A GUIDE TO MOREPERFECT

by Mark Shepard

Version 1.2
May 15, 1990

MOREPERFECT 1.2

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UNDEL  GO   BOOK- Screen Doc   Doc  Screen
       BACK  MARK   Up    Up   Down  Down
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      __            __           __
    [ ]          (  )        ! !
    [___]          (___)        !___!
   Unit Key      Travel key      ACTION KEY
```

Ctrl = Move   Alt = Delete

Ctrl-A = Compose

Alt-minus (top row) = MorePerfect Off
Alt-F10, "MP" = MorePerfect On

Ctrl-Backslash = Help

CONTENTS

IMPORTANT NOTE

IF YOU ARE VIEWING THIS GUIDE ON SCREEN, DO NOT SAVE THE DOCUMENT WHEN YOU EXIT. THIS MAY MAKE IT INACCESSIBLE TO OTHER USERS. FOR GREATEST SAFETY, ALWAYS WORK FROM A SPARE COPY OF MOREPERFECT.

A Guide to MorePerfect

WHAT IS MOREPERFECT?

MorePerfect is a power-packed add-on for WordPerfect. A special set of command keys in an ingenious arrangement offers you unsurpassed editing capability.

With a single keystroke, you can move the cursor or delete--by character, word, line, sentence, paragraph, or page--forward or backward--without moving your hands from the letter keys! MorePerfect can double your editing speed, yet it's easy to learn and use.

This version of MorePerfect works with WordPerfect 5.0, 5.1, and possibly later. It will NOT work with earlier versions.

ABOUT SHAREWARE

MorePerfect is shareware. In our case, this means

1. We urge you to make copies of MorePerfect for others to try. Please do not leave out files, remove documentation, or change the program. There are no other restrictions.

2. If you adopt MorePerfect for regular use, we expect you to register by sending $30. This pays for your use of MorePerfect. It also brings you

      -- The current version.

      -- A printed copy of this Guide.

-- Technical support by mail and phone.

-- Notice of major updates.

      Businesses and institutions must register for each station at which MorePerfect will be used. Registration is optional for students, low-income individuals, and overseas users.

      Please use the registration form at the end of this Guide. Foreign payment must be in US$.

      We can provide support for our own products only. All phone support is at your expense. Please call at reasonable hours.

ABOUT OUR DISK

Here is a list of files you should have:

```
README      Quick intro (ASCII text)
GO.BAT      Batch file to display README
GUIDE       Documentation and registration (WP document)
MP.WPK      MorePerfect keyboard
MP.WPM      MorePerfect startup macro
```

A Guide to MorePerfect
   INSTALLING MOREPERFECT

   1. Copy the files MP.WPK and MP.WPM to your WordPerfect directory. For example, from the DOS prompt in your WordPerfect directory, you could copy both files from drive A with
                 COPY A:MP.*
followed by RETURN (ENTER). You could also use WordPerfect's own copy function within List Files (F5).
   Note: If you have been placing macro and keyboard files in a different directory, copy our files there instead. If WordPerfect later tells you it cannot find them, check the Location of Files menu in Shft-F1 Setup, to see if a different directory is named.

       2. From within WordPerfect, press Alt-F10 (Macro), and type
                     MP
followed by RETURN (ENTER). This selects the MorePerfect keyboard. You can instead select the keyboard manually, through the Shft-F1 Setup menu.

       MorePerfect will now be active. Commands may execute slowly the first time they're used, because WordPerfect must load them into memory.
       Because MorePerfect is in the standard format of a WordPerfect keyboard file, you can easily alter it. (But please DO NOT distribute altered copies of MorePerfect.) You can also convert individual MorePerfect commands to user macros. See your WordPerfect documentation.

       TURNING OFF MOREPERFECT

       MorePerfect displaces WordPerfect secondary commands on the Ctrl-letter keys, and user macros on most Alt-letter keys. WordPerfect's Compose Key, Ctrl-V, is moved to Ctrl-A. Still free are all the Alt-letter keys on the bottom row, plus Alt-A and Alt-Q.
       If you need other earlier key functions, you can easily turn off MorePerfect. A quick, temporary method is to press Ctrl-6 (top row). Or you can "unselect" MorePerfect with our Off Key, Alt-minus (top row).
       If you use Ctrl-6, and if you have WordPerfect's 1/19/90 release of 5.1, or later, you can return to MorePerfect by pressing that same key TWICE. Otherwise, return with Alt-F10, "MP".
       For quicker returning, you could assign the "MP" startup macro to an Alt-letter key. For example, renaming MP.WPM to ALTM.WPM would let you return by pressing Alt-M.

A Guide to MorePerfect
MOREPERFECT AND YOUR KEYBOARD

MorePerfect is ideal for touch typists. It never makes you remove your hands from typing position--though you'll have to stretch a bit.

On old-style keyboards, with the Control Key next to the A key, always use your left little finger to press Ctrl or Alt. On the newer, "extended" keyboards, use "two-hand" fingering instead. For example, for Alt-W, press Alt with your righthand little finger, and W with the usual lefthand finger.

Some users find the fingering of our Ctrl-key commands more convenient on the old-style keyboard. If you have an extended keyboard, you may wish to switch your CapsLock Key with your left Control Key. This can be done by a number of macro programs and keyboard utilities. One simple, effective one is IBMFIX.COM, available on PC MagNet.

THE MOREPERFECT COMMAND SET

MorePerfect supplies important commands missing from WordPerfect, such as Center Scroll and Bookmark. More important, it affords startling editing speed and power through several simple principles:

1. All movement and edit commands are located on the "typewriter keys," for instant access.

2. Lefthand keys act backward in the document, while righthand keys act forward.

3. Ctrl-letter keys move the cursor, while Alt-letter keys delete.

Combining the last two principles generates a "command matrix." This arrangement packs more power onto the keyboard than you ever thought possible, while maintaining simplicity and ease of use.

Unlike other word processors placing primary commands on the letter keys, MorePerfect DOES NOT work by mnemonics--B for "bold," P for "page," and so on. Instead, MorePerfect works by finger position. As you try the keys listed in the coming pages, you'll quickly catch on to the pattern, and you'll be able to locate commands without memorizing letter names. (If you ever need a quick reminder, just press Ctrl-Backslash for Help.)

In the following listings, the WordPerfect equivalent key--if any--is noted in parentheses.

Note: A few MorePerfect commands use WordPerfect's search function, cancelling search text you've entered earlier. Some add then delete text--so F1 Cancel may not bring up all three of your most recent deletions. These inconveniences have been minimized. In most cases, you'll notice only how much easier WordPerfect has become.

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:[ W ] [ E ] [ R ]::  :  : ::[ U ] [ I ] [ O ]::  :  :  :  :
:[___] [___] [___]::_ _: :_ _::[___] [___] [___]::_ _: :_ _: :_ _:
:Page  Para.  Sent. :       :Sent.  Para.  Page  :
:Up    Up    Up   :       :Down  Down  Down :
 _  :__  __  __  :  __   :__  __  __  :__  __
: :[ S ] [ D ] [ F ]::  :  : ::[ J ] [ K ] [ L ]::  :  :  :
_: :[___] [___] [___]::_ _: :_ _::[___] [___] [___]::_ _: :_ _:
  :Line  Word  Char. :       :Char.  Word  Line :
  :Left  Left  Left  :       :Right  Right  Right :
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:__ _::__ _: :_ _: :_ _::__ _: :_ _::__ _: :_ _: :_ _::__ _:
```

Ctrl = Move   Alt = Delete

THE UNIT KEYS

The most important set of keys in MorePerfect is the Unit Keys. These enable you to move the cursor or delete--by character, word, line, sentence, paragraph, or page--forward or backward--with a single keystroke.

Unit Keys always act to the START of a unit. For instance, if your cursor is in the middle of a sentence, Sentence Up will move it to the start of the same sentence. Repeating the command will move it to the start of the previous sentence. Delete Sentence Down will delete from the cursor to the start of the next sentence.

When you move backward to the start of a unit, the cursor moves in front of any invisible codes placed there. When you delete backward, the codes too are deleted. (To first check for codes, press Alt-F3.)

CHARACTER KEYS

Ctrl-F   Character Left (LeftArrow)
Ctrl-J   Character Right (RightArrow)
Alt-F   Delete Character Left (Backspace)
Alt-J   Delete Character Right (Delete)

WORD KEYS

Ctrl-D   Word Left (Ctrl-LeftArrow)
Ctrl-K   Word Right (Ctrl-RightArrow)
Alt-D   Delete Word Left (Home Backspace)
Alt-K   Delete Word Right (Home Delete)

LINE KEYS

Ctrl-S   Line Left (Home Home Home LeftArrow)
Ctrl-L   Line Right (End)

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Alt-S   Delete Line Left
Alt-L   Delete Line Right (Ctrl-End)

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SENTENCE KEYS

Ctrl-R   Sentence Up
Ctrl-U   Sentence Down
Alt-R   Delete Sentence Up
Alt-U   Delete Sentence Down

Note: Sentence Up and Down normally recognize sentences ending in either a period, a question mark, or an exclamation point--but, if blocking is on, only a period works.

PARAGRAPH KEYS

Ctrl-E   Paragraph Up
Ctrl-I   Paragraph Down
Alt-E   Delete Paragraph Up
Alt-I   Delete Paragraph Down

PAGE KEYS

Ctrl-W Page Up
Ctrl-O Page Down
Alt-W Delete Page Up
Alt-O Delete Page Down

Note: The Delete Page commands ask you to confirm.

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:          : Scroll  :        :
 _ :__  __  __ :___  ___ :__  __  __ :__  __
:::  : :  : :  ::(G ) (H )::  : : : :  ::: : : :
_:::__: :__: :__::(__) (__)::__: :__: :__:::::__: :__:
   :          :Up  Down :          :
   :          :       :          :
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: :::  : :  :  (V ) :(B ) (N ) :(M )  : : : ::: :
:__:::__: :__: (__) :(__) (__) :(__)  :__: :__:::__:
       Screen  Doc  Doc  Screen
        Up    Up  Down  Down
```

THE TRAVEL KEYS

The Travel Keys move you vertically through your document. All are Ctrl-letter keys. Travel Keys moving backward do NOT move in front of invisible codes.

CENTER SCROLL KEYS

Ctrl-T Center Scroll
Ctrl-Y Center Scroll

Now you can shift your display without moving to the screen top or bottom! The two Center Scroll Keys move the text with the cursor on it to center screen. The cursor stays in its place in the document, so your work isn't interrupted.

WordPerfect precludes the Scroll Up and Down commands we'd like to place on these keys, but you'll find Center Scroll a handy and flexible alternative. For instance, if used after a Screen Key (below), it will shift the display by just half a screen.

CURSOR KEYS

Ctrl-G   Up (UpArrow)
Ctrl-H   Down (DownArrow)

DOCUMENT KEYS

Ctrl-B   Document Up (Home Home UpArrow)
Ctrl-N   Document Down (Home Home DownArrow)

SCREEN KEYS

Ctrl-V   Screen Up (Num Pad -)
Ctrl-M   Screen Down (Num Pad +)

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:: :: :: ::: :: ::: :: :: ::! P ! ![ ! ] !
:!__: :__: :__::__: :__::__: :__: :__::!___! !___! !___!
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:       :      :          :
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_:::__: :__: :__::__: :__::__: :__: :__::::__: :__:
  :       :      :        :
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 __ :___ __ __ :__ __ :__ __  __ :__
!Z!:!X! !C!: ::: :: ::: :: :: :: ::: :
!___!:!___! !___! :__::__: :__::__: :__: :__::__:
UNDEL  GO   BOOK-
       BACK  MARK
```

THE ACTION KEYS

The Action Keys perform a variety of functions to make typing and editing quicker and more convenient.

CUT AND PASTE KEYS

Ctrl-P   Block On/Off (Alt-F4)
Alt-P   Cut
Ctrl-[Paste

Use the Cut and Paste Keys with other MorePerfect keys for super-quick block operations. Turn on blocking with Ctrl-P, then extend the block with Unit or Travel keys. To shut off blocking, press Ctrl-P again. Or "cut" the block from the document with Alt-P. Press Ctrl-[to "paste" it back into the document, wherever you like and as often as you like--until you cut another block.

REWRITE KEY

Ctrl-]   Rewrite

No more missing with your cursor! Like WordPerfect's Ctrl-F3--but with a single stroke--this key rewrites the entire screen. Use it after adding or deleting text, to quickly bring your text back in line with the right margin and to reposition page breaks. (Many MorePerfect commands do this for you automatically.)

BOOKMARK

Ctrl-C Bookmark

Bookmarks for WordPerfect! This key lets you insert, remove, and travel to any number of invisible bookmarks, anywhere in your document. Note: The bookmarks won't affect printing, so

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you can leave them in your document, if you prefer.

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GO BACK KEY

Ctrl-X   Go Back (Ctrl-Home Ctrl-Home)

A quick key for returning your cursor to its previous position. Handy if you accidentally jump elsewhere in the document.

UNDELETE KEY

Ctrl-Z Undelete

Like WordPerfect's F1 Cancel--but with a single stroke--this key restores your most recent deletion.

   THE SUPPORT KEYS

   The Support Keys (not pictured) help you use MorePerfect.

COMPOSE KEY

Ctrl-A Compose (Ctrl-V)

This substitutes for WordPerfect's own Compose Key, Ctrl-V, which is displaced by MorePerfect.

OFF KEY

Alt-minus (top row)   MorePerfect Off

This turns off MorePerfect and restores the original WordPerfect keyboard, along with any Alt-letter macros that MorePerfect displaced. Use it to access earlier key functions, then return to MorePerfect by pressing Alt-F10 (Macro) and typing "MP". For alternate methods, see the section in this Guide, "Turning Off MorePerfect."

HELP KEY

Ctrl-Backslash   Help

This pops up a keyboard chart for quick reminder of MorePerfect commands.

v1.2

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*****************************
MOREPERFECT--REGISTRATION FORM
*****************************
```

NAME: Send check or
                               money order to

COMPANY:
                               Simple Productions
ADDRESS: 12 East 15th St. #3
                               Arcata, CA 95521 USA
                               707-822-3148

PHONE:

OCCUPATION:

_____ I enclose $30 for registration.

_____ We enclose $_____ for _____ registrations, $30 per station.

       Foreign payment must be in US$.

_____ 5.25" disk   _____ 3.5" disk

What version of WordPerfect are you using? _____

Where did you obtain MorePerfect?
(Please include full address and/or BBS phone number.)

COMMENTS: (Comments may be used in promotion.)