

## INTEROFFICE MEMORANDUM

<u>DATE:</u>	March 27, 1991	<u>FROM:</u>	Info. Center
<u>PRODUCT:</u>	WordPerfect	<u>VERSION:</u>	5.1
<u>RELEASE DATE:</u>	All		
<u>SUBJECT:</u>	Editing The WordPerfect .PIF File Using A		

Mouse

1. Have the customer go into Windows. At the DOS prompt, type WIN.
2. Highlight the WordPerfect icon they are using.
3. To find out what Pif they are using, have them click on **File**, click on **Properties**, and on the command line it will tell them which directory they are using, and what Pif file they are using.
4. Write down the name of the Pif file they are using.
5. Have them go into **Accessories**.
6. Click on **Pif-Edit**.
7. Next, click on **File**, and then click on **Open**.
8. Click the down arrow in the first column until you see the Pif file, and press **Enter**.
9. If the Pif file is not there, click on the 2 dots **{..}**, and press **Enter**.
10. In the second column, search down, click on the directory that the Pif file is in, and click **Okay**.
11. In the first column, you will get a list of Pif files in the listed directory. Press **Shift-Tab** to put the cursor in the first column. Cursor down to the Pif file, and press **Enter**.
12. Now you are in **Pif-edit**. The editing keys and how they function in Pif-edit, are listed below.
  - Tab** - Moves forward through the Pif file.
  - Shift-Tab** - Moves backwards through the Pif file.
  - Alt-Letter** - Will move to the word with the letter underlined.
  - Spacebar** - Selects or clears a line or box.
13. You can edit the things stated below:
14. Click **Okay**.
15. Click **File** and click **Save**.
16. Click **File** then click **Exit**.

Now the user is ready to access WordPerfect.

Source: Other

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