

Using WordPerfect's PRINTDEF Program

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GENERAL INFORMATION AND HELP

The PRINTDEF program has been included with youlock

- (1) 2. Paragraph (3)
- __ 3. Page \
- __ 2. Copy Block
- /»»»4. Retrieve Column (4) 3. Append
- (2) 5. Retrieve Text /»»»4.
- Cut/Copy Column
- __ 6. Retrieve Rectangle (5)
- 0. Cancel \
- __ 5. Cut/Copy Rectangle
- 0. Cancel

Enter one of the Parenthesized Numbers for more Help: (0)

MOVE1

Sentence, Paragraph, or Page:Cut/Copy (Block Off)

sentence: current sentence to the next (.), (?), or (!).

paragraph: current paragraph to the next **Hard Return [HRt]**.

page: current page to the next **New Page [HPg]** or **[SPg]**.

Cut Saves a temporary copy and deletes it from the screen.

Copy Saves a temporary copy but does not delete it from the screen.

MOVE2

Retrieve Text, Column or Rectangle (Block Off)

Retrieve Text Inserts the most recently 'cut' or 'copied' sentence, paragraph, page or block of text at the cursor location.

Retrieve Column Inserts the most recently 'cut' or 'copied' column.

Retrieve Rectangle Inserts the most recently 'cut' or 'copied' rectangle.

MOVE3

Cut/Copy Block (Block On)

Use the following steps:

1. Move the cursor to one end of the desired block.
2. Press the **Block On/Off** key.
3. Move the cursor to the other end of the block of text.
4. Press the **Move** key and select the desired option.

1Cut Block -Saves a temporary copy of the block and deletes it from the screen.

2Copy Block -Saves a temporary copy of the block but does not delete it from the screen.

MOVE4

Append Block (Block On)

Appends the currently defined block of text to the end of the disk file you specify.

MOVE5

Cut/Copy Column or Rectangle (Block On)

A **column** is separated from other text by tabs or tab aligns.
A **rectangle** can be defined anywhere in the text.

Use the following steps:

1. Position the cursor at the first line of the column or rectangle.

2. Press the **Block On/Off** key.

3. Move the cursor to the last line of the column or rectangle.

```

                                     v
                                     v
Column: Prices
        456.83
        1279.00
         74.95
        150.00
```

^

Rectangle: Item 1 of 5:Bucket.
 Item 2 of 5:Largesponge.
 Item 3 of 5:Mildsoap.
 Item 4 of 5:PinkMustang.

^

(Only the 5's will be cut/copied) (The entire column will
be cut/copied)

4. Press the **Move** key, select the **Column** or **Rectangle** option
and select:

- 1** Cut
- 2** Copy
- 3** Delete
- 4** Cancel

RANGE

Block On/Off

Defines a block of text on which various editing operations may be performed. The block will be highlighted as it is defined.

To define a block:

1. Position the cursor at the beginning or end of the block of text.
2. Press the **Block** key.
3. Move the cursor to the opposite end of the block.

You may then:

Bold, Underline, Superscript, Subscript, Center, Flush Right, Print, Delete, Save (on disk),

Append - -Use the **Move** key to append the block to the end of a file.

Mark Text -Mark the block for Table of Contents, Lists, Redline, Strikeout, or Index.

Move - - -Press the **Move** key and select an option to **Cut** or **Copy** a block of text or columns and move it to another location.

Protect Prevent page breaks within the block (**Page Format** key)

Replace - -Characters, words or certain functions.

Spell - - -Check the spelling against the words in the dictionary.

Upper/Lower Case Conversion - Use the **Switch** key to change case.

RQHYF
Hyphen

Use this key to enter a hyphen in words such as **Fatherinlaw** where the hyphen must always appear.

SFTHYF
Soft Hyphen

Marks where a word should be hyphenated. The hyphen will appear only if the word extends beyond the HZone and has to be hyphenated.

EXITR
Exit

Allows you to save your document and clear your screen or exit
WordPerfect.

Keystrokes
Result

[Exit] **y** (filename) **n** Save the document and clear the
screen.

[Exit] **y** (filename) **y** Save the document and exit
WordPerfect.

[Exit] **n n** Clear the screen.

[Exit] **n y** Exit WordPerfect.

DEL
Backspace

Deletes a character to the left of the cursor.

(If the character is a function code which can only be seen using the **Reveal Codes** key, you will be prompted to confirm the deletion.)

[Ctrl] [Backspace]

or Deletes one word at or to the right of the cursor.

[Home] [Backspace]

DELR
Delete

[Del] Deletes the character at the cursor.

[Esc] n [Del] Deletes **n** characters at or to the right of the cursor, where **n** is any number.

(If the character is a function code which can only be seen using the **Reveal Codes** key, you will be prompted to confirm the deletion.)

LMREL

Left Margin Release

Moves the cursor back to the previous tab stop.

(Tabs can be changed with the Line Format key.)

CEOL

Delete to End Of Line

Deletes all characters from the cursor to the end of the line (**EOL**). The end-of-line character (**[Hrt]** or **[SRt]**) is not deleted. The **Cancel** key at this point will restore the line just deleted.

Pressing **[Esc]** preceding this key deletes **n** lines ahead of the cursor, where **n** is any number you specify, or the initial value of 8.

ENDL
End of Line

Moves the cursor to the end of the current line. This does the same thing as the Home-Home-Right combination.

BEGIN
Beginning of Line

Moves the cursor to the beginning of the current line. This does the same thing as the Home-Home-Left combination.

CEOP
Delete Page

Deletes from the cursor to the end of the page. You will be prompted to confirm the deletion.

DELW
Delete Word

[Ctrl] [Backspace]

or Deletes one word at or to the right of the cursor.

[Home] [Backspace]

NEWP
New Page

Inserts a new page character into the text. A new page is indicated by a line of dashes across the screen.

The new page character may be deleted like any other.

GOTO
Go To

Repositions the cursor to various locations in the document.

If you type:	The cursor will move to ...
[GoTo] [Up arrow]	The top of the current page.
[GoTo] [Down arrow]	The bottom of the page.
[GoTo] [Right arrow]	The next column.
[GoTo] [Left arrow]	The previous column.
[GoTo] [Home] [Right arrow]	The last column.
[GoTo] [Home] [Left arrow]	The first column.
[GoTo] n (n = any number)	The top of page number n.
[GoTo] x x, (x = any character)	The next occurrence of the character if it occurs within the next 2,000 characters.
[GoTo] [GoTo] command was given.	The last place a major motion (To "undo" or remember a positioning command.) (Block On)
[GoTo] [Block] block.	The beginning of the block.

PGUP
Page Up

Moves the cursor to the top of the previous page.

[Esc] n [Page Up] Moves the cursor **n** pages backwards, where **n** may be any number.

Page Up may also be used in **Reveal Codes** and **List Files**.

PGDN
Page Down

Moves the cursor to the top of the next page.

[Esc] n [Page Down]Moves the cursor **n** pages forward, where **n** may be any number.

Page Down may also be used in **Reveal Codes** and in **List Files**, including the **Look** feature.

SCRNUP
Screen Up

Moves the cursor to the top left corner of the screen.

If the cursor is already on the top line of the screen, this key moves it up 24 lines (one screen full).

Screen Up may also be used in **Reveal Codes** and **List Files**.

SCRNDN
Screen Down

Moves the cursor to the bottom left corner of the screen.

If the cursor is already on the bottom line of the screen, this key moves it down 24 lines (one screen full).

Screen Down may also be used in **Reveal Codes** and **List Files**, including the **Look** feature.

RPLC
Insert/Typeover

Switches between **insert mode** and **typeover mode**. (WP starts in insert mode.)

Insert mode: Characters are inserted at the location of the cursor. Existing characters are pushed to the right to make room for new ones.

Typeover mode: Replaces existing characters. However, you cannot type over function codes while in this mode. If you come to a function code, it will be pushed to the right, along with any text following it, to make room for the new characters.

PRINT
Print

Prints all or part of the document being edited or a document on disk.

The following options will appear in the dialogue:

- 1. Full Text** - The entire document will be printed.
- 2. Page** - The current page will be printed.
- 3. Printer Control** - Shows printer and print job status and allows you to select, start and stop printers.
- 0. Cancel** Return to Document Screen.

Note: If **Block** is **on**, the Print key will only ask you to confirm the printing.

Type 1 for more information on Printer Control

PRINT1
Printer Control

The bottom half of the screen shows printer and print job status. The top half of the screen shows a menu with the following options:

- 1 - Change Print Options:** Specify printer letter, Destination, number of copies and any extra binding width.
- 2 - Display Printers:** Displays printer name, all fonts, and current options selected for each printer defined.
- 3 - Select Printers:** Specify the letter and type of printers, direct the output to specific ports or to a disk file and set options such as number of copies, Binding width, and Forms.
- 0 Cancel:** Returns to Document Screen
- C - Cancel Print Job(s):** You can cancel any or all print jobs.
- G - Send Printer a "Go":** Restarts a printer that has been stopped to change a print wheel, manually fed paper, etc.
- M Modify Priority:** Change the priority of a print job waiting in the queue.
- P - Print a Document:** Prints a document currently on disk and asks for beginning and ending page numbers.
- S - Stop Current Job:** Stops one of the printers without removing the document from the print queue. No further printing will be done on that printer until you use the "Go" command.

HOME
Home

This key may be combined with several others to move the cursor to different locations in the document.

ESCAPE
Escape

[Esc] **n** Repeats certain functions **n** times, where **n** = any number. The initial value is 8. You may change the default setting for **n** by hitting Esc, typing a number and hitting **Enter**.

Escape may be used with the following functions:

[Esc] n [Up arrow]	Moves the cursor n lines up.
[Esc] n [Down arrow]	Moves the cursor n lines down.
[Esc] n [Left arrow]	Moves the cursor n spaces to the left.
[Esc] n [Right arrow]	Moves the cursor n spaces to the right.
[Esc] n [Page Up]	Moves the cursor n pages backward.
[Esc] n [Page Down]	Moves the cursor n pages forward.
[Esc] n [Delete EOL]	Deletes n lines following the cursor.
[Esc] n [Del]	Deletes n characters to the right of the cursor.
[Esc] n [Enter]	Changes n to the new value.
[Esc] n (any character)	Inserts that many of that character.
[Esc] [Esc]	Cancels the command.

LEFT
Left arrow

Moves the cursor one position to the left. If the cursor is at the beginning of a line, it will move to the end of the previous line.

If you type:	The cursor will move to ...
--------------	-----------------------------

[Home] [L arrow]	The left edge of the screen or beginning of the line, whichever comes first.
-------------------------	--

[Home] [Home] [L arrow]	The beginning of the line (after any hidden codes), even if the line extends beyond the left margin.
--------------------------------	--

[Home] [Home] [Home] [L arrow]	The beginning of the line (before any hidden codes),
---------------------------------------	--

[Esc] n [L arrow]	n spaces to the left.
--------------------------	-----------------------

[GoTo] [L arrow]	One text column to the left.
-------------------------	------------------------------

[GoTo] [Home] [L arrow]	The first text column.
--------------------------------	------------------------

If the cursor is positioned to the right of a function code and you press the **Left arrow** key, you will not see the cursor visibly move. The cursor will, however, shift to the left of the function code.

RIGHT
Right arrow

Moves the cursor one position to the right. If the cursor is at the end of a line, it will move to the beginning of the next line.

If you type:	The cursor will move to ...
---------------------	------------------------------------

[Home] [Right arrow]	The right edge of the screen or end of the line, whichever comes first.
-----------------------------	---

[Home] [Home] [Right arrow]	The far right of the line, even if the line extends beyond the right margin.
------------------------------------	--

[Esc] n [Right arrow]	n spaces to the right.
------------------------------	------------------------

[GoTo] [Right arrow]	One text column to the right.
-----------------------------	-------------------------------

[GoTo] [Home] [Right arrow]	The last text column.
------------------------------------	-----------------------

If the cursor is positioned to the left of a function code and you press the **Right arrow** key, you will not see the cursor visibly move. The cursor will, however, shift to the right of the function code.

UP
Up arrow

Moves the cursor up one line.

If you type:
move to ...

[Home] [Up arrow]
screen.

[Home] [Home] [Up arrow]
[Esc] n [Up arrow]
[Goto] [Up arrow]
current page.

The cursor will

The top of the

The beginning of the document.
n lines up.

The top of the

DOWN
Down arrow

Moves the cursor down one line.

If you type:
move to ...

[Home] [Down arrow]
[Home] [Home] [Down arrow]
[Esc] n [Down arrow]
[Goto] [Down arrow]

page.

The cursor will

The bottom of the screen.
The end of the document.
 n lines down.
The end of the current

WORDR

Word Right

Moves the cursor to the beginning of the next word.

(Words are groups of any characters separated by a space.)

WORDL
Word Left

Moves the cursor to the beginning of the previous word.

(Words are groups of any characters separated by a space.)

TAB
Tab

Moves the cursor to the next tab position on the same line, if there is one, and a tab character **[TAB]** is inserted.

Tabs are automatically set every **5** spaces, but may be reset wherever you desire using the **Line Format** key.

MRGSRT
Merge

Used for: Personalized form letters
 Address lists for labels or envelopes
 Forms fill-in
 Report generation, etc.

Primary file ----Contains the information which will be repeated many times during the merge.

Secondary file ---This is usually the file containing variable information such as a name and address list. Press **Enter** if the information is to be entered at the keyboard.

The **Cancel** key will abort the merge.

MRGC
Merge Codes

Displays the following menu listing the special **merge codes**:

- C. From Keyboard
- D. Date
- E. End of Record
- F. Retrieve Field
- G. Invoke Macro
- N. Next Record
- P. Open Primary
- Q. Stop Merge
- R. End of Field
- S. Open Secondary
- T. To Printer
- U. Rewrite Screen
- V. Transfer Codes
- O. Cancel

Type 1 for usage form and explanation of commands.

MRGC1
Merge Codes Explanation

Form and explanation of commands:

^C - - - - - - -Request input from **console**.
^D - - - - - - -Insert date.
^Fn - - - - - - -Merge **field n** from the secondary file into the current merge file at the position of the command.
^Gmacroname**^G** -Start a macro from within a merge. The macro will begin after the merge is completed.
^N - - - - - - -Go to the **next** record in the secondary file.
^Pfilename**^P** - -Change to a new **primary** file.
^Q - - - - - - -Quit the merge.
^Sfilename**^S** - -Change to a new **secondary** file.
^T - - - - - - -**Type** (print) and delete the text merged to that point.
^U - - - - - - -Rewrites the screen wherever it is encountered in the merge.
^Vmerge code**^V** -Inserts the merge code(s) into the merged document without executing them. These codes can then be used for a secondary (dual) merge.

To enter any merge code from the menu, simply type that letter.

MRGR

Merge Return

1.Marks the end of a field within a record of a secondary merge file with a **^R** and a **[HRt]**.

When a merge is executed, the primary file may request information from a specific field (**^Fn^**) from each record in the secondary file. These fields are defined by **Merge Return** characters. The first field is **F1**, the second is **F2**, etc.

2.Signals the end of text input from the keyboard.During a merge, all text input from the console must be followed (delimited) by a **Merge Return** for the merge to continue.

MRGE

Merge End of Record

Marks the end of a record in a secondary merge file. A **^E** and a **[Hrt]** will be entered into the text.

CANCEL
Cancel

1. **Cancel**

Cancels the effect or operation of any function key which displays a prompt or a menu. It will also stop the operation of a macro or merge before it is finished.

2. **Undelete**

When no other function is taking place, this key is the Undelete. Up to three "levels" of deletions can be restored. A **level** is any group of consecutive and successive deletes.

When this key is pressed, the most recent level of deleted text is inserted temporarily in reverse video. You can then:

- | | |
|------------------------|--|
| 1 Restore | The reverse video is turned off and the text remains. |
| 2 Show Previous | The next level is displayed, with level 1 following level 3. |
| 0 Cancel | Return to Document Screen. |

SPRSB
Superscript/Subscript

This key has several options for special printing features.
The following menu will appear on the screen:

Super/Subscript

1. Superscript
2. Subscript
3. Overstrike
4. Advance Up
5. Advance Down
6. Advance to Line

Enter one of the menu selections for additional help:0

SPRSB1
Superscript

Allows entry of one superscripted character for each use of the **Superscript** key. An **S** in the lower left corner of the screen will show if a character is superscripted, and it will appear as it should when printed.

A block of text can be superscripted by defining the block and pressing the superscript key.

SPRSB2
Subscript

Allows entry of one subscripted character for each use of the **Subscript** key. An **s** in the lower left corner of the screen will show if a character is subscripted, and it will appear as it should when printed.

A block of text can be subscripted by defining the block and pressing the subscript key.

SPRSB3
Overstrike

Allows two characters to be printed at the same position.

When this option is chosen, the cursor backs up one position and allows you to type another character. Only the second character is displayed on the screen, but both will appear, correctly overstruck, when your document is printed.

SPRSB4
Half Line Advance - Up

Prints up one-half line.

This is useful for writing equations, positioning letterheads, etc.

Note:Text on the screen is not changed. However, the line number indicator (**Ln**) in the lower right corner shows your true position, and an arrow ▲ appears on the left side of the status line where the advance starts.

SPRSB5
Half Line Advance - Down

Prints down one-half line.

This is useful for writing equations, positioning letterheads,
etc.

Note:Text on the screen is not changed. However, the line number
indicator (**Ln**) in the lower right corner shows your true
position, and an arrow ▼ appears on the left side of the status
line where the advance starts.

SPRSB6

Advance to line #

Advances the printer to a specified line.

When prompted by **Adv.**, enter a **number** to position following text at that line number. This is useful for writing equations, positioning letterheads, etc.

Note:Text on the screen is not changed. However, the line number indicator (**Ln**) in the lower right corner shows your true position.

SYS

List Files (File Management)

Lists all files on a disk or in a directory that match the filename template given (the default is * which means all files). The free disk space and current document size are also shown.

You can move the block cursor to select any file using the arrow keys, Screen up/down, Page up/down or letters. Typing a letter activates the **name search** feature. You can type in some (or all) of a filename and the closest match will be found.

Type 1 for more information

SYS1

List Files Options

- 1 Retrieve**
- 2 Delete** Delete all marked files or just the currently selected file. Empty directories can also be deleted.
- 3 Rename**
- 4 Print** Print all marked files or just the file you are on.
- 5 Text In** Retrieve a DOS text file.
- 6 Look** Show contents of a file. You can scroll down through the file. If the entry is a directory, the files in that directory will be listed.
- 7 Change Dir** Change default directory or create new directories.
- 8 Copy** Copy all marked files or just the currently selected file to another disk or directory.
- 9 Word Search** You list the word(s) to be found, and all the files which contain the word(s) will be shown.

Ex.: **International** or **"SSI word*program";HP,LaserJet**
; = logical **AND** ? matches one letter
, = logical **OR** * matches one or more
letters

PMODES
Print Format

The following menu is displayed when selecting the Print Format key:

- | | |
|--------|---------------------------|
| | 1. Pitch/Font |
| | 2. Lines per Inch |
| | 3. Right Justification |
| On/Off | |
| | 4. Underline Style |
| | 5. Sheet Feeder Bin |
| Number | |
| | 6. Insert Printer Command |
| | 0. Exit |

The selections on this menu are used to change how the document is printed.

Type 1 for more information about Print formats.

DEFMAC
Define Macro

Records all keystrokes until **Macro Def** is again pressed. There are temporary macros (single letter names which are deleted when you exit WordPerfect) and permanent macros (AltKey and multicharacter names).

Notes: 1.If you do a search in a macro and the search string is not found, the macro will terminate.

2.**Merge** can only be included as the last step in a macro.

INVMAC
Invoke Macro

Asks for the name and then executes a macro that has been previously defined.

To perform a macro repeatedly, press the **Esc** key, followed by the number of times you wish to do the macro, then press the **Macro** key and enter the name.

Alt-key macros (**Alt-b**, **Alt-c**, etc.) can be invoked by simply pressing the appropriate **Alt-key** without pressing **Macro** first.

RETR
Retrieve Text

Retrieves a document from disk and copies it onto the screen for editing.

The document to be retrieved is inserted at the current position of the cursor on the screen without deleting any of the text you might currently be working on.

If you respond with **Enter** rather than the name of a file, the last sentence, paragraph, page, or block of text copied into the cut/paste area (with the **Move** key) will be inserted into the document.

Note: Pressing **List Files** after **Retrieve** will immediately enter the List Files function, and you can retrieve a file from there.

SAVET
Save Text

The current document is saved on disk. The filename can have up to thirty characters, including spaces and all printable character recognized by the CLI except for the slash (/) and colon (:). If a file with that name already exists on disk, WordPerfect will ask you if you wish to replace it.

Exit may also be used to save the document that you are working on. The only difference is that the **Save** key returns you to your document.

BSCH
Reverse Search

Search **backwards** through your text for a specific combination of characters and/or functions.

After entering your search 'string' press the **Esc** key (or **Search** key again) to execute the search. If the string is found, the cursor will be positioned just after it; otherwise, *** Not Found *** will appear and the cursor will return to its original position.

Note: lowercase letters match both lowercase and UPPERCASE.
UPPERCASE letters match only UPPERCASE.
Ctrl-X (^X) will match any character except a function code,
but it should not be the first character in the
string.

FSCH
Forward Search

Search **forward** through your text for a specific combination of characters and/or functions.

After entering your search 'string' press the **Esc** key (or **Search** key again) to execute the search. If the string is found, the cursor will be positioned just after it; otherwise, *** Not Found *** will appear and the cursor will return to its original position.

Note: Lowercase letters match both lowercase and UPPERCASE.
UPPERCASE letters match only UPPERCASE.

Ctrl-X (^X) will match any character except a function code,
but it should not be the first character in the
string.

ALIGN

Tab Align

Lines up text, usually numbers, on a tab setting. Initially, the alignment character is the period (.) but may be changed to any character via the **Line Format** key.

When the **Tab Align** key is pressed, the cursor jumps to the next tab setting where the alignment character will be positioned. The characters typed before the alignment character are pushed to the left while those after go to the right. Pressing **TAB** or **Enter** instead of the alignment character leaves the text aligned and moves the cursor to the next column or line.

Entire columns can be moved either left or right simply by changing the tab settings.

TMAR
->Indent

Indents to the next tab position. This will be the new left margin until **Enter** or the **Hard Page** key is pressed.

CENTER
Center

Block Off

1.Center a line of text between the margins:

a.If the cursor is at the left margin when the **Center** key is pressed, any text typed is automatically centered until **Tab** or **Enter** is pressed.

b.Pressing the key at the beginning of an existing line of text will automatically center the line between the margins (after you move the cursor past that line).

2.Center text on a tab setting:

Tab over to where you want the text centered, press the **Center** key and text will be automatically centered until **TAB** or **Enter** is pressed.

Block On

Centers the entire block (except a partial line at the bottom of the block).

BOLD
Bold on/off

This turns **Bold** on if it was off, and vice versa.

Pressing **Bold** with **Block** on **highlights** the entire block. (When **Bold** is on, the position number on the status line is **highlighted** as a reminder.)

UNDER

Underline on/off

Turns underline on if it was off, and vice versa.

Pressing **Underline** with **Block** on underlines the entire block.
(When underline is on, the position number on the status line is underlined as a reminder.)

FLUSHR
Flush Right

Block Off

The cursor moves to the right margin. All characters you type will then be "pushed" to the left until the **Enter** key is pressed.

If this key is pressed at the beginning of an existing line of text, the text will be moved over to the right margin.

Block On

The entire block is aligned flush right (except a partial line at the bottom of the block).

RWS
Screen

- 1** Border Draw: The arrow keys draw any printable character selected. Option 2 of the line draw menu is used to change the "draw" character.
- 2** Ctrl/Alt Keys: Reassigns keys A-Z in conjunction with Ctrl or Alt to other characters of your choice.
- 3** Colors: Changes colors for everything on screen until the computer is rebooted.
- 4** Auto Rewrite: When text is inserted that will force words to move down to the next line, the entire screen will be reformatted after one Down Arrow, instead of being done linebyline.
- 0** Rewrite: Rewrites the entire screen. It is helpful when you change the format (margins, tabs, footnote numbers, paragraph or outline level, etc.) and want to see the changes immediately.

RVFNC
Reveal Codes

Divides the screen and shows normal text on top and text with hidden function codes on the bottom. Three lines above and below the cursor are shown.

You can do limited editing while in **Reveal Codes** by using any of the cursor positioning keys, Forward and Reverse Search, and the Backspace and Delete keys. Pressing any other key will put you back in normal editing mode.

LRTMAR
L/R Indent

Indents the **left** margin to the next tab, and the **right** margin will be indented an equal amount. Pressing **Enter** ends the L/R Indent and returns you to the original margins.

SETF
Line Format

Modifies the format which determines line length and spacing.

- 1 Tabs
- 2 Extended Tabs
- 3 Margins
- 4 Spacing
- 5 Hyphenation
- 6 Alignment

Character

For more help, enter one of the above numbers: 0

SETF1
Set Tabs

Initially tabs are set every 5 spaces. To erase a single tab stop, type the column number, press **Enter**, then **Del**. To clear all tab stops press the **Delete EOL** key.

To set one tab stop enter the column number. To set evenly spaced tabs, enter the starting column and the number of spaces between tabs (separated by a comma: **10,7**). Press **Exit** to record the changes and return to your text.

SETF2
Extended Tabs

Sets tabs beyond column 158. When you select this option you will be prompted with:

Extended Tabs
Starting Number
»»»»»»»»

Increment
»»»»»»»»

(**160,10** is the current beginning tab and tab spacing.)

SETF3
Margin Set

Sets left and right margins. If the cursor is not at the beginning of a line, a hard return will be inserted first.

You can change your margins as many times as you wish, with limits at **0** and **250**. Initially, margins are set at **10** and **74**, which gives one inch left and right margins on normal (8-1/2 inch) paper (printing in **10** pitch).

SETF4
Spacing Set

Changes the spacing between the lines. The initial setting is single space.

Enter **2** for double spacing, **1.5** for one and a half, etc. You can also set spacing to **.5** for equations.

SETF5
Hyphenation

Turn **hyphenation on** or **off** and set the size of the **H-Zone** for less or more hyphenation.

1. Hyphenation On/Off:

With hyphenation **off**, WordPerfect will not ask you to hyphenate any words. Those words that would otherwise need to be hyphenated will be moved down to the next line. If hyphenation is **on**, you can still cancel the hyphenation and move the word to the next line by pressing the **Cancel** key.

2. Set Hot Zone:

The **H-Zone** is the hyphenation zone at the end of each line. WordPerfect prompts you to hyphenate any word that extends **beyond** the H-Zone.

Initially, the H-Zone is set to **7** spaces to the left and **0** to the right of the right margin. A smaller H-Zone forces you to hyphenate more, producing lines of text that are more even. A larger H-Zone requires less hyphenation.

SETF6

Set Alignment Character

Defines which character will be used for aligning text and/or numbers on a tab (using **Tab Align**). It is initially the decimal point or period.

FOOT

Footnotes/Endnotes

This key controls the creating, editing and display options of Footnotes and Endnotes.

Numbering is automatic. You can insert footnotes and endnotes anywhere and all subsequent notes will be renumbered automatically. Footnotes and endnotes are numbered separately. The text of notes may be viewed with the **Reveal Codes** key (up to 50 characters), or by editing the footnote or endnote.

1. Create
2. Edit
3. New #
4. Options
5. Create Endnote
6. Edit Endnote

For more help, enter one of the above numbers: 0

FOOT1

Create Footnote

Type in the text of the footnote (maximum 16,000 lines) and press **Exit**. Your document will reappear on the screen with the new footnote number in place.

If a footnote is so long that it needs to cross a page boundary, it will be split. You can specify under option **4** of this key the minimum number of lines to keep together.

FOOT2
Edit Footnote

The number of the next footnote will be displayed. Pressing **Enter** will retrieve that footnote to be edited. This makes it possible to use a macro to edit all footnotes.

If you wish to edit some other footnote, enter the number of the footnote and it will be displayed on the screen, if it can be found. After editing, press **Exit**, and the original text will reappear with the cursor at the edited footnote position.

FOOT3

New Footnote #

Enter a new footnote number. All footnotes located after the cursor will be renumbered, starting with the number you entered.

FOOT4

Footnote Options

Changes the printed appearance of footnotes and endnotes.

1 Spacing within notes - The spacing between the lines of a note.

2 Spacing between notes -Number of single spaced lines between footnotes.

3 Lines to keep together -Assures that for a long footnote, at least this many lines will be kept together on a page.

4 Start footnote numbers each page

5 Footnote numbering mode __ 0 = Numbers, 1 = Characters, 2 = Letters

6 Endnote numbering mode /

7 Line separating text andfootnotes - 0 = No line, 1 = Two inch line, 2 = Line across entire page.

8 Footnotes at bottom of page If you answer **N**, footnotes will be printed right after the last line of text.

9 Characters for notes -You can specify up to 5 different characters on a page, after which double characters are used.

A String for footnotes in text |To have the numbers superscripted only,

B String for endnotes in text |press **Superscript, 1** and **Enter**.

To

C String for footnotes in note |display them as **##/**, the sequence would

D String for endnote in note |be **Underline**

Footnote, 1, Underline, /

|and **Enter**.

FOOT5

Create Endnote

Type in the text of the endnote (maximum 16,000 lines) and press **Exit**. Your document will reappear on the screen with the new endnote number in place.

Endnotes are numbered separately from footnotes; they always begin with 1 and are numbered sequentially (there is no means for renumbering them). Endnotes are printed at the end of the document with only one blank line separating the text from the endnotes.

(If you have endnotes in your document, it may be convenient to insert a Hard Page and a heading for the endnotes at the very end of the document.)

FOOT6
Edit Endnote

The number of the next endnote will be displayed. Pressing **Enter** will retrieve that endnote to be edited. This makes it possible to use a macro to edit all endnotes.

If you wish to edit some other endnote, enter the number and it will be displayed on the screen, if it can be found. After editing, press **Exit**, and the original text will reappear with the cursor at the edited endnote position.

SRCH
Search/Replace

Allows you to replace a word or group of words several times within a document, from the location of the cursor to the end, with or without confirming each one.

-> **Srch:** (enter the old text string to be replaced and press **Esc**).

Replace with: (enter the new string and press **Esc** again).

Note: If the old string was capitalized, the replacement string will also be capitalized. Control characters and hidden function codes, such as Merge Codes, Indents, Tabs, Hard and Soft Hyphens, etc., can also be replaced.

Press Cancel to stop the procedure.

SPAT
Page Format

Modifies the printing of the page:

Block On: Prevents the defined block from being divided by a page break.

Block Off:

Bottom

Positions

page only.

Page Format

1 Page Number Position
2 New Page Number
3 Center Page Top to

4 Page Length
5 Top Margin
6 Headers or Footers
7 Page Number Column

8 Suppress for Current

9 Conditional End of Page

A Widow/Orphan

Press one of the above numbers for more help: 0

SPAT1

Page Number Position

Select a number position from the list and **WordPerfect** will automatically print the page number in that position.

You may cancel the printing of page numbers by choosing option **0**.

SPAT2

New Current Page Number

Restarts or adjusts the page numbering as of the current page.

For example, if you would like page numbering to restart with #1 on page 32 of your document, position the cursor at the beginning of page 32, select this option and enter **1**.

SPAT3

Center Page Top to Bottom

Position the cursor at the beginning of the page (the left margin of line 1) and select this option. The page will be automatically centered as it is printed.

Note: This would usually be used only where a relatively short amount of text needs to be centered on a page.

SPAT4

Page Length

Sets the document page length to match the size of the forms you will be printing on. There are three options:

- 11).
 1. standard letter size (8-1/2 X
 2. standard legal size (8-1/2 X 14).
 3. Other

Note:The **page length** is always set in terms of **6 lines per inch**, while the number of **text lines** is set according to the number of lines you actually want printed on each page. (The text lines include any headers, footers and footnotes.)

SPAT5
Top Margin

Sets the distance between the top of the page and the first line of printed text.

Move the cursor to the very beginning of the page and select this option. The following message will appear:

Set half-lines (12/inch)

Enter the new value in half-lines (**12** half-lines = **6** lines = **1** inch).

Note:Resetting the top margin affects the position of page numbers, headers footers, but not the number of text lines. Use the **Page Length** option of the Page Format menu to adjust the number of lines on the page.

SPAT6
Headers or Footers

Up to 2 headers and 2 footers may be defined.

You specify which header or footer to define (A or B) and on which pages it should appear (all pages or odd or even). Enter the header or footer text and press **Exit**.

To include the current page number in a header or footer, use **^N** (Ctrl-N) or **^B** (CtrlB).

Ex.: **-- Page ^N --** would be printed as **-- Page 23 --** (on page 23).

You may also **Edit** or **Discontinue** printing any header or footer.

SPAT7

Page Number Column Positions

Sets the column positions for left, center, and right side page numbers. When selecting this option the following menu is displayed on screen:

- 1. Set to Initial Settings (In Tenths of an inch)
- 2. Set to Specified Settings
- 0. Cancel

The defaults are L=10, C=42 and R=74 in ten pitch,
L=12, C=50 and R=89 in twelve pitch.

These values are unaffected by margin changes.

SPAT8

Suppress Page Format of Current Page Only

Prevents the printing of headers, footers or page numbers on the **current** page. This option should be selected at the top of the page, before any other characters.

You may suppress one, several or all of the page attributes listed on the sub-menu. To suppress more than one, link the menu numbers with addition symbols (**2+6+7**).

SPAT9

Conditional End of Page

Prevents a page break from dividing a block of text.

Put the cursor on the line **before** the block of text and enter the number of lines you wish to keep together, for example **6**.

WordPerfect will always keep the next 6 lines (beginning with the next line) together, putting the page break either before or after the 6 lines.

SPATA
Widow/Orphan

You specify whether WP should check for and correct the occurrence of widows or orphans.

Widow -The first line of a paragraph which occurs on the last line of a page.

Orphan -The last line of a paragraph which occurs on the first line of a page.

If widow/orphan protection is **on**, widows and one line preceding any orphans will be moved to the next page.

SPELL
Spell

Check the spelling of:

- 1 the current word
- 2 all words on the current page ____\ including headers, footers,
- 3 all words in the current document / footnotes and endnotes.

You can also:

- 4 Change dictionaries
- 5 Look up words that match a pattern or a phonetic spelling
- 6 Do a word count

When a word is encountered that cannot be found in the dictionary, the word is displayed in reverse video, a suggested list of replacement words begins to appear below the dotted line, and you are given the following options:

- 1 **Skip Once** Accept the current word as correct.
- 2 **Skip** Accept this word as correct for the page or document.
- 3 **Add Word** Put the current word in the dictionary.
- 4 **Correct** Allows you to change the spelling of the word.
- 5 **Look Up** Look up words that match a pattern.
- 6 **Phonetic** Attempts to find a word in the dictionary which phonetically matches the misspelled word. To automatically replace a misspelled word, press the letter corresponding to the correct word in the list.

DOCSW
Switch

Block on - Case conversion

Converts the defined block to either all **UPPERCASE** or all **lowercase** as desired. When converting to lowercase, the beginnings of sentences are left capitalized, as well as words such as **I** and **I'm**.

Block off - Switch Documents

Switches from one document to another.

You can have two active documents at one time, which means that you essentially have two working copies of WordPerfect. The same "cut and paste" temporary files are used, so you can cut and copy text from one document to the other with the **Move** key.

The status line shows which document you are in.

THES
Thesaurus

Provides a list of synonyms in the bottom portion of the screen (if the word looked up is a "headword"). Words in the list that are marked may be used as headwords to look up additional word lists (by typing the letter in front of the word). Any word in the list may be used to automatically replace the word in the document.

Up to three columns can be displayed, and the left/right arrow keys are used to move between them.

TXTIO
Text In/Out

This feature gives you four options:

1.Retrieve Text File: Any text file may be safely retrieved with this option. Carriage return/line feed combinations are changed to Hard New lines. Any text following a ^Z (Control-Z) will be discarded.

2.Save Text File:All WordPerfect functions will be stripped out, all new lines will be converted to carriagereturn/line feed combinations, and a ^Z (Control-Z) will be placed at the end.

3.Retrieve locked File: If you try to unlock a file which was not locked, an error message will be displayed on the status line.

4.Save Locked File: You will be prompted to enter a password and then re-enter it for verification. A locked file may be retrieved through the **unlock** option of this menu, the **Retrieve** key or from **List Files**.

Note:To unlock a file and remove the password protection, define the entire document as a block (**HomeHome Up, Block, HomeHome Down**) and save it with the **Save** key.

MARK
Mark Text

Block On -A menu will appear on screen with the following options:

Mark Text

1 Table of Contents (Mark entries to be included when the table is generated)

2 List (Such as a List of Illustrations or Tables)

3 Redline (Text to mark for insertion)

4 Strikeout (Text to mark for deletion)

5 Index (Mark a word or words to be included as an index entry)

Block Off - The following menu will appear on screen:

1. Outline
2. Paragraph Number
3. Redline
4. Remove
5. Index
6. Definition
7. Generate

For more information, type one of the numbers from the menu above:0

MARK1
Outline

WordPerfect goes into **Outline** mode, and stays in that mode until you choose this option again, similar to the Insert/Typeover key. The status line will indicate when **Outline** is on.

When in **Outline** mode, any Hard Return or Hard Page will automatically be followed by a paragraph number. If you then press **Tab** or **Enter**, then the Tab or Hard Return will be inserted before the paragraph number.

MARK2

Paragraph Number

Insert a paragraph function in the text which is displayed according to the level (current tab number from the left margin) and the display format (determined by the definition from option 6).

To enter a paragraph number:

- 1.Tab over to the desired tab stop.
- 2.If you want the numbers to be aligned on the tab, press the **Tab Align** key.
- 3.Press the **Mark Text** key and choose option **2**.
- 4.If the paragraph number is Tab Aligned, press the **Tab, ->Indent**, or **->Indent<-** key before typing the text.
- 5.If you want to change the level of the paragraph, move the cursor to the left of the paragraph number and enter a Tab. The paragraph will move to the right and the number will change automatically to the display format of that level. (See the information for option **6** on the **Mark Text** key).

MARK3

Redlining

Puts WordPerfect into a **Redline** mode, which will be indicated by a **+** after the **Pos** indicator on the status line. You will stay in this mode until you choose this option again.

Redlining is a way of marking text that has been inserted into a document as a revision or addition. In the printer program (**PRINTDEF**) that comes with WordPerfect, you can specify the character to be printed at the beginning of each line that has been marked for redlining or under every redline character.

See also the **Remove** option on the **Mark Text** key.

MARK4
Remove

Removes all the **Redline markings** and all the **Strikeout text** from your document. The previously redlined text will be printed as normal text, without markings, and all text marked for strikeout will be deleted.

MARK5
Index

Enters a function in your text which will later be used to generate an index. Index entries can have Headings and Subheadings.

The index that is generated from these functions will contain the headings and subheadings that you have specified along with the page numbers where they occur. All subheadings that share the same heading will be alphabetized under that heading and indented.

In order to generate the index, you must first use option **6** on the **Mark Text** key to define the index format at the place in your text where you want the index to appear.

MARK6
Define

Specify the format of up to five lists, such as Lists of Illustrations, Lists of Tables, etc., as well as Table of Contents, Paragraph/Outline numbering and an Index.

Options **1-5,8** (Lists 1-5 and Index) give the following format possibilities:

	Example:
1 - No Page Numbers	Entry1
2 - Page Numbers Follow Entries	Entry1 130
3 - (Page Numbers) Follow Entries	Entry1 (130)
4 - Flush Right Page Numbers	Entry1 130
5 - Flush Right Page Numbers with Leaders	Entry1.....130

Option **6** (Table of Contents) allows up to five levels (sublevels), and each of the levels has the choice of options 1-5 above for page # position.

Option **7** (Paragraph/Outline Numbering) has three pre-defined formats. If you don't want any of these formats, you may define your own.

MARK7

Generate

Creates the Lists, Table of Contents and Index after they have been defined.

They will be generated and inserted into your text wherever the definition function was inserted. The following prompt will appear first:

**Have you deleted your old Table of Contents, Lists, and Index?
(Y/N)**

If you answer **N**, WordPerfect will assist you in deleting your old tables, lists and index. This is because if you already have generated any of these three, duplicate Table of Contents, Lists and Index would be created.

***Make sure that the Table of Contents, Lists and Index are defined at the place in your text where you want them to appear.**

DATE
Date

When selecting the Date function the following menu is displayed:

- Date
1. Insert Text
 2. Format
 3. Insert Function
 0. Cancel

Option 1 Inserts the date and/or time into your text at the current cursor location.

Option 2 Used to change the way the date and time are displayed.

Option 3 Inserts the function so that the date is updated when you retrieve or print the document.

The date and time will be the "system" date and time that the computer was given at power-up.

MATH

Math and Columns

Define math and text columns, turn columns or math on or off, or calculate the math operations already defined and entered.

One of the following menus will appear on screen :

	with Math on:	with
Math off:		
	1. Math Off	
1. Math On/Off		
	2. Math Calc	2.
Math Def		
	3. Column On/Off	3.
Column On/Off		
	4. Column Def	4.
Column Def		
	5. Column Display	5.
Column Display		
	0. Cancel	0.
Cancel		

For more information, type one of the numbers from the menu above:0

MATH1
Math On/Off

Turns Math on if it was off, and vice versa.

Math columns and calculations must first be defined with option **2** of the **Math/Columns** key.

MATH2

Math Definition

Define up to 24 columns (A-X) for math calculations. The actual definition is done in an area in the upper right portion of the screen. The arrow keys are used to position the cursor over the value to be changed.

The types of columns are:

0 = Calculation **1** = Text **2** = Numeric **3** = Total

If you enter a **0** for column type, the cursor will move down to the calculation formulas area to define your formula for that column. There is a maximum of four calculation columns.

Negative numbers can be displayed with parentheses **(5.00)** or minus sign **-5.00**

MATH3

Columns On/Off

Turns columns on if they are currently off, and vice-versa.
Columns must first be defined with option **4** of the **Math/Columns**
key.

MATH4

Column Definition

Sets up newspaper-style (snaking) or "parallel" text columns.

If you specify **evenly spaced** columns, you will be asked for the number of spaces between columns and the number of columns. WordPerfect will then calculate the margins and display them. You are given an opportunity to change those margins if you wish.

If you specify **unevenly spaced** columns, you will be asked for the number of columns and will need to enter the left and right margins for each.

An additional question is asked: "Should groups of columns be kept together?" Answering yes to this question will protect a group of columns against soft page breaks and makes them work like parallel or "comparison" columns.

The Hard or Soft New Page is used to end one column and start the next, but the page break will not appear on the screen. The columns will appear sidebyside as these do. To move between columns, use GoTo with left or right arrow.

ITCL
Italics

This turns **Italics** on if it was off, and vice versa.

Pressing the **Italics** with **Block** on **Italicizes** the entire block.
(When Italics is on, the position number on the status line is highlighted as a reminder.)

AB

Function Key	Feature	Key Name
Shft-F1	Advance Up, Dn or Ln	Super/Subscript
Ctrl-F6	Align on Tabs	Tab Align
Shft-F8	Alignment Character (Set)	Line Format
CtrlF3	Alt/Ctrl Key Mapping	Screen 3
CtrlF3	Auto Rewrite	Screen 5
Shft-F7	Binding Width	Print - 3 or 4 Select Options
Ctrl-F4	Block Append	Move
Alt -F4	Block On/Off	Block
Alt F8	Block Protect	Page Format (Block On)
F6	Bold	Bold

C

Function Key	Feature	Key Name
F1	Cancel	Cancel
Shft-F7	Cancel Print Job	Print - 4 Printer Control
Shft-F3	Case Convert (Block On)	Switch
Shft-F6	Center	Center
Alt -F8	Center Page (Top to Bottom)	Page Format
F5	Change Default Drive	List Files
Ctrl-F8	Characters per Inch (Pitch)	Print Format
CtrlF3	Colors	Screen 4
Alt -F7	Columns Definition	Math/Columns
Alt -F7	Columns On/Off	Math/Columns
Alt -F8	Conditional End of Page	Page Format
Ctrl-F4	Copy a Block (Block On)	Move
Ctrl-F4	Copy a Column (Block On)	Move
F5	Copy a File	List Files 8
Ctrl-F4	Copy Text	Move
CtrlF3	Ctrl/Alt Key Mapping	Screen 3
F5	Current Document Size	List Files
Home, Arrows	Cursor Movement	Home and Arrow keys
Up&Dn	Cursor Movement, Specialized	GoTo, Escape, Page/Screen
Ctrl-F4	Cut	Move
Ctrl-F4	Cut Block (Block On)	Move
Ctrl-F4	Cut Column (Block On)	Move

D

Function Key	Feature	Key Name
Shft-F5	Date/Time - Insert or Define	Date
Ctrl-F10	Define Macro	Macro Def
F5	Delete File	List Files
Backspace	Delete Left	Backspace
Del	Delete Right	Del
Ctrl-End	Delete to End of Line	EOL
Ctrl-PgDn	Delete to End of Page	EOP
Ctrl-Bkspace	Delete Word	Ctrl-Backspace
Ctrl-F2	Dictionary	Spell
F5	Display Disk Space	List Files
Shft-F7	Display Print Jobs	Print - 4 Printer Control
Shft-F7	Display Printers and Fonts	Print - 4 Printer Control
Ctrl-F5	DOS Text File In/Out	Text In/Out (also List Files 5)
Shft-F3	Dual Document Editing	Switch

E

Function Key	Feature	Key Name
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CtrlF5	Encrypt a Document	Text In/Out 3
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F9	End of Field	Merge R
----	--------------	---------

End	End of Line	End
-----	-------------	-----

Shft-F9	End of Record	Merge E
---------	---------------	---------

Ctrl-F7	Endnotes	Footnote
---------	----------	----------

Ctrl-F9	Execute Merge	Merge
---------	---------------	-------

F7	Exit	Exit
----	------	------

CtrlV	Extended Characters	CtrlV then decimal ASCII code
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Shft-F8	Extended Tabs (160-250)	Line Format
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FH

Function Key Feature Key Name

F5	File Management	List Files
Alt -F6	Flush Right	Flush Right
Ctrl-F8	Font/Print Wheel	Print Format
Alt -F8	Footers	Page Format
Ctrl-F7	Footnotes	Footnote
F2	Forward Search	-> Search
Shft-F7	Full Text Print	Print
Shft-F7	"GO" - Start Printer	Print - 4 Printer Control
Ctrl-Home	Go To	GoTo
CtrlF1	Go to DOS Shell	
Shft-F7	Hand-Fed Paper Print	- 4 then 3 Select Printers
Home-Space	Hard Space	Home-Space
Alt -F8	Headers	Page Format
F3	Help	Help
Shft-F8	H-Zone Size	Line Format
Home "-"	Hyphen Character (minus)	Home "-"
"-"	Hyphen Code	"-"
Shft-F8	Hyphenation On/Off	Line Format

IL

Function Key Feature Key Name

F4	Indent	-> Indent
Shft-F4	Indent L/R	-> Indent <-
Alt -F5	Index	Mark Text
Ins	Insert/Replace	Ins
CtrlV	Insert any Character	CtrlV then decimal ASCII code
Ctrl-F8	Insert Printer Command	Print Format
Alt -F10	Invoke Macro	Macro
Ctrl-F8	Justification On/Off	Print Format
<--	Left Margin Release	Lt Margin Rel
CtrlF3	Line Draw Screen	2
Ctrl-F8	Lines per Inch	Print Format
CtrlF5	Lock a File	Text In/Out 3
F5	Look at a File List	Files 6
Shft-F3	Lower Case Convert	(Block On) Switch

M

Function Key	Feature	Key Name
Alt -F10	Macro	Macro
Ctrl-F10	Macro Definition	Macro Def
Shft-F8	Margins	Line Format
Alt -F5	Mark Text	Mark Text
Alt -F7	Math Definition	Math/Columns
Alt -F7	Math On/Off	Math/Columns
CtrlF9	Merge	Merge/Sort
Alt -F9	Merge Codes	Merge Codes
Shft-F9	Merge E - End of record	Merge E
F9	Merge Return - End of field	Merge R
Ctrl-F4	Move	Move

NO

Function Key	Feature	Key Name
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Esc n (set)	Esc - # - Enter	
-------------	-----------------	--

Alt -F8	New Current Page Number	Page Format
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Ctrl-Enter	New Page	New Page
------------	----------	----------

Shft-F7	Number of Copies	Print - 3 or 4 Select Options
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Shft-F1	Overstrike	Super/Subscript
---------	------------	-----------------

P

Function Key	Feature	Key Name
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PgDn	Page Down	PgDn
------	-----------	------

Alt -F8	Page Format	Page Format
---------	-------------	-------------

Alt -F8	Page Length	Page Format
---------	-------------	-------------

Alt -F8	Page Number Column Positions	Page Format
---------	------------------------------	-------------

CtrlB	Page Number in Text	^B (CtrlB)
-------	---------------------	------------

Alt -F8	Page Number Position	Page Format
---------	----------------------	-------------

PgUp	Page Up	PgUp
------	---------	------

Ctrl-F8	Pitch	Print Format
---------	-------	--------------

Shft-F7	Print a Page	Print
---------	--------------	-------

Shft-F7	Print a Block (Block On)	Print
---------	--------------------------	-------

Ctrl-F8	Print Format	Print Format
---------	--------------	--------------

Shft-F7;F5	Print From Disk	Print - 4 then P ; List Files -
------------	-----------------	---

4

Shft-F7	Print Full Text	Print
---------	-----------------	-------

Ctrl-F8	Print Wheel/Font	Print Format
---------	------------------	--------------

Shft-F7	Printer Number	Print - 3 or 4 Select Options
---------	----------------	---

Ctrl-F5	Protect a Document	Text In/Out
---------	--------------------	-------------

QR

Function Key	Feature	Key Name
Ctrl-F4	Rectangle Cut/Copy	Move
F5	Rename a File	List Files
Esc	Repetition Counter (n)	Esc
Shft-F7	Report Printer Status	Print - 4 Printer Control
"-"	Required Hyphen	Hyphen
Home-Space	Required Space	Home-Space
Shft-F7	Restart Printer	Print - 4 Printer Control
Ctrl-F4	Retrieve Column	Move
Shft-F10	Retrieve Text	Retrieve
Ctrl-F5	Retrieve DOS Text File	Text In/Out (also List Files - 5)
Ctrl-F4	Retrieve Text (Move key)	Move
Alt -F3	Reveal Codes	Reveal Codes
Shft-F2	Reverse Search <-	Search
Ctrl-F3	Rewrite Screen	Screen 0
CtrlF3	Ruler Bar Screen	1

S

Function Key Feature Key Name

F10	Save Text	Save
+(Num Pad)	Screen Down	Screen Down
-(Num Pad)	Screen Up	Screen Up
Alt -F2	Search & Replace	Replace
Alt -F2	Search & Replace w/Confirm	Replace
F5	Search for Text in File(s)	List Files 9
Shft-F7	Select Printers	Print - 4 Printer Control
Shft-F7	Send Printer a "GO"	Print - 4 Printer Control
Ctrl-F8	Sheet Feeder Bin #	Print Format
Shft-F7	Sheet Feeder Y/N	Print - 4 then 3 Select Printers
CtrlF1	Shell	Shell
Ctrl "-"	Soft Hyphen	Soft Hyphen
CtrlF9	Sort Merge/Sort	
Shft-F8	Spacing	Line Format
CtrlV	Special Characters	CtrlV then decimal ASCII code
Ctrl-F2	Speller	Spell
CtrlF3	Split Screen	Screen
Shft-F1	Subscript	Super/Subscript
Shft-F1	Superscript	Super/Subscript
Shft-F3	Switch Documents	Switch

TU

Function Key Feature Key Name

-->	Tab	Tab	
Shft-F8	Tab Set	Line Format	
CtrlF3	Tab Ruler	Screen	1
Alt -F5	Table of Contents	Mark Text	
Ctrl-F5	Text In/Out	Text In/Out	
Alt F1	Thesaurus	Thesaurus	
ShftF5	Time/Date	Date	
Alt -F8	Top Margin	Page Format	
Ins	Typeover	Ins	
ShftF7	Typethru	Print	5
F1	Undelete	Cancel	
F8	Underline	Underline	
Ctrl-F8	Underline Style	Print Format	
CtrlF5	Unlock a Document	Text In/Out	4
Shft-F3	Upper Case Convert	(Block On) Switch	

VZ

Function Key Feature Key Name

Alt -F8 Widow/Orphan Protection Page Format

CtrlF3 Window Screen **1**

Ctrl-Backspace Word Delete Delete Word

Ctrl-L Arrow Word Left (move) Word Left

Ctrl-R Arrow Word Right (move) Word Right

F5 Word Search List Files 9