



## WordPerfect 5.1 Basic Functions

near your computer. If you cannot find a command template press F3 twice and use your keyboard's Print Screen key to print out a copy which you may keep with you. Ask your Micro-Lab Monitor for assistance should you need it.

**Pull-Down Menus** - WordPerfect 5.1 is the first version of WordPerfect to offer alternative pull-down menus. These menus, which duplicate the Function Key Commands, are accessible by holding down the Alt key and pressing the = key. This is referred to as Alt=. Once you have called up the pull-down menus you can choose the command by:

- 1) Move the cursor with the arrow key to the desired command and press Enter, or
- 2) Press the highlighted letter of the command, or
- 3) Use the usual function keys.

**Erasing Mistakes** - Use the Delete or Backspace keys.

**Double Spaced Text** - To double space text using WordPerfect you must prepare or FORMAT settings for your document. In this case press SHIFT + F8 to display the FORMAT MENU. Since you need to adjust line spacing press 1 - Line. Next press 6 - Line Spacing. The cursor moves to the right most column. Here you insert the number which will represent the number of spaces between lines of text. Enter 2 for double spacing. Press Enter to return to the Format Menu. Press enter to return to the WordPerfect Screen. Any text you type from this point on will be double spaced until you reformat to single spacing. If you want to double space previously entered text move the cursor before the text and use the same set of commands.

**Bold Face Text** - Before you begin to enter text you want bolded press F6. As you type the text it will be highlighted on your screen to show that Bold has been turned on. To turn Bold off press F6. To Bold previously entered text refer to "Blocks" later in this guide.

**Underlined Text** - Before you begin to enter text you want underlined press F8. As you type your text will be displayed as underlined or highlighted depending on the type of monitor at your computer. To turn the Underline feature off press F8. To underline previously entered text refer to "Blocks" later in this guide.

**Centering Text** - WordPerfect can center text both on a line and on a page. Before you begin to enter text you want centered on a line

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press SHIFT + F6 . The cursor moves to the center of the line and displays your text there as you type it. The Center feature is turned off when you press ENTER or when you press SHIFT + F6 again. To center previously entered text refer to "Blocks" later in this guide.

**Centering Text on a Page** - This feature is useful for cover pages and short letters. It centers text top to bottom on a page. If you would like your text dead center be sure to center the line(s) also. To center previously entered text, position the cursor at the top of the page. Press SHIFT + F8, then 2 - Page, and 1 to center the page, then Y(yes) to confirm centering. This centered page of text WILL NOT APPEAR TO BE CENTERED ON YOUR SCREEN! It will, however, be centered on the page when you print your document.

**Blocks** - To manipulate, or alter previously entered text you must first BLOCK, or mark, the text you want to change. To Block text press ALT + F4, or F12 if your keyboard has it. You will see a flashing "Block on" displayed on the bottom left of your screen. You can now move your cursor to the end of the "block" of text you wish to manipulate. Use the appropriate Function Key Command to alter the highlighted block of text. F8 to underline, Delete to erase, F6 to bold, and so on.

### Saving Your Work

With your data disk in Drive A: press F10. The status line of the screen displays "Document to be saved:" Make sure the disk drive indicator is A:. Enter the name you wish to use following the DOS rule of eight letters or less. You may also use a three letter file extension if you choose. Press ENTER. The status line displays "Saving A: your filename" while the disk drive's busy light glows. **SAVE YOUR WORK FREQUENTLY!!**

### Retrieving an Existing Document/File

With your data disk in Drive A: press SHIFT + F10. The status line asks for the filename of the document you wish to retrieve. If you cannot remember the exact filename press F5 and then ENTER for a list of files stored on your floppy disk. Use the arrow keys to highlight the file you want and press 1 to call it up.

### Spell Check

**\*\*Always save your work before running a spell check\*\***

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To check spelling throughout your document press Ctrl + F2 to bring up the Spell Check menu. Press 3 to check the text. The screen splits to show the program is working. When WordPerfect finds a word it is not familiar with that word is highlighted. Here you have a few options to choose from:

1) You may select a replacement word from the list displayed by pressing the highlighted letter in front of the word you want.

2) You may skip the word because you know there is no mistake. Press 2 Skip.

3) You may edit the word and manually correct the spelling. Press 4 Edit.

When Spell Check is complete a word count showing the total number of words in your document is displayed on the status line. Strike any key to exit Spell Check and return to your document.

### Printing

#### **\*\*SAVE YOUR WORK BEFORE PRINTING\*\***

Our Micro-Labs use shared printers. You must make sure that your printer is selected for use by your computer. Check the manual printer selection switch to see that its selection letter corresponds with the letter assigned to your computer. Computers equipped with automatic switches need not be manually selected.

Make sure your printer's paper is lined up correctly and that the printer is on line. **Alert the Micro-lab Monitor if you need help.**

To print your work press SHIFT + F7 to display the Print Menu. Press 1 - Full Document to print your entire document. The status line displays \*Please wait\* and the printer begins to work. Retrieve your work from the printer.

### Exiting WordPerfect 5.1

Leave your disk in Drive A: and press F7. WordPerfect asks if you want to save your work before exiting. You are then asked if you want to Exit WP. Press Y for yes. Remove your diskette.