WordPerfect 5.1
Tips and Tricks

Editing

CTRL-BACKSPACE will delete the current word.

Fractions (1/2, 3/4, 5/16, 2 3/8, etc.) can be used when entering a measurement for tabs, margins, spacing, paper size, label size, and so on.

After turning on Block, you can press the Spacebar to define by word (cursor moves to the next space), period to define by sentence (cursor moves to the next period), or ENTER to define by paragraph (cursor moves to the next Hard Return).

If you are using an enhanced keyboard, you can press CTRL-INS to *copy* a highlighted block of text or CTRL-DEL to *move* a highlighted block of text.

Also with an enhanced keyboard, you can use ALT-↑, ALT-↓, ALT-→, and ALT-← to move quickly through tables, columns, or outlines.

Keystroke	Tables	Columns	Outline
ALT-↑	Cell up	In parallel columns, the cursor moves to the previous section of parallel columns	Cursor moves to the previous outline number of the same level
ALT-↓	Cell down	In parallel columns, the cursor moves to the next section of parallel columns	Cursor moves to the next outline number of the same level
ALT-→	Cell to the right	Column to the right	Cursor moves to the next outline number regardless of the

			level
ALT-←	Cell to the left	Column to the left	Cursor moves to the previous outline number regardless of the level

The macro language includes the commands {Item Up}, {Item Down}, {Item Left}, and {Item Right} as well as {Block Copy} and {Block Move}. If you do not have an enhanced keyboard, these commands can be assigned to other keys on the keyboard. The following steps guide you through the process.

> Press HOME, Macro Define (CTRL-F10). *If you press HOME, CTRL-F10 you will be placed directly in the macro editor.*
> Name the macro. *Description is optional.*
> Move the cursor to the right of the {DISPLAY OFF} command and press CTRL-PGUP. The list of macro commands will appear in a window in the upper right corner of the screen.
> Type the name of the desired command to move to that point in the list.
> Press Exit (F7) to exit the macro editor and end the macro definition.

New Justification options let you center or flush right sections of text without making it necessary to press Center or Flush Right at the beginning of each line. Also, when you Center or Flush Right a block of text, the appropriate justification codes are automatically inserted at the beginning and end of the block.

Press Center (SHIFT-F6) or Flush Right (ALT-F6) *twice* if you want to center or flush right text *with* a dot leader.

The size of the Reveal Codes screen can be changed through Setup (SHIFT-F1). Enter Setup, select **D**isplay, **E**dit-Screen options, then **R**eveal Codes Window Size. *If **1** is entered for one line, only the current code or character will appear.* To change the size of the Reveal Codes screen for a single editing session, turn on Reveal Codes (ALT-F3), press Screen (CTRL-F3), choose **W**indow, then adjust the size of the Reveal Codes "window."

A new feature called Leading Adjustment lets you change the amount of spacing for hard and soft returns. The feature is accessed through Format (SHIFT-F8), **O**ther, **P**rinter Functions, and **L**eading Adjustment.

Mouse and Pull-Down Menus

The pull-down menu bar can be accessed several ways:
Click the right button on a mouse
Press ALT-=
Press then let up on the ALT key (must be selected through Setup (SHIFT-F1), **D**isplay, then **M**enu Options).

The mouse can be used for several purposes:
Blocking text - hold the left button and drag
Scrolling through the document - hold the right button and drag
Positioning the cursor - move the mouse pointer to the new position and click the left button

Tabs

The default setting for Tabs are relative to the left margin. They will be set at a certain distance from the left margin. Relative tabs are especially useful when the same tab settings are needed from column to column. To change back to absolute tabs, choose **T**ype in the Tab Set menu.

While in the Tab Set screen, pressing ↑ will move to the cursor to the next tab stop and ↓ will move the cursor to the previous tab stop. Holding down CTRL and pressing → or ← will change the position of the current tab stop. Any changes you make to the position or type of tab are reflected on the screen immediately.

You can change any tab stop to a different type of tab by using the following keystrokes in the normal editing screen.

Keystrokes	Type of Tab	Code
HOME, TAB	Left Tab	**[TAB]**
HOME, Center (SHIFT-F6)	Centered Tab	**[CNTR TAB]**
HOME, Flush Right (ALT-F6)	Right Tab	**[RGT TAB]**
Tab Align (CTRL-F6) or HOME, Tab Align (CTRL-F6)	Decimal Tab	**[DEC TAB]**

Dot leader tabs can be achieved by pressing HOME twice before pressing the alignment key.

List Files

While in the List Files menu, Search (F2) can be used to find partial filenames. Press Search (F2), enter any part of the filename, then press Enter. The cursor will go to the first filename that contains those characters.

By selecting Long Document Names in Setup, you can make List Files default to the Long Display. To select the Long Document Names option, press Setup (SHIFT-F1), then choose **E**nvironment and **D**ocument Management/Summary.

You can press List (F5) when retrieving a file, selecting a primary or secondary file during a merge, importing or linking a spreadsheet, selecting a range from a spreadsheet, or when retrieving graphics or equations. *When retrieving graphics images or equations, WordPerfect will use the directory specified for graphics in Setup, Location of Files unless a different directory is specified.*

The Location of Files menu lets you specify a directory to be used to store documents. This directory is displayed as the default directory when List (F5) is pressed.

Page Numbering

You can add text to the page number (as in Chapter 3-^B or 4-^B) instead of creating a footer. Press Format (SHIFT-F8) then choose **P**age, Page **N**umbering, then Page Number **S**tyle. Add any text to the page number (represented by ^B), then select Page Number **P**osition to turn on page numbering. *The text included in the style will also be included in any generate features (lists, table of contents, table of authorities, indexes, or cross references).*

If you do not want to include the same text in the Generate features, you can have one type of page numbering in a footer (Chapter 3-^B) and another in the Page Number Style (3-^B).

Spell/Hyphenation

Hyphenation points are included in the dictionary. To see where the hyphens are located, start the SPELL program and choose the option to Look Up words. *To edit the location of the hyphens, delete the word*

from the dictionary, then add the word with new hyphenation points.

Graphics

To create a true shadow border for a graphics box, enter the **O**ptions menu for any graphics box and select **T**hick or **E**xtra Thick as the **B**order Style for two adjoining sides.

Outline/Paragraph Numbering/Styles

Outline Styles can be used to format all levels in an outline. For example, the first level could be indented and have the number bolded, the second might have only the first line indented, and so on. To define or select an outline style, press Date/Outline (SHIFT-F5), then choose **D**efine and Outline Style **N**ame.

To move, copy, or delete a "family" in any outline, move the cursor to the beginning of the section to be moved, copied, or deleted, press Date/Outline (SHIFT-F5), choose **O**utline, then choose the **M**ove, **C**opy, or **D**elete Family option. *If you choose Move or Copy, the family or section will be highlighted. Use the arrow keys to position the family and press ENTER.*

Macros

The SHORTCUT keyboard contains several macros that can be used as shortcuts. One of the most useful macros on that keyboard is the ALT-E macro which can be used to edit almost any code. To use this macro, place the cursor on a header, footer, graphics box, margins, or other code, and press ALT-E. You will be taken immediately into the editing screen for that feature or placed at the point where you can enter new settings.

DATE: July, 19 1989   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: ALL
RELEASE DATE: All
SUBJECT: Troubleshooting - Keeping Words Together

Inserting a Hard Space (Home, Space bar) or a Hyphen Character (Home, Hyphen) between two words will guarantee that they remain together and not divided at the end of a line. Pressing Home Space causes the space to appear as an actual character. When inserting the Hard Space or Hyphen Character, press the Home key then the second key separately. Do not hold the home key while pressing the second key.

This memo can be found in the WP42, @WP50 and !WP51 infobases.

Memo ID: ALL_5253

INTEROFFICE MEMORANDUM

DATE: January 18, 1991   FROM: Info
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: All
STR #:   34,642
SUBJECT: Location Of .DRS And .PRS Files Used In
Multiple Programs

Problem:
Does the WP.DRS file have to physically exist in both the WordPerfect directory and the
DrawPerfect directory? If it is used by both programs, can one be told to look for the file
in another directory? Why duplicate a 700K file in two directories if it is not necessary?

Answer:
WP, Draw and Plan 5.1 can all share the same .PRS and .DRS files. All of the files should
be in one directory. Then, in each programs setup, this directory should be specified for
Location Of Printer Files. The programs will look first in the default directory specified,
then in the .EXE file directory if the .DRS or .PRS files are not found.

Memo ID: ALL_8737T

DATE:	May 13, 1991	FROM: Info. Center
PRODUCT:	WordPerfect	VERSION: 5.x
RELEASE DATE:	ALL	
SUBJECT:	How WordPerfect Manages Deleted	

Information in a Document

When in WordPerfect, each time you press DEL, BACKSPACE, or delete a block of text, it is saved in RAM memory (the last three deletions) until memory is filled. If no RAM memory is available, these deletions will then be saved to temporary files on disk named WP}WP{.UN0, WP}WP{.UN1, and WP}WP{.UN2, with the most recent deletion being saved in WP}WP{.UN2. If you run out of disk space, the message "Delete Without Waving for Undelete? (Y/N)" appears. Type N to cancel the deletion and leave the text on the screen. If you do not care about restoring the text later, type Y. The deletion will not be saved in this case.

Memo ID: ALL_9256Z

<center>INTEROFFICE MEMORANDUM</center>

DATE: May 16, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.x
RELEASE DATE: ALL
SUBJECT: Ctrl-Print Screen Same as Shift-F7 Print in
WP

In WordPerfect 5.1 and 5.0, pressing Ctrl-Print Screen will give you the same menu as Print (Shift-F7). If a customer is having problems with Shift-F7 giving Save Document, you can try pressing Ctrl-Print Screen to see if that gives the correct menu.

Memo ID: ALL_9302Z

DATE: December 6, 1990   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1   RELEASE DATE: All
SUBJECT: Install - Keeping Changes When Installing A New .ALL File

It is possible to install a new .ALL file without eliminating the soft fonts installed in the old .ALL file. Users wishing to do so should start the Install program as normal. Once in the program select option 4 for Printers. When it comes time to install the driver the Install program will recognize that the original .ALL file has been modified. The following prompt will then appear:

Do you want to install the Printer (.ALL) File?
The Printer File WPHPx.All already exists, and has been modified. All fonts which have been added to the existing Printer (.ALL) File will be copied to the new Printer (.ALL) File. Insert the Printer x master diskette into a: (Enter = Continue F1= Cancel)

WARNING: The Printer (.ALL) File just installed (C:\WP51\Printers\WPHPx.ALL), could not be updated properly because the Printer Program (PTR.EXE) could not be run.

This means that fonts added to the old .ALL file have not been copied to the new .ALL file. In order to update the new .ALL file the user must install the PTR Program and type the following line at the DOS prompt:

 PTR /UPDATE C:\WP51\PRINTERS\WPHPx.000 C:\WP51\PRINTERS\WPHPx.ALL

Since the old .ALL file has been renamed to C:\WP51\PRINTERS\WPHPx.000, this command will update the old .ALL file into the new .ALL file. Following the update of the .ALL file the user must delete the old .ALL file and then use the Update option in WordPerfect (Shift-F7, S, 7) to update the specific .PRS file.

*Users must be at the directory containing the PTR Program in order for the conversion or modification to work.
Source: In-house testing

Memo ID: WALL_8618M

INTEROFFICE MEMORANDUM

DATE: December 21, 1990 FROM: Info
PRODUCT: WordPerfect   VERSION: 5.x
RELEASE DATE: ALL
STR #:   32,295
SUBJECT: Macro Variable - Using To Copy A Block Of
Text

Problem:
A customer would like an easy way to block a section of text and copy it into a document several times in different places.

Answer:
There are several ways to accomplish this task. One method that can be used in 5.0 or 5.1 is to assign the text to a macro variable. Use the following steps:
1.   Block the text you want to duplicate
2.   Press Ctrl-PgUp
3.   WordPerfect should now ask for a variable. Select a single digit number (e.g., 4).
4.   Whenever you want to duplicate the text, press Alt-Number (e.g., Alt-4).
You can have up to 10 variables assigned this way (0-9). These
variables will be cleared when you exit WP or when running a macro that uses these variables.

Memo ID: WALL_8648V

 DATE: January 10, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1   RELEASE DATE: All
SUBJECT: Tabs - Setting Incremented Tabs With One Easy Step

Customers have the option of setting tabs at every indicated increment with one simple step. If wanting to set tabs every 2" starting with position 1" the user would type 1,2 on the Tab Set line. (Be sure to type the numbers without any spaces.) Users will notice that this places a left tab every two inches starting with position 1".

```
...L.................L.................L.................L...
 |   ^   |   ^   |   ^   |   ^   |   ^   |   ^   |
 1"     +2"     +3"     +4"     +5"     +6"     +7"
```
Delete EOL (clear tabs); Enter Number (set tab); Del (clear tab); 1,2
Type; Left; Center; Right; Decimal; .= Dot Leader; Press Exit when done.

Users can also use this step to set something other than left tabs. Doing so would include two steps instead of just one. The first step would be to set the desired type of tab at the starting location, say 1".   After setting this tab take the same step as was initially described, type 1,2 on the Tab Set line. If a Center tab was set at position 1" all other tabs would also be Center tabs. This applies to each type of tab setting.

```
...C.................C.................C.................C...
 |   ^   |   ^   |   ^   |   ^   |   ^   |   ^   |
 1"     +2"     +3"     +4"     +5"     +6"     +7"
```
Source: In-house testing

Memo ID: WALL_8712M

DATE: January 22, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.x
RELEASE DATE: All
SUBJECT: Starting WordPerfect with Correct
Grammar

Correct Grammar (a grammar checking program) has been written to work optimally with WordPerfect. When installed, it looks just like the WordPerfect spell checking feature.

To install Correct Grammar, go to the WordPerfect directory DOS prompt and type **a:install** while the Correct Grammar disk is in drive A.

In order to run Correct Grammar as a TSR along with WordPerfect, you will need to start WordPerfect with WPCG.

To use Correct Grammar from within WordPerfect simply press Alt-G after you have created a document and your document will be checked for sentence structure, punctuation, and style.

Memo ID: WALL_8749B

INTEROFFICE MEMORANDUM

DATE: February 11, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.x
RELEASE DATE: All
SUBJECT: Searching for [HRt], [SRt], [HPg], [SPg]

Users who wish to search for Hard Returns, Soft Returns, Hard Pages, or Soft Pages, may do so using the following keystrokes:

    [HRt] -- **<Enter>**
    [SPg] -- **Ctrl-V Ctrl-K**
    [HPg] -- **Ctrl-V Ctrl-L** or **Ctrl-Enter**
    [SRt] -- **Ctrl-V Ctrl-M**

CAUTION   Even though WordPerfect will allow you to enter in [SPg] within a "search" string, it will not search and find a soft page code, unless [SPg] follows an [SRt] code which has been inserted by WordPerfect as the text wraps "naturally."   A [SRt] which is after a [HRt] will not be found. This information applies to WordPerfect 5.1 as well as 5.0.

Memo ID: WP50_121

INTEROFFICE MEMORANDUM

DATE:	April 4, 1991	FROM: Info. Center	
PRODUCT:	WordPerfe	VERSION:	5.1
RELEASE DATE:	All		
SUBJECT:	Questions About Location Of Files		

QUESTION:
If the user leaves the option for Documents blank under Location of Files, what will the default be?
ANSWER:
If the option for Documents is left blank, the files will be saved to the directory the program was started from, or the directory a menu or batch file directs the files to.

QUESTION:
Can the user specify a path for the external Hyphenation in Setup?
ANSWER:
Yes. The option for Hyphenation is included in option 3 with the Spell and Thesaurus under Location of Files.

QUESTION:
If a different directory is specified other than where the .EXE is in option 7 for Documents under Location of Files, will the temporary files be moved to that directory?
ANSWER:
No. Even if a different directory other than where the .EXE files are stored is specified, the temporary files will remain with the .EXE files.

Question:
What is the option "Graphics" under Location of Files for? Is it just for clip art or for all graphic program files?
ANSWER:
The option for Graphics under Location of Files is directing the program to all graphic program files and clip art files.

QUESTION:
Will inserting paths in Location of Files affect a network?
ANSWER:
No. The information in Location of Files is saved into an individual's *.SET file. The paths indicated will not affect the network, even if a directory is specified that is on the network. If a user does not have particular rights to the directory, no changes will be made.

Memo ID: WP51_016

DATE:	April 4, 1991	FROM: Info. Center
PRODUCT:	WordPerfect	VERSION: 5.1
RELEASE DATE:	All	
SUBJECT:	List Files - Long Display	

QUESTION:
How is the descriptive name in Long Display created?
ANSWER:
It is taken from what the user typed after being prompted for the Long Document name while saving. The Long Document name is limited to 68 characters and a 30 character display.

QUESTION:
Where does the filename come from while in Long Display?
ANSWER:
The filename from Long Display is taken from the first four letters (or however many are needed) of the words entered for the Long name, and it compiles an eight character word for the short name. The program will not take more than four characters from a word unless it is running out of words to pull from.

QUESTION:
When marking files in List Files, is the asterisk (*) placed to the left of the file with both Short and Long Display?
ANSWER:
Yes. The asterisk is positioned to the left of the files when marked in either Short or Long Display.

QUESTION:
Is the Look feature of List Files only in Long Display?
ANSWER:
No. The Look feature will operate with both Short and Long Display.

QUESTION:
Are macros considered retrievable?
ANSWER:
No. Macros are not considered retrievable and will not appear while in Long Display.

QUESTION:

If a user locks a file, can he give it a long name also?
ANSWER:
Yes, the user can give a locked file a long name. If a document is locked the user will still be prompted for the Long Document name, and the Long Document name WILL NOT display in List Files.

Memo ID: WP51_018

DATE: December 12, 1989 FROM: Nate Mower

PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: All
SUBJECT: The Use Of Backslashes In Equation Editor

In the Equation Editor, there is a \ (backslash) command which tells WP to interpret the commands that follow as a literal. For example, "a OVER b" would normally print the fraction "a/b"; but "a \OVER b" prints "a OVER b." This is covered in the 5.1 manual on page 199.

The \ basically tells the Equation Editor not to interpret the following command. This is helpful when wanting to utilize an actual character--not the character graphically created by the program. To do this, one would simply add a backslash before the character. Using the \ will indicate that the character is no longer interpreted. Because it is no longer interpreted, it will printed as an ASCII character rather than a character from the special character sets.

The backslash can also be used in situations where a user would like to have a superscript or subscript number as the first thing in the equation. If a backslash and a space are entered before the SUP or SUB command and the number (\ SUB 123), the number will superscript or subscript correctly. However, since WP is interpreting the space literally, the equation will be shifted to the left. The space can also be used with the OVER command. "\ OVER b" appears to have no denominator, for instance, but it has a space.

Memo ID: WP51_215

<u>INTEROFFICE MEMORANDUM</u>

DATE: December 5, 1989   <u>FROM:</u> Info. Center
<u>PRODUCT:</u>   WordPerfect   <u>VERSION:</u>   5.1
<u>RELEASE DATE:</u>   11/06/89
<u>SUBJECT:</u>   Edit Codes With The Touch Of One Key

Many users have requested the ability to highlight a code and edit that code automatically. Although WordPerfect 5.1 does not address this enhancement request directly, there has been a macro created that will make the editing of codes more automatic.

To use this macro (after selecting SHORTCUTS Keyboard Layout), place your cursor on any code you would like to edit and activate the macro. It is easier to see the codes while in the Reveal Codes screen, although this is not necessary.

The macro will take you directly into the corresponding menu item and allow you to change the selections. After you are finished, you are to press Exit. If the previous code needs to be deleted, this macro will automatically delete the code for you (like with Tabs).

This Edit Codes Macro is included on the SHORTCUTS Keyboard Layout under the name of ALT-E. The user may use it by activating the Shortcuts Keyboard Layout or they may save it out as a stand alone (standard, normal?) macro and use it without the Keyboard Layout feature. This way, the user just needs to remember one key to press to edit any code (ALT-E). This shows off WordPerfects powerful macro language in WordPerfect 5.1 which can determine exactly what code the cursor is around.

Memo ID: WP51_249

<u>INTEROFFICE MEMORANDUM</u>

DATE: December 20, 1989   <u>FROM:</u>   Information
Center

<u>PRODUCT:</u>   WordPerfect   <u>VERSION:</u>   5.1
<u>RELEASE DATE:</u>   All
<u>SUBJECT:</u>   Placing The Document Name On The Text
In Out Line

The advanced macro command {SYSTEM} can be used to take the document name and place it on the Text In /Out line (Similar to memo id 306). This is especially useful when a customer has created macros in 5.0 that relied on the filename already appearing on the line when they saved. In order for the filename to appear on the line (if it is not a ASCII file), the user would add the following commands to the macro at the point it is needed:

{ASSIGN}fname~{SYSTEM}name~~
{Text In/Out}11{VARIABLE}fname~

The variable entered after the {ASSIGN} command can vary. "Fname" is just an example. The numbers used after {Text In/Out} can be changed to whatever type of save is being used.

Memo ID: WP51_377

DATE: February 12, 1990   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1   RELEASE DATE: All
SUBJECT: Macro To Insert The Document Name And Date In A Footer

The following macro will create a footer (or header) which includes the filename, time and date.

{DISPLAY OFF}{Format}pfap{SYSTEM}name~
{Flush Right}{Date/Outline}f7:%9 1 3 4 {;}or whatever way you want
the time and date to appear~
{Enter}c{Exit}{Enter}{Enter}
{Setup}id{Enter}{Enter}{Enter}   {;}this line restores the date/time format to your
default setting~

Memo ID: WP51_736

DATE: March 28, 1990   FROM: Information Center

PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: All
SUBJECT: Page Numbers Under Each Column

Many people have requested the ability to have page numbering associated with each column in the document i.e., display a page 1 at the bottom of column 1, a page 2 at the bottom of column 2, even though they are both on the same page.

Until this is implemented into the program, 5.1 users can effectively mimic newspaper columns using the labels definition off of the Paper Size and Type Format menu. The steps for doing so are as follows:

1 - Press Shift-F8 and select 2 for Page
2 - Select 7 for Paper Size
3 - Select option 2 for Add
4 - Create a form under any name desired
5 - On the next menu, select option 1 for Size
6 - Select option 2 for Standard Landscape (variable)
7 - Select option 8 for Labels and answer YES
8 - On the next menu, Select option 1 for Label Size
9 - Enter 11" for the Width and 8.5" for the height (variable)
10 -   Select option 2 for Number Of Labels and enter 2 for columns (variable)
11 - Enter 1 for the number of rows
12 - Exit back to the Page Format screen
13 - Setup page numbering as desired

When the form has been created and selected, type the text as usual. The text will not wrap to the next column as it does when actually in columns, but a page break will appear when the end of the page is reached. This format will view and print as if the text was typed in columns and a page number will appear under each column!

This technique will also allow footnotes to be displayed at the bottom of each column.

Memo ID: WP51_1256

DATE: March 29, 1990   FROM: Information Center
PRODUCT: WordPerfect   VERSION: 5.1   RELEASE DATE: All
SUBJECT: Tables And Decimal Align

Decimal align tabs settings in a document do not take affect in a Table. If a user would like decimal align while in a Table they may do so in two ways. The first would be to setup decimal align while editing the Table. Steps for this would be:
1 - Press Alt-F7, 2 for Tables and 2 for Edit
2 - Select option 2 for Format
3 - Select option 2 for Column
4 - Select option 3 for Justify and option 5 for Decimal
5 - Exit back to the editing screen

(Read in the manual for steps to format multiple columns.)

The second option a user has for obtaining Decimal Align is to simply press Tab Align (Ctrl-F6) while typing in the Table. Tab Align will conform to the tab settings in the document and only align that text which is typed after the key is pressed.

If a specific decimal tab is needed, the tab set code should be placed before the table definition code.

Memo ID: WP51_1257

DATE: August 15, 1990   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: All
SUBJECT: Converting 5.1 Tables Saved in 5.0 Format Back
to Tables

When a 5.1 file containing tables is saved in 5.0 format, the table is converted to Parallel Columns. If a user saves a file in 5.0 format, and does not also save it in 5.1 format, then wants to have the table back in 5.1 format, WordPerfect provides a feature under Tables to convert parallel columns to tables. According to the WordPerfect 5.1 manual, "If you are converting parallel columns, the parallel column definitions will be used to define the table columns, while Hard Page codes will define the table rows." The steps to convert parallel columns (as from a WP 5.0 file) to a table are:
1.   Block to text to be converted to the table.
2.   Go to the Table feature (Alt-F7, 2) and select Create (1).
3.   At this point you are given the options to Create Table from: 1 Tabular Column; 2 Parallel Column. Selection option 2.

This feature works very well, however, the column widths will not always match what was in the original 5.1 table definition. If the original table was defined as being from margin to margin, the user can restore his table very easily with just a little bit of extra manipulation. The steps to do this are:
1.   In Table Edit, Block the entire table.
2.   Press Control-F4 and select Block (1), then Move (1).
3.   Exit Table Edit mode. Block everything from the Table Definition code to the Table Off code and delete.
4.   Create a new table with the same number of rows and columns as the original table (Alt-F7, 2, 1, # <Enter>, # <Enter>).
5.   In Table Edit mode, position the cursor in the first cell and press Shift-F10 and select 1 for Block. This retrieves the text of the converted table into the new, properly formatted table.

Memo ID: WP51_2560R

DATE: August 22, 1990   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: All
SUBJECT: Graphic Line Between Columns On Every Page
and Header Settings

To print a graphic line between columns on every page, create a header containing the column definition and the vertical line code(s). The Horizontal Position for the vertical line should be Column N (where N represents the column number). This setting is made by selecting Horizontal Position (1), Between Columns (3), and entering the correct number of the column. If there are more than two columns, you need to create the correct number of vertical lines, each time entering a different number for this option. Once the vertical line(s) are created, exit the header and create a columns definition identical to that in the header (or copy the definition).

Memo ID: WP51_2645R

<u>INTEROFFICE MEMORANDUM</u>

<u>DATE:</u>	November 26, 1990	<u>FROM:</u>	Info. Center
<u>PRODUCT:</u>	WordPerfect	<u>VERSION:</u>	5.1
<u>RELEASE DATE:</u>	All		
<u>SUBJECT:</u>	Advanced Merge - {IF BLANK} Syntax		

The {IF BLANK} statement is used in macro and merge functions. The following explains the use of the {IF BLANK} command with a primary file. If a customer is merging from a secondary file which has fields that may be blank and has tried using the {FIELD}1?~ statement which has proved unsatisfactory, you may wish to use the {IF BLANK} statement as follows:

Merging Several Fields On One Line Where One Or More Fields May Be Blank:

Syntax for One Blank Field:

{FIELD}1~ {FIELD}2~{IF BLANK}2~{FIELD}3~{ELSE} {FIELD}3~{END IF}

Syntax for Two or More Blank Fields:

{FIELD}1~ {FIELD}2~{IF BLANK}2~{FIELD}3~{ELSE} {FIELD}3~{END IF}{IF BLANK}3~{FIELD}4~{ELSE} {FIELD}4~{END IF}

Merging Several Fields On Separate Lines Where One Or More Fields May Be Blank

Syntax for One Blank Field:

{FIELD}1~
{FIELD}2~{IF BLANK}2~{FIELD}3~{ELSE}
{FIELD}3~{END IF}

Syntax for Two or More Blank Fields:

{FIELD}1~
{FIELD}2~{IF BLANK}2~{FIELD}3~{ELSE}
{FIELD}3~{END IF}{IF BLANK}3~{FIELD}4~{ELSE}
{FIELD}4~{END IF}

Memo ID: WP51_3463D

<u>INTEROFFICE MEMORANDUM</u>

DATE: <u> </u>   March 14, 1991   <u>FROM:</u>   Info. Center

<u>DATE:</u>   March 14, 1991   <u>FROM:</u>   Info. Center
<u>PRODUCT:</u>   WordPerfect   <u>VERSION:</u>   5.1
<u>RELEASE DATE:</u>   ALL
<u>SUBJECT:</u>   Graphics - Using Graphics Boxes To Create Crop Marks

It is possible to create crop marks in a document using the Graphics (Alt-F9) feature. Use the following formula to calculate the crop marks for a graphics box: Divide the length of one side of the box by 5. The resulting figure is the measurement needed in Border Options under Dash Spacing and Dash Length (Shift-F8, 4, 8, 3). Enter the Figure Options (Alt-F9) and set all four sides to Dashed. Now, when the Figure Box is created, the size can be set to the specified measurement. If View Document is entered at this point (Shift-F7, 6), only the four corners of the box will be showing.
Source: In-house testing

Memo ID: WP51_4603K

INTEROFFICE MEMORANDUM

DATE: March 19, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: ALL
SUBJECT: Creating A Number With A Circle Around It

Users can insert a single digit number within a circle through the Equation Editor. The steps below show how this can be done with the 01/19/90 or earlier releases and the 12/31/90 or later releases.

Steps for the 01/19/90 or earlier release dates:
1.   Execute the INLINE.WPM macro. (If using a release prior to 01/19/90, create a User Box with the contents set to equation.)
2.   Once on the edit equation screen press Ctrl-2, 6,143 and press Enter (compose)
3.   Type or insert the commands **horz -79 vert 10 1** (number between 0 and 9)

Step for the 12/31/90 or later release dates:
1.   Execute the INLINE.WPM macro (Alt-F10)
2.   Type or insert the command **scalesym 135**
3.   Press Ctrl-2, 6,143 and press Enter
4.   Type or insert the command **horz -96 vert 20 1** (numbers 0-9)

Similar steps can be used to insert a double digit number inside of a circle. Once again, these steps are for the 12/31/90 or later release dates.
1.   Execute the INLINE.WPM macro (Alt-F10)
2.   Type or insert the command **scalesym 135**
3.   Press Ctrl-2, 6,143 and press Enter
4.   Type or insert the command **horz -124 vert 15 11** (double digit numbers)

Be sure to answer Yes to the prompt Print as Graphic (option 1 in the Equation Editor setup menu) before printing this character/graphic.
Source: In-house testing

Memo ID: WP51_4660M

DATE:	March 26, 1991	FROM:	Info. Center
PRODUCT:	WordPerfect	VERSION:	5.1
RELEASE DATE:	ALL		
SUBJECT:	Document Names Can Be Abbreviated		

When Saving Or Retrieving

There is a shortcut to retrieving or saving a document to a subdirectory that you are not currently using. For example, if you currently use C:\WP51, you can type .\WPDOCS\ PERSONAL\LETTER to save the LETTER file to the C:\WP51\WPDOCS\PERSONAL directory. This is also applicable to List Files.

Memo ID: WP51_4755K

DATE: April 5, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: ALL
SUBJECT: Line Height - Easy Way To Get Eight Lines
Per Inch

There is a simple way for a user to obtain eight lines per inch. This is done by pressing Shift-F8, 1 for Line, 4 for Line Height and 2 for Fixed. Type 1/8 (8 lines per inch) and the decimal equivalent will be entered.
Source: In-house testing

Memo ID: WP51_4877K

DATE: April 11, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: ALL
SUBJECT: Redline - Alternating Left And Right

When alternating redline is selected (Shift-F8, 3, 4, 3), the markings will print differently depending on whether or not it is an odd or even page. For even-numbered pages the redline will print in the left margin. For odd-numbered pages the redline will print in the right margin.
Source: In-house testing

Memo ID: WP51_4973K

DATE:	April 11, 1991	FROM:	Info. Center
PRODUCT:	WordPerfect	VERSION:	5.1
RELEASE DATE:	ALL		
SUBJECT:	Line Numbering In A Column Format		

It is possible to have line numbering down two columns. This can be done by creating labels (Shift-F8, 2, 7) instead of columns. The line numbering can restart on column two by placing a new line numbering code immediately after the page break (Shift-F8, 1, 5).
Source: In-house testing

Memo ID: WP51_4977K

DATE: April 17, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: ALL
                    SUBJECT: Tables - Current Settings Show At The
Bottom If The Screen

A list of the current settings in a cell or column will appear if the user presses Format (2) while in Table Edit. The cell information appears on the second line from the bottom of the screen, on the left hand side. The column information appears on the same line, but on the right hand side.   The settings appear in the following order
    Cell: Vertical Alignment, Justification, Attributes
    (the default settings are **Cell: Top, Left, Normal**)

    Column: Width, Vertical Alignment, Justification, Attributes
    (the default settings are **Column: (Width), Top, Left, Normal**)
Source: In-house testing

Memo ID: WP51_5069M

INTEROFFICE MEMORANDUM

DATE: April 17, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: ALL
SUBJECT: Sort - Paragraph Sort Can Be Done Using
Hard Page

The manual states that when performing a paragraph sort, two hard returns must be
included after each paragraph. A hard page break, instead of the two hard returns, can
also be used for a paragraph sort. This makes sorting merged labels possible. An
example of how this is accomplished is as follows:

John Doe
123 Main St.
Peoria, UT 84320
======================= (Hard Page Break)
Jane Doe
321 Main St.
Peoria, UT 84320
======================= (Hard Page Break)

Then, choose Paragraph as the sort type, select the key for sorting, and then perform
action.
Source: In-house testing

Memo ID: WP51_5075C

<center>INTEROFFICE MEMORANDUM</center>

DATE: April 18, 1991   FROM: Info. Center/M. Saltzgiver
       PRODUCT: WordPerfect   VERSION: 5.1
       RELEASE DATE: All
       SUBJECT: Bullets - Quick Compose

There is a quick way to compose bullets using Ctrl-2 or Ctrl-V This simple process will eliminate looking up the ASCII value, and using the Alt-key function.

Press Ctrl-V or Ctrl-2 with the keys listed below for bullets
Ctrl-2 **   =●
Ctrl-2 *. =•
Ctrl-2 *o =○
Ctrl-2 *O =○
Source: Other - WordPerfect Magazine April 1991 pg. 89

Memo ID: WP51_5092B

DATE: April 22, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: All
SUBJECT: Compose - Quick Access For ASCII
Characters

There is a simple way to access ASCII character using Compose (Ctrl-2 or Ctrl-V). The process involves typing two characters after pressing Ctrl-2 or Ctrl-V. Below you will find the characters you need to type to access common characters such as Trademark or Copyright symbol.

Type Ctrl-2 T M   = ™ Trademark symbol
Type Ctrl-2 O R   = ® Registered Trademark symbol
Type Ctrl-2 O C   = © Copyright symbol
Type Ctrl-2 R x   = ℞ Prescription symbol (use lower case x)
Type Ctrl-2 / 4   = ¼
Type Ctrl-2 / 2   = ½
Type Ctrl-2 / c   = ¢
Type Ctrl-2 - +   = ±
Type Ctrl-2 f -   = ƒ
Type Ctrl-2 P t   = ₧ Pesetas - symbol for currency from Spain
Type Ctrl-2 L -   = £ English Pound (currency)
Type Ctrl-2 Y =   = ¥ Yen symbol for Japanese currency
Type Ctrl-2 P | = ¶ Paragraph symbol

Type Ctrl-2 ? ?   = ¿ Spanish question mark
Type Ctrl-2 ! !   = ¡ Spanish explanation mark
Type Ctrl-2 < <   = «
Type Ctrl-2 > >   = »
Type Ctrl-2 - -   = —
Type Ctrl-2 ~ ~   = ≈
Type Ctrl-2 = =   = ≡
Type Ctrl-2 = >   = ≥
Type Ctrl-2 = <   = ≤
Type Ctrl-2 = /   = ≠ not equal to symbol
Source: Other

Memo ID: WP51_5114B

DATE: April 22, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: All
SUBJECT: Columns - Multiple Columns With Different
Page Numbers

A customer wants to use newspaper columns (for example 4) and have a different page number at the top or bottom of each column. A work-around involves putting a Paper Size and Type code in Document Initial Codes using a label definition.

Press Shift-F8, 2, 7, 2 for Add, and after selecting Labels and answering Yes, the options should be as follows.

1.   Label Size
              Width 2.13"
              Height   11"
2. Number of columns
              Columns   4
              Rows   1
3.   Top Left Corner (both can be set to 0")
4.   Distance Between labels (both can be set to 0")
5.   Label margins (users choice)

With a paper size and type code set up in initial codes and a Page Numbering code in the document screen, each newspaper column will be numbered separately.
Source: Other - testing with customer

Memo ID: WP51_5121B

DATE: April 24, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: ALL
SUBJECT: Cell Will Not Calculate If Changed To Text
From Numeric

In a WordPerfect 5.1 table if there is a math calculation (subtotal, formula, etc.) in a cell, the calculation will appear at the bottom right corner of the screen as **= +, = A1+B1**, etc. If the cell is changed to be a text (rather than a numeric) cell, the calculation then appears as **" +, " A1+B1**, etc., in the lower right corner. Those cells will no longer be calculated when a re-calculation is done on the table.

Also, if a Total (=) is below a Subtotal (+) that has been designated as a numeric cell, the Total will come up as **??**.

Memo ID: WP51_5162J

DATE: April 24, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: ALL
SUBJECT: Is It A Bitmapped Or Vector Format
Graphic?

WordPerfect 5.1 supports both bitmapped and vector format graphic images. If a customer wants to know which type of format their graphic is, they can edit the graphic image. If pieces of the graphic display one at a time, the image is in a vector format. If the image displays from the top down (dropping like a curtain), it is a bitmapped image.

NOTE: Bitmapped images will lose resolution when scaled or sized.
Source: In-house testing

Memo ID: WP51_5166J

DATE: April 30, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1
RELEASE DATE: All
SUBJECT: Aligning Negative Numbers

A customer wants to align columns of numbers using Right Tabs. When she puts in a negative number inside parentheses, the right parenthesis throws off the alignment. Example:
    10   25
  (10) (25)
One way to make these numbers align is to set an extra tab stop one space to the right for the parenthesis.

Another solution is go above the section that involves the tabs after the tab set, and turn on Math. The Math On code should be before the first decimal tab. Math recognizes the ()'s as math symbols and keeps them separate from the numerical digits that should line up. Math does this automatically so you don't have to change a thing. All you do is turn it on and scroll through that section. Example:
    10   25
  (10)   (25)

Memo ID: WP51_5222B

<u>INTEROFFICE MEMORANDUM</u>

<u>DATE:</u>	May 6, 1991	<u>FROM:</u>	Info. Center
<u>PRODUCT:</u>	WordPerfect	<u>VERSION:</u>	5.1
<u>RELEASE DATE:</u>	ALL		
<u>SUBJECT:</u>	Set Different Font For Footnotes and		

Headers/Footers

Customers who would like to have their footnotes print out in a font that is different than the font used for the document can use one of the following methods:

1.   In Document Initial Codes set the font preferred for the footnote. Then change the Initial Base Font in Shft-F8 (Format), 3, 3 for the document base font.

2.   Go into each footnote individually and set the preferred font before the footnote information. (NOTE: Any footnote that may be missed in this procedure would not print out in the desired footnote font.)

Also, if the person has footers set for every page, he can go into the footer (it is only necessary to do it once unless the user changes the footer information) and set the font code.

<u>*This information is given strictly as a troubleshooting option.</u>
Source: In-house testing

Memo ID: WP51_5287J