files illustrated here.

## Constructing the Secondary File

In actual practice, you'll probably have records before you have form letters, and you'll construct your letters around whatever data you have available, not the other way around. So you'll do it that way here, too.

1. **First, open a new document. Then choose Merge Codes and choose Next Record (or press Command-8 N).**

This tells WordPerfect to skip over the dummy record you're going to create and begin merging with the next record.

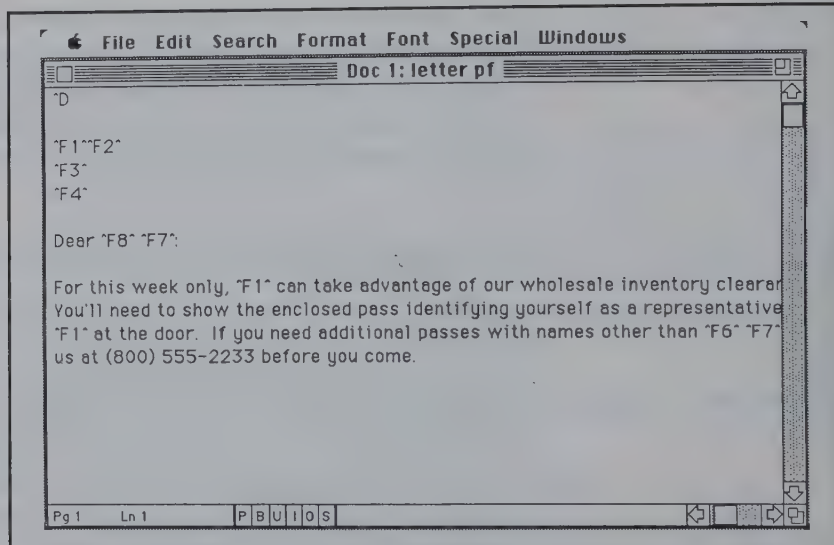




Create a dummy record at the beginning of each secondary file listing the field numbers and their contents. It will be much easier to set up your primary file with the correct field numbers because you can see what information is in which field. (And, if you add new records to your secondary file later, it will help remind you of what each field contains.) An ^N code tells WordPerfect to skip the dummy record and go to the next record, which is the first one with real data.



A field can be more than one line, and you don't have to have the same number of lines in each field.



**Figure 9.3:** This form letter, or primary file, will be filled out with data from the secondary file when it's merged.

2. Press **Return** to move to the next line. Type *1* and a dash; then type *Company Name*. Press **Command-Shift-R** to end the field.

All the company names will go into field 1 in each record.

3. Continue to fill out the other seven fields as illustrated in **Figure 9.4**.

You don't have to press **Return** after each one. When you press **Command-Shift-R**, the insertion point moves to the next line.

4. When you reach the end of the dummy record, press **Command-Shift-E** to insert an End of Record (^E) code.

5. Then enter the actual data for the first record as shown in **Figure 9.4**. Press **Command-Shift-R** at the end of each field and **Command-Shift-E** at the end of the record.

Note that an ^R has been inserted as the second line in the first record, even though there's no suite or department given. This is because WordPerfect needs to have the same number of fields in each record, or it won't be able to insert the data accurately. If

what's in field 2 in one record is in field 3 in another record, you'd get very odd results in the printed form letters.

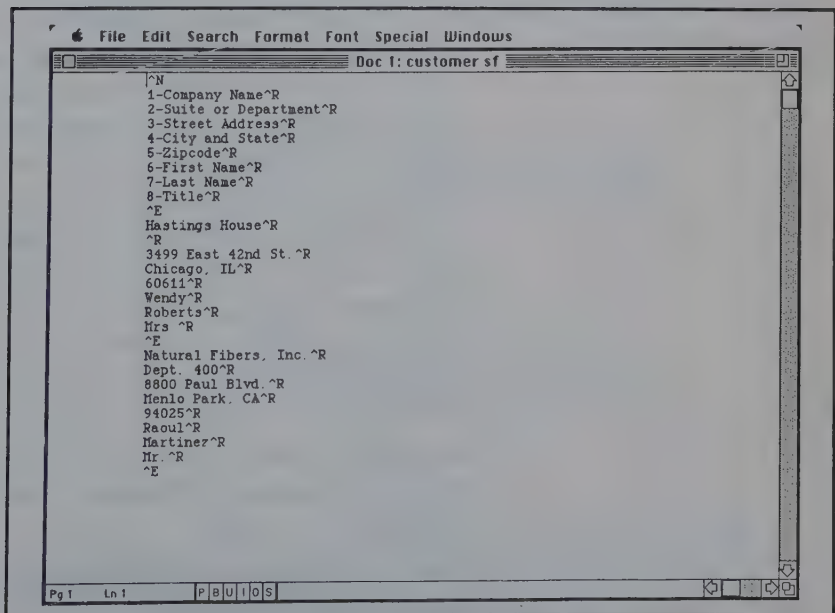
6. Then enter the data for the second record, as shown in Figure 9.4.
7. Save your file as *customer secondary*, or under any other name you like. The word *secondary* simply helps you remember it's a secondary file.

 A secondary file can contain an almost unlimited number of records—as many as you have disk space for.

## Setting Up the Primary File

Now you can set up the primary file—the form letter itself, which is shown in Figure 9.3.

1. Open a new document and insert the Merge Date code (^D) by pressing Command-8 D.
2. Press Return twice to insert a blank line. Then select Merge Codes and Retrieve Field (or press Command-8 F).



**Figure 9.4:** The secondary file contains the actual data for numbered fields. (Screen captured on a Mac II monitor.)

You'll see a dialog box asking which field to use. A field can contain several different items of information, as long as you're willing to use this information as a unit. For example, if a field contains a title, first name, and last name, you'll always get Mr. John Doe, and you won't be able to set up a primary file to say Dear John or Dear Mr. Doe. Placing the title, first name, and last name into separate fields allows you to vary salutations as the situation requires.

### 3. Enter 1 and press Return.

WordPerfect inserts `^F1^` in the document. When you start the merge later, the contents of the first field from every record will be inserted at this point. Since you're filling out an address block, you want the company name (field 1), the suite or department (field 2), the street address (field 3), the city and state (field 4), and the zip code (field 5), in that order.

### 4. Go ahead and enter the remaining fields in the address block by choosing Retrieve Field and entering the correct field number. Press Return after entering each one to move to the next line.

### 5. Press Return twice and insert the salutation. You want it to include the recipient's title and last name, so enter it as `^F8^ ^F7^:`. To do so, type *Dear* and press the space bar. Then choose Retrieve Field and enter 8. Press the space bar again; then choose Retrieve Field and enter 7.

You can edit field numbers just as you edit text. Be careful to insert the codes with the Merge Codes command, not by pressing the caret ( `^` ) and typing a letter. Be sure to insert the appropriate spaces and punctuation around Retrieve Field codes, or you won't get the correct spacing in your printed document. If you're not sure whether a space is there, open the Codes window (Command-7) to check.

### 6. Press Return twice and enter the body of the letter as shown in Figure 9.3, using the Retrieve Field command to insert the field codes.

### 7. When your screen looks like Figure 9.3, save the document as letter primary; then close it.

The word *primary* simply helps you remember that this is a primary file.



You can use the same field more than once. Also, you don't have to use each field; you can use only those that your primary file requires.

 Close the primary and secondary files before you begin a merge. Open a new document for the merge.

 When you do a simple merge such as this one, WordPerfect assumes that you want a new page for each record, that you want to use all the records in the secondary merge file, and that you want to use the same primary file throughout the merge.

 You can use formatting codes like Center and Flush Right around field codes in primary files. You can also use styles like underlining, boldfacing, and italics on merge codes to style the text in the merged documents.

## Merging the Primary and Secondary Files

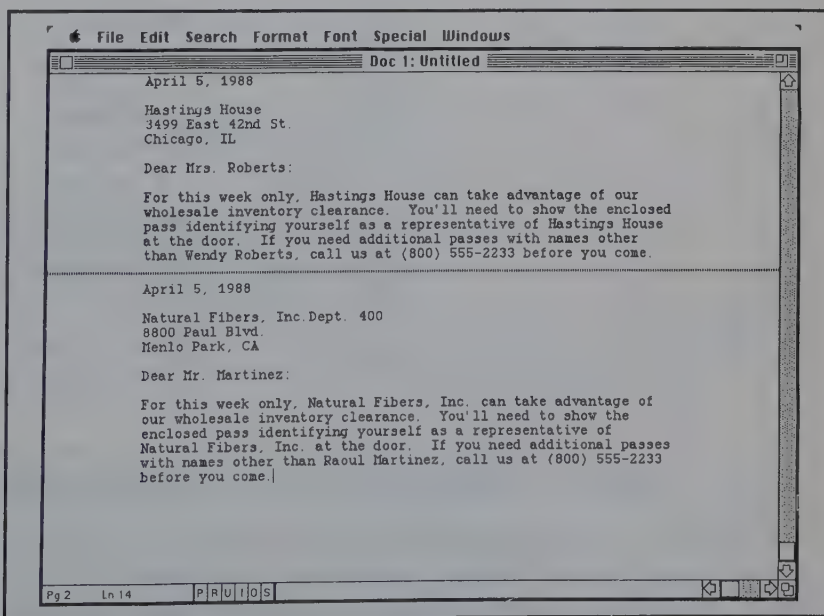
Now you're ready to merge the two files. Just as you did before, open a new document and choose Merge from the Special menu. This time, choose letter primary as the primary file and customer secondary as the secondary file.

You'll see the two filled-out form letters on your screen, as shown in Figure 9.5. If you print them, they'll resemble the letters in Figure 9.6.

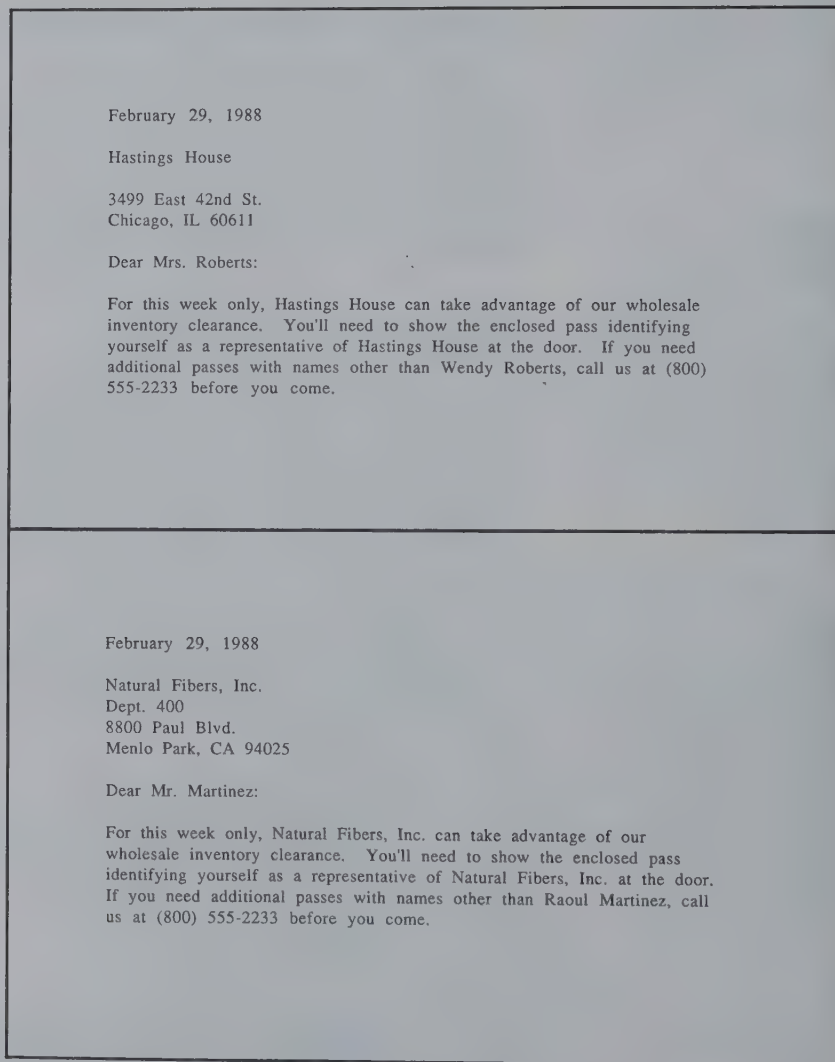
## Suppressing Blank Lines

Note that there's a blank line left in the first letter where there's no department or suite. WordPerfect inserts a hard return if there's no information for a field, but this may cause gaps that you don't want in your documents. There's a way to get around this, but it's not intuitive.

First, in your primary file, put the code for the field that may or may not contain information on a line with another code, not on a



**Figure 9.5:** When WordPerfect merges, you'll get all the filled-out forms in one large file, separated by hard page breaks. (Screen captured on a Mac II monitor.)



*Figure 9.6:* When the letters are printed, each one will be on a separate page.

line by itself. The primary file you just created would look like this:

```
^D
^F1 ^, ^F2 ^
^F3 ^
^F4 ^ ^F5 ^
```



Dear ^F8^ ^F7^:

The ^F2 field is the one that may or may not have a suite or department number, and here it's been put on the same line as ^F1, the company name.

Then, in the secondary file, press Return to insert an extra hard return in the records that *do* contain the information. The hard return should be on a line by itself before the field that contains the information. This is how it would look in the secondary file you just created:

Hastings House ^R  
 ^R  
 3499 East 42nd St. ^R  
 Chicago, IL ^R  
 60611 ^R  
 Wendy ^R  
 Roberts ^R  
 Mrs. ^R  
 ^E  
 Natural Fibers, Inc. ^R  
  
 Dept. 400 ^R  
 8800 Paul Blvd. ^R  
 Menlo Park, CA ^R 94025 ^R  
 Raoul ^R  
 Martinez ^R  
 Mr. ^R  
 ^E

When you merge, this trick suppresses the blank line that would otherwise be inserted in the records without the information.

## Selecting Different Secondary Files

You can use a pair of codes to switch to different secondary files during a merge. For example, you might want to take additional information for the body of the form letter you wrote earlier from a different secondary file named *vendor secondary* that lists items available from each of your suppliers and their prices. You can start the merge using the name and address information in your address



If you need to stop a merge, press Command-... The program will stop merging and write any documents that have been generated so far to the screen.

secondary file and then switch to the vendor secondary file. To change to this secondary file, you use a pair of ^ S (New Secondary) codes to enclose the new secondary file's name.

For example, you could add a paragraph listing several of the sale specials and their prices:

1. **Open the letter primary file and add the following paragraph at the end:**

Here are examples of our unadvertised specials:

2. **Insert the New Secondary codes that tell WordPerfect to switch to the vendor secondary file by choosing Merge Codes and New Secondary.**
3. **Type *vendor secondary* as the name of the new secondary file.**
4. **Repeat step 2 to insert the final New Secondary code.**

You can then insert merge field codes to take information from that file instead of the address file you began the merge with. From that point on in your document, WordPerfect will use the records in the vendor secondary file until you insert a new set of ^ S codes to switch to a different secondary file.

Switching to a secondary file by using this method in effect lets you switch between different databases (secondary files) and merge information from each database into your documents.

You can also switch to different primary files during a merge. The most common use for this technique is when you're assembling documents from boilerplate during a merge. You'll see how to use it in the section on Document Assembly later in the chapter.

 If you're going to try this example in an actual merge, you'll need to create a vendor secondary file first and add the appropriate merge field codes to your letter primary file, depending on how you set up the vendor secondary file.

 To insert a pause so that you can select a new secondary file during a merge, put the codes ^ S ^ C ^ S in your primary file at the point where you want to switch.

---

## A Quick Review

---

When WordPerfect completes a merge, it sends the merged file (all of it, including any separate documents it contains) to the screen and simply holds it in RAM. If you have a large number of records in your secondary merge file, it's possible to run out of RAM before

WordPerfect generates all the merged copies. If this occurs, the program stops the merge when no more memory is available and processes only part of your secondary file. If you're merging a large number of records, you'll want to merge to the printer instead of merging to the screen, as WordPerfect automatically does.

As merging to the printer is a slightly more complicated procedure, let's first review what you've learned so far. You may find it helpful to refer to this list as you're creating your own secondary files.

- Each item of data (field) must begin on a separate line.
- Each line must be terminated by an ^ R (Merge Return) code, which indicates the end of a field.
- Each record must end with an ^ E (Merge End) code, which indicates the end of a record.
- Each record must have the same number of fields, although some of them can be empty.
- A field can contain more than one line of data. For example, you can use a field to contain an entire standard paragraph or clause in a contract and simply insert it each time it is needed.

Table 9.1 summarizes all of WordPerfect's merge codes, both the ones you've already used and the ones you'll learn about later in this chapter.

*Table 9.1:* Merge Codes

| <b>Merge Codes</b>  | <b>Function</b>                 |
|---------------------|---------------------------------|
| ^ C (Console)       | Pauses for keyboard entry       |
| ^ D (Date)          | Enters current date when merged |
| ^ E (End of record) | Marks the end of a record       |
| ^ F (Field)         | Prompts you for a field number  |
| ^ G (Macro)         | Executes a macro                |
| ^ N (Next)          | Moves to the next record        |

*Table 9.1: Merge Codes (continued)*

| <b>Merge Codes</b> | <b>Function</b>                                                    |
|--------------------|--------------------------------------------------------------------|
| ^ P (Primary)      | As a pair of codes, encloses the name of the primary file to use   |
| ^ Q (Quit)         | Stops the merge                                                    |
| ^ R (Return)       | Marks the end of a field                                           |
| ^ S (Secondary)    | As a pair of codes, encloses the name of the secondary file to use |
| ^ T (To printer)   | Sends merged text to the printer                                   |
| ^ U (Update)       | Rewrites the screen                                                |
| ^ V (Insert)       | Transfers merge codes into the document that is being created      |

Now you're ready for merging to the printer.



You can't use hand-fed forms if you're merging to the printer.



If you don't want to merge large files to the printer, try splitting them into smaller files—say, one containing data for customers whose last names begin with A-M and another for customers whose last names are N-Z—and use first one and then the other of these files for the merge.

## Merging to the Printer

A special code, ^ T, instructs the program to send each document to the printer as it's completed and then to clear its contents from memory. You insert the ^ T (To Printer) code by selecting To Printer from the Merge Codes submenu (or pressing Command-8 T). When you use the ^ T code for merging to the printer, however, you're no longer performing a simple merge. WordPerfect won't automatically continue to use the same primary file, nor will it automatically move to the next record in the secondary file. You'll need to add more codes that instruct the program to perform these functions.

The ^ N (Next Record) code, as you saw in the previous example, tells WordPerfect to process the next record. In that example, you used it to tell the program to skip the dummy record and go to the second record in the file. Likewise, you can use this same code in a primary file to tell WordPerfect to move to the next record.



If you use the ^T code alone, WordPerfect automatically advances to the beginning of the next page when it finishes printing each document. You'll get a blank page between each document unless you use the ^N^P^P codes with the ^T code.

To tell the program to continue to use the same primary file, you add a pair of ^P (New Primary) codes. If you insert a primary file name between these codes, WordPerfect will switch to that file, as you'll see in a later example. Inserting the ^P^P codes with nothing between them tells the program to use the same primary file.

So, to send each merged document to the printer as it is created, clear it from memory, advance to the next record, and use the same primary file, you enter these codes at the end of the primary file:

^T^N^P^P

You can try this with the two records you've created by inserting these codes as the last line in the letter primary file; then opening a new document and starting another merge with the letter primary and customer secondary files.

In general, it's a good idea to test print a document before you carry out a merge, substituting actual data from each field, so that you can see how your final document will appear when printed. WordPerfect automatically reformats paragraphs around the inserted data, so each paragraph in the merged document may have a different number of lines, depending on the length of the inserted records. You may, for example, want to insert hard spaces between words that should not be broken at the ends of lines, such as dates (October 15, 1988) and titles (Dr. Leona S. Cunningham), or go back and set hyphenation for certain words.

However, if you have a large number of records, you may not want to print a document for each of them. If you know in advance where you want to stop a merge, you can put a ^Q (Quit) code in the secondary file at that point. Otherwise, you'll have to delete the records you don't want documents for or create another secondary file containing only the records you want to use.

---

## Combining Macros and Merges

---

You can even use macros with merges. You can start a merge with a macro and end a merge with a macro, but you can't execute several merges from one macro. You can, however, chain macros one after the other at the end of a merge. By setting up merges with macros,



you can have WordPerfect execute several different merges with one command.

Macros are also useful for sending merged documents to the printer. For example, you can create a macro named print merge that pauses for you to enter a name for the merged document, saves it, and sends it to the printer. To use a macro in merge printing, you need to put its name inside a pair of ^ G (Go to Macro) codes. If you record the print merge macro that follows, you can insert the codes ^ Gprint merge ^ G in any primary file so that WordPerfect will print the document when it finishes the merge.

Here's how to do it with the status report you created earlier. First, open a new document. Then follow these steps.



Make sure any macros your merge uses are available on the disk you're using, or you'll be prompted to locate the macro for WordPerfect before it starts the merge.

1. **Choose Macro; then choose Define Macro (or press Command-Shift-M). Name the macro print merge.**
2. **Choose Print from the File menu (or press Command-P); then press Return to print the document.**
3. **Choose Save As to give the merged document a name.**
4. **Choose Macro (or press Command-M); then choose Pause Macro to pause the macro.**  
When you execute the macro, it will start again as soon as you close the dialog box.
5. **Click Cancel to cancel the Save As dialog box that's on the screen.**
6. **Press Command-Shift-M to end macro definition.**

Now open your status report and insert the macro command as the first line in this primary file.



No matter where you put the macro in the file, it won't be executed until the merge ends. Be sure to put it before any ^ P codes, though, so that WordPerfect will read the macro before it uses the new primary file the codes specify.

1. **With the status report on the screen, choose Merge Codes (Command-8) and choose Invoke Macro (or type G).**  
A ^ G code is inserted in the file.
2. **Type print merge as the name of the macro.**
3. **Choose Merge Codes and Invoke Macro again (Command-8 G).**  
You should see ^ Gprint merge ^ G at the beginning of your status report.

Save the status report (Command-S) and close its window; then open a new window to test the macro. Start the merge by choosing Merge; then choose Status report as the primary file and No File as the secondary file. Fill out a status report, pressing Command-Shift-R (end of field) after each entry and Command-Shift-E (end of record) after the last entry. The macro will then execute, allow you to save the filled out form, and print the form.

If you're using macros in merges, you can have WordPerfect pause and display a dialog box so that you can select the macro you want to use. To insert the pause, enter the codes ^G ^C ^G at the place in the primary file where you want to choose a macro. For example, after a merge you might want to execute a macro that appends the merged documents you've just created to another file instead of selecting a macro that prints them.

To see how this works, you can substitute the ^G ^C ^G codes for the ^Gprint merge ^G codes in your status report. Then merge it again. When the merge starts, you'll be allowed to choose the macro you want to execute at the end of the merge.

---

## **Using Records from Other Programs**

---

If you've been doing merge printing in WordPerfect on another computer or with other software, such as a database or spreadsheet program, you probably have files that you want to be able to use in WordPerfect for the Macintosh. Most mail merge programs use a file type called delimited, in which each field is separated by a certain character (usually a comma), and each record is separated by another character (often a carriage return/line feed). In addition, text that is in a record may be enclosed in quotation marks. What you need to do is change the field delimiter to an ^R merge code and a hard return, and change the record delimiter to a hard return and an ^E merge code. You can do this quite easily, because WordPerfect's Replace feature lets you replace merge codes. If you scroll to the end of the dialog box, you'll see all the merge codes.

If you're using dBASE Mac, you'll need to use the Export option to convert your records to text files. You'll be given a choice of delimiters. Choose the comma for the field character and the carriage return/line feed for the record character. When you export the file,



The file may contain other commas—as in addresses, for example. To be safe, search with the Confirm option on so that you don't delete commas where they're needed.

it'll be converted to a MacWrite document that you can open in WordPerfect. Press Command-H and replace the hard returns with ^E; then search for the commas and replace them with ^R[HRt].

If the database you're using puts text in quotation marks, you can delete them quickly once you've got the file in WordPerfect by choosing Replace and searching for quotation marks, replacing them with nothing.

To convert IBM dBASE files to a format WordPerfect can use, you'll need to use dBASE to copy the file to type DELIMITED by using the command

**.COPY TO <filename> TYPE DELIMITED**

You can then run the IBM WordPerfect Convert program on the file to change it to a secondary file format. However, you'll also need to search for each ^E code and insert a hard return in front of it so that each ^E code is on a separate line. Once you've done that, you can transmit the IBM file to Macintosh WordPerfect (see Chapter 14) and change its creator and type to SSIW and WPPC by choosing File/Folder Info in the List Management window. You can then use the document in Macintosh WordPerfect just as if you created it as a secondary file from scratch.

---

## Completing Forms

---

When you use WordPerfect's merge feature to complete a form you've designed, you should first set up the form, including its headings and tab stops, before you insert the merge codes you're going to be using. That way, you'll be able to place the merge codes in the correct positions to fill out the form.

You can use merge printing with preprinted forms, although it takes a certain amount of calculation and experimentation to get the spacing just right. In such a case, your primary file will contain only carriage returns, spaces, and the appropriate merge codes.

First, you'll need to run one preprinted form through your printer so that you can determine exactly where the codes should go. Measure the form's margins and set up a document to match in WordPerfect. Then type out a line across the page and copy it down the page



Use a monospaced font like Courier or Monaco for filling out forms.

so that you've got a solid page of text. When the form is printed, it will be overprinted with text so that you can see the coordinates of each blank that's to be filled out. You may want to use repeating numbers, like this:

```
01234567891123456789212345678931234567894123456789
11234567891123456789212345678931234567894123456789
21234567891123456789212345678931234567894123456789
```

 If you're merging information from a secondary file into a preprinted form, make sure that the fields don't contain more characters than will fit in the blanks on the form. Switch to a smaller font if necessary.

After you overprint the form, note the coordinates of the beginning of each blank that you're going to fill out. Choose Screen from the Special menu; then choose Show Position. Then, with the grid you created displayed on the screen, move the insertion point to each blank that you're going to fill out and note those coordinates. With care, you can set tabs, press Return, and use the space bar to position the ^F codes properly in a new document to retrieve each field. Save the grid so that you can use it for another form.

## Creating Reports

You're not confined to form letters with WordPerfect's merge features. You can take fields from a secondary file and selectively reorder them to create lists and reports. As an example, we'll take the records you've already created and restructure them into a name and address list.

 Don't type headings in your records. Otherwise, each record will have a heading when it's printed. Merge the list; then add any headings you want.

1. **Open a new document.**
2. **Define three equally spaced parallel columns and turn columns on.**
3. **In the first column, enter ^F7^, ^F6^ for last name, first name. (Note the space after the comma.) Then press Command-Return to move to the second column.**
4. **In the second column, enter ^F1^ for the company name. Press Command-Return.**
5. **In the third column, enter the address as ^F3^, ^F4^ ^F5^. Be sure to add the comma and spaces.**



**6. Press Command-Return and insert the codes ^N^P^P.**

These codes tell WordPerfect to move to the next record (^N) and use the same primary file (^P^P). If you don't insert them, you'll get a page break between each record when WordPerfect prints the document.

**7. Save the file as address list primary and close it.**

**8. Open a new document and choose Merge from the Special menu.**

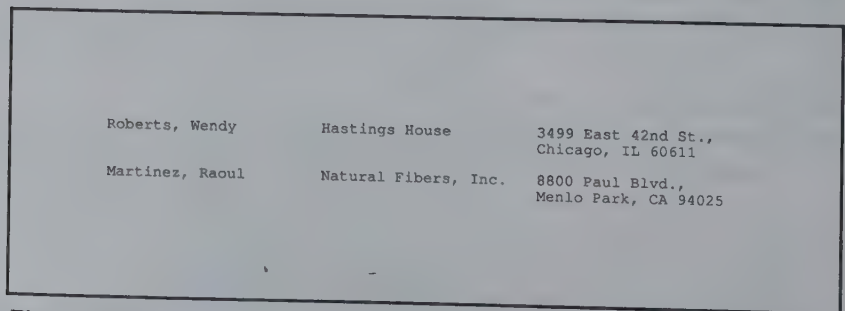
**9. Choose address list primary as the primary file and customer secondary as the secondary file.**

You'll get a formatted listing like the one in Figure 9.7.

## ***Addressing Envelopes and Mailing Labels***

You can use the same basic idea behind the previous example to set up a primary file for mailing label addresses. Once you've created a secondary merge file that contains the records you're going to use for a mailing, you can use the same records to create the mailing labels or address the envelopes. Although it may take some trial and error to determine the format that is best for the mailing labels you normally use, once you've set up this file, you can use it over and over for mailings.

To create a new primary file for the addresses used in the form letter example earlier in the chapter, you would enter the following codes into a blank document and save it as a primary file, perhaps as



|                 |                      |                                          |
|-----------------|----------------------|------------------------------------------|
| Roberts, Wendy  | Hastings House       | 3499 East 42nd St.,<br>Chicago, IL 60611 |
| Martinez, Raoul | Natural Fibers, Inc. | 8800 Paul Blvd.,<br>Menlo Park, CA 94025 |

**Figure 9.7:** When you merge the document, you get a formatted list.



address primary:

```

^F6 ^ ^F7 ^ [first name last name]
^F1 ^ [company name]
^F3 ^ [street address]
^F4 ^ ^F5 ^ [city and state] [zipcode]
^N ^ P ^ P

```

(The information in brackets is just to remind you what these codes are; don't enter it into the primary file.)

When you use this new primary file in a merge, give its name as the primary file and enter the name of the file containing the records as the secondary file. The resulting merged document can then be used to generate mailing labels and envelopes.

To determine the correct settings for printing mailing labels, you'll need to measure the length from the top of the sheet the labels are on to the position where you want the first line to start. Then use the Page Layout command to set the top margin and left margins to that distance, as it will almost certainly not be the program's default one-inch margins.

Next, define columns for as many labels as print side by side on your mailing label sheet. For example, if you're printing three across, define three evenly spaced parallel columns. Then turn columns on.

Enter merge codes for each field in the addresses you are going to take from a secondary file, as illustrated in Figure 9.8. When you get to the last field in the last label, turn off columns. Then enter the ^N ^ P ^ P codes that tell WordPerfect to go to the next record and use the same primary file.

If you've been using WordPerfect on another computer, you should be aware that mailing labels do not operate the same way in WordPerfect on the Macintosh. When you merge, WordPerfect will fill one page at a time with labels, as illustrated in Figure 9.9 (there were only six addresses in this secondary file). The size of the page depends on the size you select in the Print Options dialog box. You may need to adjust the spacing between the labels, but after you get one test sheet spaced correctly and your primary file set up to reflect those settings, the rest of the pages should print correctly.

Some brands of labels print much better than others. The Avery labels seem to cause the least problems. If you're having trouble with



If you're printing mailing labels, you're probably using an ImageWriter, as the additional heat a laser printer generates can cause the labels to stick inside the printer. If you're using a LaserWriter, be sure to get special laser-printer labels.



To print duplicate sets of labels, omit the ^N code next to the ^F1 ^. In this example, you'll get three duplicate labels for each record, printed across the page.

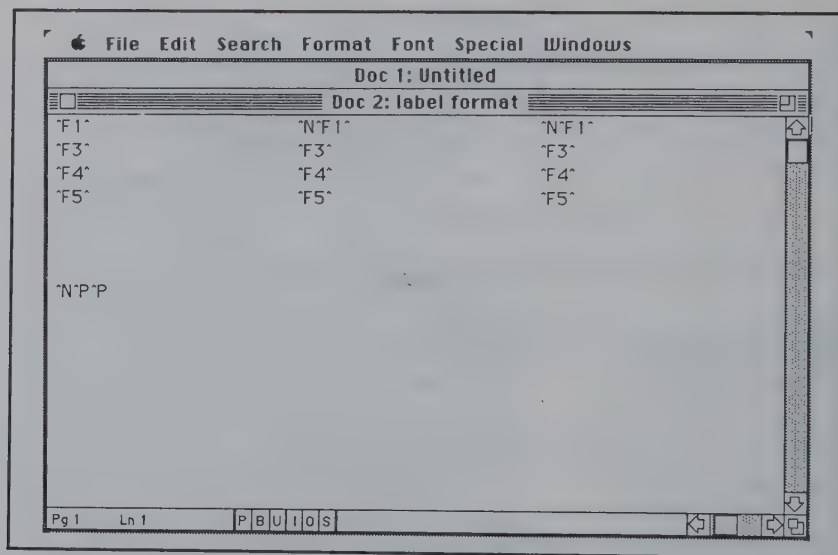


Figure 9.8: Set up a primary file like this one to create mailing labels from a secondary file of addresses.

 The ImageWriter does an extra form feed between pages. You can manually feed sheets of labels into the printer to get around this. However, don't try to roll labels back out of the ImageWriter. They come loose quite easily and stick to the platen.

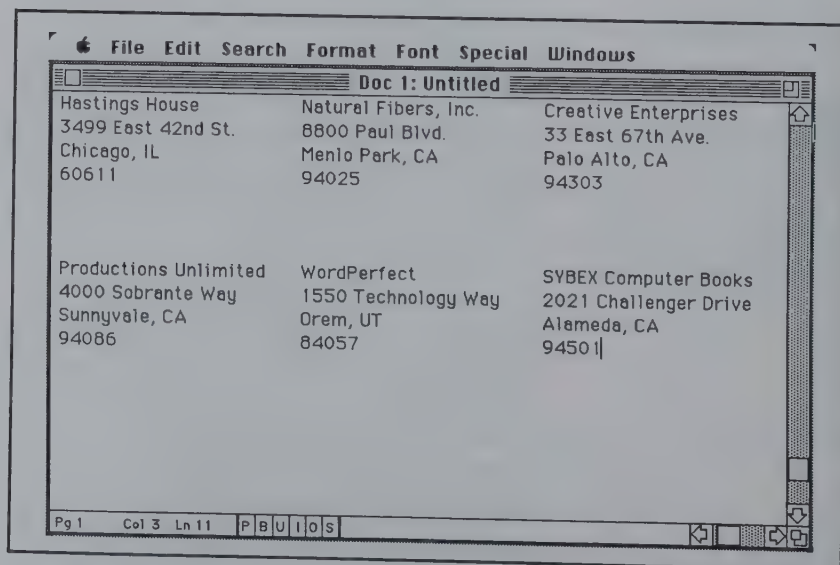


Figure 9.9: WordPerfect generates the labels from the fields in the secondary file.

mailing labels, consider switching to the continuous-roll type with the perforations on both sides.

## Dual Merges

You can use the ^V (Transfer) merge codes in a primary file so that it can be used with more than one secondary file of records. When you enclose merge codes within a pair of ^V merge codes, they will be transferred to the document you're creating in the first merge, but the ^V codes themselves will be removed. When the merge is finished, you save and close the file that was created. It will then contain the merge field codes for the second merge, so you can merge it again with another secondary file. It sounds complicated, but it gives you a lot of flexibility in how you store your records, and most of us don't plan ahead sufficiently to create one all-purpose record file. We'll take a simple example.

Suppose you wanted to take information for a shipping document like the one shown in Figure 9.10 from two different secondary

| Packing List |             |        |             |
|--------------|-------------|--------|-------------|
| Invoice no.  | Quantity    | Item   | Description |
| 1299         | yellow pads | 4500-3 | 50 doz.     |

| Packing List |            |        |             |
|--------------|------------|--------|-------------|
| Invoice no.  | Quantity   | Item   | Description |
| 4544         | white pads | 4500-3 | 50 doz.     |

| Packing List |              |        |             |
|--------------|--------------|--------|-------------|
| Invoice no.  | Quantity     | Item   | Description |
| 3400         | typing paper | 4500-3 | 50 doz.     |

Figure 9.10: Dual merges let you take information from separate secondary files. (Screen captured on a Mac II monitor.)

files—one containing item information such as part numbers and descriptions, and another containing invoice numbers and quantities ordered. First, you'll need to set up the primary document with the merge codes for both merges—the codes that will be used in the second merge will be enclosed in ^V codes. To create the primary document for this example,

1. Open a new document and type the heading *Packing List*.
2. Define four equally spaced newspaper columns for the four items—Invoice no., Quantity, Item, and Description.
3. Type *Invoice no.*, press Return twice, and choose Merge Codes. Then choose Retrieve Field, type 1, and click OK.
4. Press Command-Return to move to the next column.
5. Repeat steps 3 and 4 for each of the remaining headings.

When your screen resembles Figure 9.11, save the primary document as packing list. Then close it and open a new window to create the first secondary file. This file, called items, holds information about each item—its part number and description. We'll keep it simple in this example, but in practice, your secondary files can contain many more fields than this one does.

1. For the first field in the first record, which holds the item number, type *1299*. End the field by choosing Merge Codes; then choosing End of Field (or typing Command-8 R).
2. For the second field, type *yellow pads* and insert an ^R merge code.
3. End the first record by choosing End of Record from the merge codes list (or typing Command-8 E).
4. Repeat steps 1 through 3 for each of the other two records illustrated in Figure 9.12.



You don't have to use all the fields in any secondary file. You can simply use codes for the fields that contain the information you need.

When your screen resembles Figure 9.12, save the document as items and close it.

Next, you'll create the second secondary file—the one holding the order information. Again, we'll keep it simple, so each record will

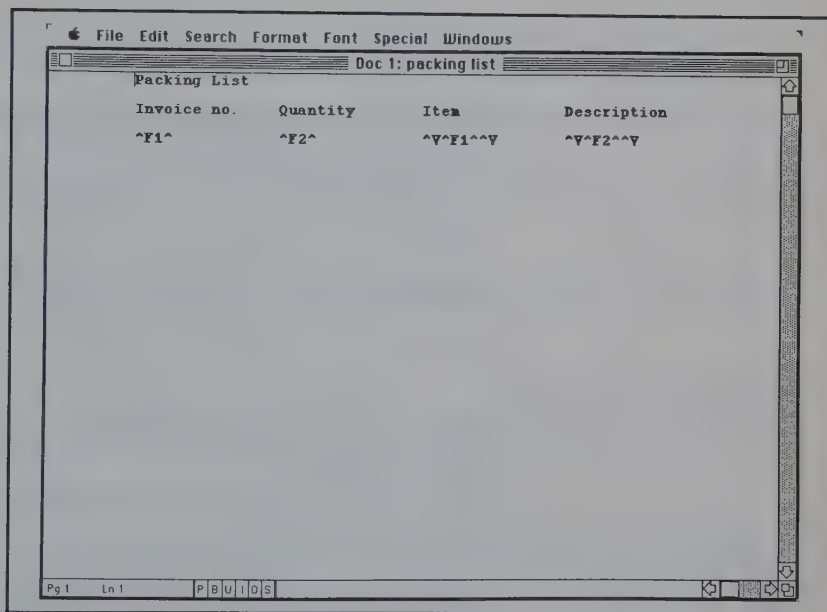


Figure 9.11: The first step is to create a primary file containing ^V codes.  
(Screen captured on a Mac II monitor.)

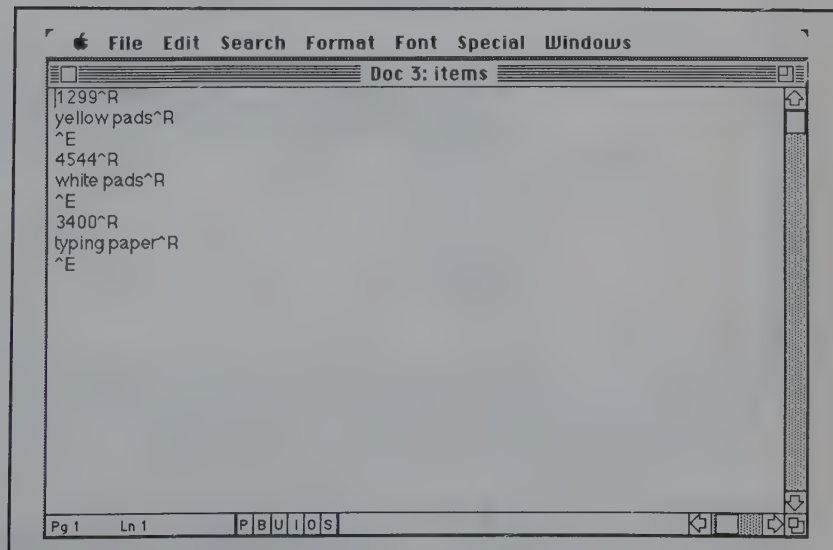


Figure 9.12: The first secondary file, items, holds item information.



have only two fields—one for invoice number and the other for quantity ordered. Open a new document:

1. For the first field, which holds item numbers, type *4500-3* and insert an end of field code.
2. For the second field, type *50 doz.* and insert an end of field code.
3. End the record by inserting an end of record code.
4. Repeat steps 1-4 for the other two records shown in Figure 9.13.

When your screen resembles Figure 9.13, save the document as *invoices* and close it.

Now you're ready to do the dual merge. First, you'll use *items* as the secondary document:

1. Open a new window and select **Merge** from the **Special** menu.
2. Choose *packing list* as the primary document and *items* as the secondary document.

When the merge finishes, your screen should resemble Figure

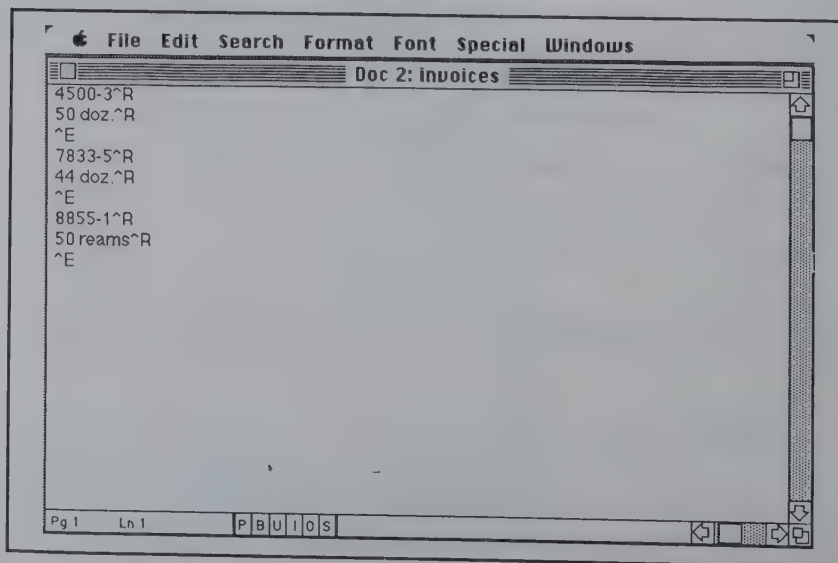
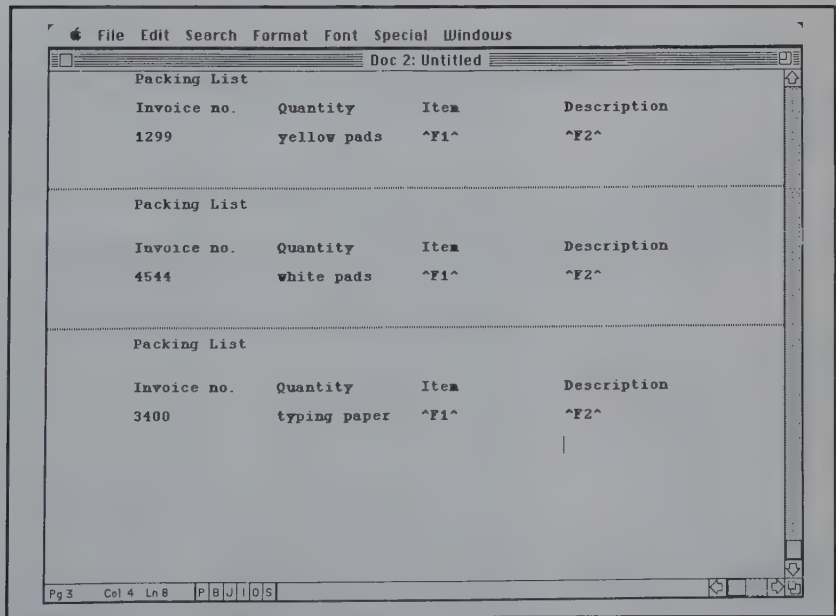


Figure 9.13: The second secondary file, *invoices*, holds order information.

- 9.14. As you can see, the merge codes that were enclosed in ^ V codes have been transferred to the merged documents.
3. Save the resulting merged document as test and close it so that you can merge with it again.
  4. Open a new window and start another merge by choosing Merge from the Special menu.
  5. Choose test as the primary document and invoices as the secondary document.

When the merge finishes, you should have the final merged document that was illustrated in Figure 9.10. You've used information from two separate secondary files in the resulting documents.



*Figure 9.14:* When the first merge finishes, save the interim document that has been created. (Screen captured on a Mac II monitor.)

## Document Assembly

Like the macro library mentioned in Chapter 8, a boilerplate library of standard text will let you automate document assembly.

Once you've written a paragraph or a section that you can use again—or use with a little revision—you can save it as a separate file and build complete documents from these component parts.

You can use WordPerfect's mail-merge feature to create a primary file, or master document, that will assemble documents from other documents. To instruct WordPerfect to assemble the final document, you indicate the names of the documents you want to use as the primary files and enclose them in a pair of codes in a primary file of their own, like this:

```
^PPreface ^P ^T
^PAcknowledgments ^P ^T
^PChapter 1 ^P ^T
^PChapter 2 ^P ^T
^PChapter 3 ^P ^T
```

The ^T code sends each chapter or section to the printer and clears it from memory, which is useful if you're assembling a large document.

Although a book is used in this example, you could as well use sections of a contract, parts of a letter, groups of construction specifications, or paragraphs of a proposal as building blocks for the master document.

If any of these files contain merge codes, WordPerfect will execute those codes as it processes each file. For example, you might want to use additional merge codes in files that are to be used with business letters to take names and addresses from a secondary file. Figures 9.15 and 9.16 illustrate how you can use two primary files, the first of which is created from information in a secondary file—in this case, the address secondary file you created earlier. This first primary file, heading, holds the codes that generate the date as well as insert the contents of the fields for creating the address block and salutation in the letter. The second primary file, letter body, contains the body of the letter, which also uses information from the secondary file. To assemble a letter, you'd set up a primary file containing only the lines

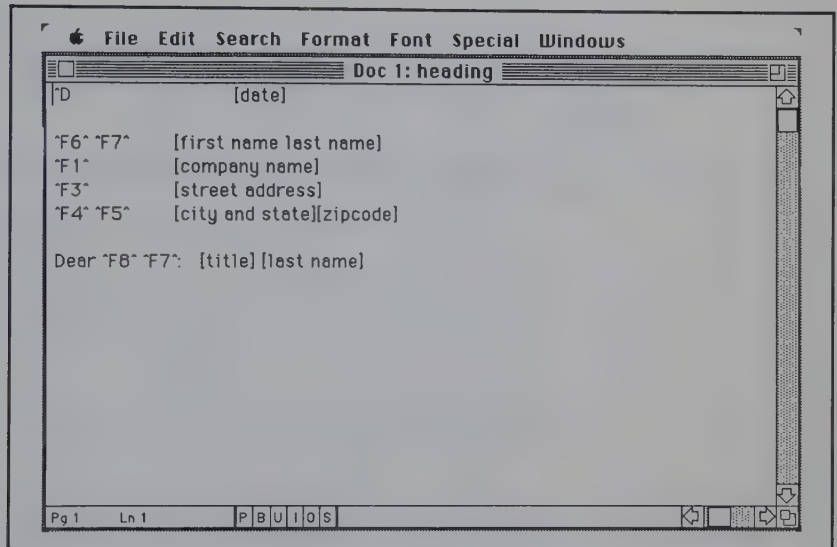
```
^Pheading ^P
^Pletter body ^P
```



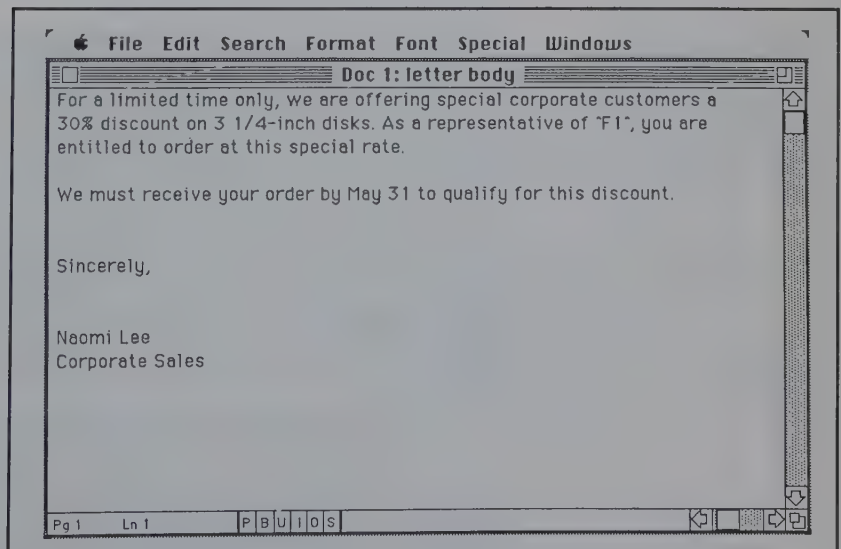
If you want each item to start on a new right-hand page, put hard page breaks between each item in the primary file.



Maintain a catalog of your boilerplate files so that you know what you've got to work from. Give them meaningful names, not just letter1 and letter2. You can open another window and display the catalog as you construct your primary files.



*Figure 9.15:* The heading file takes information from the secondary file you specified at the beginning of the merge.



*Figure 9.16:* The letter body contains the text of the letter.

When the merge executes, it fills out the information in both the heading and the letter body files from the records in the secondary file that you choose at the beginning of the merge.

## ***Tips for Setting Up Boilerplate Systems***

If you're setting up a system of boilerplate for use with merging into a master document, you may find it helpful first to enter the entire final document, including any variations on the paragraphs or sections it contains. You can then scroll through the document, select each section that you want to save, and save the selection as a separate file. Then print out the entire "master" document so that you have a hard copy of what it contains. Mark the name under which you've saved each section. By referring to this hard copy as you assemble a document from its component parts, you can easily see what each variation contains without having to retrieve the individual documents or check their contents by using the Look option of the File Management window. If you use much boilerplate in your work, you'll probably want to maintain a notebook of these standard documents and their variations.

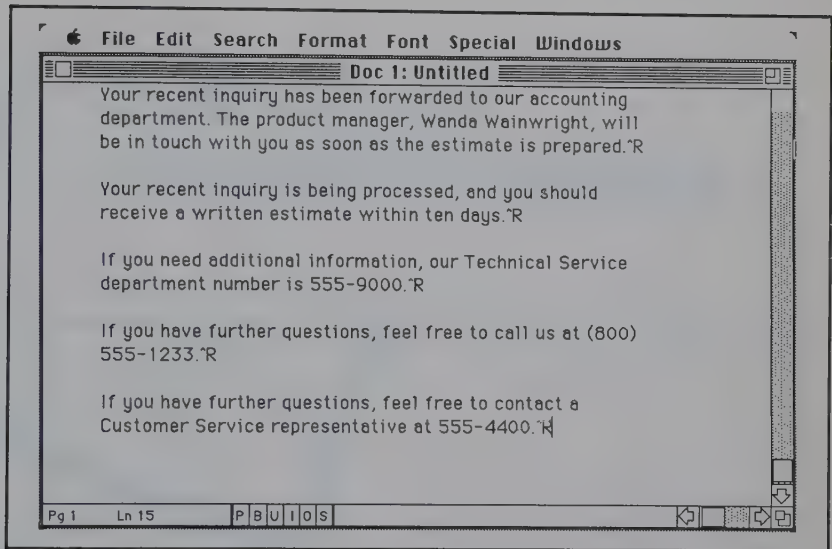


Run the Speller on the completed master document. There's no need to perpetuate typing errors in all the documents you're going to create.

You should also establish a consistent system for spacing in boilerplate documents. For example, if you save a paragraph as a file, do you include the [HRT] code at the end of the paragraph, or will you press Return before you insert each merge code into the master file? If you want each new section to begin a new page, will you put the hard page break at the end of each line in the master document, or will you begin each new section with a hard page break? If you aren't consistent, you may get incorrect spacing in the documents you assemble, and you'll have to check their spacing. By setting up a spacing system and using it consistently, you can save yourself this extra step.

Instead of assembling a master document from primary files, you can use secondary files. For example, you might want to set up a secondary file of standard paragraphs, as illustrated in Figure 9.17. As you create each primary document, just specify the appropriate field number from this file. Keep it open in a separate window so that you can see what each field contains.





**Figure 9.17:** Instead of assembling documents from primary files, you can store standard paragraphs as fields in secondary files.

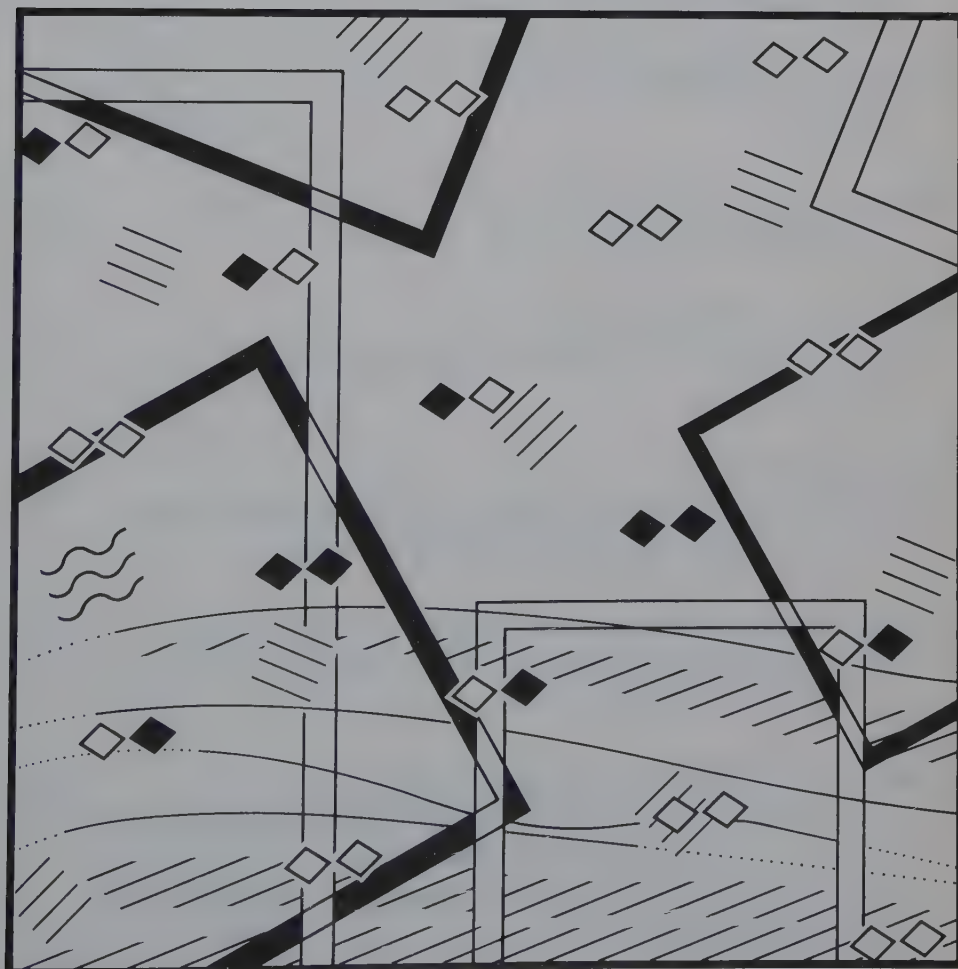
## Looking Forward

This chapter has shown you the various types of merge printing you can do with WordPerfect. In addition to what's normally thought of as mail-merge applications that consist of personalized form letters, you've seen how you can use the program to fill out forms, assemble documents from other documents, and create reports from secondary files.

From this point on in the book, you'll explore some of WordPerfect's specialized features for creating reference aids. Chapter 10 discusses outlining and automatic paragraph numbering, Chapter 11 presents techniques for working with reference notes, and Chapter 12 explains how you can create automatic lists, tables of contents, and indexes.



# 10 - Outlining and Paragraph Numbering —



# Fast Track

- To turn on outlining,** 342  
choose Paragraph from the Format menu; then choose Outline  
(or press Command-Shift-Y).
- To add an outline number to your outline,** 342  
press Return when outlining is on.
- To change to a lower outline level,** 343  
press Tab.
- To return to the previous outline level,** 343  
press Shift-Tab (Margin Release).
- To move text to the next tab stop** 343  
without changing the outline number, press Command-Shift-T  
(Indent).
- To indent an outline** 343  
between the level number and the text, press Command-Shift-T.  
For a Left-Right Indent, press Command-Shift-L.
- To stop the program from generating outline level numbers** 343  
until you press Return again, press the space bar, type text, or  
insert an indent character.
- To change to a different outline numbering style,** 349  
select Paragraph from the Format menu; then select Paragraph  
Number Definition (press Command-3 and type 3). You can  
select a predefined style or choose Custom and create your own  
style by clicking on the buttons.

**To use paragraph numbering,****351**

choose Paragraph from the Format menu and then choose Paragraph Numbers (or type Command-3 2). Type a level number for fixed numbering or click Auto for automatic numbering. With automatic numbering, the style of the numbering changes as you move the number to other tab stops on the line. With fixed numbering, the style of the number (Level 1, 2, 3, and so on) won't change when the insertion point moves to different tab stops.



## **CHAPTER 10**

---

WORDPERFECT CAN HELP YOU CREATE OUTLINES in your documents and can number paragraphs for you automatically. If you're working with long documents, you may find these features especially helpful, because they save you from having to keep track of each outline level or paragraph number. When you delete an item from an outline or add a new numbered paragraph, the program rennumbers all the outline entries and paragraphs for you.

We'll first look at outlining, which to WordPerfect is a special kind of paragraph numbering.

---

### ***Working in Outline Mode***

---

Not only can you use WordPerfect's outlining feature as a writing aid for creating typical outlines and hierarchical lists, but you can also use it as a planning tool for the documents you create with the program. After you've created a basic outline for a document, you can add major points to it, indenting sublevels as ideas occur to you. You can then write the document by following the outline and be assured that all the points you listed will be covered.

When you turn on the Outline feature (Command-Shift-Y is its shortcut), you'll see the word "Outline" on the status line. Whenever that message is there, the program generates a new outline number (like I., A., a., or i.) as you press Return or Tab. To turn off Outline mode, press Command-Shift-Y again. It works like a toggle.

When Outline mode is on, WordPerfect behaves a little differently. In particular, pressing certain keys gives different results:

- Pressing Return inserts a Level 1 outline number at the left margin.

- Pressing Tab moves the outline number to the next tab stop and changes the outline numbering style to the one associated with that tab stop (Level 2 for the second tab stop, Level 3 for the third tab stop, and so forth).
- Pressing Shift-Tab (Margin Release) moves text back to the previous tab stop and changes the outline number.

After you press the space bar, type text, or insert an indent (Command-Shift-T) or Left-Right indent (Command-Shift-L), the program stops generating outline level numbers until you press Return again.

Try the next exercise to see how Outline mode works.

**1. Open a new document and press Command-Shift-Y to turn on Outline mode.**

You'll see "Outline" on the status line.

**2. Press Return.**

A capital Roman numeral I appears at the left margin.

**3. Press Tab two or three times.**

Each time you press Tab, a lower-level outline number appears. The default numbering style the program uses is the outline style you probably used in school—I., A., a., (1), and so on. WordPerfect keeps track of up to seven levels for you. You can change the numbering style, as you'll see later.

**4. Press Shift-Tab (Margin Release) to move back to Level 1 at the left margin. This time, after the I. appears, press the space bar and then type the word *Text*. Press Tab and see what happens.**

After you've entered text or pressed the space bar, Tab simply moves to the next tab stop instead of taking you down one level.

**5. Press Return to generate a II. on the next line.**

**6. This time, put a second-level entry in your outline: press Tab to generate an A. Then press the space bar to get some space between the number and the text, and enter the words *More text*.**



WordPerfect won't automatically renumber outline levels unless Outline mode is on.



If you don't want the indentation of the outline numbers to change as the insertion point moves from tab stop to tab stop, don't use outlining. Use fixed paragraph numbering (described later in this chapter) instead. You can create an outline that's aligned flush left, like this:

I.  
A.  
1.  
a.

7. Add a Level 3 entry to your outline. Press Return, press Tab twice, then type the words *Even more text*.

Your outline should look like this by now, although the spacing may be different:

- I. Text
  - A. More text
    - 1. Even more text

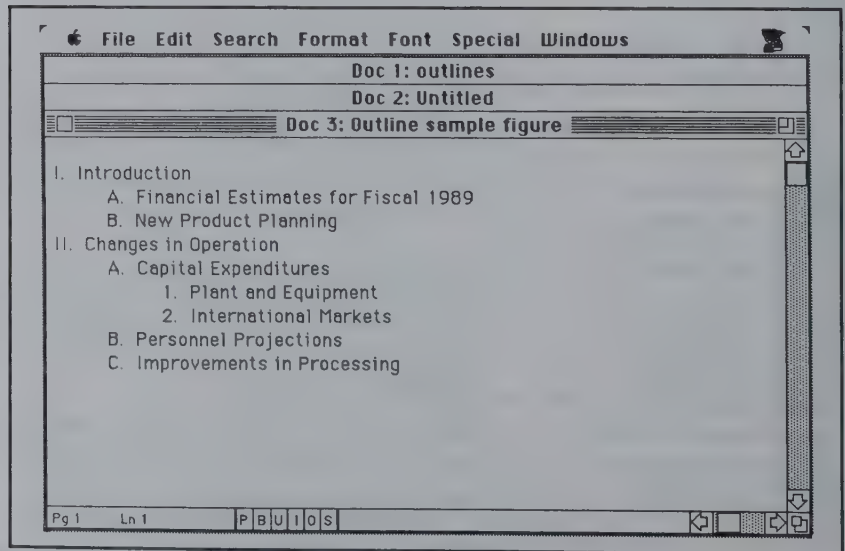
---

## Creating an Outline

---

Now that you have a feel for how the keys work in Outline mode, you can try entering an actual outline to see how moving items around and deleting outline levels work. Open a new document, turn on Outline mode, and enter the short outline shown in Figure 10.1.

What if you make a mistake? If you press Return too many times and add a number you don't want, press Delete to delete it as soon as it appears. You'll see a dialog box asking whether you want to delete that



**Figure 10.1:** Entering this short outline will give you practice in manipulating outline entries.

paragraph number. (To the program, an outline number is just a type of paragraph number.) Click OK to delete it. If you press Tab too often and go past the level you want, tab backward with Shift-Tab (Margin Release) to the correct level.

When your screen resembles Figure 10.1, you're ready for the next exercises. They'll show you how to delete and move items and give you some additional tips about using Outline mode.

## Moving Outline Text

In the example outline of Figure 10.1, note that the topic International Markets seems out of place. By rights, it belongs up in section I with the other general topics. To move that text, follow these steps:

1. **Position the insertion point after the level number and period (in this case, 2.), select all the text to the right, and cut it.**

If you cut the whole line, including the level number, the level number will go with the text when you move it, and you'll get an unwanted level in your outline. (You can try this for yourself, if you like.) To avoid having to delete that extra level, be sure to cut only text, not its associated number.

2. **Move the insertion point to the end of the line containing topic I. B., New Product Planning. Press Return and then Tab to insert a new level C. Then press Command-V to paste the cut text.**
3. **Go back to the level number whose text you just cut—that lonely 2. left there—and delete that line by shift-clicking and pressing Delete twice.**

Your screen should now look like Figure 10.2.

## Deleting a Topic

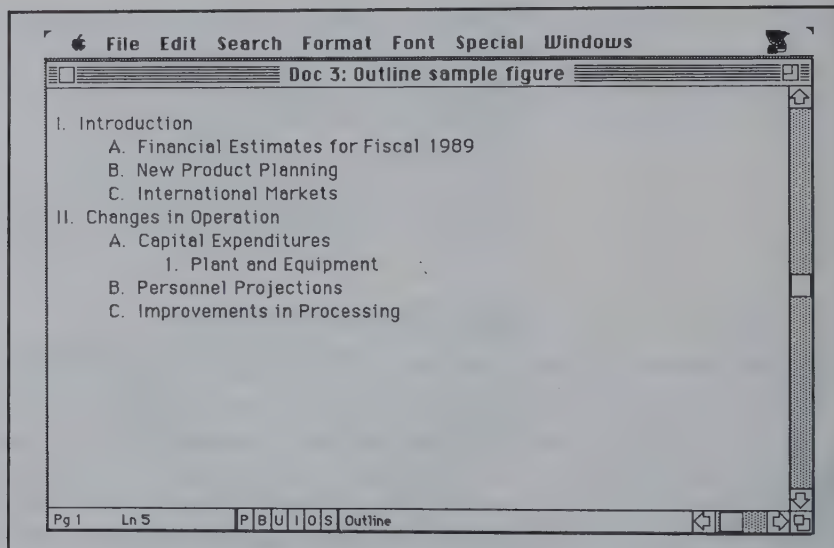
But what if you want to delete a topic from the outline instead of just moving its text? For example, to delete topic II. B., Personnel Projections, follow these steps:

1. **Position the cursor anywhere in that line. Press Command-6 (Select) and type 2 for Sentence.**

 Shift-Tab (Margin Release) takes you back to the previous outline level.

 Pressing Return adds an outline number to your outline, and pressing Tab takes you to a lower outline level.

 When you delete a line with no lower outline level under it, the outline numbering doesn't change.



**Figure 10.2:** After you've inserted a new level C, your screen should resemble this one.

Alternatively, you can choose **Select** from the **Edit** menu and then choose **Sentence**, or you can shift-click.

## 2. Press **Delete**.

WordPerfect automatically changes the remaining topic C to topic B.

As you can see, when you delete an item along with its level number, the program keeps track of the level numbers for you. You'll have to delete the extra space left by the deleted topic yourself, but your outline will be renumbered.

You can also use the shift-click method to select the topic with the mouse, which may feel more natural to you. However, if you use this method, you may neglect to select the formatting codes at the beginning of the line (press **Command-7** to see them). Using either the **Command-6 2** sequence or choosing **Edit**, then **Select**, and then **Paragraph** ensures that all the appropriate **[Tab]** and **[¶#:auto]** codes go with the line when you cut it.



## **Changing the Level of a Topic**

You can use Shift-Tab (Margin Release) to move a topic back one level or Tab to move it down one level. Try this with the remaining third-level topic, Plant and Equipment.

1. **With the insertion point on either side of the 1., press Tab.**

The level changes to a.

2. **Press Shift-Tab twice to change it to B.**

The remaining items change to C. and D.

---

## **Outlining Tips**

---

Now that you've seen how to enter and edit text in Outline mode, let's look at a few tips you may find useful if you use a lot of outlining. If you use outlining only for brief topics from time to time, you can probably skip this section. However, if you prepare outlines for presentations or write outlines that contain several lines of text per topic, you'll find some tips in the next sections that will help you create better formatted outlines.

## **Aligning Outline Numbers and Text**

WordPerfect aligns outline numbers like this:

- I.
- II.
- III.

which is rather annoying, instead of like this:

- I.
- II.
- III.

This occurs because of the way the program inserts formatting codes. If you're preparing an outline for a presentation or writing a paper, you'll probably want to change the alignment.

Another one of WordPerfect's annoying formatting habits is that you don't automatically get hanging indents in outline text that's longer than one line. You get this:

I. This is an example of an outline topic that spans  
more than one line

instead of this:

I. This is an example of an outline topic that spans  
more than one line



To change the position of outline numbers on the page and the amount of space by which text is indented, change the tab settings. The position of Level 1 is determined by the position of the first tab, Level 2 by the second, and so forth.

To make each outline entry align and indent, you need to first use Tab Align to align the outline numbers on a period and then insert an indent character.

1. Press Command-Tab (Tab Align) to turn on tab alignment.
2. Choose Paragraph from the Format menu; then choose Paragraph Numbers (or type Command-3 2).
3. Click Auto to insert an automatic paragraph number.
4. Choose Paragraph from the Format menu; then choose Indent to indent the text you'll type next.

This sequence both enters the outline number flush right at the tab stop where the insertion point is located and creates an indent. You can then start typing the text of the entry.

These are quite a few steps to take each time you make an outline entry, so you can record them as a macro.

### **Macro: Aligning Outline Entries**

As you type outlines, you can use the following macro to adjust the alignment for you as the program enters each outline level number. Remember to have the insertion point at the appropriate tab stop before you use the macro.

1. Press Command-Shift-M and name the macro.

On the disk that you can order with this book, it's assigned to Command-Option-O so that you can execute it quickly, but you can name yours whatever you want.

2. Press Command-Tab (Tab Align) to turn on tab alignment.
3. Press Command-3 2 (or choose Paragraph from the Format menu; then choose Paragraph Numbers).
4. Press Command-A (or click Auto) to insert an automatic paragraph number.
5. Press Command-Shift-T (or choose Indent) to indent the text.
6. Press Command-Shift-M (or choose Macro) to turn off macro definition.

After you execute the macros, you can immediately begin typing the text of the entry, and it will be indented and formatted correctly.

 You can also put an indent between the level number and the text (Command-Shift-T) or a Left-Right indent (Command-Shift-L). Any of these actions—pressing the space bar, typing text, or inserting an indent character—stops the program from generating level numbers until you press Return again.

## Changing the Outline Style

If you don't want to use the default outline numbering style, you can change it either to the Paragraph numbering style or to Legal style. Examples of how all three styles appear in your documents are illustrated in Figure 10.3.

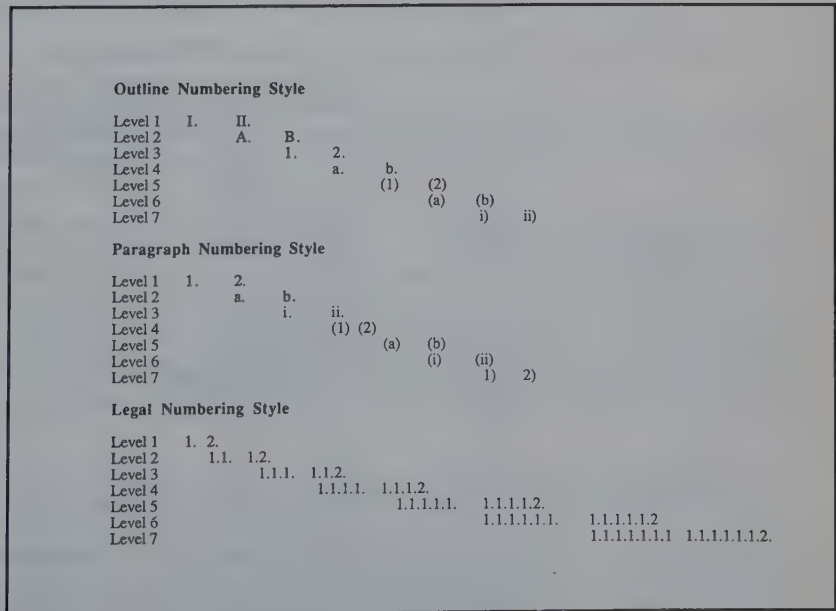


Figure 10.3: WordPerfect provides three outline numbering styles.

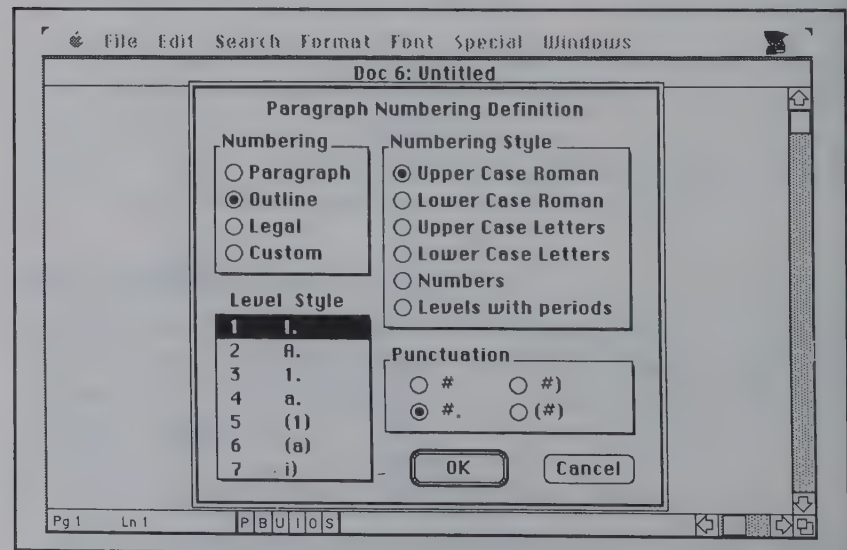
To change to another style, select Paragraph from the Format menu; then select Paragraph Number Definition (or press Command-3 and type 3). You'll see the dialog box shown in Figure 10.4, which shows the default outline style. You can select one of the predefined styles or choose Custom and create your own style by clicking on the appropriate buttons. For example, if you wanted Level 1 to be uppercase letters enclosed in parentheses, you would click Custom, click Level Style 1 (if it's not already selected), click Upper Case Letters, and click the (#) button.

After you've selected a style, click OK to insert the new [Def ¶#] code in your document. Any time you turn on Outline mode after that code appears in your document, the outline will be in the style selected.

You can change the default outline style permanently by making the new paragraph number definition part of your WP Defaults file or part of a custom default file. See Chapter 7 for step-by-step instructions on setting up default files.

## Several Outlines in One Document

If you do a lot of outlining, you may want to have several different outlines in the same document, each beginning with the number I.



**Figure 10.4:** The Paragraph Numbering Definition dialog box controls the outline numbering style.

For example, you might be presenting three alternative outlines for a book you propose to write. However, each time you turn on Outline mode, the program remembers the last level number in the previous outline and automatically provides the next one. To start outline numbering over again within the same document, you'll need to define an outline number style again, even if it's the same style. Just click OK in the Paragraph Numbering Definition box. Clicking OK inserts a new [Def ¶#] code in your document and starts numbering over again.

---

## **Paragraph Numbering**

---

WordPerfect lets you assign numbers to paragraphs. When you add or delete a numbered paragraph, the program automatically renumbers the rest of them for you.

If you write numbered instructions or test questions, you'll find this feature very useful. It also comes in handy for technical manuals, contracts, and legal documents that require section numbers, paragraph numbers, or both.

To assign a number to a paragraph, follow these steps.

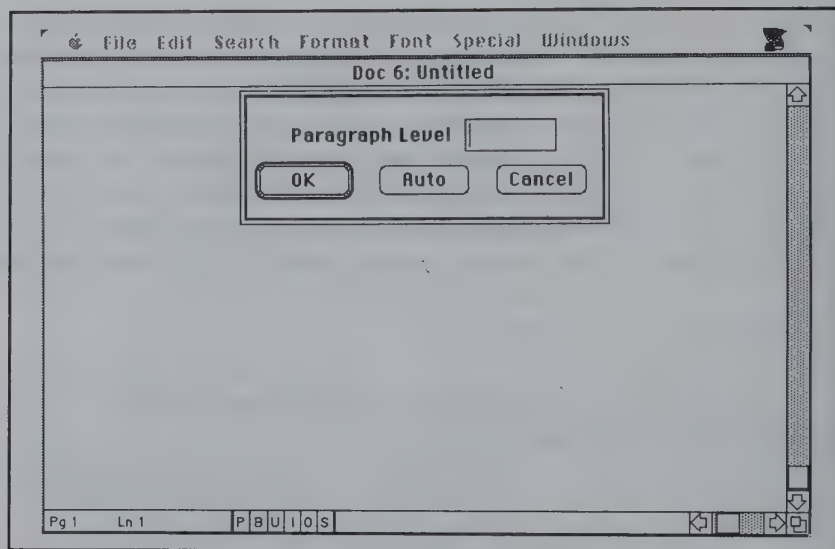
1. **Position the insertion point on the line where you want the paragraph number to be.**
2. **Choose Paragraph from the Format menu; then choose Paragraph Numbers (or type Command-3 2).**

You'll see the Paragraph Level dialog box illustrated in Figure 10.5. Clicking Auto tells the program to assign the level number based on the tab settings that are in effect. For example, if the insertion point is at the left margin (on the first tab stop), you'll get a Level 1-style number. If your insertion point is on (or to the right of) the third tab setting in your document, you'll get a Level 3-style number.

## **Automatic and Fixed Paragraph Numbering**

If you enter a level number (from 1 to 7) in the Paragraph Level dialog box instead of selecting Auto, WordPerfect will consider it to be what it calls a fixed paragraph number. This doesn't mean that the





**Figure 10.5:** Clicking Auto inserts an automatic paragraph number that is defined by the tab stop the cursor is on.

number itself is fixed; in fact, as you add or delete numbered paragraphs, the numbers will change whether they're fixed *or* automatic. It means the *style* of the number (Level 1, 2, 3, and so on) won't change when the insertion point moves to different tab stops. With automatic numbering, the style of the numbering changes as you move the number to other tab stops on the line. Let's try it both ways to see what happens.

 WordPerfect uses the same default style (Outline numbering); for numbering paragraphs and outlines, but it also has a built-in Paragraph numbering style (see Figure 10.3). For paragraph numbering in the style 1., a., i., (1), and so forth, click on the Paragraph button in the Paragraph Numbering Definition dialog box before you begin numbering paragraphs.

## Automatic Numbering

To practice using automatic paragraph numbering, you can write a multiple-choice question that uses two different levels of paragraph numbering. Normally, you probably wouldn't use automatic paragraph numbering on the second-level items in test questions like this, but it's been done here so that you can get some practice in working with different numbering levels.

1. Choose Paragraph from the Format menu; then choose Paragraph Number Definition (or type Command-3 3).

2. Click Paragraph in the Numbering box; then click OK.
3. With the insertion point at the left margin of a blank line, choose Paragraph from the Format menu; then choose Paragraph Numbering (or type Command-3 2).
4. Click Auto (or press Command-A).

The number 1. appears in your document.

5. Press the space bar to insert a space. Then enter the text for question 1:

The most reliable source for the events of the period in question is

and press Return twice.

6. Press Tab; then choose Paragraph from the Format menu and choose Paragraph Numbering again (or type Command-3 2). Click Auto.

This time when you click Auto, you get a number in the Level 2 Paragraph style. Your test question should look like this:

1. The most reliable source for the events of the period in question is
  - a.

What happens if you're at the wrong tab setting when you choose paragraph numbering? If you press Delete to remove the paragraph number, you have to start all over again by choosing Paragraph from the Format menu, and so on. It's easy to get back to a previous level, but it may not be obvious how to do it. Try this exercise.

1. Press the ← key to move the insertion point to the left of the *a.* Then press Shift-Tab (Margin Release).

Pressing Shift-Tab moves the paragraph numbering code progressively to the left.

2. Press Tab again to get the *a.* back.
3. Now press → to move the insertion point back to the right of the *a.* Then enter the following possible answers. Use Tab to

move to the second tab stop on each line before you use paragraph numbering.

- a. Diaries
- b. Church records
- c. All of the above
- d. Letters

To see what happens when you move a numbered paragraph, try moving item c., *All of the above*, to the last position, where it really belongs.

**1. Select item c., *All of the above*.**

A quick way to select a line is to use Command-6 (Select) and type 2 for Sentence. That way, you'll be sure to include all the codes needed.

**2. Cut the item (with Command-X) and paste it in the line below item d.**

Be sure the insertion point is on the first tab stop when you paste it, or the number will appear in a different level style.

When you paste item c. after item d., the numbering changes to reflect the new order. Now your test answers should read as follows:

- a. Diaries
- b. Church records
- c. Letters
- d. All of the above

There's a gap between items b. and c. now, so you can add a new item there.

**3. Click on the space directly below b. and type Command-3 2 again. Click Auto (or press Command-A).**

This time, you've got a new number c., and the following numbers have also changed.

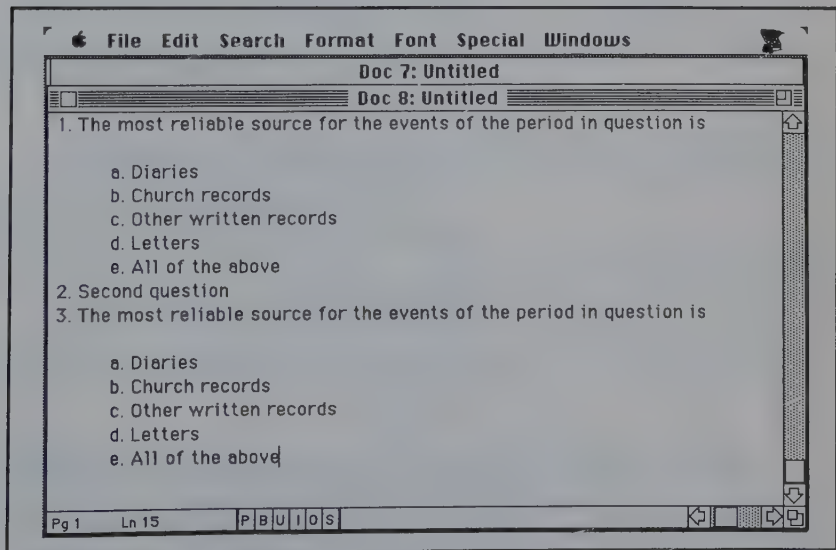
**4. Press the space bar and enter the words *Other written records* as text for item c. to fill out the test question.**

You can begin numbering paragraphs with 1. again anywhere in your document. To do this, insert a new Paragraph Numbering Definition code [Def ¶#] where you want the numbering system to begin. Remember to click OK to insert the code even if you don't want to change any of the settings you've been using.

Now we'll see how you can put this feature to work in some other practical ways. First, a short demonstration:

1. **Create another short question.** Just press Command-3 2, click **Auto**, and enter the words *Second question*, which will be numbered 2.
2. **Select the entire first test question (including the answer choices) and copy it.**  
Be sure to include the [¶#] code when you select it.
3. **Move to the end of question 2 and press Return.**
4. **Paste the cut question 1.**

What happens? The numbers have changed, as you can see in Figure 10.6. When you copy the numbered paragraphs, you also copy their paragraph numbering codes, which WordPerfect uses to keep track of the numbering system. Because of this, you can save numbered paragraphs in "library" files and simply copy and paste them into documents as you're writing. The program will make sure



**Figure 10.6:** When you copy or cut numbered paragraphs, WordPerfect automatically adjusts for the new numbering.



If you want WordPerfect to keep track of paragraph numbers for you, don't number them yourself. It's easy to type a paragraph number from the keyboard, but if you do, the program has no way of remembering what that number is.

they're numbered correctly in the document you paste them into. In this way, you can create a standard contract from files of numbered clauses or build a customized set of exam questions from a test bank of numbered questions.

Inserting paragraph numbering codes is tedious (there's a macro for it coming up soon), but if you mix manual numbering with the program's numbering feature, you may wind up with a bizarre paragraph numbering system. If this happens, select Show Codes from the Edit menu (Command-7) and see if there are any numbers next to any of the [¶#] codes. There shouldn't be; if there are, you must have typed them yourself. To repair your numbering system, delete the numbers.

### **Macro: Automatic Paragraph Numbering**

Even if you use the keyboard shortcuts Command-3 2 Command-A to insert automatic paragraph numbers, you still have quite a few keystrokes to carry out every time you number a paragraph. The following macro speeds up numbering paragraphs for you:

- 1. Press Command-Shift-M and name the macro.**

On the disk that you can order with this book, it's assigned to Command-Option-P for speed, but you can name yours whatever you want.

- 2. Press Command-3 2 Command-A.**

This selects Paragraph from the Format menu and then selects Paragraph Numbers. Command-A selects Auto.

- 3. Press the space bar to insert a space between the paragraph number and what you type next.**

- 4. Press Command-Shift-M (or choose Macro) to turn off macro definition.**

From now on, to number paragraphs automatically, just press Command-Option-P. You can then start typing the text of your paragraph.



## Fixed Numbering

Use fixed numbering if you don't want any indents in the different levels of numbered paragraphs. You can have all of the paragraph numbers, no matter what their level, wherever you want them—even at the left margin.

You can number paragraphs in Legal style, too. Click Legal on the Paragraph Numbering Definition dialog box.

Remember that WordPerfect has more than one set of numbering styles. In this example, you are using the Paragraph style.

You can improve the alignment of text and numbers in numbered paragraphs just as in outlines. Look back to the section "Aligning Outline Numbers and Text," where you'll find a macro that will take care of this for you.

You use fixed paragraph numbering when you want the alignment of the numbering to remain the same, no matter what tab stop you're on. For example, you might want all of your paragraphs to be numbered at the first tab stop, but in different style levels, like this:

- 1. First-level paragraph
- 1.1. Second-level paragraph
- 1.1.1. Third-level paragraph

Just type the level number you want to use in the dialog box instead of clicking Auto.

You can use fixed numbering to set up a different paragraph numbering style. For example, you might want to number all your questions as (1), (2), (3), and so forth, instead of 1., 2., 3. If you bring up the Paragraph Numbering Definition dialog box and click Paragraph, you see that Level 4 produces numbers in that style. You can use that style at the left margin (the first tab stop), even though it's normally used at the fourth tab stop, by entering 4 as the level in the Paragraph Level dialog box instead of clicking Auto. Then, even when you move the paragraph numbers with the Tab key, the numbering style will remain Arabic numerals in parentheses, which is the Level-4 style. Try it and see.

1. With the insertion point at the left margin, choose Paragraph from the Format menu and then choose Paragraph Numbering (or type Command-3 2).
2. This time, enter 4 and press Return (instead of clicking Auto).

The style of number you get will be Level 4 of the Paragraph style—(1), (2), (3), and so on. When you press Tab to move the text anywhere on the line, the numbering style stays the same.

## Outlining and Paragraph Numbering Codes

When you use outlining and paragraph numbering, a paragraph number code [¶#] is inserted into your text. If you're using automatic paragraph numbering, the code is [¶#:auto]; if you're using fixed

numbering, the code is [¶#:n], where *n* is the level you specified. If you've defined a style for paragraph numbering, a [Def ¶#] code is inserted at the point where you clicked OK in the Paragraph Numbering Definition dialog box. You can use the Search commands to search for these codes, but you can't search for a particular paragraph or outline number.

---

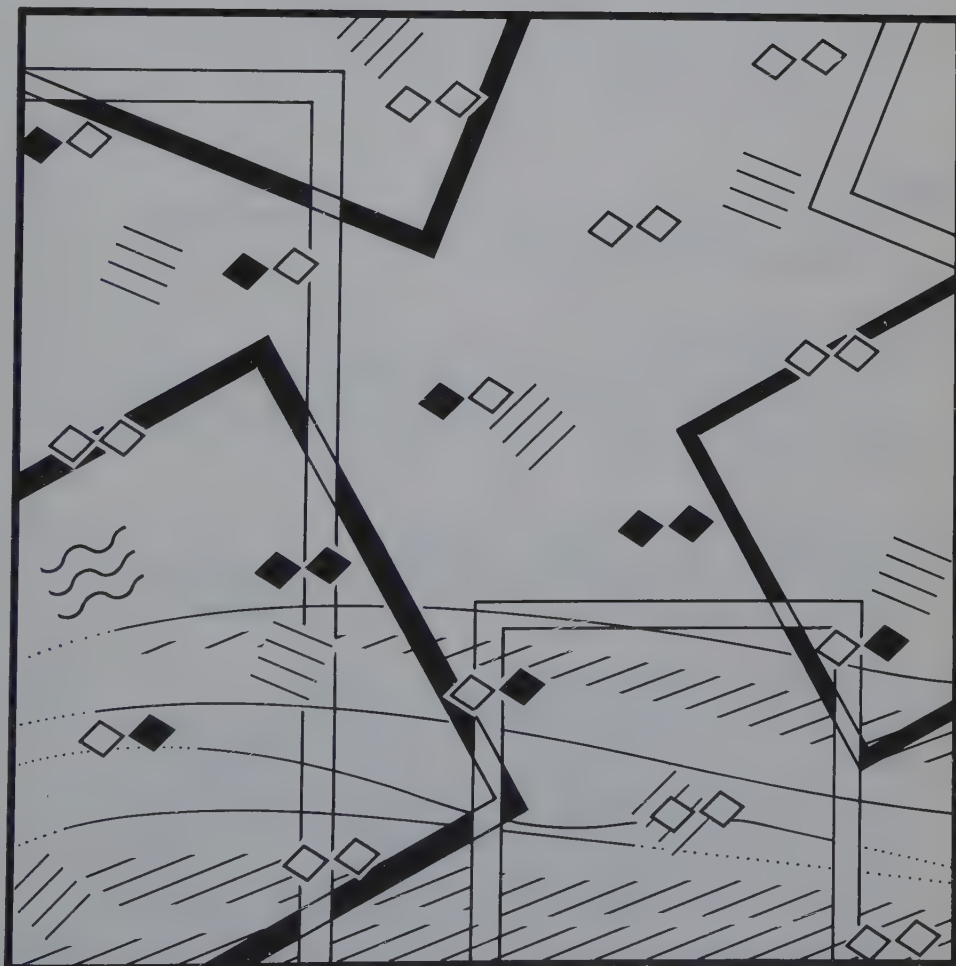
## **Looking Forward**

---

Now that you've mastered WordPerfect's outlining and paragraph numbering techniques, you can go on to learn about some of the other specialized features. Chapter 11 presents techniques for working with footnotes and endnotes, and Chapter 12 discusses working with lists, tables of contents, and indexes.

# 11 - Working with Footnotes and Endnotes

---



# Fast Track

- To create footnotes,** 364  
choose Footnotes from the Special menu (or press Command-9);  
then choose Create (or type 1).
- To create endnotes,** 365  
choose Footnotes from the Special menu (or press Command-9);  
then choose Create Endnote (or type 5). Then write the text of  
either type of note and click on the Close box (or press  
Command-K) to close the window.
- To delete a note,** 366  
delete its number. You'll get a "Delete Footnote/Endnote?"  
prompt; click OK to delete it.
- To edit the text of a note,** 366  
choose Footnotes (Command-9) and Edit (or type 2 for foot-  
notes, or 6 for endnotes). Then type the number of the note you  
want to edit.
- To specify a particular number for a note,** 366  
choose New Note Number after you choose Footnotes from the  
Special menu (Command-9 3 is the keyboard shortcut).
- To change the formatting of footnotes and endnotes,** 366  
choose Options after you choose Footnotes (or press Command-9  
4). The program is preset to give you superscripted Arabic num-  
bers for footnote numbers both in text and in the footnote itself,  
with the footnote indented five spaces from the left margin.  
Endnotes are also superscripted in text, but in the endnote list-  
ing at the end of the document, they have Arabic numbers fol-  
lowed by a period.

**To change footnotes to endnotes,****374**

move to the beginning of the document, define Newspaper Columns, and turn on columns. Then delete the [Col Def] and [Col On] codes or turn off columns to change the document to a one-column format.



# **CHAPTER 11**

---

WORDPERFECT HAS SEVERAL BUILT-IN FEATURES ON the Special menu that offer you quite a bit of help if you work with documents that require notes, tables of contents, lists, and indexes. This chapter is devoted exclusively to footnotes and endnotes, because there are so many tips and shortcuts you can use as you work with them. Chapter 12 will discuss tables of contents, lists, and indexes in detail. If you don't use any of these specialized elements in the documents you write, you can safely skip these chapters.

Many colleges and universities require a certain style for notes and citations, and many companies have their own internal "house" style for reports or for articles and bibliographies that are submitted to trade journals. Because you can customize the citation style the program uses, you can adapt WordPerfect's note style to meet almost any requirements you come across.

---

## ***Creating Notes***

---

Footnotes, which appear on the same page as the text to which they refer, and endnotes, which appear at the end of your document, are both available in WordPerfect. (You'll need to add a blank page at the end of the document if you want endnotes on a separate page.) You can use footnotes and endnotes together—footnotes to further explain material on the page where it is discussed in text, and endnotes for bibliographic material or suggested readings. WordPerfect maintains your note numbering system, so even if you delete or add notes, your notes are always numbered correctly.

Figure 11.1 illustrates the bottom of a printed page that uses footnotes, and Figure 11.2 shows the default style used for endnotes. As you can see, WordPerfect uses superscripted Arabic numerals in the references in text for both types of notes but doesn't use the



If you're using endnotes, be sure to type an extra blank space before you type the text of your note.

superscripted style for the endnotes themselves. It inserts extra space between a footnote number and the text that begins the footnote, but doesn't insert space between endnote numbers and text. The font used for both types of notes is the same style and size as the text of the document unless you change it.

A business, once beyond the entrepreneurial stage<sup>1</sup>, next faces the challenge of organizing and managing itself as a stable company<sup>2</sup>. Managers who heretofore were rewarded for initiative and ingenuity are now penalized for overstepping the bounds of corporate rules; employees who in the past were rewarded for their willingness to change established theory must now follow corporate canons. In this stage of business growth, a radical change in the employee-manager mix may be noted<sup>3</sup>.

At the same time the business is facing this challenge, it meets yet another challenge for managing for future growth. A dynamic business cannot be allowed to stagnate; it must always be planning for the future. The future, in such a case, may mean diversification rather than former concentration on a narrow set of goals. Yet another type of thinking is required: that of long-range planners<sup>4</sup>.

These different types of idealists must manage a new set of options to provide for current stability while planning for future expansion. Such planners must be able to juggle one set of conservative assumptions while at the same time exercising a plan of highly imaginative proportions that concerns five- and ten-year growth plans and beyond. Such thinkers are scarce; when found, they command excellent salaries.

---

<sup>1</sup> Saul C. Guttman, *Strategies for Business Growth*, (New York: Hoffman, 1988), p. 198.

<sup>2</sup> Paul L. Salomon, *The Entrepreneurial Mind* (Chicago: Row-Martin, 1988).

<sup>3</sup> This is also the time of the most rapid expansion in the number of employees, so the change in the mix of personality types may pass unnoticed.

<sup>4</sup> Eldon R. Wainwright, *Long-Range Planning for Corporate Policy* (Harrison & Ball: New York, 1988.)

**Figure 11.1:** If you accept the default settings for footnotes, they'll resemble the ones in this figure.

1.Saul C. Guttman, *Strategies for Business Growth*, (New York: Hoffman, 1988), p. 198.

2.Paul L. Salomon, *The Entrepreneurial Mind* (Chicago: Row-Martin, 1988).

3.This is also the time of the most rapid expansion in the number of employees, so the change in the mix of personality types may pass unnoticed.

4.Eldon R. Wainwright, *Long-Range Planning for Corporate Policy* (Harrison & Ball: New York, 1988.)

**Figure 11.2:** If you accept the default setting for endnotes, the notes in Figure 11.1 would appear in this style.

When you create a note, WordPerfect inserts a [Note#] code in the text at the point where you choose Footnotes from the Special menu (or press Command-9). The note numbers you see in your text are actually generated by these codes so that the program can keep track of notes as you delete them or add new ones. You can use the Search

commands to search for these codes. For example, you may want to review the text of your footnotes before you print the document.

To create a footnote or endnote, follow these steps when the insertion point is at the location where the note number is to appear.

1. **Choose Footnotes from the Special menu (or press Command-9); then choose Create (or type 1).**

If you'd rather have the material appear as an endnote at the end of your document, choose Create Endnote (or type 5).

2. **Write the text of the note.**

You'll get a blank full screen in which to write the text of your note. The name of your document (if you've saved it) and the number of the note will appear in the title bar. The note number will already be inserted on the screen, so you can just begin to type. If you prefer, you can select that number and change its style to bold, underline, or any of the other styles.

You can write as long a note as you like, using any font and style available, even inserting graphics. Since footnotes are usually printed in a smaller font size than text, you'll probably want to change to a smaller size at the beginning of the note. Also specify the font you want the notes to be printed in, if it's to be different from the font that's being used for text. (Later in this chapter, you'll find a macro that will speed up this task.)

If you're writing a footnote, it will be printed on the same page as its reference, 0.25 inch below the last line of text. The space the footnote occupies is subtracted from the space allotted to text lines on that page. If a note is so long or its note number so low on the page that the note has to be broken between pages, the program will keep at least three lines of the note on the page before continuing it to the next page. If the note number falls so low on the page that three lines of the note won't fit, the text starting with the line with the note number is moved to the next page, along with the note itself.

3. **When you're finished writing the text of the note, click on the Close box (or press Command-K) to close the window.**

You'll be returned to where you were in the text of your document, and a superscripted note number will appear at the insertion point.



You may inadvertently delete the note number while you're writing in the Note window. If this happens, you'll get a Delete Note Number? dialog box; press Return so that you don't delete the number. If you delete the note number, the text of the footnote will still print. Then, to correct the situation, you'll need to delete the whole note (by deleting its code) and create it again from scratch.



The Speller will check note text when you spell-check your document. You can also use the Thesaurus (Command-T) while you're writing a note.



You can see the first 50 characters of a note by using the Show Codes command (Command-7). If you're using short notes, you can quickly see what they contain this way instead of choosing Footnotes and then choosing Edit.



If you're using both footnotes and endnotes in a document, they'll both start with the new number you specified! To get around this problem, use the "Start footnote numbers each page" option for the footnotes, and use a different system, such as symbols instead of numbers, to reference them.



To see how your notes are being positioned on the page, use Print Preview. Choose Print Options from the File menu; then choose Print Preview (or type Command-Shift-P). To see the footnote area of the page in actual size, click on that part of the page.

To delete the note associated with that number, you have to delete the number. You'll get a "Delete Footnote/Endnote?" prompt; click OK to delete it. When you delete a note, the program automatically renumbers the remaining notes for you.

## Editing Notes

You don't have to have the insertion point on a note to edit it. When you choose Footnotes (Command-9) and Edit (2, or 6 for endnotes), you'll get a dialog box showing the number of the next note in your document.

If that's not the note you want to edit, you can enter the number of the note you do want to edit, and the program will display its text in a note window. When you've finished editing the note, close the window. You'll be returned to the place in your document where the note number appears.

## Assigning a New Note Number

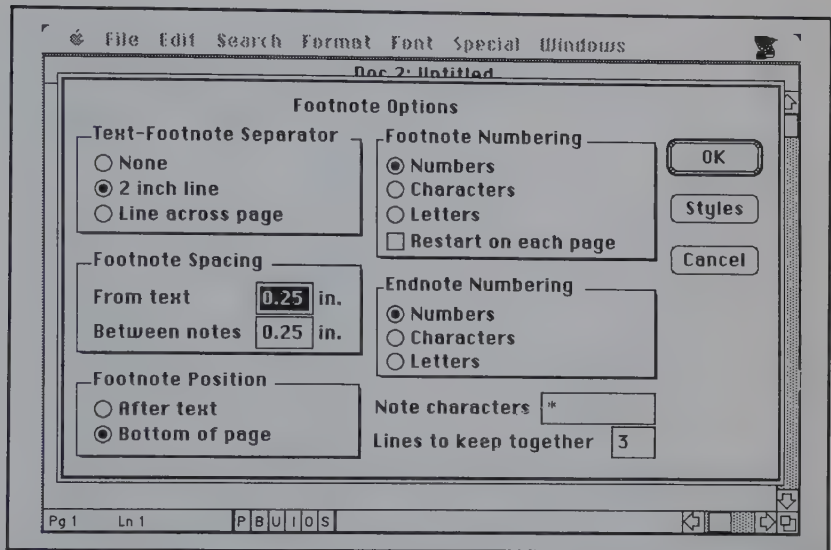
WordPerfect automatically numbers footnotes and endnotes; when you delete them or add new ones, the numbering system is updated. If you do need to specify a number for a note, you can choose New Note Number after you choose Footnotes from the Special menu (Command-9 3 is the keyboard shortcut). The program inserts a [SetNote#] code in your document. If you're numbering notes consecutively in a book and are beginning a new chapter as a new document, you may want to do this.

If you're changing a note number that's already in your document, make sure that the insertion point is to the left of the number you want to change. If it's to the right of the note number, the program will change the number of the next note instead of the one you intended.

## Changing Note Options

You can change several of the ways notes are presented on the page. The Footnote Options dialog box (Figure 11.3) lets you change





**Figure 11.3:** The Footnote Options dialog box lets you customize note styles.

several formatting features for your footnotes and endnotes:

- You can specify that no line at all, or a line running all the way to the right margin, be used to separate footnotes from text on the page. WordPerfect is preset to print a two-inch line beginning at the left margin to separate footnotes from text.
- You can change the spacing used to separate footnotes from text. It's preset to 0.25 inch.
- You can change the line spacing between the notes themselves. It's also preset to 0.25 inch.
- You can select whether footnotes are to appear all the way at the bottom of the page on which their reference falls, whether that page is full or not (the default), or right after the last line of text on the page. If your page runs short and you've clicked the After text button, any footnotes on that page will be printed immediately after the last line of text instead of at the bottom of the page.
- You can change the numbering system from Arabic numerals to letters or characters (symbols). If you change to characters, the program is preset to use asterisks (\*)—first one, then

two, and so forth, up to seven, when the system will start all over again. However, you can specify that the program use up to five different symbols. For example, if you use two symbols, the asterisk (\*) and the pound sign (#), they'll alternate like this:

Note 1 \*

Note 2 #

Note 3 \*\*

Note 4 ##

Note 5 \*\*\*

Note 6 ###

Note 7 \*\*\*\*



Your readers may get hopelessly confused if you use the same numbering style for both footnotes and endnotes within one document! Change one of them (preferably footnotes) to either Characters or Letters.

- You can specify whether the footnote numbering system should restart when each new page begins or follow consecutively through the document (the default).
- You can select the number of lines of the footnote to keep together when the program has to carry the text of a long footnote to another page. The default setting is three lines.

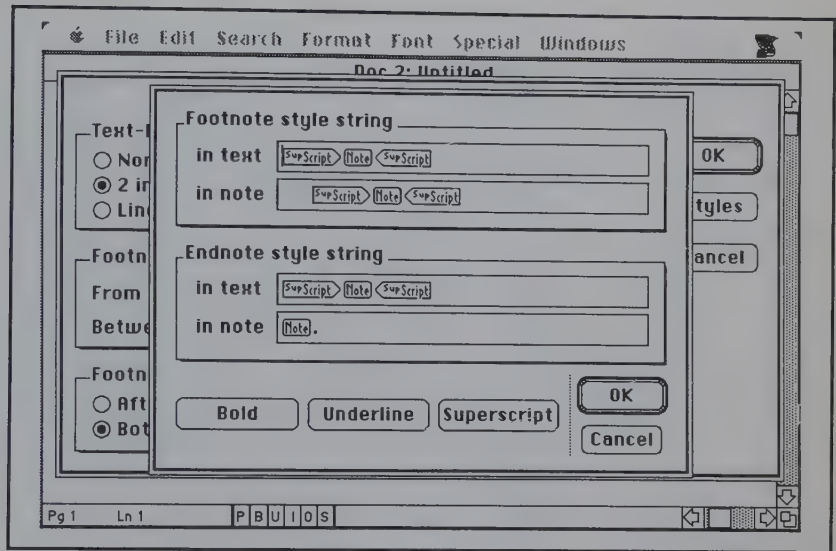
## Changing Note Styles

You also have control over the way your notes are numbered. The program is preset to give you superscripted Arabic numerals for footnote numbers both in text and in the footnote itself, with the footnote indented five spaces from the left margin. Endnotes are also superscripted in text, but in the endnote listing at the end of the document, they'll be numbered with Arabic numerals followed by a period. You may often need to use a different style, such as that prescribed by the American Psychological Association (APA) or the Modern Language Association (MLA) or by the journal you're writing for. This feature lets you adjust the numbering style accordingly.

When you click the **Styles** button in the Footnote Options dialog box, you'll get another dialog box like the one in Figure 11.4 showing



As you create a new style, you can click **Bold**, **Underline**, and **Superscript** in the Footnote Styles dialog box to get it exactly as you need it.



**Figure 11.4:** The Footnote Styles dialog box lets you customize the note numbering system.

the default styles for footnotes and endnotes.

For example, suppose you wanted to change the footnote numbering style to one in which the superscripted number was boldfaced and underlined. Figure 11.5 shows an example of how this would appear in a printed document. To create this style, fill out the Footnote Styles dialog box as shown in Figure 11.6.

1. Click **Styles** in the Footnote Options dialog box. Drag across the **[Note]** code to select it. Then click **underline**.
2. Select the codes again by dragging across them; then click **Bold**.
3. Click **OK**. Then click **OK** again to accept the changes and close the Footnote Options dialog box, inserting a new **[Note Opt]** code in your document.

From there on, you'll see footnotes and their references in the new style on your screen as well as in your printed documents.

A business, once beyond the entrepreneurial stage<sup>1</sup>, next faces the challenge of organizing and managing itself as a stable company<sup>2</sup>. Managers who heretofore were rewarded for initiative and ingenuity are now penalized for overstepping the bounds of corporate rules; employees who in the past were rewarded for their willingness to change established theory must now follow corporate canons. In this stage of business growth, a radical change in the employee-manager mix may be noted<sup>3</sup>.

At the same time the business is facing this challenge, it meets yet another challenge for managing for future growth. A dynamic business cannot be allowed to stagnate; it must always be planning for the future. The future, in such a case, may mean diversification rather than former concentration on a narrow set of goals. Yet another type of thinking is required: that of long-range planners<sup>4</sup>.

---

<sup>1</sup> Saul C. Guttman, *Strategies for Business Growth*, (New York: Hoffman, 1988), p. 198.

<sup>2</sup> Paul L. Salomon, *The Entrepreneurial Mind* (Chicago: Row-Martin, 1988).

<sup>3</sup> This is also the time of the most rapid expansion in the number of employees, so the change in the mix of personality types may pass unnoticed.

<sup>4</sup> Eldon R. Wainwright, *Long-Range Planning for Corporate Policy* (Harrison & Ball: New York, 1988.)



To edit a style you've already set, locate its [Note Opt] code and position the insertion point to its right. Then choose Note Options from the Footnote sub-menu. You'll see the options you've set, and you can change them without starting from scratch.

**Figure 11.5:** You can change the way footnote and endnotes are numbered.

## Changing the Default Note Style

If you change to a note numbering style that you want to use consistently, you can save it as your default note style. Fill out the Footnote Styles dialog box with a blank document on the screen. Then choose WP Defaults from the File menu, choose Save Settings, and







If you need to repeat a note, copy it instead of typing it again. Put the insertion point to the left of the note number in your text and select it. Just select the superscripted number, not any text surrounding it. Then copy it and paste it wherever you want it. The rest of the numbers will adjust.



If you'll be using several citations repeatedly in a document, keep them in a separate document window and cut and paste them as you need them.



If you've changed font sizes in notes but your notes are still printing in the wrong font or the wrong size, open the Codes window. There may be extra [FontSize] and [SetFont] codes. WordPerfect uses the codes that are closest before the text.

Instead of like this:

1. Eldon R. Wainwright, *Long-Range Planning for Corporate Policy* (Harrison & Ball: New York, 1987).

Choose Indent (or press Command-Shift-T) first to make your notes easier to read.

### **Changing Font Size in Notes**

If you want your notes to be in a different size from your text, you'll need to change font size at the beginning of each note. It's easy to forget to do this, so here's a macro that not only switches you to a smaller size but also indents the text as just described. It assumes that you want to switch to 10-point for the note from a larger type for the text. When you record the macro, you can substitute whatever font size you want.

1. **Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) and name the macro.**  
You might want to assign it to Command-Option-F so that you can use it quickly.
2. **Choose Footnotes from the Special menu; then choose Create (or press Command-9 1).**
3. **Choose 10 from the Font menu.**
4. **Press Command-Shift-T to indent the note text.**
5. **Press Command-Shift-M to end macro definition.**

When you use the macro, WordPerfect will automatically take care of the font size change and indenting for you. You can start entering the text of your footnote as soon as you execute the macro. If you're using endnotes rather than footnotes, you can change step 2 to Command-9 5.

Why not write the macro so that it would prompt you for your footnote text? There's a good reason: you can't use italics (for titles) in the prompt dialog box.



**Using Select All**  
(Command-Shift-A)  
in a document with notes doesn't select the notes. For example, if you change the font in text with Select All, you'll still need to edit each note and change its font, if you want the notes to be in the same font as the text.

## Macro: Multiple Citations

If you're citing a work of one author several times, you can write a macro that inserts the note for you and then pauses for you to enter a specific page reference. The following macro is designed to be used after you've entered the first full reference for the work. The macro is named *Smith*, but you would of course name your macro with the name of the author whose works you're citing.

1. **Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) and name the macro *Smith* (or enter your own author's name).**
2. **Choose Footnotes from the Special menu; then choose Create (or press Command-9 and type 1).**

For an endnote, use Command-9 5.

3. **Choose Indent from the Paragraph submenu (or press Shift-Command-T) to indent the text you're going to enter.**
4. **Type *Smith, p.* (or your author's name).**

Be sure to type an extra space after the period so that you can begin typing immediately when you run the macro.

5. **Choose Macro; then choose Pause (or press Command-M 6) to insert a pause for you to enter a page number or delete the *p.* and enter a reference to another of *Smith's* works.**
6. **Now choose Resume or press Command-M 6. Type a period to end the note.**
7. **Press Command-K to close the Footnote/Endnote window.**
9. **Press Command-Shift-M to end macro definition.**

When you use this macro, position the insertion point where you want the note to appear. When WordPerfect pauses, you can enter the correct page reference for your author, or you can enter the title of another of your author's works and a page reference for it. If you enter the title of a work that needs to be italicized, be sure to turn italics on when the macro pauses and turn it off again after you've entered the title. Then choose Resume Macro (or type Command-M 6) when you've entered the text for the note.



**If you're using italics for titles in notes, choose Italics from the Style submenu (Command-Y) or press Command-Shift-I to turn them on and off. If you select the title and click the I box in the status line, WordPerfect sometimes has trouble printing italics (or any of the other styles) in notes or in headers and footers.**

## **Changing Margins in Notes**

Normally, the note margins will be the same as the text margins in your document. However, if you change the margins in your document, the note margins don't automatically adjust. The WordPerfect manual states that to make sure your note margins have been updated after you change margins in your document, you can choose Count from the Speller menu to perform a word count, in the course of which WordPerfect is forced to go through the entire document, updating the margins in the process. (I don't know why this "feature" was left in from the IBM version of the program, but here it is.) If you prefer, you can display each note in the Footnote/Endnote window (press Command-9 and choose to edit the note) and then close the window without changing anything; this also changes the note margins. But because the program's Search feature searches through footnotes and endnotes as well as text, the fastest way of all is simply to move to the beginning of your document and search for a code that you know isn't in your document.



You can't create footnotes if you're entering text in columns. You can create endnotes, though.

## **Changing Footnotes to Endnotes**

The WordPerfect manual gives a helpful macro for changing footnotes to endnotes and vice versa. The macro calls each footnote into the Footnote/Endnote window, cuts it, exits from the window, deletes the footnote number, creates an endnote, and pastes the cut footnote text. However, because the program automatically converts footnotes to endnotes when columns are turned on, the fastest way (still undocumented, as far as I can tell) is to move to the beginning of the document, define Newspaper Columns, and turn on columns. This automatically converts all the footnotes in the document to endnotes. To convert your document back to regular text but leave footnotes as endnotes, just delete the [Col Def] and [Col on] codes.

## **Printing Endnotes**

Endnotes are normally printed at the end of your document, as Figure 11.7 illustrates. If you want them to be on a separate page from the last text in the document, go to the end of the document and

## Stages in Business Growth

A business, once beyond the entrepreneurial stage<sup>1</sup>, next faces the challenge of organizing and managing itself as a stable company<sup>2</sup>. Managers who heretofore were rewarded for initiative and ingenuity are now penalized for overstepping the bounds of corporate rules; employees who in the past were rewarded for their willingness to change established theory must now follow corporate canons. In this stage of business growth, a radical change in the employee-manager mix may be noted<sup>3</sup>.

At the same time the business is facing this challenge, it meets yet another challenge for managing for future growth. A dynamic business cannot be allowed to stagnate; it must always be planning for the future. The future, in such a case, may mean diversification rather than former concentration on a

narrow set of goals. Yet another type of thinking is required: that of long-range planners<sup>4</sup>.

These different types of idealists must manage a new set of options to provide for current stability while planning for future expansion. Such planners must be able to juggle one set of conservative assumptions while at the same time exercising a plan of highly imaginative proportions that concerns five- and ten-year growth plans and beyond. Such thinkers are scarce; when found, they command excellent salaries.

3. This is also the time of the most rapid expansion in the number of employees, so the change in the mix of personality types may pass unnoticed.

4. Eldon R. Wainwright, *Long-Range Planning for Corporate Policy* (Harrison & Ball: New York, 1988.)

1. Saul C. Guttman, *Strategies for Business Growth*, (New York: Hoffman, 1988), p. 198.

2. Paul L. Salomon, *The Entrepreneurial Mind* (Chicago: Row-Martin, 1988).

**Figure 11.7:** Endnotes will be printed starting on the last page of text unless you insert a hard page break.



If you want endnotes to begin on a right-hand page in a bound document, that page must be odd-numbered (insert a blank page if you need to).

insert a hard page break (Command-Return). If you want that page to have a heading, such as *For Suggested Reading* or *Bibliography*, you can enter a heading for the endnote page.

Endnotes can cause a little trouble if you're also creating an index that must appear as the last element in your document. To get





Needless to say, prepare your index in this way only when your document is in its final form and ready to print. If you make any changes that affect pagination in the original document after you print the index, the page numbers in the index entries won't be accurate.

around it, follow these steps:

1. Generate your index first, select it, and save it as a separate file.
2. Delete the [Index] code from the original document.
3. Print the original document; then print the index as a separate document, paginated as i-1, i-2, and so forth, or paginated beginning with the number after the last page in the document.

Remember to use an odd-numbered page if you want the index to begin on a right-hand page in a bound document.

---

## Looking Forward

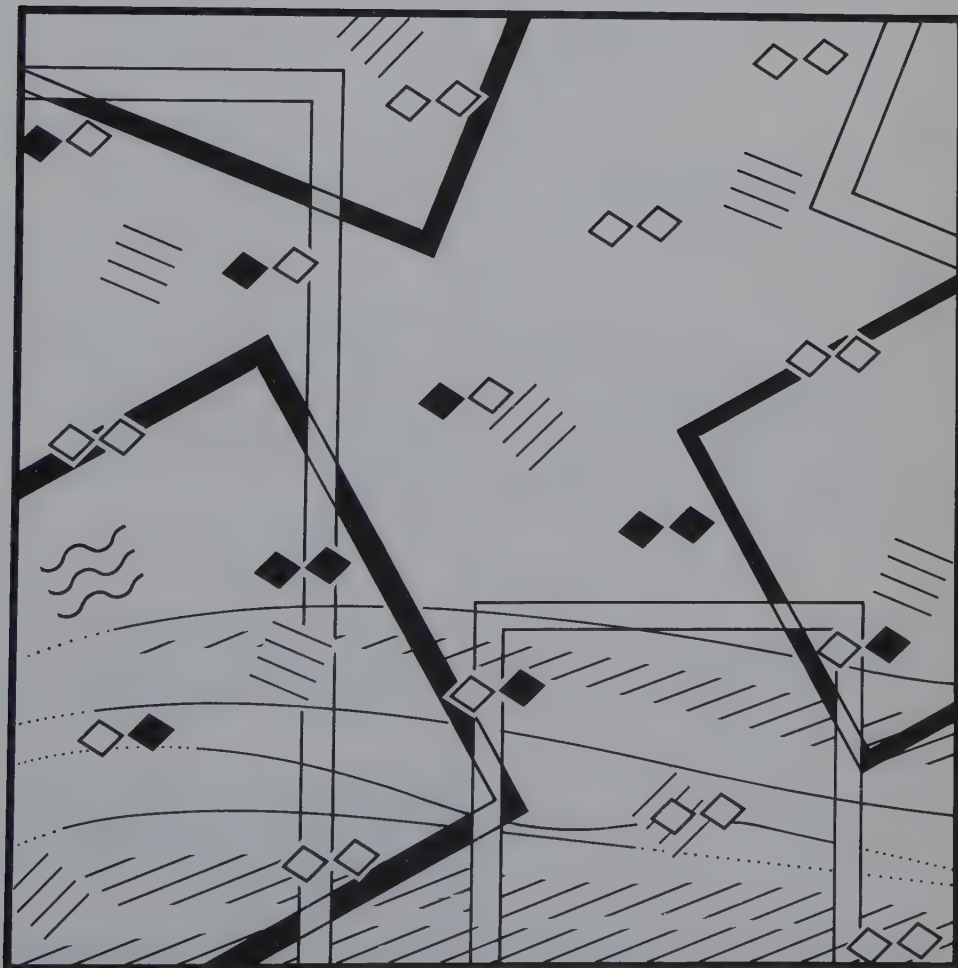
---

You've seen many tips and shortcuts in this chapter for working with footnotes and endnotes. For advice about general rules to follow when writing notes and citations, you may want to consult a style guide such as *The Chicago Manual of Style*, 13th ed. (University of Chicago Press, 1982).

Because the types of documents that require footnotes and endnotes often require tables of contents and indexes also, you may be interested in the material in the next chapter. It shows you how to use WordPerfect to automatically keep track of lists, headings for the table of contents, and index entries.



# 12 - *Creating Lists, Tables of Contents, and Indexes* —





# Fast Track

- To create a list, table of contents, or index,** 380  
you use a similar procedure in each case. First, go through the document, selecting the text that's to be included in the list, table of contents, or index. Press Command-J (or choose Mark Text from the Special menu). Enter 1 to include the item in List 1, 2 for List 2, and so forth. Choose Table of Contents or Index if you're marking text for one of those, then press Return.
- To define the style of a list,** 382  
go to where you want the list to appear in your document and select Define Lists. A [DefMark] code will be inserted in your document.
- To generate the lists in your document,** 383  
choose Generate from the Mark Text submenu (or press Command-Shift-G). No matter where you are in the document when you press Command-Shift-G and click Yes, WordPerfect will generate a list, table of contents, or index for each one you've defined—each located at the place where you inserted its [DefMark] code.
- To change the style** 383  
of a table of contents, list, or index, search for the [DefMark] codes in your document, delete them, and define new ones.
- To delete any of these special lists,** 383  
delete its [DefMark] code, the actual text of the list, and the [Def] code that ends the list.

## **CHAPTER 12**

---

IN ADDITION TO ITS FOOTNOTE FACILITIES, WORD-Perfect's Special menu has several features for creating reference tools. For example, if you've just written a long report or chapter in a book, you may want to create a table of contents, a list of illustrations or tables, or an index of key words. WordPerfect considers each of these three types of reference aids a special type of list. Not only does the program keep track of the lists' titles for you, but it also monitors the page number on which each item in each list occurs.

There are three basic steps in creating a list in WordPerfect:

1. **Go through the document, marking the text in your document that's to be included in the list.**
2. **Go to where you want the list to appear in your document and define the style that's to be used for the list.**
3. **Generate the list.**

We'll look first at the process of creating a simple list of figures or tables. Creating the other types of lists—tables of contents and indexes—are just variations on this technique. The general process is the same for all three types of lists, but there are some additional considerations you'll need to be aware of for tables of contents and indexes.

---

### **Creating Lists**

---



If you need more than five lists, or if you need some items to be included in more than one list, make a copy of your document and generate the extra lists from it.

WordPerfect can keep track of up to five plain-vanilla lists in a document (as opposed to indexes and tables of contents). For example, as I write, I'm having the program keep track of all the figure captions so that they will be printed on a page of their own and can be given to the editor and illustrator separately from the text. I usually

enter all the text for the chapter and then go back and mark the captions to be included in the list, but you can also mark entries for inclusion in a list as you type them.

## Marking Text for a List

To mark items for a list, follow these steps:

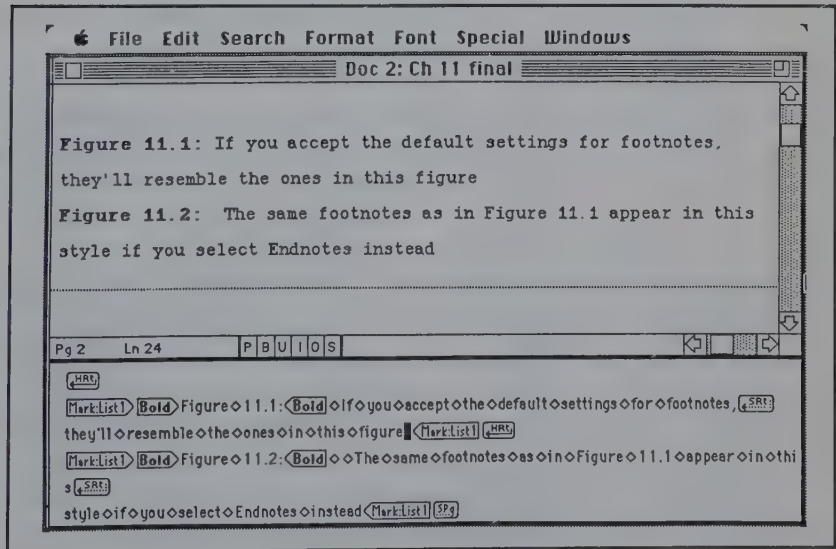
1. Select the text you want to include in the list.
2. Press **Command-J** (or choose **Mark Text** from the **Special** menu). Press **1** (or select **List**).
3. Enter **1** to include the item in **List 1**, **2** for **List 2**, and so on; then press **Return**.

WordPerfect inserts `[Mark:List n]` codes at the beginning and end of the selection (*n* is the number of the list), as shown in Figure 12.1. You can delete either one of these codes to delete the list marking.

4. Continue through your document until you've marked all the items to be included in each list.

 You can't mark text for a list unless you've selected something first.

 If you're working with several lists, you may want to make a note of what each one contains and keep the note as a reminder in a separate document window, where you can refer to it from time to time. List 1 might be figures, List 2 program listings, List 3 tables, and so forth. It's easy to forget which is which. You can't use the same text in more than one list, but you can include a piece of text in a list and also include it in a table of contents or index.



**Figure 12.1:** WordPerfect inserts special codes around each list selection to indicate which list it belongs to.



## Defining the List

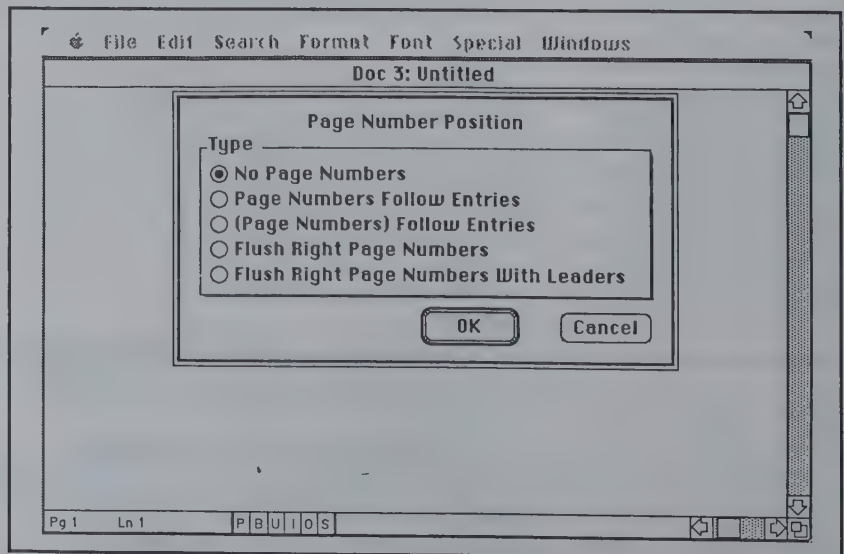
After you've marked the items you want to include in a list, the next step is to specify the format you want the list to have. Here's an important point: Where you put the list definition determines where the list appears in the document. If you want a list of illustrations on a separate page at the end of your document, you'll need to go there and insert a hard page break for the list before you define it. Also, if you want the list to have a heading, you'll need to enter it on that page above the list definition.

 If you want lists to appear at the beginning of a document, be sure to begin new page numbering for text pages as page 1 (use Command-2 2 to get the dialog box up quickly). Otherwise, your list will start at page 1 and your main text will start with a page number other than 1.

You'll probably find it most efficient to mark all the text that's going into each list and then define the styles for the separate lists. WordPerfect lets you select five different styles for lists from the dialog box shown in Figure 12.2.

To define the style of a list, follow these steps:

1. Go to the place in your document where you want the list to appear.
2. Choose Define Lists from the Special menu and choose the list you want to define (1-5).
3. Click on a numbering style; then click OK.



**Figure 12.2:** You can select from five different page numbering styles in lists.

Clicking OK (or pressing Return) inserts a [DefMark:List] code in your text. If you decide you don't want to use that style, you'll need to delete the code. If you use the second or third styles, page numbers will appear two spaces after the entry. If you use one of the last two styles, the page numbers are flush with the right margin.

 If you're getting lists generated at odd places in your text, it's probably because there are extra [DefMark:List] codes there. Use Show Codes to examine the codes, or search for the codes and delete any extra ones.

## Generating the List

When you've marked all the text and defined all the styles for the lists you want, the final step is to generate the lists. The keyboard shortcut is Command-Shift-G. Of course, you don't have to wait until you're completely finished with a document; you can generate lists at any time. Each time WordPerfect generates lists, it replaces the old lists with the items that are currently marked as list items. You'll get a dialog box each time you generate lists asking whether you want the old lists deleted. If you don't want to have the existing lists replaced, click No or Cancel, and you'll be returned to your document.

As each list is generated, you'll see a counter on the status line to let you know the progress of the generation. WordPerfect places a [Def] code after each list, indicating the end of the list that's been defined.

If you want to delete a list completely from your document, delete its [DefMark] code, its text, and its [Def] code. If you erase a [DefMark] code but don't erase its accompanying [Def] code that indicates the end of the list, you'll get a message saying that the DefMark for that table is missing, and no list will be generated, but the old one will still be there.

To automate the process of marking text for lists, you can write a macro that will mark all the items in a list for you. This can be a great timesaver in long documents. The only additional step you'll need to take is to use some unique symbol or code to indicate the list items. For example, I use bold for the first few words in a figure caption, so I can search for each [Bold] code, select the sentence or line it's on, and mark it for List 1. If you aren't using a style code like bold or underlining for the items to be in a list, you can use an unusual pair of symbols like && to indicate list items as you type them. You can then write the macro so that it will delete the symbols from the document as it locates and marks them.

 You can change a list's style after it's been generated. Search for the [DefMark] code (it's listed in the Ms in the Search dialog box) and, when you've found it, press Delete to delete it. Then define a new style for that list again and regenerate your list. Be sure to delete the old code before you define the list, or you'll get two separate lists.

 If you do much editing in a document, regenerate your lists again. You may have changed an item that appears in a list, and WordPerfect doesn't automatically update the corresponding entry in the list itself.

## Macro: Automatically Marking a List

Here's a macro that will locate each initial [Bold] code that is followed (in my case) by the word *Figure*. The macro automatically marks the sentence it's in for inclusion in a list.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M). Name the macro. (Mine's named list3.)
2. Choose Forward from the Search menu (or press Command-F).
3. Click on the first [Bold] code; then click Insert to insert it in the Find box. Type *Figure* and press Return.  
If you're modifying this macro for your own special lists, enter whatever you want the macro to search for.
4. Select the sentence WordPerfect has located (Command-6 2).  
If your list items include more than one sentence, you can have the macro select the paragraph instead.
5. Select Mark Text (Command-J) and type 1 for List; then simply press Return, since List 1 is the default.  
If you want a chance to assign the located items to various lists, you can have your macro delay and pause in the dialog box.
6. Press Command-. to turn off Select.
7. Choose Macro; then choose Define Macro (or press Command-Shift-M) to end macro definition.

You've now got a macro that marks all the captions (sentences containing the boldfaced word *Figure*) to be included in List 1. When you use the macro, go to the beginning of your document, before any codes (press Enter three times; then press the ↑ key). Then press the Esc key and enter a number that's larger than the number of items in the list—say, 100—so that the macro will repeat itself. Choose Execute Macro (or press Shift-Command-X) and select the macro's name. It will then execute over and over until all the figure captions have been marked for List 1. -

This macro isn't appropriate if the text you're marking is longer than one sentence and it isn't a paragraph you can select automatically. To make the macro more flexible, have the program pause for

you to extend the highlighting to the entire selection and press Return. Just change step 4 as follows:

**4. Choose Pause Macro from the Macro submenu.**

Then, when the macro executes, you can highlight as much text as you want to have included in each list item. Choose Resume Macro to continue the macro.

### **Defining the List**

The next step is to define the list.

**1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M) to define the macro.**

Name it *define list*, or whatever helps you remember it.

**2. Press Enter three times, then press the ↓ key to go to the end of the document.**

This list is defined at the end of the document so that the document itself will start on page 1. You may want lists of tables or illustrations to be printed at the beginning of the document.

**3. Create a blank page for List 1 by pressing Command-Return.**

**4. Choose Define Lists from the Special menu; then choose List 1 and press Return.**

If you want page numbers for each item in your list, choose the style you want before pressing Return.

**5. Choose Macro; then choose Define Macro (or press Command-Shift-M) to end macro definition.**

One fine point you may find useful if you write any of these search-and-mark macros: You need to be careful about what you highlight for inclusion in the list. For example, if you highlight a line that contains [Center] codes, that [Center] code will be copied into your list, so the list may not be formatted as you'd like when it's generated. If there are a lot of formatting codes in your document, you may want to have the macros pause so that you can choose Show Codes (Command-7) and check the placement of the insertion point when you select the text of the list item.



---

## Working with Tables of Contents

---

Normally, creating a table of contents is a time-consuming chore. You have to search through your document, write down each heading exactly as it appears, note its page number, and finally enter the entire table. WordPerfect will do most of this work for you: all you have to do is mark each heading and indicate its level.

WordPerfect keeps track of up to five levels of headings that can be included in a table of contents. As this feature is simply a variation on the list feature, you're already familiar with the basic technique: first, mark the headings (you'll be prompted for the level of each heading), then define the format of the table of contents, and, finally, generate it.

Here's the basic procedure:

1. **Go through your text and mark each heading you want to include in the table of contents. Each time you locate a heading, select it and then choose Mark Text from the Special menu (or press Shift-Command-J).**

You'll see a dialog box with five buttons for Levels 1-5.

2. **Click on the appropriate button for the heading you're marking or type the number of the level; then press Return or click OK.**
3. **After all the headings are marked, go to the place where you want the table of contents to be generated and insert a hard page break (Command-Return).**

For example, you may want the table of contents to follow a title page. First, create the title page at the beginning of the document. Then enter a hard page break and type a heading for your contents page. (If you're printing the document two-sided, you'll want a blank left page between the title page and the table of contents so that the table of contents will start on a right-hand page.)

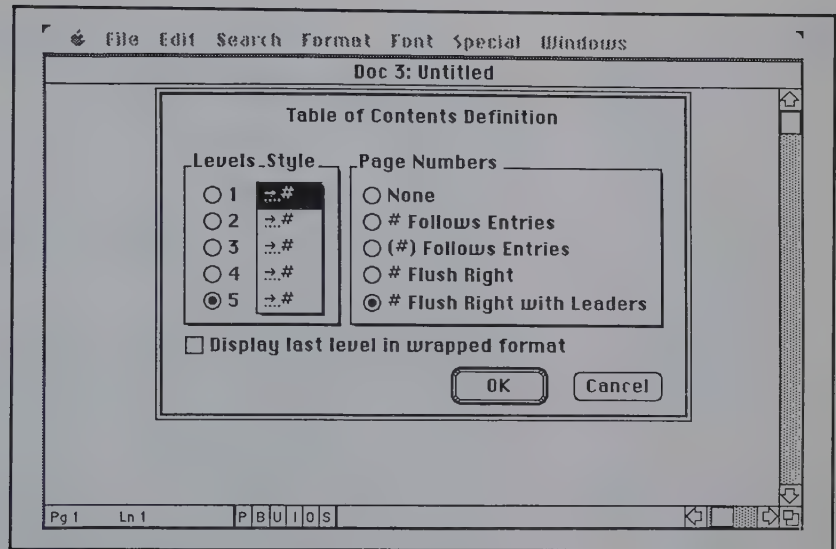
4. **Move the insertion point to the line where you want the first line of the table of contents to appear.**
5. **Choose Define Lists from the Special menu; then choose Table of Contents.**

You'll see the dialog box in Figure 12.3.



You can create tables of contents for very large documents because WordPerfect uses virtual memory as it generates them. It can create a table of contents for a 300-page document just as easily on a Mac Plus as on a Mac II.





**Figure 12.3:** The Table of Contents Definition dialog box lets you specify how page numbers are to appear.



How the various levels in your table of contents are indented depends on the tab settings that are in effect. The first level appears at the first tab stop, the second level at the second tab stop, and so forth. If you don't want the default setting of five-space tabs, change the tabs before you define the style for the table of contents.

6. Click the level whose style you want to define first. You can have up to five levels.
7. Select a page numbering style by clicking one of the choices in the Page Numbers box.

The first choice under Page Numbers uses no page numbers. With the second and third choices, page numbers are two spaces after their heading entries (the third choice encloses the number in parentheses). In the last two choices, page numbers are flush on the right margin, in the last case preceded by dot leaders (the default). As you click on the page number choices, the Style box changes to reflect your choice.

8. Repeat steps 6 and 7 for all the levels you have used. Click on the level number, the style (if you want to change it), and the Page Numbers style. If you want the last level used in the table to be wrapped into a paragraph format, rather than printed on separate lines, click "Display last level in wrapped format."

If you choose that style, don't use flush-right numbers for the last



You don't have to be on the Contents page to generate a table of contents—or any other type of list, for that matter. No matter where you are in the document when you press Command-Shift-G (for Generate) and click Yes, WordPerfect will generate a table of contents or list at the location of the corresponding [DefMark] code, which indicates where you were when you *defined* each list.



To change the style of a table of contents, list, or index, search for the [DefMark] codes in your document, delete them, and define new ones. Otherwise, you'll get extra tables of contents, lists, and indexes—one for each [DefMark] code WordPerfect finds.



It's possible to get a few error messages when you generate tables of contents. The most common is the "Not Enough Memory" message. Close all your documents except the one you're generating the table for and try again. If you forget to define the table of contents before you generate it, you'll get a message to remind you. If you get *two* tables of contents, you've got two [DefMark:TofC] codes, so delete one of them.

level. Use the third style, in which page numbers are in parentheses two spaces after each entry, or change it to the second style, which doesn't use the parentheses.

**9. Click OK when you've selected a style for each level you have used.**

When you click OK, WordPerfect inserts a [DefMark:TofC] code in your text. The table of contents will be generated at that point.

**10. Press Command-Return to create a page break and begin the text of your document on a new page.**

If you're using any other front-matter pages, such as a list of figures or an acknowledgments page, you'll want them to occur before the first text page. Create a page for each of these elements. With several pages of front matter, it's a good idea to use Roman numerals to number those pages (press Command-2 2 to get the Page Numbering dialog box quickly). In addition, you'll probably want to suppress printing the page number for the title page and any blank pages in the front matter. Command-2 3 brings up that dialog box.

**11. With the first page of the main text of your document on the screen, press Command-2 2 and enter 1 as the new page number.**

**12. Press Command-Shift-G to generate the table of contents.**

A dialog box appears, warning you that the program will replace any existing tables of contents, lists, and indexes.

**13. Click Yes to continue, or click No or Cancel to return to your document.**

Figure 12.4 illustrates a table of contents that's been printed in the default style.

In Chapter 8 we used a table of contents macro as an example of chaining macros. You may want to look back at it now to see whether it can be of use to you, now that you've gone through the steps involved in creating tables of contents.

| Contents                                                        |    |
|-----------------------------------------------------------------|----|
| Exercise: Formatting Existing Text into Newspaper Columns ..... | 14 |
| Exercise: Retrieving Text into Newspaper Columns .....          | 15 |
| Exercise: Working with Parallel Columns .....                   | 17 |
| Moving Between Columns .....                                    | 19 |
| Editing Parallel Columns .....                                  | 20 |
| Macro: Selecting Parallel Columns .....                         | 23 |
| Moving Parallel Columns .....                                   | 24 |
| Incorporating Graphics in Your Documents .....                  | 28 |
| Sizing Graphics .....                                           | 29 |
| Copying and Moving Graphics .....                               | 30 |
| Types of Graphics .....                                         | 32 |
| Graphics Tips .....                                             | 34 |
| Avoiding Extra White Space .....                                | 34 |
| Reversing out Text .....                                        | 35 |
| The Full-Clipboard Problem .....                                | 36 |
| Creating Duplicate Images .....                                 | 36 |
| Special Typographic Effects .....                               | 36 |
| Resizing Images .....                                           | 37 |
| Working with Text in Graphics Programs .....                    | 37 |
| Desktop Publishing with WordPerfect .....                       | 39 |
| Using a Grid System .....                                       | 40 |
| Design Hints .....                                              | 42 |
| Serif or Sans Serif? .....                                      | 42 |
| Heading Tips .....                                              | 43 |
| Changing the Layout .....                                       | 44 |
| Unequal Columns .....                                           | 44 |
| Kerning and Letterspacing .....                                 | 45 |
| Headers and Footers .....                                       | 45 |
| Leading and Vertical Rules .....                                | 46 |
| Subheadings .....                                               | 46 |
| Mixing Flush Left and Right Text .....                          | 47 |
| Mixing Leadings .....                                           | 47 |
| Switching Column Formats .....                                  | 47 |
| Drop Caps .....                                                 | 48 |
| Using Special Symbols .....                                     | 49 |
| Project: Creating a Newsletter .....                            | 49 |
| Specifications for the Examples .....                           | 54 |
| Sources for Clip Art and Graphics .....                         | 57 |

Nelson, Macintosh WordPerfect

Page 5-59

**Figure 12.4:** If you use the default style for tables of contents, dot leaders precede page numbers.

## Indexing

Indexing is similar to creating a table of contents or a plain-vanilla list. Basically, you mark the words or phrases you want to use as headings

and subheadings in the index, and WordPerfect keeps track of them and their page numbers for you. You can have only two levels of alphabetical entries in the index: headings and subheadings. The subheadings are indented and alphabetized within the headings you specify for them.

## Marking Index Entries

 You don't have to highlight what you're going to index if it's only one word. As long as the insertion point is somewhere in the word, WordPerfect will know which word you mean and will highlight it for the index.

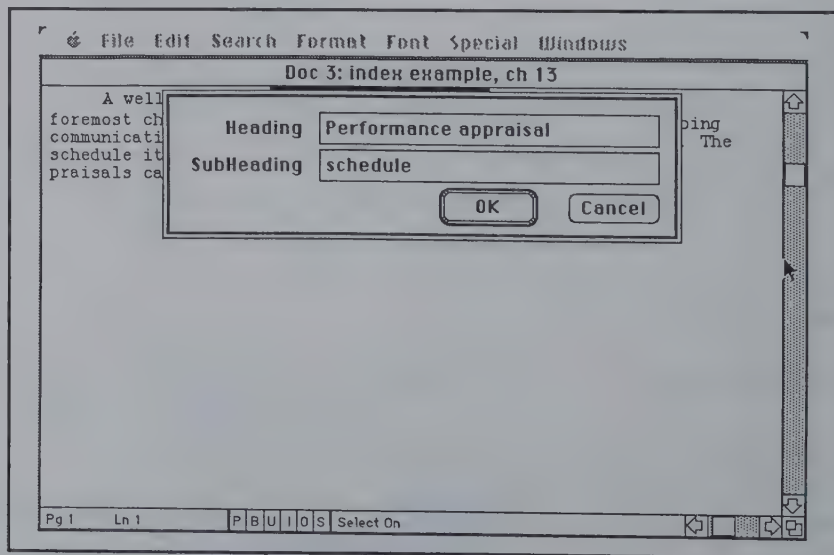
 If the word or phrase that's selected and moved to the Heading box is the subheading you want to use, just start typing a new heading. The selected word or phrase will automatically move to the Subheading box.

When you mark an entry to be included in an index, a dialog box like the one in Figure 12.5 appears. The text that's selected is automatically presented in the Heading box.

To mark the word as a heading, press Return. If you want to include a subheading with the heading, press Tab instead of Return. This moves the cursor to the next box, where you can type your subheading and press Return.

You can see the heading and subheading displayed following an [Index] code in the Codes window. For example, in Figure 12.6 the phrase *Performance appraisal* has been marked as a heading with the subheading *scheduling*.

You can use more than one index code in the same place in your



**Figure 12.5:** The Index dialog box lets you specify a heading and a subheading for each index entry.



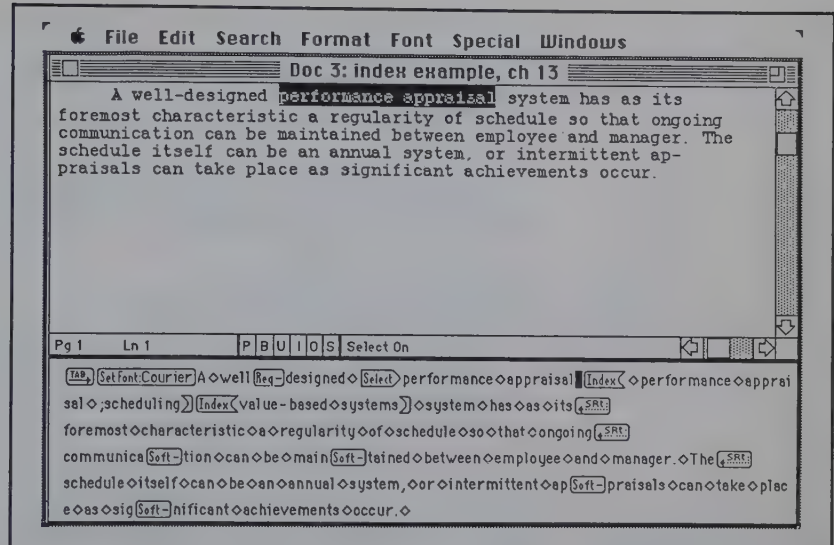


Figure 12.6: When you mark an item for an index, you can see the heading and subheading in the Codes window.

text. In Figure 12.6, the topic has been indexed as the entry *value-based systems* as well as *performance appraisals*.

You aren't confined to using only words and phrases as they appear in your text. One common example is proper names, which usually appear in text with the first name first and the last name last, like *Joan Smith*. In your index, you want the entry to be *Smith, Joan* so that it can be alphabetized correctly. Just press Delete to delete WordPerfect's suggested entry and type in your own. You can also create *See* and *See also* references this way.

## Macro: Marking Text for an Index

If you do a lot of indexing, you'll probably want to record a short macro that will bring up the Index dialog box quickly when you press Command-Option-I. You'll need to have a word or phrase selected on your screen when you record this macro.

1. Choose Macro from the Special menu; then choose Define Macro (or press Command-Shift-M). Assign the macro to Command-Option-I.

WordPerfect follows the capitalization that appears in your text. If you want index entries to appear any other way, you'll need to make the change before accepting the suggested entry.

As you mark text for an index, it's easy to forget how you phrased earlier entries. Did you mark Master files as *Files*, *master* or *Master files*? Keeping a list of the phrases you're using in another window can help you remember how you planned to word index entries and keep them consistent.



2. Choose **Mark Text** from the **Special** menu; then choose **Index**.
3. Choose **Macro**; then choose **Pause for Dialog**.
4. Press **Command-Shift-M** to end macro definition.

When you run the macro, it will pause for you to edit the word the insertion point is on or add a subheading for the index entry.

## Selecting an Index Style

Once you've marked all the words and phrases you want to have in the index, the next step—just as with creating lists and tables of contents—is to create a style for the index. Again, the place where you define the style determines where the index will appear in your document. For the page numbers to be accurate, the index should begin on the last page of the document after the text.



If you're using end-notes, they'll be printed after the index. See the tip in Chapter 11 for how to get around this.

1. Move to the end of your document and create a hard page break (**Command-Return**).
2. Enter a title for the index if you want one; then move to the line where you want the first index entry to appear.

If you want your index in columns, define newspaper columns and turn columns on.

3. Choose **Define Lists** from the **Special** menu; then choose **Index** (or type a 7).

You'll see a dialog box like the one in Figure 12.7.

4. Click on the numbering style you want to use for your index; then click **OK** or press **Return**.

Headings and subheadings will use the same style.



If you want a comma between the text and the page number, you'll have to enter it as you mark text for the index.

The most common style for an index is the second choice, in which page numbers follow entries, as in the example in Figure 12.8.

## Generating an Index

Like the other types of automatic lists WordPerfect provides, indexes are generated when you press **Command-Shift-G**. You'll be

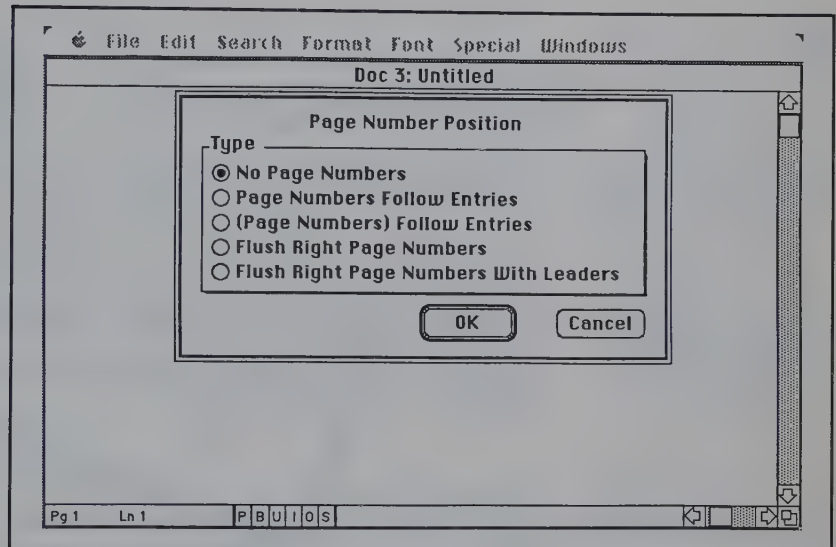


Figure 12.7: You can also specify how page numbers appear in the index.

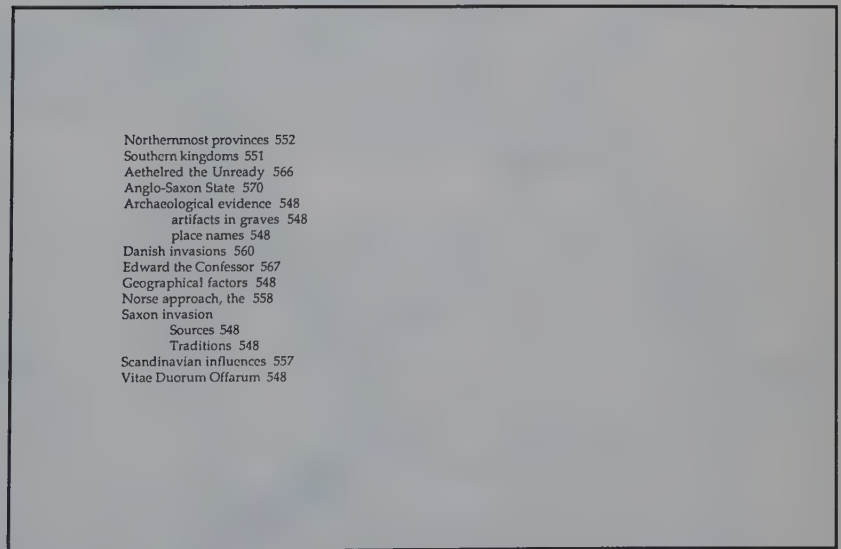


Figure 12.8: WordPerfect's default index style produces indexes like this one.



If you're indexing a very large document, like a book, and run out of memory, number its pages by chapter (5-1, 5-2, and so on) and index each chapter separately. (Of course, the page references won't include the characters 5-.) Although it's tedious, you can generate a separate index for each chapter and combine them by cutting and pasting.

told that the existing tables, lists, and indexes will be replaced. Click OK to go ahead with the generation.

If you get a "Not Enough Memory" message, close all your documents except the one you're generating the index for and try again. You can create more than one index for a document. For example, you might want to create one index of authors and a separate index of topics. Just delete the [Def] code that appears after you generate the first index. If WordPerfect can't find the [Def] code, it considers the index it generated to be text and doesn't automatically delete it when it generates a second index. You'll need to search for and remove all the first [MarkText:Index] codes before you mark text to be included in the second index, though.

---

## Looking Forward

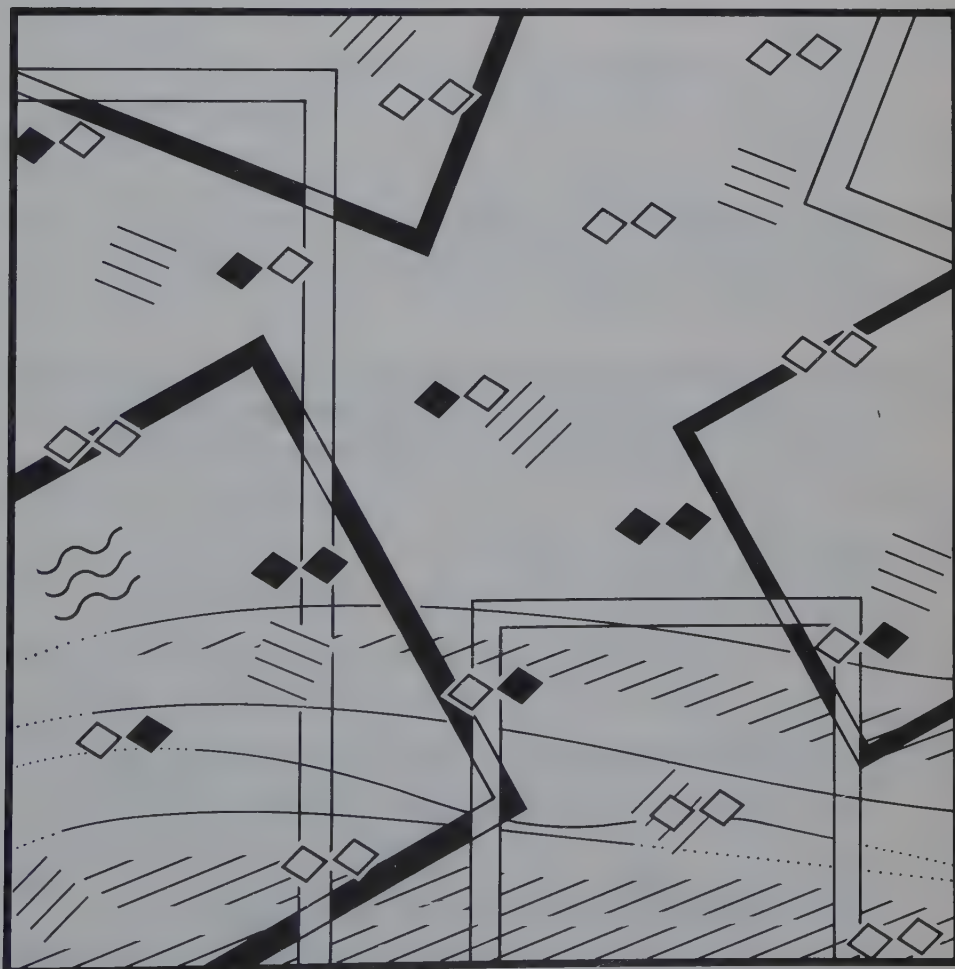
---

At this point you've covered all of WordPerfect's specialized features. You've seen how to use the program's basic commands and also how to create a variety of reference aids like footnotes, tables of contents, specialized lists, and indexes.

Chapter 13 will show you how you can get the most from the Speller and Thesaurus, and Chapter 14 will explore some of the possibilities beyond WordPerfect's boundaries as you communicate with other computers.

# 13 - Using the Speller and Thesaurus

---



# Fast Track

- |                                                                                                                                                                                |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>To spell-check a document,</b>                                                                                                                                              | <b>400</b> |
| choose Spell from the Special menu (or press Command E).<br>Use the shortcut Command-Shift-W for checking the whole document.                                                  |            |
| <b>To skip a word</b>                                                                                                                                                          | <b>401</b> |
| and continue spell-checking the document, click Skip Once. If the word appears again in the document, the Speller will query you on it.                                        |            |
| <b>To correct a word whose correct spelling is in the list</b>                                                                                                                 | <b>403</b> |
| of words the Speller presents, double-click on the correct version to replace the word in your text.                                                                           |            |
| <b>To correct a word whose correct spelling is not in the list,</b>                                                                                                            | <b>403</b> |
| just start typing the correct word. The Speller automatically corrects any other misspellings of words you have corrected once, as long as they're misspelled in the same way. |            |
| <b>To tell the Speller to ignore a word</b>                                                                                                                                    | <b>403</b> |
| both now and whenever it occurs again in the document, click Ignore.                                                                                                           |            |
| <b>To get a word count,</b>                                                                                                                                                    | <b>404</b> |
| choose Word Count from the Spell menu (or press Command-E 4).                                                                                                                  |            |
| <b>To look up a single word,</b>                                                                                                                                               | <b>404</b> |
| choose Lookup from the Spell menu (or press Command-E 5).                                                                                                                      |            |



- To change dictionaries,** 405  
select Change Dictionary from the Spell menu (or press Command-E 6).
- To add a word to the User Dictionary,** 405  
click Add.
- To use the Thesaurus,** 406  
choose Thesaurus from the Special menu (Command-T is the keyboard shortcut) when the insertion point is on the word you want to look up. Any word the Thesaurus shows with a bullet next to it is a headword, and you can look up even more definitions under that word.
- To look up a word that isn't being displayed,** 406  
start the Thesaurus, click Look Up, then type the word.
- To replace the word** 407  
in your document with any of the displayed words, click on the word, then click Replace.
- To add to the WP Dictionary or create new dictionaries,** 409  
use the Speller Utility, which is a separate program.
- To start the Speller Utility,** 410  
double-click on its icon and choose a dictionary, or double-click on the WP Dictionary icon.

## **CHAPTER 13**

---

WORDPERFECT'S SPELLER AND THESAURUS CAN BE OF great help to you as you write. The Speller especially is a joy to use, because it's so fast and almost always suggests the right word as a correction, which you can then click to select. I never bother to correct typos as I type in WordPerfect because I know that the Speller will do it faster and more accurately than I can. I can't say that about any other word processor's spell checker, including WordPerfect's IBM version.

While the Speller can correct your document, the Thesaurus can suggest alternative words to you as you write. If you're looking for just the right word to use, or if you think you've overused a word and want to see other words that have similar meanings, use the Thesaurus to see alternative words that might apply in a particular case. The Thesaurus also presents a list of antonyms—words that mean the opposite of the word you're looking up.

---

### ***Specifying the Folder for the Speller and Thesaurus***

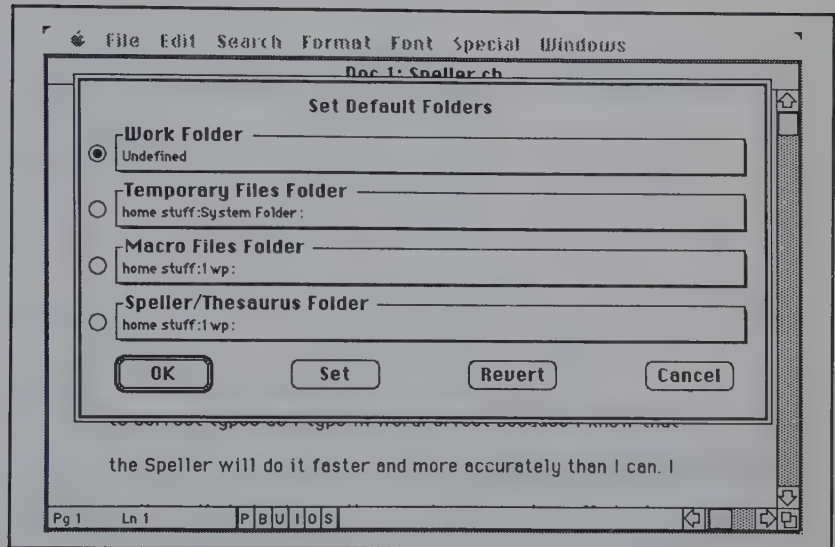
---

Before you use the Speller and Thesaurus, you need to tell WordPerfect where you're keeping your Speller and Thesaurus files. If you don't take this step, the program will list the files on your disk and you'll have to locate the WP Dictionary and open it each time you use the Speller. If you're using the Thesaurus, you'll have to find the WP Thesaurus file.

To specify where the dictionaries are, begin with a new blank document on your screen. Then,

1. **Choose WP Defaults from the File menu; then choose Default Folders.**

The Default Folders dialog box appears, as shown in Figure 13.1.



**Figure 13.1:** The Default Folders dialog box lets you specify where the Speller and Thesaurus are kept.

**2. Click on the Speller/Thesaurus Folder button; then click Set.**

A list of files and folders on the current disk appears. Click and drag on the folder name at the top of the list to open other folders. Click Drive and Eject to see the contents of other folders in a different drive.

**3. When the folder you want to use is highlighted, click Open. Then click Set.**

When you return to the Default Folders dialog box, you should see the name of the folder where you're keeping the Speller and Thesaurus files. This folder should be the last name in the Speller/Thesaurus Folder box. For example, I keep mine in a folder named 1wp on a disk named home stuff, so the line reads

home stuff:1wp:

If you've opened too many folders, repeat the process until the folder path name is correct.

**4. When the correct folder is listed as the last name in the box, click OK.**

5. To save this setting so that it will be used each time you start WordPerfect, choose **WP Defaults** again from the **File** menu. This time, choose **Save Settings** and save the settings in the **WP Defaults** file.

If you need more information about saving settings as defaults, see Chapter 7.

---

## Using the Speller

---

Now that you've told WordPerfect where your dictionaries are, you can use the Speller efficiently. (If you have two floppy drives and no hard disk, you'll need to insert the Speller/Thesaurus disk into one of your floppy drives before you can use the Speller.)

The Speller itself consists of a WP Dictionary containing over 100,000 words. WP Dictionary is in turn divided into a list of common words (called the Common Dictionary), containing 1500 of the most often used words, and a main word list (called the Main Dictionary), containing about 100,000 more words. As you add words to the Speller, they're put into a supplemental dictionary file called the User Dictionary. You can edit this file in WordPerfect just as you would any other document. (To edit the WP Dictionary, or create another dictionary, you have to use a program called the Speller Utility, which is discussed at the end of this chapter.)

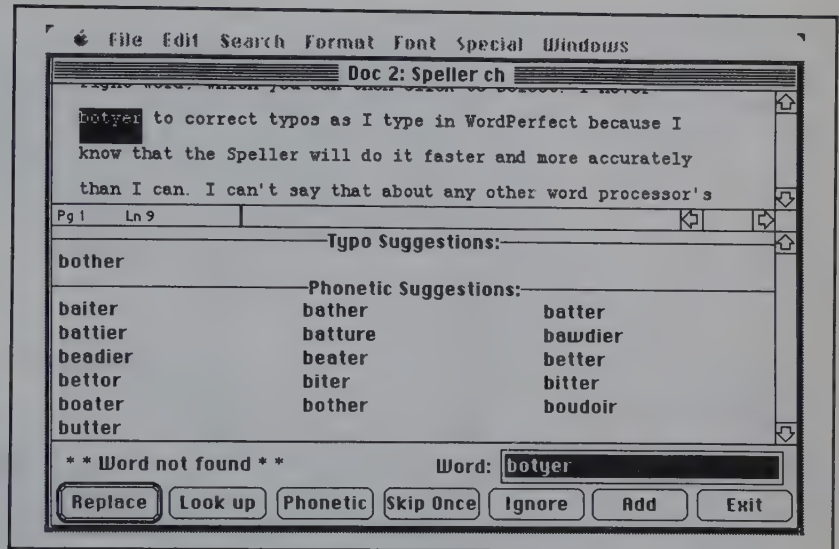


You don't have to go to the beginning of the document to run the Speller on the whole document. You can press Command-Shift-W from anywhere in the document, and WordPerfect will check it from the beginning for you, including headers, footers, footnotes, and endnotes.

The Speller is located on the **Special** menu. To spell-check a document—either a page, the whole document, or a selection you've highlighted—choose **Spell** from the **Special** menu (type Command-E) and choose one of the options. If you're checking an entire document, pressing Command-Shift-W is the fastest way to start the Speller. Otherwise, Command-E 2 checks the page, and Command-E 3 checks whatever text you've selected.

Once you correct a word that's been misspelled, the Speller remembers the correction and automatically corrects any other misspellings of that word, as long as they're misspelled in the same way.

When the Speller starts, a special Speller window appears, as illustrated in Figure 13.2. As the Speller checks a document (or page, or selection), it first looks in the WP Dictionary's Common dictionary, then in the Main Dictionary, and then in the User Dictionary, where all the words you've added are stored. If it comes across a word not in



**Figure 13.2:** When you use the Speller, any words not found in the Speller dictionaries are highlighted as potential typos.

 If you've just added a new paragraph to a document you've already spell-checked, select the paragraph and spell-check the selection. It's faster than checking the page.

any of these lists, the word is highlighted. In Figure 13.2 the speller querying my bad typing of *botyer* for *bother*. As you can see, it's providing typo suggestions as well as phonetic suggestions.

The phonetic suggestions may not seem to make much sense sometimes, but their value lies in your ability to type words you don't know how to spell but can approximate the sound of. WordPerfect will then make some intelligent guesses about what the word might be. Try checking *leason*, *animonee*, and *dellikatesson*. Sure enough, the Speller will suggest **liaison**, **anemone**, and **delicatessen**.

If there are more alternatives than the Speller window can display, the scroll bar on the right is grayed. As you can see in Figures 13.3 and 13.4, scrolling down allows you to see more suggested words.

Once the Speller arrives at a word not in its dictionaries, you have several alternatives:

- You can correct the word in any of several different ways, as you'll see shortly.
- You can click Skip Once to skip the word and continue spell-checking the document. If the word appears again in the document, the Speller will query you on it.



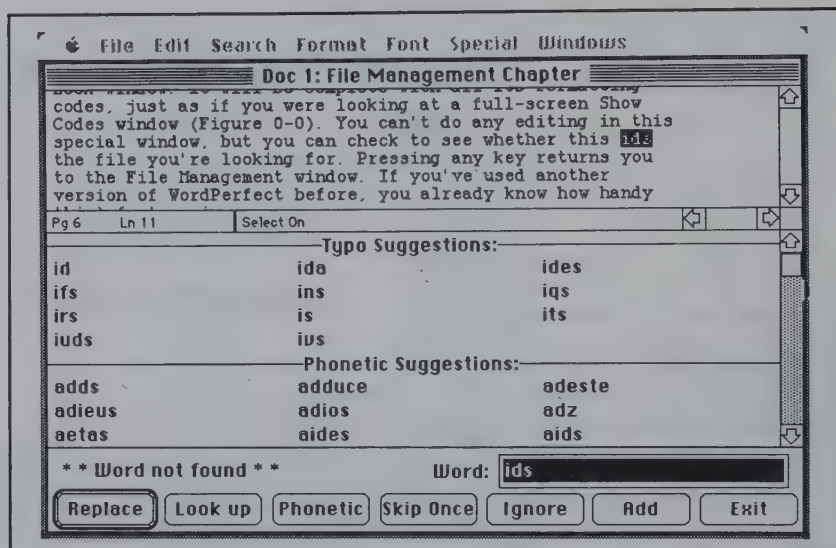


Figure 13.3: You can scroll to see other alternative spellings if the scroll bar is grayed.

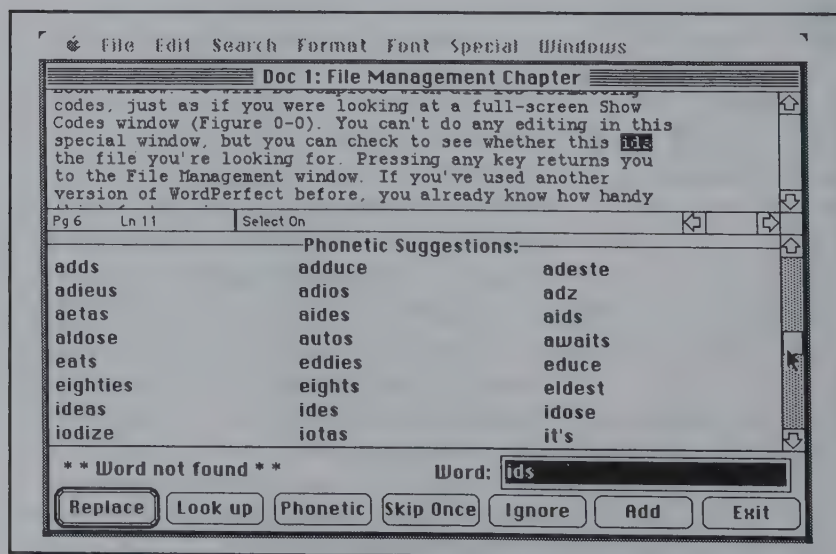


Figure 13.4: By scrolling down, you can view additional suggested spellings.

- You can click Ignore to tell the Speller to ignore the word both now and whenever it occurs again in the document.
- You can click Add to add the word to the User Dictionary.

If you decide that the highlighted word is incorrect, you can correct it quickly by using these methods:

- If the correct word is in the list of highlighted words, click on it and then click Replace, or just double-click on the word. The correct word will replace the word in your text.
- If the correct word is not in the list, or if the Speller hasn't been able to suggest any word at all, just start typing the correct word to replace the word in the Word box. If it's a minor correction, you can just edit the word in the Word box. Press Return to put the corrected word in your text. Whenever you press Return, what's in the Word box replaces the word in your text.
- You can also press the Delete key to delete the word in the box and then click in the document portion of the screen to correct it there, if you prefer. While you're in the document, you can edit words, type new ones, and move with the cursor-movement keys, but that's all you can do. You're returned to the Speller window when you press Return.



You can use most of WordPerfect's editing techniques (such as shift-click and Delete) on the word in the Word box, but you can't use the keypad shortcuts like Command-1 to delete to the end of the line.

When you replace a word that was capitalized in your text, the first letter of the new word will be capitalized also. If it's a word like WordPerfect in which two letters are capitalized, only the first letter will be capitalized. Thus, WordPrefect becomes Wordperfect.



You don't have to wait for the Speller to finish presenting alternative spellings. As soon as you see the right word, go ahead and double-click on it.

The Speller doesn't check numbers (except for words containing numbers), and it won't query you on the following characters if it finds them within words:

( ) , . / ` [ ] { } " ' < > ; : ~ - \_ + = \ | ! # \$ % ^ & \*

For example, if you've typed a word like *beco;mes*, you'll be queried only on the *beco* and the *mes* parts. The fastest way to correct mistakes like this is to delete the word in the Word box and click in the document to correct it. Press Return to accept the changes and return to the Speller.



The Speller will check common contractions like can't and won't. It's not fool-proof, though: if a misspelled word is also a word, it won't correct it. If you've typed *of* where you meant to type *or*, the Speller won't query you.



How can you tell when the Speller is done? It gives you a word count.



Even if you add words containing numbers to the dictionary, the Speller won't check them like regular words.



If you've reset margins in a document with footnotes, get a word count before you print the document. This is a way to make WordPerfect go through the entire document (including notes, headers, and footers), resetting the margins as it goes. This should ensure that all the margins are consistent.

Click Exit or press Command-**.** to exit from the Speller. If you've added any words, you'll be asked whether you want to save them in your User Dictionary. Press Return to save them.

As soon as you're back in your document, press Command-S to save the corrected version. WordPerfect doesn't automatically save it for you. It's also good practice to save your document *before* you spell-check it, too.

## Duplicate Words

If the Speller comes across a double word, such as *the the* or *an an*, it selects both words and presents a dialog box. You can click Delete 2nd to delete the second word, click Continue (or press Return) to leave both words in the text, or click Disable Checking to turn off double-word checking.

## Alphanumeric Words

If the Speller locates a word with numbers in it, such as *4WORD* or *Report2*, it presents a different dialog box. You can simply press Return to continue spell-checking, leaving the word with numbers as it appears, or you can click Edit to edit the word. A list of suggested words will be displayed. If you prefer, you can turn off checking words with numbers by clicking Disable.

## Getting a Word Count

When the Speller finishes checking a document, it gives you a word count. It will also give you a word count without spell-checking a document if you choose Word Count from the Spell submenu. (Command-E 4 is the keyboard shortcut.)

## Looking Up Words

You can also use the Speller to look up words whose spelling you aren't sure of. The fastest way to look up a word as you write is to start the Speller (Command-Shift-W), type the word you want to



Don't begin a word pattern with \* unless you're prepared to wait awhile. Try to begin the word with a letter to restrict the search pattern to one section of the dictionary.

look up, and click Look up. If you're already using the Speller, just delete what's in the word box, enter the word you want to look up, and click Look up. If you look up a word that's already spelled correctly, WordPerfect lists the correct spelling in the Speller window. If it's misspelled, you'll get a "No words matched with template" message.

If you don't know how a word is spelled, you can either type it the way it sounds (like *receeve* for *receive*) or enter wildcard characters for the letters you're unsure of. The question mark stands for one character, and the asterisk and minus sign represent any number of characters. You could enter *rec.?ve* to check whether the word is spelled as *recieve* or *receive*. You could also enter *rec\*ve* to check for all words that begin with *rec-* and end in *-ve*.

To resume spell-checking after you've looked up a word, click Skip Once, Ignore, or Add.

## Using Other Dictionaries



The WP Dictionary is stored on disk, while the words you add to the dictionary as you use the Speller are stored in RAM. If you get a "Dictionary Full" message as you're spell-checking a document, it means that there's not enough memory to hold the document and the added-word list in memory. First, close all the documents that are open except the one you're working on. If you still get the error message, exit the speller and add the words that are in the word list to the User Dictionary.

You can create other dictionaries to use with WordPerfect by using the Speller Utility. After you create a dictionary, to have WordPerfect use it instead of the WP Dictionary, choose Change Dictionary from the Spell submenu (Command-E 6 is the shortcut). You'll be asked to choose files for the main dictionary that you want to use as well as the user dictionary, or supplemental word list, that you want to use. (To avoid ambiguity, I'll use "*User Dictionary*" to refer to the word list WordPerfect creates automatically when you click Yes to the prompt "Save changes to User Dictionary" after a session with the speller, and "*user dictionary*" for word lists you create independently. (You'll see how to create dictionaries and supplemental word lists when we discuss using the Speller utility.)

For example, if you're working on a document that contains many terms that aren't found in the WP Dictionary—such as new pharmaceutical brand names—you can type these words as a list in a separate file and then select that file as your user dictionary instead of the regular User Dictionary.

You'll probably find it most convenient to keep the user dictionaries you create in a folder with the WP Dictionary and the regular



User Dictionary so that you can easily select which one you want to use. You can keep all your dictionaries and word lists in a folder called Dictionaries, for example, and specify it as the default folder for your dictionaries.

If you don't use the WP Dictionary, you won't get the benefit of the 100,000 or so words that are in it. Select the regular WP Dictionary first and then select a different user dictionary, or create custom dictionaries by modifying a copy of the WP Dictionary.

---

## Using the Thesaurus

---

The Thesaurus helps you determine exactly which word is best in any given situation. It consists of about 10,000 *headwords*, which is WordPerfect's term for words that you can look up in the Thesaurus, and about 140,000 other words.

To look up a word that's on your screen, move the pointer to it and press Command-T. If you want to look up a word that isn't being displayed, start the Thesaurus, click Look up, and then type the word.

As many nouns (n), verbs (v), and adjectives (A) as WordPerfect can find are displayed for the word, as are antonyms (ant)—words that mean the opposite. If there are more words than can be displayed in the Thesaurus window, the scroll bar will be grayed, and you can scroll to see additional words. You can also use the arrow keys to move through the Thesaurus lists.



If you use the Thesaurus frequently on a floppy disk system, you can avoid having to swap disks by putting the WordPerfect program and the Thesaurus on one disk.

1. To see how the Thesaurus works, open a new document and type useful.
2. Choose Thesaurus from the Special menu (or press Command-T).

The screen illustrated in Figure 13.5 appears. WordPerfect is suggesting six synonyms and one antonym for the word, and they are all marked with bullets, meaning that they are headwords. Headwords can be used to look up even more words.

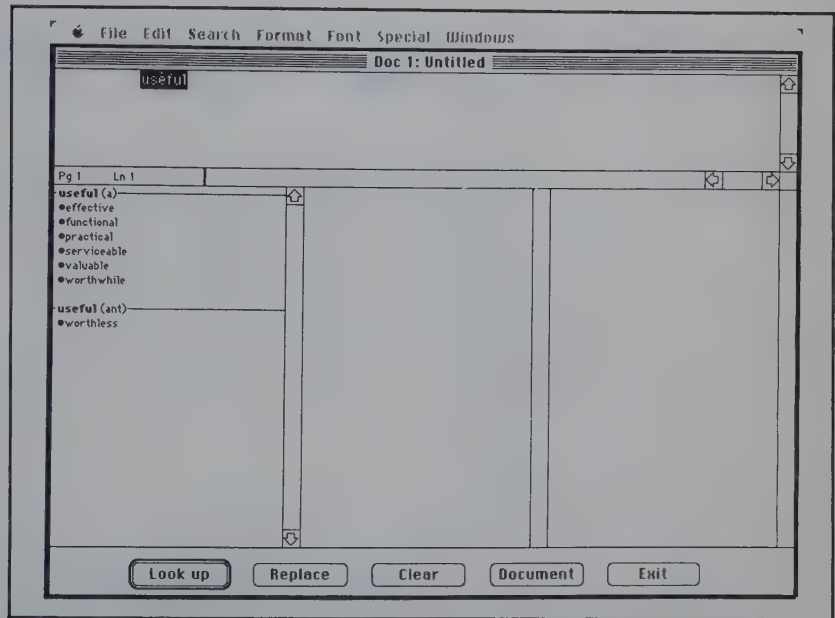
3. To look up related words for the headword serviceable, just double-click on it.

When you look up a headword, its suggested alternatives are displayed in an adjacent column, as shown in Figure 13.6.





If you look up several headwords, it's easy to get a cluttered screen. When the columns fill up, select Clear to clear a column to make room for more words.



**Figure 13.5:** When you use the Thesaurus, WordPerfect suggests both synonyms (words that mean something similar) and antonyms (words that mean something different).



You can use the arrow keys to move either up and down or across columns. The vertical scroll bar will move you up and down

4. Double-click on the headword *durable*. You'll see another list of words, as shown in Figure 13.7.

WordPerfect only looks up headwords. If the word you're looking up isn't a headword (such as *the* or *and*), the program will give you a "Not a headword!" message.

5. To replace the word *useful* in your document with word *functional*, highlight *functional* and click Replace (or press Command-R).

You can also return to your document to get a better idea of how a word is being used in context and look up other words while running the Thesaurus. Just click Document or click in the document portion of the screen, and the screen will change to the one shown in Figure 13.8. The options Search and Goto appear at the bottom of the screen, replacing the options Replace and Clear. While you're in the

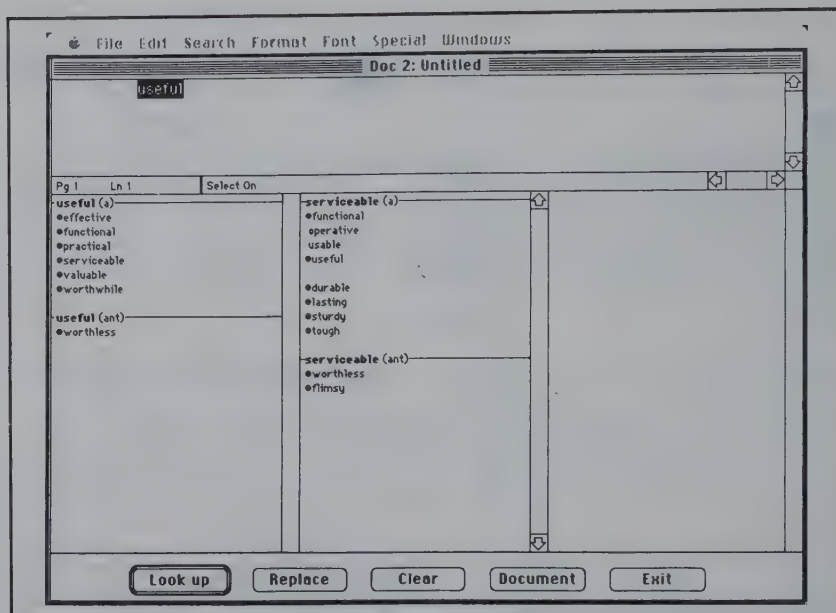


Figure 13.6: Looking up the headword *serviceable* produced these alternatives.

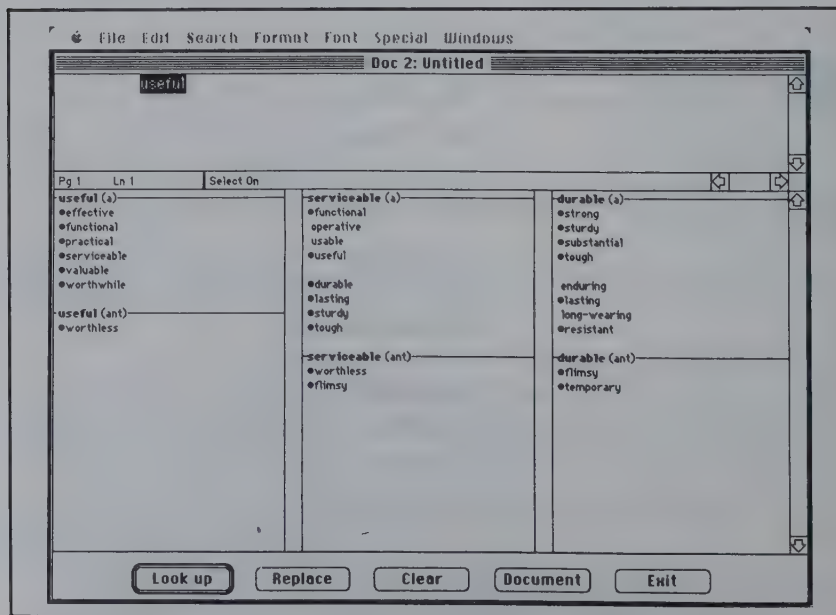
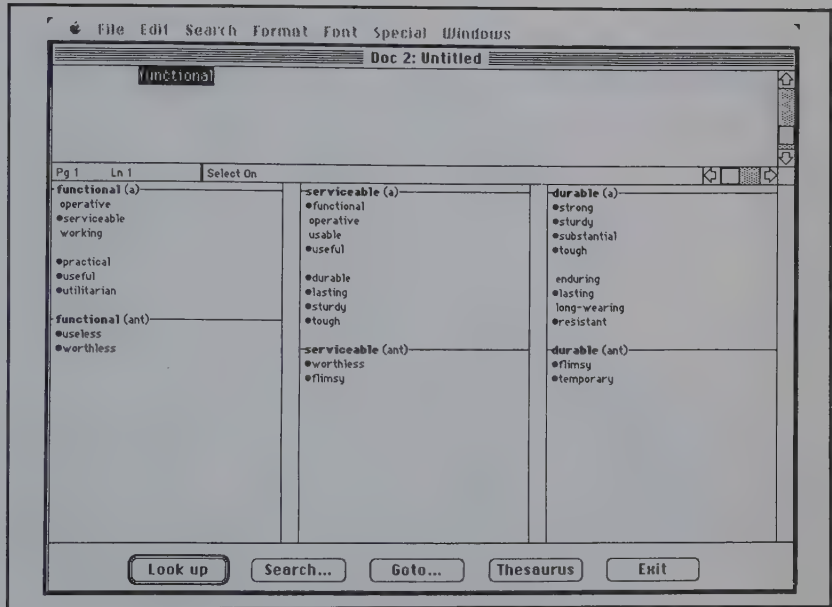


Figure 13.7: Looking up *durable* brought even more suggestions to the screen.

 To quickly return to the Thesaurus to look up a word that the cursor is on in your document, just press Enter or Command-T. WordPerfect will return you to the Thesaurus and present a list of words. You can also return to the Thesaurus window by clicking anywhere in it.

 You can't cycle among windows while you're in the Thesaurus or the Speller. You'll have to exit from them to see what's in another document window.



**Figure 13.8:** If you click Document, you'll be able to move through your document, search for words and phrases, and replace them with other words and phrases.

document, you can search for words in your document and Goto specific pages, which makes it easy to locate other occurrences of the word whose meaning you're considering.

## The Speller Utility

WordPerfect's Speller Utility lets you work with the WP Dictionary itself. Although you can't interact with the WP Dictionary as directly as you can with user dictionaries, which are simply supplemental word lists, the Speller Utility lets you determine whether a word is in the WP Dictionary's Main Dictionary or its smaller Common Dictionary, and the utility also lets you add words to or delete words from either list.

Why would you want to do any of this? In the first place, it's often useful to delete words from the User Dictionary. It's easy to add misspelled words to the User Dictionary by mistake—all you have to do is click Add when you mean to click Ignore or Skip Once. Then, if

you add the User Dictionary to the WP Dictionary, you've perpetuated the error, and the Speller won't correct you on it.

Likewise, it can often be useful to delete certain words that you never use but that the Speller "knows" are correct. For example, I habitually type *id* for *is*, but the Speller won't correct it because *id* is a perfectly good word (in psychology, but usually not in word processing).

Another good reason to add words to the WP Dictionary is that if your User Dictionary gets too large, it slows down the Speller.

You can also increase the speed of the spell-checking process by moving words you habitually mistype from the Main Dictionary to the Common Dictionary. For example, I seem to be unable to type the word *document* correctly. Judging from the time it takes the Speller to suggest the correct alternative, this word is in the Main Dictionary. By moving *document* to the Common Dictionary, any typos that closely match its patterns are queried faster.

You may also want to add words to the WP Dictionary if you get a "Dictionary Full" message, as mentioned earlier.

That's five good reasons to use this often-ignored but very useful utility. Here's how to do it.

## **Starting the Speller Utility**

The Speller Utility is a separate program from the WordPerfect program. It's on the Speller/Thesaurus disk. If you have a hard disk, you'll want to copy it into your WordPerfect folder.

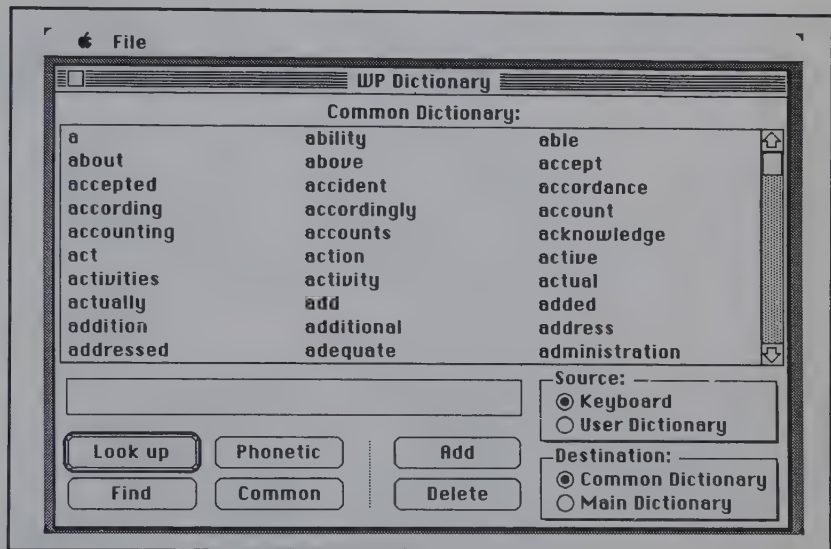
To start the Speller Utility, just double-click on the WP Dictionary icon. You'll see the screen shown in Figure 13.9.

## **Adding the User Dictionary to the Main Dictionary**

Since the most frequent task you'll probably use the Speller Utility for is to add your User Dictionary to the WP Dictionary's Main Dictionary, we'll look at how you do that first.

### **1. Click on User Dictionary in the Source box.**

If you click Keyboard, you can add words, one at a time, with the keyboard. Clicking User Dictionary means that you're going to



**Figure 13.9:** The Speller Utility lets you add to or delete from the WP Dictionary, or create new dictionaries.

use a file containing the words you want to add. Figure 13.10 shows a typical User Dictionary after a session with the Speller.

 Edit your User Dictionary before you add it to the Main Dictionary. You'll undoubtedly find that a few misspellings have crept in as you added words with the Speller.

**2. Click Main Dictionary in the Destination box to add the User Dictionary to the Main Dictionary.**

Words that you add to the Common Dictionary are automatically added to the Main Dictionary, but there's a maximum size for the Common Dictionary.

**3. Click Add.**

**4. Select the dictionary you want to use from the list WordPerfect presents. In this case, select User Dictionary. It contains all the words you added during your sessions with the Speller.**

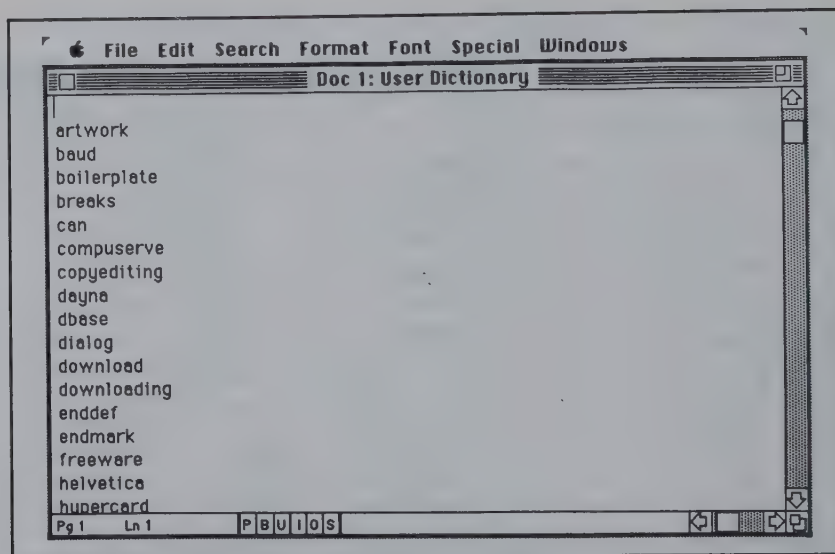
**5. Click Open.**

**6. Click Save.**

WordPerfect doesn't display the words you add until you save the revised dictionary. Saving can take quite a while; that WP Dictionary is *big*.

 Don't wait until you have a huge User Dictionary to add it to the Main Dictionary. For best results, add only about 25 words at a time.





**Figure 13.10:** Your User Dictionary contains all the words you add while you're using the Speller, but any file of words like this one can be used as a user dictionary.

 If you've added or deleted quite a few words, select **Optimize** on the **File** menu before you quit the Speller Utility. Optimizing the WP Dictionary (or any other dictionary you create) makes it run more efficiently.

 Run the Speller on any list of new words (user dictionary) that you want to add to the WP Dictionary. If it fails to query you on a word, that word is already in the dictionary, so there's no point in adding it again. You'll be surprised how many words are already in the WP Dictionary.

After you've added the words in your User Dictionary to the Main Dictionary, quit the Speller Utility, open the User Dictionary document in WordPerfect, select its contents (Shift-Command-A selects All), and delete the words it contains. From then on, any new words you add during a session with the Speller will be added to this now-empty document.

## ***Adding Words to the Dictionary from a File***

To add any file of words to the WP Dictionary, you follow the same procedure as adding the User Dictionary. Just select the file that contains the words you want to add after you've clicked **Add**. The words in the file should be separated by hard returns or spaces, but they don't have to be in alphabetical order.

## ***Adding a Word to the Common Dictionary***

As mentioned earlier, if there are some words that you habitually mistype that seem to take WordPerfect longer to suggest possible

spellings for, you can move them from WP Dictionary's Main Dictionary to its Common Dictionary to speed up the spell-checking process. To move a word from one list to the other, follow these steps.

1. **Click Keyboard in the Source box.**
2. **Type the word.** For example, type *Macintosh*. If you haven't added it, it's not in either word list.
3. **Click Common Dictionary in the Destination box.**
4. **Click Add.**



You can also delete words from the dictionary. Click Delete instead of Add; the rest of the steps are the same.



To view the words that are already in the Common Dictionary, click Common.

After you've finished adding words to the Common Dictionary, click Save. To check whether the word has been added, you can click Find. WordPerfect will report whether the word is in the Common Dictionary, the Main Dictionary, or not in either part of the WP Dictionary.

## Checking Spelling in the Speller Utility

The Speller Utility works just like the Speller when you're looking up a word's spelling or doing a phonetic lookup. If you're unsure about how a word is spelled and you want to look it up before you add it to the dictionary, you can enter the word using a question mark to represent any one letter you're unsure of, or an asterisk or minus sign to represent any combination of letters. Figure 13.11 shows some of the possible matches that were found for the pattern *re\*st*.

If you click Phonetic, you'll get a listing of words that sound like the word you're looking up. Figure 13.12 shows possible phonetic matches for the word *letter*.

## Creating New Dictionaries

You can also create new dictionaries by using the Speller Utility. Then, when you run the Speller, you can choose option 6, Change Dictionary, to switch to any new dictionary you've created.

You may want to maintain separate dictionaries for legal terms, medical terms, or foreign-language words, for example. However, a

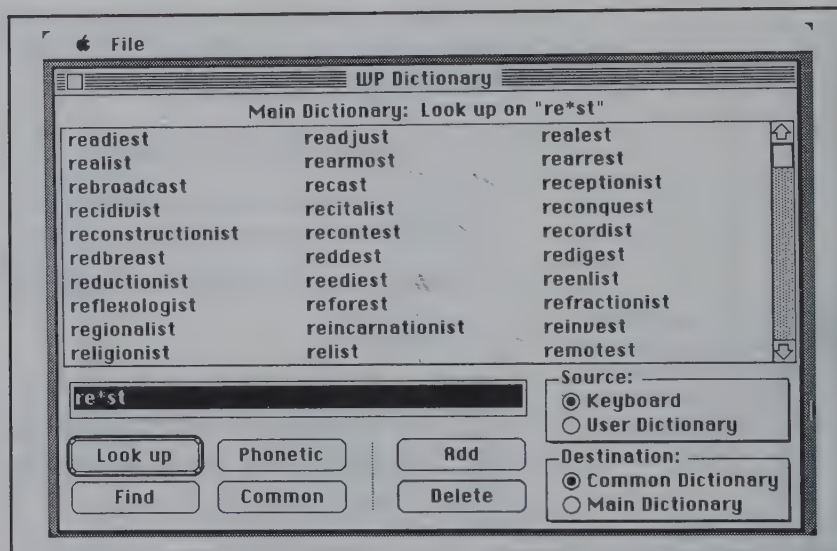


Figure 13.11: You can look up words in the Speller Utility to check spelling without exiting to the Speller.

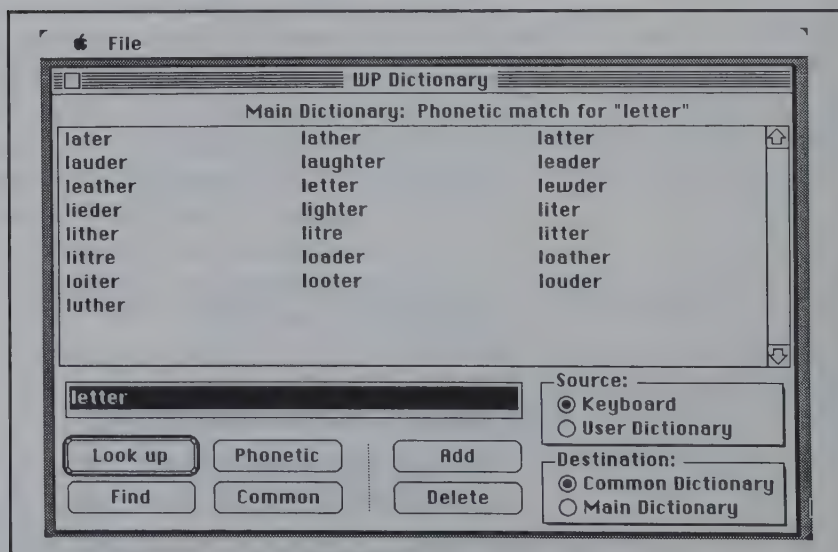


Figure 13.12: The Speller Utility will also find phonetic matches for you.



If you want to create a new dictionary that has the contents of the WP Dictionary *plus* the new words you're adding, save the WP Dictionary by using the Save As command and naming it with a different name. Then customize it by adding and deleting words. That way, you'll still be able to use it as an effective spelling checker.

word of warning: If you don't include the contents of the WP Dictionary in any new dictionary you create, you won't get the benefit of the Speller as an effective spelling checker.

To create a new dictionary:

1. **Select New from the Speller Utility's File menu (or press Command-N).**
2. **Enter a name for the new dictionary, such as Legal Dictionary.**
3. **Click Save.**

You can add words to your new, empty dictionary file.

## ***Using Dictionaries Created on Other Computers***

If you've spent a lot of time customizing your WordPerfect dictionary on another computer, like an IBM or a VAX, don't despair. If you can transfer it by modem, by direct serial cable, or through a network to your Macintosh, you can still use that dictionary. Choose File Management (Command-L), select the dictionary, and click File/Folder Info. Change the Creator to SSIU (all caps) and the Type to WPSP (all caps). Click OK; then close the File Management dialog box. Your dictionary will then work like any other dictionary for WordPerfect on the Macintosh.

---

## ***Looking Forward***

---

In this chapter, we've spent a lot of time on an often neglected but fascinating subject: WordPerfect's Speller and Thesaurus. You've seen how to use both the Speller and the Thesaurus and how to use the Speller Utility to customize the way the Speller works and create new dictionaries.

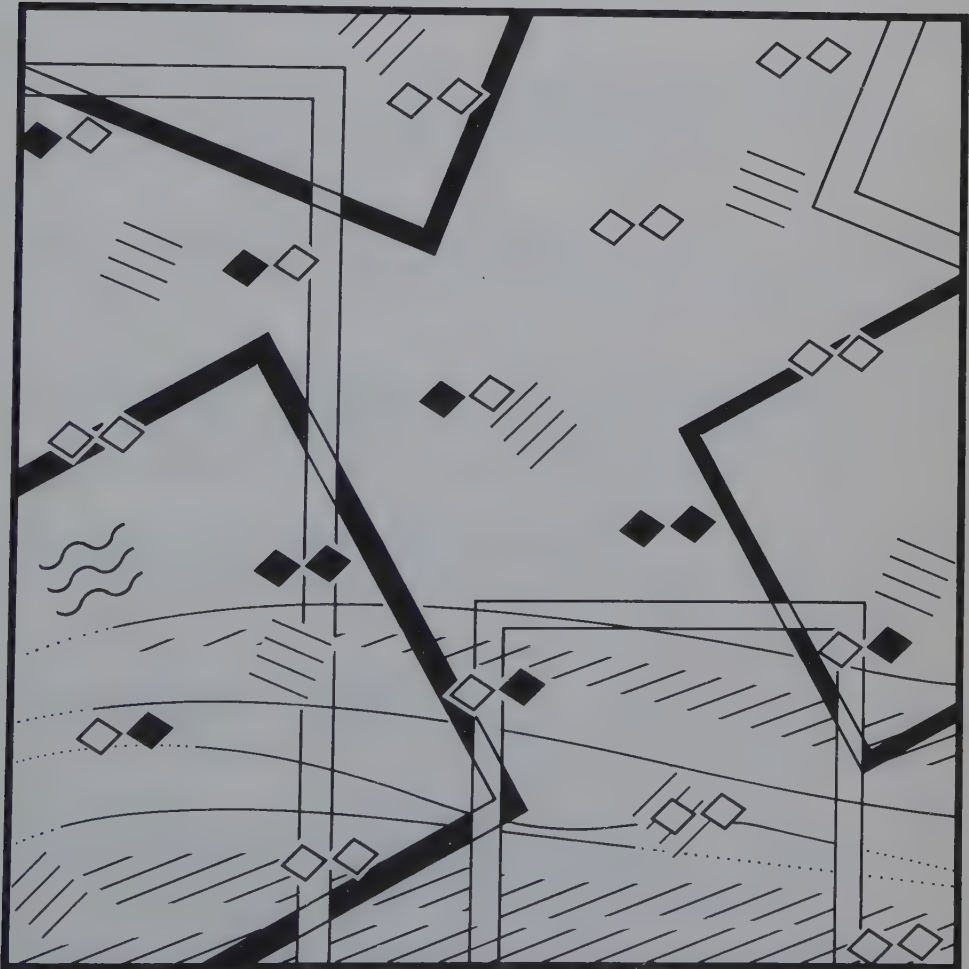
Chapter 14 explores some of the possibilities available if you set up your Macintosh to communicate with other machines.





# 14 - *Sharing Documents with Other Computers and Programs*

---





# Fast Track

- To transfer WordPerfect documents** 421  
between a non-networked Macintosh and an IBM computer, you need a telecommunications program for each, plus either two modems or a special cable. Alternatively, you can use a DOS drive with your Macintosh, if you have a SCSI port.
- To convert files** 422  
from other programs on other computers to your Macintosh, you can either get a special translation program or convert them through IBM WordPerfect.
- To see which files you can import directly,** 422  
choose File Management (Command-L) and click Importable Files.
- To change transferred files to WordPerfect Macintosh format,** 425  
use File/Folder Info in the List Management window. Change the creator to SSIW and the type to WPPC.
- To exchange files on an AppleShare network,** 427  
first select the Chooser and then the file server you want to access.
- To exchange files on a TOPS network,** 428  
you “publish” a volume by selecting the Publish command.
- To communicate with an information utility** 431  
like CompuServe or an electronic bulletin board, you’ll need a modem, a phone line, and a telecommunications program.

## CHAPTER 14

---

YOU CAN SHARE FILES BY HANDING A COWORKER A floppy disk and you can send messages by using a pencil and paper, but if you work in an office environment in which many different people need to access a central storehouse of information and documents, your computer is probably part of a network in which it can send information to other computers and receive information from them. Networking is becoming so widespread that if you're working for a large or even a medium-size company, chances are you're either running WordPerfect on a machine that can communicate with other computers, or you'd like to be.

WordPerfect is one of the few programs so far that lets you easily interchange documents from one type of computer to another. Because you now have this capability, you may be more interested in using your Macintosh for telecommunications than you were before you acquired WordPerfect. This chapter will take a look at a couple of the most popular schemes for networking with the Macintosh and discuss how you can connect Macs and IBM PCs on a network to share your WordPerfect files. Although the examples in this chapter use WordPerfect Macintosh to WordPerfect IBM formats and vice versa, you can also transfer documents that were created in WordPerfect on a VAX or Data General computer. The basic technique is the same.

Even if you aren't working in a networked environment, you may want to be able to use WordPerfect files that have been created with the IBM version of WordPerfect and stored on 5<sup>1</sup>/<sub>4</sub>-inch diskettes, or you may want to work on a Macintosh using WordPerfect and then transfer those documents to a PC for others to use. This chapter will also show you step by step how you can use special programs that do just that. In addition, you'll see how you can use a modem and a telecommunications program to get on-line with the WordPerfect Support Group on CompuServe, where you can get up-to-date bulletins from

WordPerfect Corporation and hints from other WordPerfect users.

The non-WordPerfect products, programs, and services mentioned in this chapter aren't the only ones available, but they're the ones that are most widely used at this writing. I'm not endorsing any of them over any of the others; they're simply the ones I've had experience with. Your situation will dictate your specific needs, but the general procedures for using most of the different types of communications programs, networks, and services discussed in this chapter will probably be similar.

---

## **Transferring WordPerfect Documents between Other Computers**

---

First, we'll look at the simplest case: you aren't part of a network and you may or may not have a modem. All you want to do is transfer WordPerfect documents between your Mac and an IBM PC. WordPerfect for the Macintosh accepts documents in IBM WordPerfect format, but the problem is how to get them from the IBM, which uses 5¼-inch floppies, to the Mac, which uses 3½-inch floppies. (Once you get the files there, it's simple to convert them to WordPerfect Macintosh format, as you saw in Chapter 7.)

There are three different things you can do to get the files from one computer to another:

- Purchase a PC-compatible disk drive that will read the 5¼-inch floppies into your Mac.
- Obtain a file translation program and a special cable to connect the two machines through serial ports.
- Run communications programs on both computers and connect them via modem over the phone lines or with a serial cable.

### **PC Compatible Disk Drives**

The simplest solution is to obtain a PC-compatible drive for your Macintosh, but it's also the most expensive solution. Several manufacturers offer PC-compatible drives that allow you to copy disk files





WordPerfect documents don't transfer well with Apple File Exchange, at least not in the early 1.0 releases. The Apple PC Drive uses Apple File Exchange. If you have an Apple PC Drive, contact WordPerfect Corporation to see if a later release of the program is available.



WordPerfect for the IBM has a Convert program that converts WordStar, MultiMate, DisplayWrite, dBASE, and spreadsheet files (to mention only a few) to WordPerfect format, so you can convert files from these programs into IBM WordPerfect and then bring them into Macintosh WordPerfect.



WordPerfect for the Macintosh has quite a few built-in file conversion formats. To see which files you can import, click Importable Files in the File Management window. For example, you can import MacWrite and Microsoft Word files without taking any additional steps.

between the 3<sup>1</sup>/<sub>2</sub>-inch and the 5<sup>1</sup>/<sub>4</sub>-inch disk types. For example, Dayna Communications' DaynaFile is a PC drive that can run on any Mac with an SCSI port. The PC disks show up on your Mac desktop just like Mac disks. You can drag their icons to copy, move, and delete them, so you can easily copy a PC file to the Mac or a Mac file to a PC disk.

## **File Translation Programs**

If you don't have a PC-compatible disk drive, you can obtain a product named MacLink Plus that allows you to connect a Macintosh to an IBM PC with a special cable, while converting the document to a format each machine can understand. Its advantage is that it has built-in translators to convert documents from other DOS programs at the same time that it's transmitting them to your Macintosh. It also translates from the Macintosh to the IBM.

For example, Figure 14.1 shows only a few of the translation options available for bringing WordPerfect 4.2 documents over to your Macintosh. If you need to be able to convert IBM WordPerfect documents to Macintosh formats like Multiplan or Excel, MacLink Plus is a good choice until WordPerfect Corporation makes more file conversion formats for the Macintosh available.

When you use MacLink Plus, you first select the appropriate transfer mode. You can transfer files from PCs to Macs, from information utilities like CompuServe, or from other Macintoshes that are connected via MacLink Plus. You then select file translators using a dialog box like the one in Figure 14.1. It resembles Apple's Font/DA mover: on one side of the screen is a list of possible source formats, and on the other is a list of possible destination formats.

After you've selected the translators, you choose the files you want to transfer. Figure 14.2 shows how a DOS subdirectory named A appears on your Mac's screen. The contents of A are listed on the right side of the screen, and the Macintosh disk named home stuff (on the left of the screen) is ready to receive any files that are transferred.

When you quit MacLink Plus, you'll see the icon of the file on your desktop, just as if you'd created it on your Macintosh.

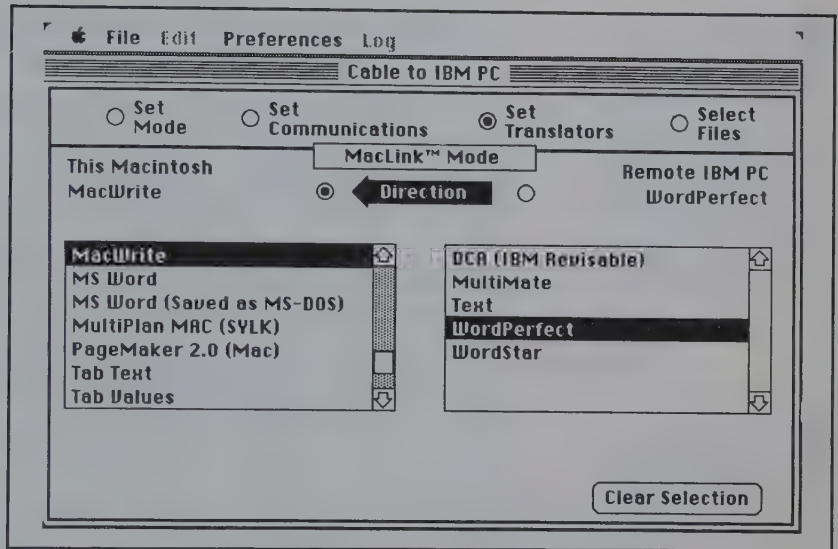


Figure 14.1: MacLink Plus can transfer many different types of files between Macs and IBMs while converting them into other formats.

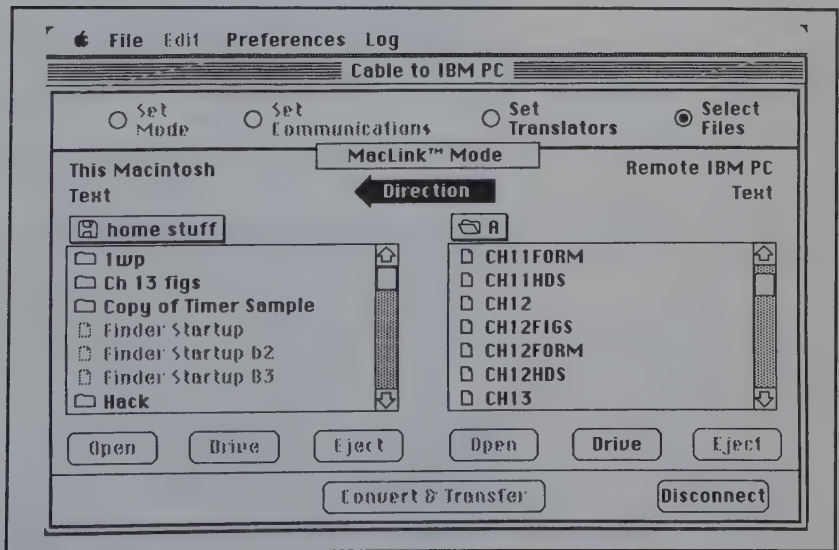


Figure 14.2: MacLink Plus represents DOS directories as Macintosh files and folders.



If you translate files from other word processing programs to MacWrite via MacLink Plus and try to open them in Macintosh WordPerfect, you may get an "End of file" message. Just retrieve them into an open window instead.



MacLink Plus' cable works fine for transferring files this way, too.

## **Connecting an IBM PC to Your Macintosh**

If all you want to do is transfer IBM WordPerfect documents to your Macintosh, however, you only need a special cable (called a null modem cable, available from your dealer; be sure to get the proper type for the IBM PC or AT) and two communications programs—one that runs on your Mac and another for your PC. The PC program should support the file transfer protocol called XMODEM, and it should be capable of transmitting at 9600 or 19,200 baud. (The word *protocol* refers to settings that control how the sending and receiving computers interact with each other.) ProComm and PC Talk will both do this, and you can get them from most computer bulletin boards, including CompuServe.

In your Mac, you should be running a communications program that will transfer at 9600 or 19,200 baud, support XMODEM, and allow you to disable MacBinary. Most communications programs for the Macintosh, such as MacTerminal or Microphone, will do this.

## **Sending IBM WordPerfect Documents to Your Macintosh**

I used ProComm on the IBM and Microphone on the Macintosh to test transferring an IBM WordPerfect file to WordPerfect Macintosh. It worked flawlessly. Here's how to do it.

1. Set both communications programs to 9600 or 19,200 baud, no parity, 8 data bits, and 1 stop bit.
2. On the Macintosh side, disable MacBinary.  
This choice is probably a File Transfer setting on the Settings menu.
3. On the IBM side, select upload or send file, with XMODEM as the protocol, and enter the file name of the DOS file you want to send to the Macintosh.
4. On the Macintosh side, select the Receive XMODEM command.
5. Press Return on the IBM to send the file from the IBM to the Macintosh (or use the appropriate command in your communications program).

The document will appear as an icon on your Macintosh's screen.



If you have a lot of secondary mail-merge files stored on an IBM, transfer them to your Macintosh instead of inputting them all over again. You can transfer secondary files created on a Mac to your IBM WordPerfect, too.

## 6. Start WordPerfect.

## 7. Press Command-L for File Management.

## 8. Select the document's name and click File/Folder Info.

If you don't see the document listed, click All Files; then click on it. You may need to click on Drive if the document is on a disk in the floppy drive.

## 9. Delete what's in the Creator box and type *SSIW*.

Use CAPITAL letters.

## 10. Delete what's in the Type box and type *WPPC*.

Use CAPITAL letters.

## 11. Click OK.

You can now use the document that was created on the IBM just as if you created it on the Macintosh. You'll probably want to change fonts, since font changes don't translate from the IBM to the Macintosh.

## ***Sending Macintosh WordPerfect Documents to IBM WordPerfect***

To send a Macintosh WordPerfect document to an IBM using WordPerfect, first display it on your Macintosh screen. Then choose Save As from the File menu. Click the IBM WordPerfect Format button.

WordPerfect Corporation is constantly making new file formats available, so check with the company from time to time to see what other direct conversions are possible.

Next, name the document. Remember, if it's going to DOS, you have an eight-character limit plus a three-character extension. WordPerfect doesn't require any extension, but you can add one to help you identify the source of the document, like chap2.mac.

Then you can use the same setup—in reverse—that we just discussed for transferring Macintosh and IBM files. Just set the communications program on the IBM to receive an XMODEM file (your choice may be called “downloading”) and choose Send XMODEM in your Macintosh communications program.



If you have special dictionaries you created in WordPerfect on another computer, transfer them so that you don't have to create them from scratch. See Chapter 13.



IBM WordPerfect documents that contain graphics created with the Line Draw feature translate the graphics as ASCII characters. You'll need to delete the ASCII characters and recreate the graphics on the Macintosh.





To see which documents you've saved in IBM WordPerfect format, view them by icon in the Finder. If you view by name, they're all simply listed as WordPerfect documents.

## **Communicating via Modem**

If your Mac and your IBM aren't close to each other—maybe one's at home and one's at work—you can connect them via modem to transfer WordPerfect files. You'll need to connect a modem to both computers and have a person at either end when you send. As communications settings, choose no parity, 8 data bits, and 1 stop bit, just as you did in the earlier direct-connect example. However, 1200 or 2400 baud is a more realistic transfer rate for phone lines, so set up for those rates, not 19,200 baud, depending on what your modem can handle.

Give the person at the other end a call and tell them there's a file transfer coming so that they can start their communications program running. Have your home communications program dial the other computer's number.

When you've made the connection with the other computer, you can then transfer documents just as if both computers were connected via cable, as described earlier. As each file is transferred, you'll see an indication of how much has been transferred and what portion is waiting to be transferred.

After you've received a document on your Macintosh, change its creator and type as discussed above before you try to use it.

---

## **Networking with WordPerfect**

---

You can also communicate with IBM PCs by placing Macs and IBMs on a network and letting network users share files. In situations where several people work on the same document, sharing files on a network removes any confusion about which version is the latest. For example, say you're updating the March report, and Jack in the next office decides it's time to add his results to that report. If a network is handling file access, both you and Jack can't have the current version of the document, so Jack can't work on that report until you've released it, and there can't be two different versions floating around the office.

In the sections that follow, we'll take a look at a couple of the most popular networking systems for the Macintosh: AppleShare and



TOPS. We'll review a few tips about getting the most from WordPerfect (or any other program) on a network system. You'll see the word *document* used interchangeably with *file* in these sections; most of the information here applies to files you create with other programs as well as with WordPerfect.

## **Working on an AppleShare Network**

For an AppleShare network, one Mac that has at least a megabyte of memory and a hard disk has to be dedicated to the network. It's called a "dedicated" Mac because you can't use it as a regular workstation; it works only as a file server and runs the AppleShare software. This AppleShare server responds to users' requests for files and can also run electronic mail programs. In an AppleShare net, you can have 25 individual Macs connected with AppleTalk cable—50, if you've dedicated a Mac II with 2 megabytes of memory. You can also install AppleTalk network boards in IBM PCs and connect them to the network via AppleTalk cables. Among other functions, the AppleTalk PC board converts DOS files to PostScript so you can print your IBM WordPerfect documents on a shared LaserWriter.

When you're in an AppleShare network, you access the files that are stored on the file server just as if it were a hard disk attached to your workstation, with one important difference. Unlike a local hard disk whose contents are accessible only to the user of that disk, the files on the AppleShare server (the dedicated Mac with the hard disk) are also accessible to other network users.

To use an AppleShare network, you first select the Chooser and choose which file server you want to access, just like you select the LaserWriter for printing. It should be the file server that stores the information you want to access. You can usually find out which one that is from your AppleShare system administrator or from another user. (In many installations, the file servers have whimsical names like OddJob or Titanic, so you may not be able to tell what they contain simply from reading their names.) If several AppleTalk networks are connected, you may also have to specify which zone you'll be using.

You'll then log on with your name and password and select the volumes you want to use. The file server's hard disk is divided into areas



If you create a WordPerfect document on your Macintosh that you know someone on the network wants to use in WordPerfect on the PC, save it in WordPerfect IBM format as well as in Macintosh format. Remember that DOS has an eight-character limit for file names. Long names may be truncated beyond recognition.

called *volumes* that contain folders, which in turn contain files and programs. In fact, you can think of a volume as a collection of folders. You'll see a list of the volumes available to you. After you've selected the server volumes you want to use, they will appear as icons on your desktop, and you can open them and use them just as you would use files on a hard disk attached next to your computer. The only time you'll notice any difference in the way one of these icons behaves from the way an internal hard disk behaves is if you try to open or save to a folder you don't have access to.

You can assign access rights to the folders you create to protect them from being opened or altered by others. Assigning read-only rights lets others read documents; read-write rights lets them change and save the documents.

For example, you can grant access rights only to members of your work group so that others don't have access to a document until it's finished and out for review. However, even with access rights, if two group members try to work on the same document at the same time, the first person who opens the document gets access to it; the others are locked out, so there's no chance of several different versions of the same document existing under the same name. This is true on any network, whether it's AppleShare or TOPS.

If a WordPerfect document you have access rights to is in use by someone else, it will appear with a tiny padlock in its title bar on your screen when you open it. You can read it, but you can't edit it and save it. You can use the Save As command on it, though, so there's no chance of several versions of the same document existing under the same name.

## **Working on a TOPS Network**

TOPS is (as of this writing) the most widespread network for integrating Macs and PCs. It uses distributed file servers instead of a dedicated file server like AppleShare does. This means that any Macintosh with a hard disk on the network can act as a file server, and you can choose which information on the hard disk is available to the other network users. The advantage of this scheme over the AppleShare system is that you don't have to give up the use of one Mac and keep all of your shared information on the same machine.



Each Macintosh on the network can use different default settings for WordPerfect.

Also, if one Mac goes down, the whole network doesn't crash; if your dedicated Mac on an AppleShare net malfunctions, you're left without a file server. The disadvantage of using a distributed network system like TOPS is that as the number of users on-line increases, the network's performance may slow down.

The TOPS network also allows you to connect IBM PCs. You'll need to take the additional step of installing a TOPS board in an empty expansion slot of your IBM and hook it up to an AppleTalk cable (or AppleTalk-compatible cable). You'll need at least 512K of RAM in the PC, preferably 640K. You can then access data stored on floppy disks in IBM drives, data on IBM hard disks, or data in other Macintosh drives. IBM volumes appear on your Macintosh screen as disk icons, just as if they were running from a floppy disk on your Mac. A file created on a PC looks like a plain document icon. On a PC, files from other PCs appear as other volumes and directories; Mac files appear as disk drives, such as drive E:. Any Mac names that are longer than eight characters will be truncated on the IBM, but there's a menu option for seeing the full names of Mac files.

TOPS resides as a desk accessory on the Apple menu on your Mac. When you open it, you're asked to sign onto the network. On the left is a list of the volumes on your Mac, and on the right are listed the network file servers and the volumes you can select from them. In the center are the command buttons Open, Copy, Mount, Publish, and Help.

"Publishing" a volume makes it available to other users on the network. When you publish a volume, its icon changes to the TOPS symbol. To "unpublish" a volume (remove it from use by others), you drag its icon to the Trash.

Although you can publish a folder of WordPerfect documents or a volume of folders, you can't publish a single document by itself. If you want to make only one document available to other users, you'll need to create a folder to hold it.

Folders can also contain other folders. For example, you may want to create a folder for a project you're writing with your work group; you can then place several folders inside that folder, each with a different project member's name. TOPS allows you to assign passwords to each folder and designate whether it is read-only or read-write.



Be sure to give access rights to everyone you want to be able to use a folder. It's easy to forget to assign access rights to your whole work group when you're sending a document to someone else. If you're seeing a lot of locked WordPerfect documents, this is probably the reason. In a TOPS network, each individual user has control over access rights.

To access a WordPerfect document that's been published by another TOPS workstation, you choose the volume the document is in and click Mount. Once you've mounted a volume, you can choose from the documents and files in it. You can either copy the document to your own drive or work with it directly off the other station's disk drive.

On the PC side, you'll find that publishing volumes from the PC is slightly more complicated than with the Mac. On the Mac, you can click the mouse a couple of times; on the PC, you'll have to type in a DOS-like command like the following:

```
TOPS PUBLISH D:/path AS VOL [/R|RW] [/P [PASSWORD]]
```

This tells TOPS to publish the file whose path name you specify as a volume under a name you specify, with the options of setting read or read/write access with or without a password. (Aren't you glad you have a Macintosh?)

On the PC side, however, you can't copy documents directly from the mounted volume. You have to exit to DOS and use the COPY command, using the volume as if it were a drive. For example, to copy a document named AUGRPT in volume D to your hard disk, you would type

```
COPY D:AUGRPT C:
```

The Menu Instructions Help window gives you a list of basic commands; if you're familiar with DOS, you'll have little trouble deciphering them.



If your network crashes because of a power failure or for some other reason, you may find the WordPerfect document you were working with locked when the system comes up again. WordPerfect sometimes interprets an improper exit as a request from another user. Use the Save As command to save the document with a different name if this happens.

## **Network Etiquette**

If you're using either type of network, or even one of the other popular networks not mentioned here, you'll find that observing a few conventions can help speed up not only your work, but everyone else's on the net:

- Depending on the size of your network, how it's configured, and how many users are actually on-line at a time, you may find that network service slows down if you run large programs from a file server. You should run large applications—such as WordPerfect—locally. This means that you should



store the program on the hard disk attached directly to your computer, or run it from floppy disks if you haven't got a hard disk.

- When you've finished with WordPerfect documents in a TOPS volume, drag it to the Trash so that others can access it.
- Don't install a new System version on your own. Each machine on the net should be running the same version of the Finder, the System, and the printer drivers. If you get a new version of WordPerfect, copy just the program disk and the Speller/Thesaurus disks onto your hard disk. Don't copy the System disk until everybody else upgrades.

---

## **Telecommunicating with WordPerfect**

---

No matter whether you're on a network or not, if you have a modem and a telecommunications program like MacTerminal or MicroPhone, you can get access through your phone lines to nationwide information services that provide you with a wealth of information both about using WordPerfect on the Macintosh and about using the Macintosh itself. Having an account on the CompuServe Information Service, the largest consumer information service in the country, allows you to access the WordPerfect Support Group, where you can read up-to-date bulletins from WordPerfect Corporation and get hints and tips from other WordPerfect users. Even if you don't have a CompuServe account, with a modem and communications program you can access electronic bulletin boards maintained by Macintosh user groups in almost all areas of the country. By downloading files from these information services, you can get programs for your Macintosh. Often you'll find helpful programs for WordPerfect itself.

### **Using CompuServe**

Because the procedure is much the same whether you're accessing a local electronic bulletin board or one of the national information services, let's take CompuServe as an example. It's also your source for logging onto the WordPerfect Support Group.



## **Setting Up Your Equipment**

To get started, you'll need a modem, a telecommunications program (if you have a choice, get one that supports MacBinary), and a CompuServe starter kit, which you can purchase in most computer stores. Many times, these starter kits come with a couple of hours of "free" time; you won't be billed for the hour or so it takes you to get familiar with the system, but you will have to pay the local phone charges, if any, while you are on-line with the service.

Once you've connected the modem and have your telecommunications program running, you'll need to set the communications parameters in the program. You'll probably see a menu named Settings. Find it and set the program for 8 bits, no parity, and one stop bit. You can probably leave the rest of the settings alone if they're the default settings that came with the program. If someone else has been using the program, however, you may want to check to see that it is set for full duplex (no local echo) and that XON/XOFF is enabled.

Depending on your modem, you can set the baud rate for 300, 1200, or 2400 baud (in some areas of the country, you can send and receive at an even higher baud rate). The 300-baud rate is cheapest but slowest, and some modems don't support 2400 baud, so 1200 baud is a good compromise.

Next, you'll need a local access number, which is provided in your CompuServe starter kit. If your terminal program can do autodialing, set it up with the local number and let it do the dialing from now on. If you need to enter a dialing sequence manually, you may need to preface it with a few letters such as "ATDT" and then the number. See your modem manual; ATDT tells the Apple modem "attention:dial", using tone dialing, and is immediately followed by the local number in the form 555-1212. If you need to get an outside line by dialing 9, preface the number with 9, followed by a comma. The comma tells the program to pause for two seconds while the outside line is obtained. So if you have an Apple modem, your final manual dialing sequence would look something like this:

**atdt 9,555-1212**

## ***Interacting On-Line***

After you've dialed the number, on-screen prompts should guide you through the rest. You'll be asked for the host (that's CompuServe) and for your ID number and password, which are given in the starter kit you purchase. Early in the proceedings you'll be asked to provide information about what kind of terminal you're using. You can get on-line help for determining the size of your screen, and as soon as CompuServe knows your screen size, you'll see full-screen lines of text. If there's any question about what terminal type you're using, you can choose to emulate a DEC VT100, which most Mac communications programs provide.

After you've provided the information service with all it needs to know about you and your equipment, you can then explore the system on your own or go directly to an area in which you are interested. If you get lost, enter **HELP** or **?** and press **Return**; the system will explain the things you can do at that point.

## ***Visiting the Macintosh User's Group***

CompuServe is a collection of many electronic bulletin boards, but the ones you'll probably be most interested in are the Macintosh User's Group (enter **GO MAUG**) and the WordPerfect Support Group (enter **GO WPSG**). **MAUG** has several subsets. There's **MAUG Personal Productivity**, which you can reach by typing **GO MACPRO**. You may also find topics of interest in the Macintosh Business Users Forum (**GO MACBIZ**).

Each of these interest groups is composed of three basic areas: a message area, which is the electronic bulletin board where you can read and receive messages; data libraries, which contain software and text you can download to your own computer; and a conference area, usually called a **CO**, where you can communicate with other users who are on-line.

You should probably go to the **MAUG** area first, before you go to the WordPerfect Support Group area, because it has a built-in guide for using the facility. After you type **GO MAUG**, enter **GUIDE** at the main prompt or select the number corresponding to the menu item.



As we go to press, CompuServe is in the process of streamlining these menus. By the time you read this, the information utility will probably be much simpler to use.

CompuServe's menus will undoubtedly get in your way after a while—they're long and hard to read, and displaying them and reading them take up valuable connect time. You can easily change to command mode to disable the repetitive menus. To do so, select **OPTIONS** (or type **OP**) and set **Use Menus** to **NO**. From then on, you can enter short commands that carry out your orders immediately, and I'll assume that you're doing so in the rest of this chapter, which will introduce you to the most often used commands.

After you've taken the tour, you'll probably want to explore the different areas of MAUG. On CompuServe and on large local bulletin boards, the message area is divided into different subtopics so you can read only the messages of interest to you. In MAUG, type **OP** at the **Function:** prompt; then enter **SU** at the **Option:** prompt to get a list of subtopics.

For a complete list of the commands you can use in MAUG, enter **IN** at the main MAUG menu. Press **Return** when you're asked for a subtopic. When you're asked for a topic, enter three periods (...) and press **Return**. You'll get about 20 pages of instructions.

The **QS** (Quick Scan) command lets you see a list of message numbers with their **Subject:** fields so that you can quickly skim through the messages to see if any interest you. To read a message, enter its number with the command **RI** (Read Individual) at the **Function:** prompt. For example, to see message number 4455, enter **RI 4455**. To read the replies to that message, enter **RR**.

To reply to a message, use the command **RE** (REply) at the **Read action:** prompt. At the **Function:** prompt, you can leave a new message by using the command **L**. Be sure to include your user ID number so that you can receive replies. (Remember, you can type **?** or **HELP** at any prompt.)

Unless you're looking for advice on a specific problem and want to post a question to the network by using the message area, you'll probably want to go to the data library area to see what goodies are available. For example, in the MAUG data libraries, you'll find MacPaint and MacDraw artwork that you can use in your WordPerfect documents; in the WPSG data libraries, you'll find everything from WordPerfect macro files to text-only files describing procedures that solve specific problems.

## **Visiting the WordPerfect Support Group**

Let's assume that you want to leave MAUG now and go over to the WordPerfect area to access those data libraries. At the main prompt, enter GO WPSG. If it's your first visit, you'll be asked to enter your name. You'll then be presented with several screens of information about how the area is organized. Messages are grouped into sections: general WordPerfect messages are in section 1, printer messages are in section 2, and laser printing and desktop publishing messages are in section 3.

## **Using the Data Libraries**

To access the data libraries, enter DL and the number of the library you're interested in. In the WPSG area, the Macintosh library is 15, for example. When you're there, you can type S/DES to see a list of all the files that particular library has. If you want to see files on a particular topic, enter S/DES/KEY: followed by a key word, such as MACROS (uppercase and lowercase make no difference). Enter BRO if you want to be able to download a file after you read its description.

Before you begin to download files, though, you'll need a little background information. There are two kinds of files in the data libraries: text files and coded files. Your telecommunications program undoubtedly has a feature called ASCII text capture, text capture, or save screens to disk. You can use it to save unformatted text files, such as those that describe procedures, to disk.

The other type of files is program files such as screen savers, fonts, picture files, or desk accessories that must be downloaded by using a special protocol like XMODEM. For example, MacBinary files have the extension .BIN. Many terminal programs for the Mac will decode these files as they download them.

If your communications program has MacBinary XMODEM, so much the better; this means you'll be able to get the downloaded file on your disk in the same form as it appeared on the disk of the person who uploaded it, just as if you copied it disk-to-disk by using the Finder. If you don't have MacBinary XMODEM, you'll have to take an additional step to interpret the incoming binary file. However, since most communications programs you'll be using with a Macintosh support MacBinary, let's assume the best case.



Assuming you've got MacBinary XMODEM, turn it on in your terminal program. It's probably in the Settings menu. After you locate a file you want to download, enter a D at the File disposition: prompt if you're browsing, or by typing DOW plus the complete file name, including the extension, at the DL prompt. When CompuServe asks what protocol to use, select XMODEM. You'll then be told to type a carriage return when the transfer is complete. Go to the File menu and tell your program to get ready to receive a file; you'll probably be asked to give the incoming file a name. After you do so, the transfer should begin.

If by chance your program doesn't have MacBinary, you'll find additional help in two files named MACBIN.HLP and BINHEX.HLP; to read them, go to data library 0 and enter REA MACBIN.HLP. If you're browsing, enter R (for READ) at the file disposition prompt. Turn on text capture mode before you press Return.



Even if you don't want to download files, you may want to subscribe to the WordPerfect Support Group Newsletter, *The WordPerfectian*. Subscription information is in Data Library 13.

## **Teleconferencing**

There's also a teleconferencing facility in CompuServe—sort of a citizens band channel in which you can chat with everyone else “on the air.” You get there by typing CO at the Function: prompt. After that, all the previous rules no longer apply. In Conference mode, you enter a forward slash (/) to issue a command. Enter /HELP for help and /EXIT to log off. We won't go further into the workings of this area here, since as a WordPerfect user, your main interest areas are primarily represented in the data libraries and bulletin board systems.

If you don't subscribe to CompuServe, a local Mac user bulletin board can no doubt provide sources of other information about using WordPerfect on the Mac. To find a user group with an electronic bulletin board near you, call Apple's User Group Directory. The number is (800) 538-9696, extension 500.

---

## **Suppliers of Communications Programs and Equipment**

---

I've mentioned several programs, services, and hardware in this chapter, so here's a list of their suppliers.



Apple PC Drive  
AppleTalk  
AppleShare  
Apple File Exchange  
MacTerminal

Apple Computer, Inc.  
20525 Mariani Avenue  
Cupertino, CA 95014

CompuServe  
5000 Arlington Centre Boulevard  
Columbus, OH 43220  
(800) 848-8199

DaynaFile  
Dayna Communications  
50 S. Main Street  
Suite 530  
Salt Lake City, UT 84144  
(801) 531-0600

MacLink Plus  
DataViz  
16 Winfield Street  
Norwalk, CT 06855

MicroPhone  
Software Ventures Corporation  
2097 Claremont Avenue  
Suite 220  
Berkeley, CA 94705  
(415) 644-3232

ProComm  
P.O. Box 1471  
DataStorm Technologies, Inc.  
Columbus, MO 65205  
(314) 449-9401

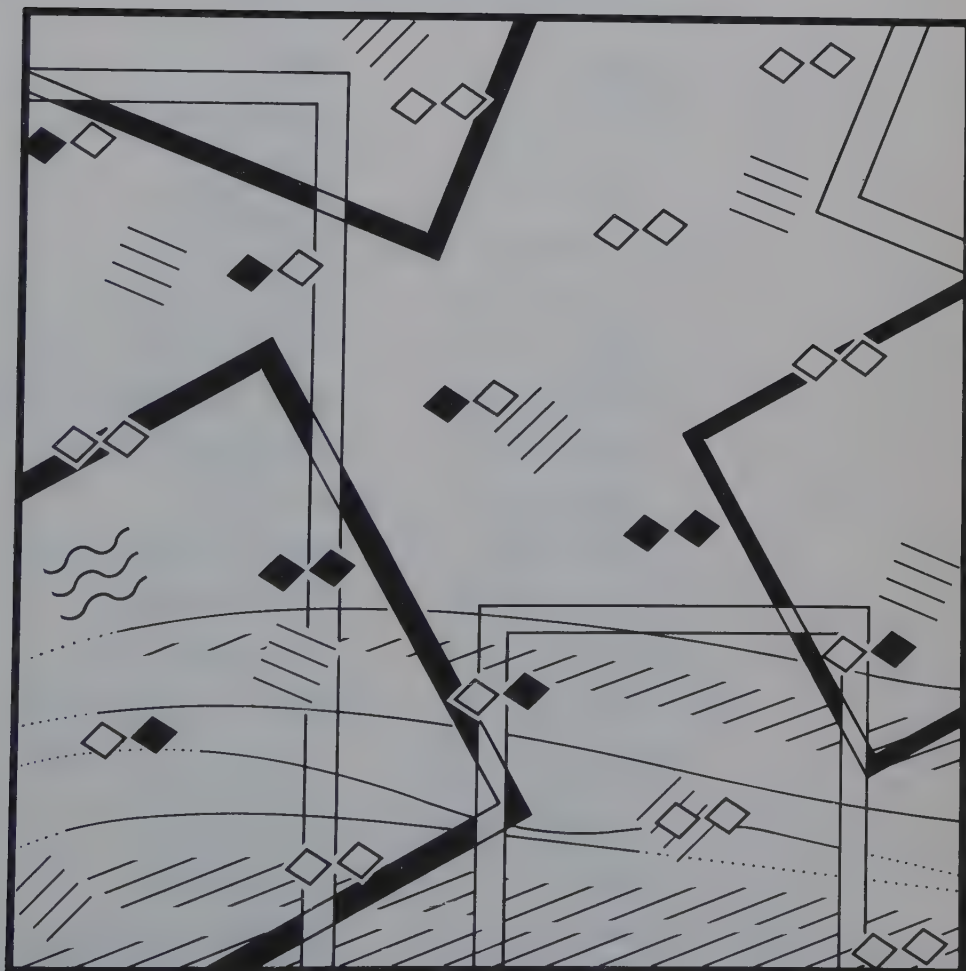
TOPS

TOPS: A Sun Microsystems Company

950 Marina Village Parkway

Alameda, CA 94501

## ***— Appendices —***



# APPENDIX **A**

---

## ***Formatting Codes***

| <b>Code</b>                | <b>Effect</b>                               |
|----------------------------|---------------------------------------------|
| <b>I</b>                   | Insertion point (cursor)                    |
| <b>-</b>                   | Minus sign                                  |
| <b>◇</b>                   | Hard space                                  |
| <b>[#]</b>                 | Note number                                 |
| <b>[¶ #:n]</b>             | Paragraph number ( <i>n</i> = level number) |
| <b>[¶ #:auto]</b>          | Outline or automatic paragraph number       |
| <b>[Align][Align]</b>      | Flush right or Tab Align on/off             |
| <b>[Align Char; n]</b>     | Tab align ( <i>n</i> = character)           |
| <b>[Bold][Bold]</b>        | Bold on/off                                 |
| <b>[Bottom Mar:n]</b>      | Bottom margin ( <i>n</i> = space)           |
| <b>[Center][Center]</b>    | Center text on/off                          |
| <b>[Cncl -]</b>            | Cancel hyphenation                          |
| <b>[CntrPage]</b>          | Center page top to bottom                   |
| <b>[Conditional EOP]</b>   | Conditional end of page                     |
| <b>[Col Def]</b>           | Column definition                           |
| <b>[Column][Column]</b>    | Column on/off                               |
| <b>[Date:n]</b>            | Date ( <i>n</i> = format)                   |
| <b>[Def]</b>               | End of index, list, table of contents       |
| <b>[Def ¶#]</b>            | Paragraph numbering definition              |
| <b>[Def Mark:Index; n]</b> | Index definition ( <i>n</i> = format)       |

|                                                       |                                                     |
|-------------------------------------------------------|-----------------------------------------------------|
| [Def Mark:List; <i>n</i> ]                            | List definition ( <i>n</i> = list number)           |
| [Def Mark:TofC; <i>n</i> ]                            | Table of contents definition ( <i>n</i> = format)   |
| [Endnote: <i>n</i> ]                                  | Endnote ( <i>n</i> = number)                        |
| [Font Size: <i>n</i> ]                                | Font size ( <i>n</i> = points)                      |
| [Footer A: <i>n</i> ]                                 | Footer A definition ( <i>n</i> = occurrence)        |
| [Footer B: <i>n</i> ]                                 | Footer B definition ( <i>n</i> = occurrence)        |
| [Footnote: <i>n</i> ]                                 | Footnote ( <i>n</i> = number)                       |
| [Header A: <i>n</i> ]                                 | Header A definition ( <i>n</i> = occurrence)        |
| [Header B: <i>n</i> ]                                 | Header B definition ( <i>n</i> = occurrence)        |
| [HPg]                                                 | Hard page break                                     |
| [HRt]                                                 | Hard return                                         |
| [Hyph][Hyph]                                          | Hyphenation on/off                                  |
| [HZone Set]                                           | Set H-zone                                          |
| [>Indent]                                             | Indent                                              |
| [>Indent<]                                            | Left-right indent                                   |
| [Index: <i>heading</i> ;<br><i>subheading</i> ]       | Index entry                                         |
| [Ital][Ital]                                          | Italics on/off                                      |
| [Justify: Center, Full,<br>Left, Right]               | Justification on/off                                |
| [Kern: <i>n</i> ]                                     | Kerning ( <i>n</i> = points)                        |
| [ <sup>L</sup> #, <sup>C</sup> #, <sup>R</sup> # Pos] | Page number position                                |
| [Leading: <i>n</i> ]                                  | Leading ( <i>n</i> = points)                        |
| [Margin Set]                                          | Margin set                                          |
| [Mark:List; <i>n</i> ]<br>[Mark:List; <i>n</i> ]      | Mark for list number ( <i>n</i> = list number)      |
| [Mark:TofC; <i>n</i> ]<br>[Mark:TofC; <i>n</i> ]      | Mark for table of contents ( <i>n</i> = TofC level) |
| [<Mar Rel]                                            | Margin release                                      |



|                        |                                                              |
|------------------------|--------------------------------------------------------------|
| [Note Opt]             | Note options                                                 |
| [Outln][Outln]         | Outline style on/off                                         |
| [Overstk]              | Overstrike                                                   |
| [Page #]               | Insert page number                                           |
| [Pg#:Pos]              | Page number position                                         |
| [Pg#:n]                | New page number ( <i>n</i> = starting number)                |
| [Picture]              | Graphic image                                                |
| [PostScript]           | PostScript command                                           |
| [Protect][Protect]     | Block protection on/off                                      |
| [Redline][Redline]     | Redline on/off                                               |
| [Req -]                | Required hyphen                                              |
| [ReqSpce]              | Required space (keep words together)                         |
| [Select][Select]       | Select on/off                                                |
| [SetFont:n]            | Set font ( <i>n</i> = font)                                  |
| [SetNote#:n]           | New note number ( <i>n</i> = starting number)                |
| [Shad][Shad]           | Shadow on/off                                                |
| [Soft -]               | Soft hyphen                                                  |
| [Space:n]              | Letter spacing between characters<br>( <i>n</i> = points)    |
| [Spacing Set:n]        | Line spacing set ( <i>n</i> = number of lines)               |
| [SPg]                  | Soft page                                                    |
| [SRt]                  | Soft return                                                  |
| [Strkout][Strkout]     | Strikeout on/off                                             |
| [SubScript][SubScript] | Subscript on/off                                             |
| [Suppress:n]           | Suppress for current page ( <i>n</i> = format or<br>formats) |
| [SupScript][SupScript] | Superscript on/off                                           |
| [Tab]                  | Tab                                                          |

|                      |                                |
|----------------------|--------------------------------|
| [Tab Set]            | Tab setting(s)                 |
| [Top Mar: <i>n</i> ] | Top margin ( <i>n</i> = space) |
| [Undrln][Undrln]     | Underline on/off               |
| [Undln Style]        | Underline style                |
| [W/O][W/O]           | Widow-orphan protection on/off |

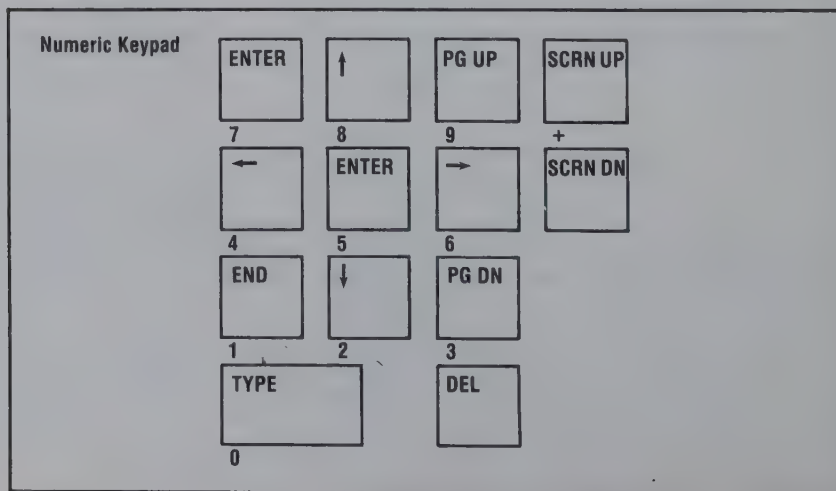
# APPENDIX **B**

---

## **Keyboard Charts**

IF YOU'RE USING A KEYBOARD WITH A NUMERIC KEY-pad, there are many shortcuts you can take by using the keypad instead of the mouse. WordPerfect Corporation provides a set of "keycaps"—key-cap decals—that you can stick on your key caps to remind you of a key's function. However, if you've misplaced your keycaps or if they've become worn and dropped off from use, you can refer to the numeric keypad template shown here.

If you're using the Apple Extended Keyboard—the one with the function keys—you can refer to the larger template to remind yourself of the function keys' optional uses. All the keys from F1 to F15 are fully functional in WordPerfect. Each key operates in four different modes: pressed by itself, the key carries out one function; pressed with the Command, Shift, or Option keys, it carries out other functions. They're listed on the template.



## Extended Keyboard

Command  
Shift  
Option  
Plain

Transfer  
Char Format  
Thesaurus  
Undo

Spell  
◀Search  
Change  
▶Search

Screen  
Switch  
Show Codes  
Help

Move  
◀Indent◀  
Select  
▶Indent

F1

F2

F3

F4

Command  
Shift  
Option  
Plain

Open  
Date  
Mark Text  
List Files

Tab Align  
Center  
Flush Right  
Bold

Footnote  
Print  
Columns  
Quit

Print  
Line  
Page  
Underline

F5

F6

F7

F8

Command  
Shift  
Option  
Plain

Merge  
Merge E  
Merge Codes  
Merge R

Macro Def  
Retrieve  
Macro  
Save

Close  
Save As  
Defaults  
New

Columns On  
Paragraph  
Outline  
Ruler

F9

F10

F11

F12

Command  
Shift  
Option  
plain

Clipboard  
Append  
Undelete  
Cut

Print Options  
Macro Options  
Page Preview  
Copy

Goto  
Define lists  
Insert Literal  
Paste

F13

F14

F15

## **APPENDIX C**

---

### ***Customizing WordPerfect to Suit the Way You Work***

THERE HAVE BEEN MANY COMMENTS THROUGHOUT this book about ways you can tailor WordPerfect for your own work habits, but nowhere, other than here, will you find them all in one place.

Because the Macintosh and WordPerfect were designed so that you could interact with them in ways that suit you best, there are usually several different methods that will accomplish any given task. At the basic level, you usually have a choice of using the keyboard or the mouse to choose from a menu, for example. You can even execute a command from the Help dialog box, for that matter. And you can record macros that automate repetitive or complex tasks.

Here are a few reminders about how you can customize the program in other ways.

---

#### ***Mapping Features to the Enter Key***

---



Since you can assign features to the Enter key with all the characters on your keyboard and assign even more features to a double-Enter sequence, you'll probably run out of ideas before you run out of possible key assignments.

You can use Help (it's on the Apple menu, or press Command-?) to map most of WordPerfect's features to an Enter key and a keyboard character (or to an Enter-Enter-key sequence, in which you press Enter twice, followed by the character, to carry out that function). After you've mapped a feature to the Enter key, pressing Enter and the character to which you've assigned the feature executes the command. For example, if you change fonts frequently, you can define Enter F as Fonts; from then on, the key sequence Enter F will bring up the Characters dialog box, where you can change fonts,





You don't have to press the assigned key while you are still holding the Enter key down. Just be sure you press the Enter key first.

sizes, and styles. If you use macros frequently, you can map some of the submenu options that don't have keyboard shortcuts—like Chain Macro or Macro Input—to an Enter-key sequence so that you don't have to select from two menus when you use them. Likewise, if you use footnotes often in your work, you can map their commands, which don't have shortcuts, to Enter-key sequences. In fact, anything on the menu system that doesn't have a keyboard shortcut is a good candidate for mapping to an Enter-key sequence. (If you can't map a feature to the Enter key, WordPerfect will let you know.)

Whatever system of key assignments you choose, make it consistent so that it's easy to remember. Table C.1 presents some suggested Enter-key assignments. For example, in Table C.1, commands that delete text or move the cursor are assigned to number keys, and other program functions have letter key assignments. I assigned the arrow-key functions to ;, ', ., and / simply because those keys are closest to the Enter key on a basic Macintosh keyboard that lacks arrow keys, but the I, J, M, and L keys are also often used as arrow keys. You can choose whatever key assignments suit the way you type.

**Table C.1:** Suggestions for Enter-Key Mapping

| <b>Enter-Key Combination</b> | <b>Function</b>                |
|------------------------------|--------------------------------|
| Enter C                      | Chain macro                    |
| Enter D                      | Macro delay                    |
| Enter E                      | Escape key                     |
| Enter F                      | Font change                    |
| Enter I                      | Macro input                    |
| Enter K                      | Kerning                        |
| Enter L                      | Define lists                   |
| Enter N                      | Page numbering                 |
| Enter P                      | Block protect                  |
| Enter U                      | Case convert (U for uppercase) |
| Enter T                      | Tabs                           |

**Table C.1:** Suggestions for Enter-Key Mapping (continued)

| <b>Enter-Key Combination</b> | <b>Function</b>                        |
|------------------------------|----------------------------------------|
| Enter 1                      | Delete to end of line                  |
| Enter 2                      | Delete to end of page                  |
| Enter 3                      | Delete right                           |
| Enter 4                      | Delete left                            |
| Enter 5                      | Page down                              |
| Enter 6                      | Page up                                |
| Enter 7                      | Screen down                            |
| Enter 8                      | Screen up                              |
| Enter ;                      | ↑ key                                  |
| Enter ,                      | ↓ key                                  |
| Enter .                      | ← key                                  |
| Enter /                      | → key                                  |
| Enter [                      | Move to beginning of line before codes |
| Enter ]                      | Move to end of line                    |

To map a feature to the Enter key, follow these steps:

1. Choose **WP Help** from the Apple menu (or type **Command ?**).
2. Choose the feature you want to assign to an Enter-key sequence.
3. Click **Define**.
4. Press the key you want to use with Enter.

The key you choose can be a letter, a number, or a symbol.

5. Click **Topics** to return to the help topics.
6. Click **Quit** to exit Help.

---

## Setting Default Formats

---

You can use the WP Defaults command to change WordPerfect's default formats (such as font, line spacing, hyphenation on/off, justification on/off, and so forth) to the settings you use regularly in your work.

You can also set up custom default formats for specialized documents like newsletters or reports that use a slightly different format from your everyday documents. When you start WordPerfect from the System folder by clicking on one of these custom default file icons, the settings in that file will be used until you quit WordPerfect.

Chapter 7 has step-by-step instructions for setting up default formats.

---

## Starting WordPerfect Automatically

---

If you want to begin each work session with your Macintosh in WordPerfect, you can set up your system to start WordPerfect automatically. Click on the WordPerfect program icon in the Finder; then choose Set Startup. If you're running MultiFinder, open WordPerfect; then go to the Finder and choose Set Startup. From then on, whenever you turn on your Macintosh, you'll come up in WordPerfect.

---

## Creating a Startup Macro

---

You can record a startup macro that will execute each time you start WordPerfect. For example, you may want to insert today's date, or you may want to open a certain document automatically each time you start WordPerfect. Any macro you name Startup Macro and save in your macros folder will automatically execute when you start the program.

Chapter 8 has step-by-step instructions for recording macros.

---

## Setting Automatic Backups

---

WordPerfect's *timed backup* option automatically makes a backup copy of the document you're working on every so many minutes—you specify the interval. The program's *original backup* option is designed to maintain a copy of the previously saved version of the

document you're working on so that you have a version one generation older than the current one. If you've specified original backups, the program saves the original document (the one you previously saved) each time you save the document you're working on.

Chapter 7 has step-by-step instructions for specifying automatic backups.

---

## **Adjusting the Screen Display**

---

The Special menu's Screen command has several options that let you specify how your screen will appear.

- If you prefer to have a completely full screen to work in, you can suppress the menu bar at the top of the screen by choosing Full Window (or pressing Command-Shift-Z).
- You can choose Show Position to have the program indicate the horizontal and vertical coordinates of the insertion point on the screen.
- You can choose Display Justification to see justified text displayed on the screen.

---

## **Setting Screen Colors**

---

If you have a color monitor, you can select a background color as well as a color for text and a highlight color. (If you don't have a color monitor, highlighted text is dimmed.)

When you choose Colors from the Screen submenu, you'll see a color wheel. It will initially appear to be black, because black is the default text color, and most people like to leave it that way for ease of reading. Just click OK to leave the text color black, or change the text color by following the instructions given in the next paragraph for changing the background color.

You'll then see a color wheel for the background color. Click anywhere in the color wheel until the background color you want to use is displayed in the box. Keep it light for greater contrast between the



Be sure to use the Control Panel to set your colors at 256 before you try to set colors in WordPerfect.

text and the background. (I have mine set as a very light green, but you may prefer an amber shade or a light blue.) You can drag on the scroll bar to adjust the brightness; dragging down darkens the colors. When you've selected a background color, click OK.

You can then set a color for the highlight by clicking in the color wheel and dragging the scroll bar for brightness.

After you've set colors, choose WP Defaults from the File menu; then choose Save Settings. If you want the colors you've selected to become your default colors, save them into the WP Defaults file. You can save different colors into your custom default files if you prefer, so that you have a visual reminder of which default settings you're using when you work with custom default files. For example, you might want to set the background color to be amber for your newsletter default settings and the background color to be blue for special reports, while keeping green as the default background color for regular documents.

---

## **Changing Control Panel Settings**

---

By using the Control Panel on the Apple menu, you can change certain settings that affect how WordPerfect and all your other programs operate. When you select the Control Panel, you'll see a device-selection panel on the left displaying an icon for each device, like the keyboard and the monitor. (You can scroll to see devices that aren't visible.) Click on the icon of the device to change its settings.

For example, the General icon lets you adjust the background pattern of the desktop. Click on the right and left arrows in the desktop's icon, and you'll see the pattern change. Its image will be displayed on the left in FatBits, and you can edit the pattern there. When you've got a pattern that you like, click on the desktop icon, and the pattern will appear on the desktop. If you have a color monitor, you can specify a color for the desktop pattern.

You can also set the rate at which the insertion point and the menus blink, and adjust the speaker volume.

Click the keyboard icon to adjust the key repeat and delay rate so that a character will be repeated faster or slower. (If you're getting a lot of unintentionally repeated characters, set a longer delay.)





If you get a new device that can be controlled from the Control Panel, it will have a file called CDEV (Control DEvice). Put this file in your System folder. The next time you use the Control Panel, you'll see the device there.

Click the mouse icon to change the double-clicking rate so that the mouse operates at the speed you're comfortable with. If you change the mouse tracking speed to Fast, you won't have to move the mouse very far to take the insertion point across the screen. With the mouse tracking speed set to Very Slow, the insertion point tracks the mouse exactly. If you move it two inches, the insertion point moves two inches on your screen.

Use the startup device icon to change the device your Macintosh boots from. The Macintosh will start from the internal drive unless you change the startup device. For example, you may be using a Macintosh SE with a built-in hard disk and have a second, faster hard disk drive that you want to use as the startup device.

# Index

## A

A4 Letter (paper size), 201  
 Access rights, in networks, 428-431  
 Acronyms, searching for, 63  
 Addressing envelopes and mailing labels, 326  
 Adobe Illustrator, 167  
 Adobe Systems, Inc., 213, 221  
 Alarm Clock, 20  
 Aligning numbers in outlines, 347-349  
 Aligning text. *See* Centering, Flush left, Flush right, Justification  
 Alignment character, 104, 108-110, 308  
 Alleys, between columns, 147, 150-151  
 ALSoft, Inc. 222  
 Altsys Corp, 220-221  
 Antonyms, 406  
 Appending  
   to Clipboard, 56  
   to file, 166  
 Apple Computer, 193, 437  
 Apple File Exchange, 422  
 Apple fonts, 84  
 Apple menu, 16, 20, 39, 91, 199, 218-219, 451  
 Apple PC Drive, 422, 437  
 AppleShare, 419, 426-429, 437  
 AppleTalk, 419, 427-429, 437  
 Arabic numbers, 120, 127, 129  
 Arrow key equivalents, 6  
 Ascenders, 83  
 ASCII characters, 425  
 ASCII files, 224, 228, 237  
 Assembling documents, 333-337  
 Assigning passwords, 238-239  
 Automatic downloading, 215  
 Automatic hyphenation, 110  
 Automatic page number referencing, 130  
 Automatic paragraph numbering, 351-357. *See also* Paragraph numbering  
 Avant Garde typeface, 180-181, 214

## B

B5 Letter (paper size), 201  
 Backtab, 125. *See also* Margin release  
 Backup files, 225, 244-248, 449-450  
 Bad breaks, avoiding, 137-140, 183, 205  
 Balancing columns, 179-180  
 Banner, creating a, 98-99, 186  
 Baseline, 114  
 Beep, changing the, 242  
 Binding width, 120, 122-123, 125-127

Bit-mapped graphics, 166-167, 171, 204, 218  
 Bitmap, 212  
 Block protection, 103, 121-122, 138-139, 157  
 Boilerplate text, 333-337  
 Bold character style, 88-89  
 Bookman typeface, 188, 214  
 Borders, creating, 171  
 Bundled attribute, 234  
 Busy attribute, 233

## C

Cached attribute, 233  
 Cairo typeface, 211  
 Cancel command (Command-), 10  
 Capitalization  
   in headings, 176, 178  
   in index entries, 391  
 Caps Lock key, 200, 217  
 Casady Company, 220  
 Case conversion, 31, 59-60, 276-278. *See also* Capitalization  
 Case, in searching and replacing, 63, 67  
 Center command (Command-Shift-C), 28-29.  
   *See also* Centering  
 Center page top to bottom, 120, 122-123, 125  
 Center tabs, 26, 99  
 Centering, 18-19, 28, 93-96, 98-99, 104, 125, 133-135, 154, 315  
 Century Software, Inc., 221  
 Character pairs, 115  
 Character styles, changing, 15, 19, 29, 66  
 Characters dialog box, 85, 88  
 Chicago typeface, 212  
 Chooser, 39, 147, 199, 201, 219, 269, 274  
 ClickArt Special Effects, 170-171, 175, 192, 427  
 Clip art, sources for, 165, 192-193  
 Clipboard, 31, 56, 59, 74, 165, 168-169, 237-238  
 Close (Command-K), 236  
 Close box, 365  
 Codes. *See* Format codes  
 Codes window, 9, 60-61, 102, 135, 157-158, 160, 166, 170, 207, 230, 232, 372, 390  
 Colon, used as tab align character, 108-110  
 Color monitors, 171, 450-451  
 Colors, setting, 450-451  
 Column Definition icon, 147-148  
 Column Options, 146-147, 149-151, 158, 161  
 Columns, 144-165  
   adding or deleting, 155  
   balancing, 179-180  
   breaking, 147, 149, 157, 183-184

calculating width of, 151-152  
 centering text in, 96  
 changing the number of, 154  
 converting to one-column, 153  
 cutting, 160-165  
 defining, 146, 149-152, 158, 161  
 defining with Ruler line, 93, 147, 154-155  
 deleting, 153, 163  
 editing parallel, 160-165  
 evenly spaced, 149-151, 158  
 in foldouts, 189  
 footnotes/endnotes in, 376  
 formatting text into newspaper, 154-155  
 hyphenation in, 157  
 in grid design system, 173-175  
 keeping together, 157  
 macro for, 284-285  
 moving between, 153, 159-160  
 newspaper, 102, 146, 147-149, 154-158,  
 186-188  
 number of, 145, 150  
 margins, calculating, 151-152  
 parallel, 102, 104, 146, 149-152, 158-165  
 selecting, 162-165  
 status line in, 158  
 switching column formats, 183-184  
 tabbed, 102-104  
 transposing, 162-165  
 tuning on and off (Command-Shift-K), 149,  
 152, 183-184  
 unequal, 151-152  
 used as pages, 189  
 using footnotes in, 154  
 using with mailing labels, 327  
 Command key, 49  
 Command key, in MacPaint, 169-170  
 Common dictionary, 400, 409-415  
 Communications programs, 421, 424  
 Complete word searches, 63  
 CompuServe, 213-214, 419-420, 422, 431-437  
 Computer paper, 201  
 Conditional chains, 270-273  
 Conditional EOP, 121-122, 138, 157  
 Contents page. *See* Tables of contents  
 Continuous-form paper, 201  
 Control key, 6, 31, 74  
 Control Panel, 16, 20, 450-452  
 Convert program (WordPerfect IBM), 324  
 Coordinates, of insertion point, 15, 151, 325. *See*  
*also* Show Position  
 Copies, number of to print, 200  
 Copy command, 166  
 Copying files and folders, 231  
 Correcting misspelled words. *See* Spell-checking;  
 Speller  
 Courier typeface, 84, 86, 214, 324  
 Cover sheet, 126, 129, 136, 201  
 Creation date, of file, 232  
 Creator, of file, 233  
 CricketDraw, 167  
 Cursor, 16  
 Custom default files, 189, 241-242  
 Cut command (Command-X) 22, 30-31, 45, 166

## D

Data fork, 232  
 Data General, 237, 420  
 Database programs, 323-324  
 Date format, 77  
 Date function, 76  
 Date, inserting the, 20, 76-78, 135  
 DaynaFile, 422, 437  
 dBASE IBM, 324, 422  
 dBASE Mac, 323  
 DEC VT-100, 433  
 Decimal point, 104  
 Decimal tabs, 26, 99, 107  
 Default files and folders, 16, 240-247, 296  
 Default formats, 189, 225, 449  
 Default settings, 82-83  
 Delays, in macros, 264-265, 274, 295, 299-300  
 Delete buffer, 22  
 Delete EOP, in columns, 153  
 Delete key, 403  
 Delete Right, 161, 163  
 Deleting  
   columns, 163  
   files and folders, 231  
   format codes, 89  
   graphic images, 165-166, 169  
   a line, 102  
   locked documents, 240  
   tabs, 100, 107  
   text, 21-22, 56-59  
 Delimited files, 323-324  
 Demonstration macro, 293-296  
 Descenders, 83  
 Designing publications, 172-192  
 Desk accessories, 168, 170, 222, 235  
 Desktop, 171, 233. *See also* Finder  
 Desktop Graphics, 193  
 Desktop pattern, 451  
 Desktop publishing, 144-193  
 Diacritical marks, 185  
 Dialog boxes, 13, 33  
 Dictionaries  
   adding words to, 397  
   changing, 396  
   creating, 397, 405-406, 413-415  
   deleting words from, 413  
   optimizing, 412  
   transferring, 415, 425  
 Dictionary Full error message, 405  
 DigitArt Laser Graphics, 181, 192  
 Disk backups, 247  
 Disk drives, 421-422  
 Disk First Aid, 238  
 Disk space, checking, 229  
 Disk-full error messages, 249  
 DisplayWrite, 422  
 Document assembly, 333-337  
 Documents  
   merging, 236  
   naming, 25

- retrieving, 229
  - working with several, 72-74
- DOS, commands, in TOPS, 430
- DOS directories, 422, 429
- Dot-leader tabs, 100
- Dot-matrix printers, 211
- Double spacing, 113
- Double-clicking, 21, 53, 452
- Downloading files, 425
- Downloading fonts, 204, 214-215
- Draft-quality printing, 199-200
- Dragging, 18, 55, 166
- Draw-type graphics, 167
- DrawArt, 174, 193
- Drop caps, 144
- Dual merges, 329-333
- Dummy record, creating, 311
- Duplicate images, creating, 169-179
- Duplicate words, checking for, 404

## E

- Editing screen, 11, 60
- Ellipsis, 13, 218
- Em and en dashes, 113, 219
- End key, 51, 57-58, 160, 163-164
- Endnotes, 144, 362, 375-376, 392. *See also* Footnotes/Endnotes
- Enlarging printing, 204
- Enter key, 10, 12, 32, 49-54, 104, 124, 153, 160-161, 171, 266, 272, 371
- Enter key, mapping features to, 446-448
- Entering text, 17, 20-24, 146
- Envelopes, printing, 124, 200-202, 216-217, 326
- Equations
  - alignment characters in, 109-110
  - typing, 89-91
- Equipment requirements, 5-6
- Error messages, 58, 151, 249, 388, 394, 405
- Esc key, 6, 48, 265, 267-268, 295, 384
- Excel, 165, 422
- Exporting documents, 425-426
- Extended keyboard, 6, 445

## F

- Fast Saves, in Microsoft Word, 235
- Faster Bitmap Printing, 204
- FatBits, 169, 186
- Fields, 306, 310-311, 314, 319, 323, 330
- File creator, 233
- File Management command (Command-L), 196, 227-235
- File Management window, 228-229, 235, 240, 324, 336, 415
- File menu, 224, 229, 238
- File menu, in Finder, 240
- File names, 236
- File servers, 427-431

- File translation programs, 421
- File type, 233, 415
- File/Folder information, 232-234, 324
- Files
  - copying, 231
  - deleting, 231
  - renaming, 231
  - types of, 228-229
- Find File, 235
- Finder, 224, 226, 229, 233-234, 238-240, 426.
  - See also* Desktop
- Fixed paragraph numbering, 343, 351-352, 357
- Floppy disks, 212, 421-422
- Fluent Fonts, 220
- Flush left, 180, 183
- Flush right, 97-98, 132-135, 180, 183, 188, 315
- Folders
  - creating new, 231, 234
  - in TOPS networks, 429-430
  - organizing, 226-227
- Foldouts, creating, 189
- Font change codes, 85-86
- Font menu, best sizes on, 88
- Font styles, for laser fonts, 213
- Font substitution, 202, 204, 217
- Font/DA Juggler, 222
- Font/DA Mover, 208, 210-211
- FONTastic, 220
- Fontographer, 221
- Fonts, 83-91
  - changing, 18-19
  - changing in MacPaint, 171
  - copying and removing, 210-211
  - design considerations for, 172
  - downloading, 214-215
  - editing ImageWriter, 220
  - editing laser, 221
  - ImageWriter, 211-212, 222
  - laser, 219, 221-222
  - sizes, 114, 212-213, 217
  - sources for, 220-221. *See also* individual font names
- Footers. *See* Headers/footers
- Footnote Options dialog box, 369
- Footnotes/Endnotes, 361-362
  - assigning a new number, 366
  - breaking between pages, 365
  - changing the style of, 366-371
  - copying, 372
  - creating, 360, 365-366
  - deleting, 365-366
  - editing, 366
  - font size of, 372
  - indenting text in, 371-373
  - macro for, 373
  - margins in, 374
  - numbering, 366
  - printing, 374-376
  - searching for, 364-365
  - style of, 362-364
- Foreign-language fonts, 220-221
- Form letters, 306-307
- Format codes, 440-443

- for block protection, 139
- for canceling hyphenation, 110
- for centering, 92-96, 98-99, 385
- for columns, 146-149, 153, 157-165, 285, 361, 374
- for conditional EOP, 138
- for date, 77
- deleting, 56, 68, 71-72, 89
- for flush right, 97-99
- for font changes, 85-88, 372
- for footnotes/endnotes, 364, 366, 369-370
- for graphics, 165
- for hard return, 24, 65, 284
- for header/footers, 132-133, 135
- for hyphens, 110-111
- for indexes, 376, 379, 391, 394
- for italics, 25, 68
- for justification, 92-99
- for leading, 114
- for line height, 114
- for line spacing, 113
- list of, 440-443
- for lists, 379, 381, 383
- for outline character style, 90
- for outline definition, 350-351, 357-358
- for outlining, 90, 346
- for paragraph numbering, 355-358
- for required hyphens, 63, 112
- searching and replacing, 62-72
- for suppressing page formats, 137
- for tab align, 108
- for tables of contents, 379, 388
- for tabs, 100-104, 107, 283, 346
- for widow/orphan protection, 139-140
- viewing, 8-9, 24-25, 60-61

Format menu, 105, 111, 114, 116, 285-292

Formats

- macros for, 285-292
- saving documents in other, 237

Formatting

- pages, 122-140
- text, 17, 82-117, 146

Forms, filling out, 324-325

Forums, CompuServe, 433

Fractional widths, displaying, 214

Frames, for graphics, 171

Full justification, 91

Full Windows command (Command-Shift-Z), 450

FullPaint, 168

Function keys, 445

## G

Geneva typeface, 176, 186, 212

Glue, 167, 193

Goto command (Command-G), 21-22, 48-49, 52-53, 55, 153, 159-160, 163-164

Goto, in Thesaurus, 407-408

Graphics

- deleting, 166

- incorporating, 165-171, 183-184, 294
- printing, 199, 204
- resizing, 166
- rotating, 202
- smoothing, 202, 204
- sources for, 192-193

Grid, setting up a, 325

Grid system, for design, 173-175

## H

H-zone, 153

Hand-feeding paper, 200

Handles, in graphics, 166

Hanging indents, 104

Hard disk

- backing up, 247-248
- as file server, 427

Hard hyphen, 111-112

Hard page break (Command-Return), 122-123, 147, 153, 159, 163

Hard return, 98, 104, 323-324

Hard space (Enter-space bar), 89

Hardware requirements, 5-6

Headers/Footers<sup>500</sup>

- creating (Command-Shift-H), 120, 122, 130-133
- deleting, 135-136
- discontinuing, 136
- formatting, 133-135
- page numbers in, 133

Headings

- design tips for, 172, 176, 178, 180
- in indexes, 390-391

Headwords, 406-409. *See also* Thesaurus

Help, 7

Helvetica typeface, 86, 176, 180-181, 186, 188, 214-215

Helvetica Narrow typeface, 214

Hiding the ruler, 26

High-quality printing, 199

Home key (IBM keyboard), 10, 51

Horizontal rules, creating, 186

HyperCard, 168, 175, 179, 187-188, 193, 219

Hyphenated words, searching for, 63

Hyphenation, 92-93, 110-113, 157, 219

## I

I-beam, 16

IBM WordPerfect, 10, 55, 224, 227, 233, 237, 327, 374

Icons, 100, 147-148, 155, 205, 209-210, 215, 250-251, 415, 419-427

Image Club Graphics, Inc. 192

ImageWriters, 84, 116, 199-200, 202-204, 211-213, 216-217, 327-328

Importable files, displaying, 229

Importing



dictionaries, 415  
 files, 233-235, 419, 422, 425  
 IBM WordPerfect documents, 233  
 Indents (Command-Shift-T), 104, 125, 371, 373  
   in outlining, 343, 348-349  
 Indexes, 379-380, 389-394  
 Information utilities, 422. *See also* CompuServe  
 Initiated attribute, 234  
 Insert Literal command (Command-I), 31,  
   74-75, 91, 185, 188  
 Insert mode, 16  
 Insert Page Number command, 130  
 Insertion point, 11, 15-16, 101, 155  
   displaying position of, 151, 325  
 Installer, 208-210  
 Insufficient Memory error message, 249  
 Invisible attribute, 243  
 Italics, 88-89, 176

## J

Justification, 91-93, 218, 450

## K

Kerning, 115-117, 180  
 Key Caps, 91, 218  
 Key repeat rate, 451  
 Keyboard input, in macros, 261-264  
 Keyboards, 6, 444-445  
 Keyboard shortcuts, 12-14, 20, 44-46

## L

Labels, 326-329  
 Laser fonts, 213-214  
 Laser printing, 116, 213-222  
 LaserPrep, 210  
 LaserWriter, 84, 124, 144, 199, 202-204,  
   210-213, 216-222  
 Lasso, in MacPaint, 168-169, 171  
 Leading, 114-115, 180-181, 183  
 Left justification, 91  
 Left margin, 93, 151. *See also* Margins  
 Left-justified tabs, 26, 99  
 Left-Right indent (Command-Shift-L), 104  
   in outlining, 343, 348  
 Legal numbering style, 349, 357  
 Legal-sized paper, 173, 189  
 Letter-quality printing, 211-212  
 Letterspacing, 115-117, 180  
 Line command, 183  
 Line Draw, in IBM WordPerfect, 425  
 Line Format submenu, 104  
 Line height, 114  
 Line spacing, 113  
 Line submenu, 109

Linotronic typesetters, 211  
 List Files. *See* File Management command  
 List Management window. *See* File Management  
   window  
 Lists, automated, 379-385  
 Locking files, 239-240  
 Look at contents of files, 224, 230-231, 235, 336  
 Lowercase, converting to, 31, 59-60. *See also*  
   Capitalization

## M

Mac Art Department, 192  
 Mac the Knife, 220  
 MacBinary, 242, 432, 435-436  
 MacDraw, 168, 171, 193, 238  
 Macintosh II, 217, 386, 427  
 Macintosh User's Group (MAUG), 433-434  
 MacLink Plus, 422-424, 437  
 MacPaint, 167-171, 186, 193, 218  
 Macros, by name  
   abc (automatic writing), 264-265  
   automatic paragraph, 258  
   banner (creates a banner), 291-292  
   begin para (moves to beginning of paragraph),  
     283-284  
   boiler (contract boilerplate), 263-264  
   cap (capitalizes first letter of a word), 277  
   Command-Option-1 (first-level headings),  
     286-287  
   Command-Option-2 (second-level headings),  
     287  
   Command-Option-3 (third-level headings),  
     287  
   Command-Option-B (bullet), 280-281  
   Command-Option-D (subscripts), 281-282  
   Command-Option-I (indexing), 391-392  
   Command-Option-O (aligns outlines),  
     348-349  
   Command-Option-P (paragraph numbering),  
     356  
   Command-Option-P (prints a document),  
     268-269  
   Command-Option-Q (quotes), 288  
   Command-Option-R (return to baseline), 282  
   Command-Option-U (superscripts), 281  
   cover sheet (creates title page), 297-298  
   cp (copies paragraph), 282-283  
   cut parallel (cuts parallel columns), 284-285  
   decimal tabs (sets decimal tabs), 288-289  
   define list (defines list style), 385  
   define toc (styles table of contents), 298-299  
   delete bol (deletes to the beginning of a line),  
     276  
   demo (on-screen demonstration), 295-296  
   display (cycles among windows), 295  
   do glossary (search macro), 271-272  
   end para (moves to end of paragraph), 294  
   front matter (master macro), 300-301  
   glossary (word list), 266-267  
   hanging (hanging indent), 260

- header (creates header), 261-262
- ital (italicizes words), 267
- letterspacing (automatic letterspacing), 291
- line delete (deletes a line), 275
- line up (converts to uppercase), 276
- list3 (marks items for list), 384
- lower (converts to lowercase), 277
- lowercase (lowercase a word), 278
- mark toc (marks text for table of contents), 299-300
- memo (memo format), 290-291
- page number (automatic page numbering), 292-293
- page numbers (master macro), 269-270
- print list (saves and prints a list), 271
- print merge (saves and prints merged document), 322
- second notice, 258
- Smith (multiple citations), 373
- third notice, 258
- tr (transposes letters), 279
- tr sentence (transposes sentences), 259-260
- upper (uppercase a word), 278-279
- word (transposes words), 279-280
- word left (transposes words), 275
- Macros
  - building a library of, 273-274
  - Command-Option, 35, 268
  - conditional chains, 270-273
  - debugging, 274
  - delay in, 264-265, 274, 295, 299-300
  - editing, 273
  - executing, 257, 259
  - files, 228, 243-244
  - for front matter, 296-301
  - in merges, 305, 321-323
  - naming, 257, 266
  - nesting, 268-270, 301
  - pauses in, 261-262, 292-293, 300, 363, 373
  - prompts in, 262-263
  - recording, 257
  - renaming, 274
  - repeating, 265-268, 295, 384
  - repeating chains, 265-267
  - resuming, 262
  - search-and-repeat, 301
  - signature block, 34-36
  - startup, 265, 296
  - system of notation for, 273-274
  - using Select in, 267
- MacTerminal, 424, 431
- MacWrite, 111, 237, 324
- Mail-merge files from other programs, 323-324, 425
- Mailing labels, 124, 326
- Main Dictionary (WP Dictionary), 400, 405-406, 409-415
- Manual downloading, 215
- Manual paper feeding, 200
- Mapping features to the Enter key, 12
- Margin release (Shift-Tab), 125
  - in outlining, 104, 182, 343, 345, 347, 353
- Margins, 26, 93, 146
- changing, 120, 122-125
  - in columns, 151-152
  - with headers and footers, 131-133
  - with laser printers, 217
  - related to printer, 201
  - right and left, 151
- Mark Text (Shift-Command-J), 381, 386
- Master documents, 336
- Masthead, creating a, 186
- Mathematical typing, 89-91. *See also* Equations
- Memo format, macros for, 289-290
- Memory, 72. *See also* RAM
- Menu bar, removing the, 73
- Menus, 8, 11
- Merge codes, 319-320
  - ^ C (Console), 304, 307, 309
  - ^ D (Date), 304, 312-313, 319
  - ^ E (End of Record), 312, 319, 323-324
  - ^ F (Retrieve Field), 304, 311, 319, 325
  - ^ G (Go to macro), 305, 319, 322-323
  - ^ N (Next Record), 304, 311, 319-320, 326-327
  - ^ P (New Primary), 305, 320-322, 326-327, 334
  - ^ Q (Quit), 305, 320-321
  - ^ R (End of Field), 304, 320, 323
  - ^ S (Secondary), 305, 317-318, 320
  - ^ T (To Printer), 305, 320-321, 334
  - ^ U (Update), 305, 320
  - ^ V (Transfer), 305, 320, 329-333
- Merging
  - addressing envelopes and mailing labels in, 326-329
  - assembling documents in, 333-337
  - creating reports in, 325-329
  - dual merges, 329-333
  - end of field, 310-311
  - end of record, 312
  - fields in, 314
  - with forms, 324-325
  - inserting the date, 307, 313
  - from keyboard, 304, 307-311
  - with macros, 305, 321-323
  - to next record, 311
  - page breaks in, 334
  - primary files in, 304, 306, 313-318, 329-333
  - to printer, 305, 319-323
  - with records from other programs, 323-324
  - retrieving a field, 311, 314
  - secondary files in, 304, 306, 311-313, 329-333
  - setting up fields and records for, 319
  - simple, 315
  - splitting secondary files in, 320
  - starting, 304, 309, 323, 332
  - stopping, 305, 317
  - suppressing blank lines in, 315-316
  - switching secondary files in, 317-318
  - using RAM, 318-319
- Messages, 15
- MicroPhone, 424, 431, 437
- Microsoft Word, 111, 235
- Miles Computing, 220
- Minus sign, 113

Modems, communicating via, 426  
 Monaco typeface, 84, 200, 212, 324  
 Monospaced fonts, 84, 199–200, 214, 324  
 Mouse tracking speed, 452  
 Mouse, using the, 46–47  
 MPNT (MacPaint), 233  
 MultiFinder, 236, 238  
 MultiMate, 422  
 Multiplan, 422  
 Multiple citations, 373  
 Multiple images, creating, 169–170

## N

Naming files and folders, 25, 226–227, 229, 231, 234, 236  
 Near-letter-quality printing, 211–212  
 NeoScribe International, 221  
 Nesting macros, 268–270  
 Networks, 419–420, 426–431  
 New Century Schoolbook typeface, 176, 214  
 New document command (Command-N), 17  
 New folder, creating, 234  
 New Helvetica Narrow typeface, 180–181, 185–186  
 Newsletter, creating a, 186–189  
 Newspaper columns, 93, 102, 146–149, 154–158. *See also* Columns  
 Nonproportional fonts, 84, 199–200, 212, 214  
 Not Enough Memory error message, 388, 394  
 Notes. *See* Footnotes/Endnotes  
 Num Lock, 6  
 Number of copies to print, 200  
 Numbering paragraphs. *See* Paragraph numbering  
 Numeric keypad, 6, 16, 21, 32, 47–53, 57–58, 153, 159, 161, 444

## O

Open command (Command-O), 10, 25–26, 235, 243  
 Opening a document in File Management, 229  
 Opening protected documents, 239  
 Optima typeface, 214  
 Option key, 169, 200, 211, 218–219  
 Orientation, print, 201–202  
 Original backups, 245–246  
 Orphans, 137, 183. *See also* Widow/orphan protection  
 Outdenting, 104, 182  
 Outline character style, 88–89, 168–169  
 Outline mode, 342–343, 351  
 Outline numbering, 342–343, 349  
 Outlines, several in one document, 350–351  
 Outlining  
   aligning entries, 347–349  
   changing the style of, 340  
   deleting a number, 344–345

  deleting a topic, 345–346  
   editing, 345–347  
   entering entries, 340  
   macro for, 348–349  
   selecting text in, 346  
   style of, 349–350  
   turning on (Command-Shift-Y), 340  
 Overflow files, 249  
 Overstrike, 91

## P

Page breaks, 122–123, 388  
   in merges, 334, 336  
 Page formatting, 121–140  
 Page, in WordPerfect, 55  
 Page Layout command, 120, 123, 327  
 Page layouts, designing, 177–187  
 Page length, 120, 122  
 Page number, position of, 93, 128–129, 137  
 Page numbering, 120, 122, 125–130, 382  
   in headers and footers, 129, 188  
   stopping, 128–129  
   suppressing, 136–137  
 Page Setup, 20, 151, 196, 201–204, 209, 217  
 Page size  
   with columns, 151  
   for mailing labels, 327  
 Page submenu, 120  
 Page width, 120, 122  
 Pages  
   centering top to bottom, 36  
   printing selected, 200  
 Paint can, in MacPaint, 186  
 Paint-type Graphics, 167, 171  
   printing, 204  
 Palatino typeface, 214  
 Paper sizes, 201  
 Paragraph numbering, 340, 343, 349–357  
 Parallel columns, 102, 104, 146, 149. *See also* Columns  
   Columns  
 Partial word searches, 33, 63  
 Passwords, 224, 238–239  
 Paste command (Command-V), 12, 16, 22  
 Pauses, in macros, 261–262  
 PC Talk, 424  
 PC-compatible disk drives, 421–422  
 Pencil tool, in MacPaint, 169  
 Perspective, changing in graphics, 170–171  
 Pg indicator, 15  
 Pg Up, Pg Dn keys, 49, 52  
 PICT files, 166–167  
 Pixel, 212  
 Plain character style, 88–89  
 Pointer, 16  
 Points, 83, 114  
 PostScript, 166–167, 205–208, 213, 217, 427  
 Precision Bitmap Alignment, 204  
 Preprinted forms, 324–325  
 Previewing a document, 204–205  
 Primary file, 304, 306, 309, 320, 322, 324, 326–327, 329–337

Print (Command-P), 196, 199-200  
 Print areas, 201-202, 204  
 Print dialog box, 151, 199-200  
 Print Options, 20, 151, 167, 199, 210-204, 327  
 Print Preview (Command-Shift-P), 11, 36-37, 92, 103, 128, 131, 188, 196, 199-200, 204-205, 211, 366  
 Print quality, 196, 199-200, 211  
 Print Selection, 199-200  
 Printer Command dialog box, 207-208  
 Printer fonts, 210, 213-215  
 Printer, selecting a, 147  
 Printing, 39  
   bit-mapped graphics, 218  
   envelopes, 327  
   from File Management, 230  
   graphics, 199  
   mailing labels, 327  
   orientation, 151  
   selected pages, 200  
   sideways, 151  
   speed of, 204  
   two-sided, 176, 189, 386  
 Printing resources, installing, 208-210  
 ProComm, 424, 437  
 Prompts, in macros, 262-263  
 Proportional fonts, 84, 100, 116, 212, 214  
 Protect attribute, 234, 238-240  
 Protocol, 424  
 PTNG (MacPaint), 233  
 Publications, designing, 172-192

## Q

QuickDraw, 167, 212-213  
 Quit command (Command-Q), 25, 327  
 Quotes  
   design tips for, 176  
   typesetter's, 280

## R

RAM, 72, 248-249, 295, 318  
 RAM cache, 238  
 Record, 306, 319, 323  
 Redlining, 75-76, 180-181  
 Reducing printing, 204  
 Renaming files and folders, 231  
 Repeating a command, 48  
 Repeating macros, 265-268  
 Repeating tabs, 106  
 Reports, creating by merging, 325-329  
 Required hyphen, 111-112  
 Required (non-breaking) space, 89  
 Resizing graphics, 166, 169-170  
 Resolution, 211, 218  
 Resource fork, 232-233  
 Restoring distorted graphics, 166  
 Retrieving documents, 10, 26, 229, 234-236

Return key, 10, 21  
 Reversing out text, 168-169  
 Revert icon, 93, 148, 166  
 Right justification, 91, 108, 113  
 Right-justified tabs, 26, 99  
 Right margin, 93, 113, 151. *See also* Margins  
 Roman (plain) type, 176  
 Roman numbers, 120, 127, 129, 300, 388  
 Ruler line, 15, 26, 91-93, 95, 97, 99-103, 105-107, 112-113, 146-147, 149, 151, 154-155  
 Rules  
   horizontal, 186  
   vertical, 180-181  
 Running feet. *See* Headers/footers  
 Running heads. *See* Headers/footers

## S

Sans serif type, 176-177, 214-215  
 Save As command, 10, 224, 236-239, 425, 428, 430  
 Save command (Command-S), 10, 25, 236  
 Save Copy As Command, 10, 237  
 Saving default formats, 241  
 Scrapbook, 165, 167, 186-189, 238  
 Screen colors, setting, 450  
 Screen display, 450  
   ImageWriter vs. LaserWriter, 20  
 Screen fonts, 204, 210, 212-213  
 Screen, printing the, 171, 218  
 Screen submenu, 92, 151, 450, 214  
 Scrn Up, Scrn Dn keys, 49, 52  
 Scroll bars, 15, 52  
 Scrolling, 112, 160  
 Searching  
   for codes, 160-161, 358  
   for column definitions, 184  
   for margin changes, 124  
   in Thesaurus, 407-408  
   through files for a word, 234-235  
 Searching and replacing, 32-34, 61-72  
   fonts, 86  
   Select with, 64  
   in uppercase/lowercase, 33  
 Seattle typeface, 212  
 Secondary file, 304, 306, 309, 311-313, 315-318, 320, 325, 329-333  
   selecting different, 317  
   transferring, 425  
 Section referencing, 144  
 Select, 160  
   with searching and replacing, 64  
   turning off, 25  
   turning on quickly, 279  
   using in macros, 267  
 Select All, 373  
 Select Column command, 162-165  
 Select On command (Command-Shift-N), 55  
 Select submenu, 162  
 Selecting, 11-12. *See also* Select

- an entire document, 58
    - keyboard shortcuts for, 54-55
    - in outlining, 346
    - a paragraph, 30
    - text, 18-19, 21, 53-56
  - Selection box
    - in MacDraw, 171
    - in MacPaint, 168-171
  - Selection, printing a, 199-200
  - Sentence, in WordPerfect, 55
  - Sentences, converting to uppercase/lowercase, 276-277
  - Serif type, 176-177, 214-215
  - Shadow style, 88-89
  - Sharing printers, 215
  - Shift key, 169-170
  - Shift-clicking, 10, 53
  - Show Codes, 60, 133, 383, 385
  - Show Position, 151, 325, 450
  - Showpage command, 186, 208
  - Sidebars, 187
  - Single sheets, printing, 200
  - Single spacing, 113
  - Sizing a window, 14
  - Smart quotes. *See* Typesetter's quotes
  - SmartScrap, 167, 193
  - Snaking columns, 146
  - Soft hyphen, 110-112
  - Soft page breaks, 122, 147
  - Software Supply, 222
  - Solutions International, 193
  - Space bar, 95
    - in outlining, 343, 349
  - Space character, special, 89
  - Spaces, between sentences, 283
  - Speaker volume, 451
  - Special characters
    - inserting, 31-32, 74-75
    - printing, 218-219
  - Special effects, in graphics, 170
  - Special menu, 304, 309, 326, 360, 383, 386, 400
  - Special symbols, 185. *See also* Symbols
  - Specifications, for documents shown in text, 189-192
  - Speed, of printing, 199-200
  - Spell command (Command-Shift-W), 12-13
  - Spell-checking, 396-397, 400-406, 413
  - Speller, 37-39, 396-406
    - default folder for, 243-244, 398-400
    - organization of, 400
    - using before merging, 336
    - using on notes, 365
    - using to standardize margins, 374
    - using with two disk drives, 38
    - window, 400-402
  - Speller Utility, 397, 405-406, 409-415. *See also* Dictionaries
  - Speller window, 400-402
  - Spreadsheet programs, 165, 211. *See also* Excel; Multiplan
  - Starting Wordperfect automatically, 449
  - Startup device, changing the, 452
  - Startup disk, 219, 296
  - Startup macros, 265, 296, 449
  - Status line, 15, 151, 158, 205, 342
  - Strikeout, 75-76
  - Stuttgart typeface, 170
  - Style sheets, macros for, 285-288
  - Subheadings
    - as design elements, 181-182, 188
    - in indexes, 390-391
  - Submenus, 8, 11-13
  - Subscripts, 89-91
    - macros for, 281-282
  - Suitcase, 222
  - Superscripts, 89-91
    - macros for, 281-282
  - Suppress formats, 121-122
  - Suppressing page formats, 136-137
  - Symbol font, 214
  - Symbols
    - em and en dashes, 218-219
    - in file names, 227
    - inserting, 91
    - as note numbers, 367-368
    - spell-checking, 403. *See also* Diacritical marks
  - Synonyms, 406
  - System attributes, 233-234
  - System clock, 20
  - System disk, 209
  - System file, 85, 208-213, 216, 247, 249, 371
  - System folder, 189, 199, 215, 240-241
  - System version, 8, 208, 431
- ## T
- T/Maker, 192
  - Tab Align (Command-Tab), 104, 107-110, 308, 348-349
  - Tab alignment character, 108-110
  - Tab Format box, 105-107
  - Tab key, 95-96, 100-102, 107-110, 151, 340
    - in outlining, 340, 343, 345, 347, 353
  - Tables, breaking, 205
    - creating with tabs, 102-104. *See also* Columns; Parallel columns; Tabs.
  - Tables of contents
    - creating, 379-380, 386-389
    - generating, 301, 388
  - Tabs, 21, 26-29, 93, 99-110
    - deleting, 107
    - macros for, 288-289
    - in tables of contents, 387
  - Tall Adjusted type, 20
  - Telecommunication, 431-436
  - Templates, creating, 241-242
  - Temporary files, default folder for, 243-244
  - Test bank, creating a, 356
  - Text boxes, 13
  - Text files, 224, 228, 237
  - Text, in graphics programs, 171
  - Text tool, in MacDraw, 171
  - TEXT type, 233
  - The WordPerfectionist*, 436



Thesaurus, 397, 406-409  
     default folder for, 243-244, 398-400  
 TIFF files, 167  
 Time, inserting the, 76-78  
 Timed backups, 244-246  
 Times typeface, 86, 206, 214-215  
 Title bar, 14, 242  
 Title page, 126, 129, 136, 386  
 TOPS, 419, 428-431, 437  
 Transfer command, 224, 238  
 Transferring  
     dictionaries, 415  
     documents between computers, 419, 421-431  
 Trash, 240-241  
 TV1, BV1 (virtual files), 249  
 Two-drive system, 249  
 Two-sided printing, 125, 176, 189, 386  
 Type, of file, 233  
 Type sizes, 87-88  
 Type styles, 88-91. *See also* individual styles  
 Typeover mode, 16, 21  
 Typesetter's quotes, 280  
 Typesetting, 211  
 Typography, special effects in, 170-171

## U

Uncentering text, 96  
 Undelete command (Command-U), 10, 22-23,  
     31, 58-59  
 Undelete files, 249  
 Underline, 88-89, 91  
 Undo command (Command-Z), 23, 55-56  
 Univers typeface, 214  
 Uppercase, converting to, 31, 59-60  
 US Legal (paper size), 201  
 US Letter (paper size), 201  
 User Dictionary, 400, 404-406, 409-415

## V

Variables, in PostScript, 207  
 VAX, 233, 237, 415, 420  
 Vertical rules, 180-181  
 Viewing  
     format codes, 24-25, 60-61  
     insertion point coordinates, 15  
     by name, 240  
 Virtual memory, 72, 248-249, 386  
 Volume  
     in AppleShare networks, 427-428  
     in TOPS, 429-430

## W

White space  
     avoiding with graphics, 168  
     designing for, 180  
 Widow/Orphan protection, 121-122, 137-140,  
     183. *See also* Widow/orphan protection  
 Wildcards, 64, 67  
     in Speller, 405  
 Winding columns, 146. *See also* Newspaper  
     columns  
 Windows, manipulating, 14, 72-73  
 Windows menu, 73-74  
 Word count, 396, 404  
 Word Left, 50, 52  
 Word lists, in Speller, 400, 409-413  
 Word Right, 50, 52  
 Word search, 224, 234-235  
 Word wrap, in MacDraw, 171  
 WordPerfect program  
     comparisons with IBM PC version, 10  
     features, 4-5  
     installing, 7-8  
     starting, 26, 226-227  
     types of files in, 248-251  
     using with two disk drives, 38  
 WordPerfect Support Group, 420, 431, 433,  
     435-436  
 WordStar, 422  
 Work folder, default folder for, 243-244  
 WP Defaults, 225, 240, 249, 370-371, 398-400,  
     451  
 WP Dictionary, 400, 405-406, 409-415  
 WP Disk Is Full error message, 249  
 WP File Formats, 249  
 WP Help file, 249

## X

XMODEM, 424-425, 435-436

## Z

Zapf Chancery typeface, 214  
 Zapf Dingbats, 186, 188, 214, 218  
 Zones, in AppleShare networks, 427  
 Zoom box, 14

# Selections from The SYBEX Library

---

## **APPLE/MACINTOSH**

---

### **Mastering ProDOS**

**Timothy Rice/Karen Rice**

260pp. Ref. 315-5

An in-depth look at the inner workings of ProDOS, for advanced users and programmers—with discussion of system programming techniques, sample programs in BASIC and assembler, and scores of ready-made ProDOS utility routines.

### **Programming the Apple II in Assembly Language**

**Rodnay Zaks**

519pp. Ref. 290-6

This tutorial on 6502 programming is for newcomers to assembly language, as well as programmers interested in an Apple IIc/IIe-specific presentation. Topics include the 65C02, the Apple mouse, the ProDOS interface, graphics and animation.

### **Mastering Adobe Illustrator**

**David A. Holzgang**

400pp. Ref. 463-1

This text provides a complete introduction to Adobe Illustrator, bringing new sophistication to artists using computer-aided graphics and page design technology. Includes a look at PostScript, the page composition language used by Illustrator.

### **Understanding HyperCard**

**Greg Harvey**

550pp. Ref. 506-9

The enormous potential of this major software development is clarified and explained in this extensive hands-on tutorial which covers all aspects of the HyperCard and HyperText world, using step-by-step discussions, examples, and insights. The best way to construct, fill,

and use stacks efficiently is covered in detail.

### **Mastering AppleWorks (Second Edition)**

**Elna Tymes**

479pp. Ref. 398-8

New chapters on business applications, data sharing DIF and Applesoft BASIC make this practical, in-depth tutorial even better. Full details on AppleWorks desktop, word processing, spreadsheet and database functions.

### **AppleWorks Tips and Techniques (Second Edition)**

**Robert Ericson**

462pp. Ref. 480-1

An indispensable collection of timesaving techniques, practical solutions, and tips on undocumented problems for every AppleWorks user. This expanded new edition covers all versions through 2.0, and includes in-depth treatment of macros.

### **Inside the Apple IIGS**

**Gary Bond**

449pp. Ref. 365-1

An inside look at the hardware and system organization, with numerous programming examples showing how to access the system's ROM calls, soft switches, and tool calls using 65816 assembly language. Includes sound and graphics programming. The author, Gary Bond, was a member of the Apple IIGS development team.

### **Mastering Excel on the Macintosh (Second Edition)**

**Carl Townsend**

607pp. Ref. 439-9

A new edition of our popular hands-on

guide to using Excel's extensive worksheet, database, and graphics capabilities. With in-depth coverage of special features and techniques, sample applications, and detailed treatment of macros.

### **Advanced Excel Solutions**

**David K. Simerly**

253pp. Ref. 389-9

High-level business applications using linked spreadsheets serve to demonstrate Excel's most advanced database, report, chart, table, and macro capabilities. Also: data interchange, optimizing disk storage, and the Switcher.

### **Programming the Macintosh in Assembly Language**

**Steve Williams**

779pp. Ref. 263-9

A comprehensive tutorial and reference covering assembly-language basics, the 68000 architecture and instruction set, the Macintosh Toolbox, linking with high-level languages and more; plus an extensive macro library and sample programs.

### **Programming the Macintosh in C**

**Bryan J. Cummings/Lawrence J. Pollack**

294pp. Ref. 328-7

A comprehensive introduction to C programming, especially for Macintosh users. Covers the design philosophy and special advantages of C, as well as every feature of the language. With extensive reference material.

## **WORD PROCESSING**

---

### **The ABC's of WordPerfect (Second Edition)**

**Alan R. Neibauer**

300pp. Ref. 504-2

This introduction explains the basics of desktop publishing with WordPerfect 5: editing, layout, formatting, printing, sorting, merging, and more. Readers are shown how to use WordPerfect 5's new features to produce great-looking reports.

### **The ABC's of WordPerfect**

**Alan R. Neibauer**

239pp. Ref. 425-9

This basic introduction to WordPerfect consists of short, step-by-step lessons—for new users who want to get going fast. Topics range from simple editing and formatting, to merging, sorting, macros, and more. Includes version 4.2

### **Mastering WordPerfect 5**

**Susan Baake Kelly**

475pp. Ref. 500-X

The revised and expanded version of this definitive guide is now on WordPerfect 5 and covers wordprocessing and basic desktop publishing. As more than 100,000 readers of the original edition can attest, no tutorial approaches it for clarity and depth of treatment. Sorting, line drawing, and laser printing included.

### **Mastering WordPerfect**

**Susan Baake Kelly**

435pp. Ref. 332-5

Step-by-step training from startup to mastery, featuring practical uses (form letters, newsletters and more), plus advanced topics such as document security and macro creation, sorting and columnar math. Includes Version 4.2.

### **Advanced Techniques in WordPerfect 5**

**Kay Yarborough Nelson**

500pp. Ref. 511-5

Now updated for Version 5, this invaluable guide to the advanced features of WordPerfect provides step-by-step instructions and practical examples covering those specialized techniques which have most perplexed users—indexing, outlining, foreign-language typing, mathematical functions, and more.

### **Advanced Techniques in WordPerfect**

**Kay Yarborough Nelson**

400pp. Ref. 431-3

Exact details are presented on how to accomplish complex tasks including special sorts, layered indexing, and statistical typing. Includes details on laser printing operations.

# Mastering WordPerfect on the Macintosh

## Macros and Sample Files Available on Disk

If you'd like to use the examples in this book without typing them yourself, you can send for a disk containing the sample files, the desktop publishing documents, and approximately 50 macro files. To obtain this disk, complete the order form below and return it with a check or money order for \$20.00 per copy, made out to Kay Nelson.

*Kay Nelson  
5751 Pescadero Rd.,  
Pescadero, CA 94060*

*Name* \_\_\_\_\_

*Address* \_\_\_\_\_

*City* \_\_\_\_\_

*State* \_\_\_\_\_ *ZIP* \_\_\_\_\_

*Quantity* \_\_\_\_\_

*WordPerfect on the Macintosh*

*SYBEX is not affiliated with Kay Nelson and assumes no responsibility for any defect in the disk or programs.*





## ***SYBEX Computer Books are different.***

---

### **Here is why . . .**

At SYBEX, each book is designed with you in mind. Every manuscript is carefully selected and supervised by our editors, who are themselves computer experts. We publish the best authors, whose technical expertise is matched by an ability to write clearly and to communicate effectively. Programs are thoroughly tested for accuracy by our technical staff. Our computerized production department goes to great lengths to make sure that each book is well-designed.

In the pursuit of timeliness, SYBEX has achieved many publishing firsts. SYBEX was among the first to integrate personal computers used by authors and staff into the publishing process. SYBEX was the first to publish books on the CP/M operating system, microprocessor interfacing techniques, word processing, and many more topics.

Expertise in computers and dedication to the highest quality product have made SYBEX a world leader in computer book publishing. Translated into fourteen languages, SYBEX books have helped millions of people around the world to get the most from their computers. We hope we have helped you, too.

### ***For a complete catalog of our publications:***

---

SYBEX, Inc. 2021 Challenger Drive, #100, Alameda, CA 94501  
Tel: (415) 523-8233/(800) 227-2346 Telex: 336311  
Fax: (415) 523-2373

| <b>Command</b>                           | <b>Shortcut</b>                                         | <b>See</b> | <b>Command</b>                      | <b>Shortcut</b>                                | <b>See</b> |
|------------------------------------------|---------------------------------------------------------|------------|-------------------------------------|------------------------------------------------|------------|
| Merge date code                          | Command-8 D                                             | 307        | Outline                             | Command-Shift-Y                                | 342        |
| Merge EOF code                           | Command-Shift-R                                         | 319        | Outline style                       | Command-3 3                                    | 88         |
| Merge EOR code                           | Command-Shift-E                                         | 319        | Overstrike                          | Command-Shift-V                                | 91         |
| Merge new primary code                   | Command-8 P                                             | 327        | Page formats                        | Command-2                                      | 122        |
| Merge new secondary code                 | Command-8 S                                             | 321        | Page layout                         | Command-2 1                                    | 123        |
| Merge next record code                   | Command-8 N                                             | 311        | Page numbers                        | Command-2 2                                    | 127        |
| Merge to printer code                    | Command-8 T                                             | 320        | Page setup                          | Choose Print Options 1 from File menu          | 201        |
| Merge retrieve field code                | Command-8 F                                             | 311        | Paper feeding                       | Command-P                                      | 200        |
| Merge transfer code                      | Command-8 V                                             | 329        | Paper size                          | Choose Print Options 1 from File menu          | 201        |
| Merge update screen code                 | Command-8 U                                             | 320        | Paste                               | Command-V                                      | 45         |
| Move to beginning/end of document        | Enter Enter ↑ or ↓                                      | 51         | Paragraph numbering                 | Command-3 2                                    | 351        |
| Move to EOL                              | 1 (numeric keypad)                                      | 57         | Paragraph number definition         | Command-3 3                                    | 350        |
| Move between columns                     | Command-G <arrow keys> and Command-G Enter <arrow keys> | 153        | Parallel columns                    | Command-1 2                                    | 149        |
| Move to edge of window                   | Enter <arrow keys>                                      | 50         | Password protection                 | Choose Save As from File menu                  | 238        |
| Move to beginning of line (before codes) | Enter Enter Enter ←                                     | 51         | Pause a macro                       | Command-M 6                                    | 261        |
| Move up or down by pages                 | 9 or 3 (numeric keypad)                                 | 52         | Plain text                          | Command-Y 1                                    | 88         |
| Move up or down by screens               | - or + (numeric keypad)                                 | 52         | Point size                          | Command-5                                      | 87         |
| New document                             | Command-N                                               | 17         | Postscript command                  | Choose Print Options 4 from File menu          | 205        |
| New starting note number                 | Command-9 3                                             | 130        | Preview a document                  | Command-Shift-P                                | 204        |
| New starting page number                 | Command-2 2                                             | 366        | Print                               | Command-P                                      | 198        |
| New primary file (merge code)            | Command-8 P                                             | 327        | Print a saved Word-Perfect document | Command-L <select> Command-2                   | 198, 230   |
| New secondary file (merge code)          | Command-8 S                                             | 320        | Printing orientation                | Choose Print Options 1 from File menu          | 201        |
| Next record (merge code)                 | Command-8 N                                             | 311        | Print preview                       | Command-Shift-P                                | 204        |
| Number of copies to print                | Command-P                                               | 200        | Print selection                     | <select> Choose Print Options 3 from File menu | 198        |
| Open a document                          | Command-O                                               | 235        | Print Options                       | Choose Print Options from File menu            | 201        |
|                                          |                                                         |            | Quit                                | Command-Q                                      | 237        |
|                                          |                                                         |            | Redline                             | Command-Y B                                    | 75         |
|                                          |                                                         |            | Reduce printing                     | Choose Print Options 1 from File menu          | 202        |
|                                          |                                                         |            | Rename a file or folder             | Command-L <select> Command-5 <rename>          | 221        |

**(continued from inside front cover)**

| <b>Command</b>                | <b>Shortcut</b>                                      | <b>See</b> | <b>Command</b>                   | <b>Shortcut</b>                               | <b>See</b> |
|-------------------------------|------------------------------------------------------|------------|----------------------------------|-----------------------------------------------|------------|
| Remove redline and strikeout  | Command-J 4                                          | 75         | Show Codes                       | Command-7 (toggle)                            | 60         |
| Repeat a command              | Esc <i>n</i> ( <i>n</i> = number of times to repeat) | 48         | Show position                    | Choose Screen 2 from Special menu             | 450        |
| Replace                       | Command-H                                            | 65         | Show ruler                       | Command-R                                     | 93         |
| Required (non-breaking) space | Enter space bar                                      | 89         | Soft hyphen                      | Command-(hyphen)                              | 111        |
| Retrieve a document           | Command-L <select><br>Command-l                      | 229        | Speller                          | Command-E                                     | 400        |
| Retrieve field (merge code)   | Command-8 F                                          | 311        | Strikeout                        | <select> Command-Y A                          | 75         |
| Reveal codes                  | Command-7                                            | 60         | Style                            | Command-Y                                     | 88         |
| Reverse search                | Command-B                                            | 61         | Stop merge code                  | Command-Shift-Q                               | 320        |
| Ruler                         | Command-R                                            | 93         | Subscript                        | Command-Y 8                                   | 89         |
| Save                          | Command-S                                            | 236        | Superscript                      | Command-Y 7                                   | 89         |
| Save copy                     | Choose Save Copy As from File menu                   | 237        | Suppress format for current page | Command-2 3                                   | 136        |
| Save default settings         | Choose WP Defaults 1 from File menu                  | 241        | Tabs                             | Command-4 3 or Command-R                      | 99         |
| Save in other formats         | Choose Save As from File menu                        | 237        | Tab Align                        | Command-Tab                                   | 107        |
| Save selection                | Choose Save Selection As from File menu              | 236        | Transfer to another program      | Choose Transfer from File menu                | 238        |
| Screen colors                 | Choose Screen 4 from Special menu                    | 450        | Thesaurus                        | Command-T                                     | 406        |
| Search                        | Command-F or Command-B                               | 61         | Typeover                         | 0 (numeric keypad)                            | 21         |
| Select                        | Command-6                                            | 53         | Undelete                         | Command-U                                     | 58         |
| Select all of a document      | Command-Shift-A                                      | 55         | Underline                        | Command-Shift-U                               | 88         |
| Select column                 | Command-6 5                                          | 55         | Underline style                  | Command-5                                     | 91         |
| Select on/off                 | Command-Shift-N                                      | 55         | Undo                             | Command-Z                                     | 58         |
| Select page                   | Command-6 4                                          | 55         | Update screen (merge code)       | Command-8 U                                   | 320        |
| Select paragraph              | Command-6 3                                          | 55         | Uppercase conversion             | <select> Choose Case Convert 1 from Edit menu | 59         |
| Select sentence               | Command-6 2                                          | 55         | View different types of files    | Command-L                                     | 228        |
| Set backup options            | Choose WP Defaults 2 from File menu                  | 244        | Widow/orphan protection          | Command-2 7                                   | 139        |
| Set beep options              | Choose WP Defaults 3 from File menu                  | 242        | Windows (switch)                 | Command-W                                     | 72         |
| Set default folder            | Choose WP Defaults 4 from File menu                  | 243        | Word count                       | Command-E 4                                   | 404        |
| Set margins                   | Command-R or Command-2 1                             | 124        | Word left                        | Command-←                                     | 50         |
| Shadow                        | Command-Shift-S                                      | 88         | Word right                       | Command-→                                     | 50         |
|                               |                                                      |            | Word search                      | Command-L Command-9                           | 234        |
|                               |                                                      |            | WP Defaults                      | Choose WP Defaults from File menu             | 241        |

# MASTERING WORDPERFECT ON THE MACINTOSH

*Here's the only book you'll need to go from startup to mastery with the Macintosh version of WordPerfect version 1.0—offering:*

- Shortcuts and pointers for new Macintosh users
- Undocumented tips on getting more from WordPerfect
- Hints for former IBM WordPerfect users
- Details on transferring files between the PC and the Mac
- More than 50 ready-made macros, for timesaving and efficiency in all your word-processing tasks

Whether you're new to WordPerfect, new to the Mac—or looking to master WordPerfect's most sophisticated features—**Mastering WordPerfect on the Macintosh** gives you all the skills you need.

*Get started without intimidation*—with easy-to-follow, step-by-step tutorials.

*Produce letter-perfect, smoothly edited text* using the full potential of WordPerfect's on-line editing features.

*Create visually striking printouts* using varied typefaces, styles and sizes, unusual formats, and special characters.

*Merge and assemble form letters, memos, and "boilerplate" text*—all at the touch of a key.

*Put finishing touches on major reports* with footnotes, headers, footers, section numbering, automatic indexing, tables of contents, and many other specialized techniques.

*Learn to be a desktop publishing pro:* Detailed examples show practical design techniques for your newsletters, reports, advertisements, and professional publications.

*Let graphics do the talking:* You'll find dozens of tips on using WordPerfect with popular graphics programs.

And there's plenty of handy reference information, including customization notes and a quick-reference guide to WordPerfect codes and commands.

## With *Fast Track* Speed Notes

Fast Track speed notes summarize chapters, list the steps or keystrokes needed to complete specific tasks, and point you to pages on which more detailed explanations appear. Watch for new releases with the Fast Track logo on the book cover. The Fast Track parallels the main text on clearly marked pages at the front of each chapter.

## About the Author

Kay Yarborough Nelson is a recognized expert on WordPerfect and a Macintosh enthusiast—having owned and operated a Mac for word processing since it was first introduced in 1984. She has authored and coauthored many popular SYBEX books on word processing, including *Advanced Techniques in WordPerfect*, *WordPerfect Desktop Companion*, and *WordPerfect Instant Reference*.



ISBN 0-89588-515-8 U.S. \$21.95











**DATE DUE**

SEP 28 1989  
2677683

DEMCO 38-297

JUN 3 1989

