Scheduler

Feature	Keys
Become	Shift-F10
Cancel	F1
Conflicts	F8
Exit	F7
Format Date	Shift-F5
Help	F3
List	F5
Month	F4
Print	Shift-F7
Schedule	F9
Screen Update	Ctrl-F3
Setup	Shift-F8, Shift-F1
Shell	Ctrl-F1
Week	F6
Update	F10

Shell

Feature	Keys
Cancel	F1
Exit	F7
Help	F3

WordPerfect™ OFFICE for PC Networks

Quick Reference

Conventions

Colors

Features on the Macro/Program Editor keyboard template are color coded:

Black means to press the required key.

Blue means to hold down the Alt key and press the required key.

Green means to hold down the Shift key and press the required key.

Red means to hold down the Ctrl key and press the required key.

Mnemonic Menus

WordPerfect Office has mnemonic menus. For each menu option, a bolded number appears on-screen next to the option and a bolded character appears in the name of the option. For example:

1 Go to date.

The step-by-step instructions given throughout the manual list only the bolded numbers. However, you can select either the bolded number or the bolded character (e.g., **1** or **G** in the example given above) for any menu option.

Terms

In step-by-step instructions in the documentation, each function key appears bolded. It may also be followed by its keyboard name in parentheses [e.g., **Send** (F9)].

Keys may appear by themselves, with another key, or as a series of keys. For example,

Cancel (F1)	Press **F1**.
Ctrl-F1	Hold down **Ctrl**, then press **F1**.
Ctrl-F1,2	Hold down **Ctrl**, press **F1**, release both keys, then type **2**.
Alt-Shift-a	Hold down **Alt** and **Shift** and type **a**, then release all keys.

Instructions may also include one or more of the following commands:

Enter
Type the bolded text that follows, then press **Enter**.

Type
Type the bolded text that follows, but do not press **Enter**.

Block
Define a block of text by moving the cursor to one end of the text, pressing **Block** (Alt-F4), and moving the cursor to the other end of the text.

Using Office

When you first start up WordPerfect Office, the Shell menu appears. It lists the WordPerfect Office programs with a menu letter next to the name of each program. To start a program from the Shell,

1 Type the letter which is displayed next to the program that you want to start.

When you exit a program originally started from the Shell, you are returned to the Shell menu. You can then start another program. If you have enough memory in your computer, you can use Shell (Ctrl-F1) to return to the Shell menu without exiting a Shell-compatible program. You can then type a program letter to start another program.

You can also go to the Shell from any program by using the Alt-Shift-Space Bar macro.

To quickly switch from one Shell-compatible program to another,

1 Hold down **Alt-Shift**.

2 Type the program letter.

Exiting the Shell

Whenever you finish using WordPerfect Office, you should exit the Shell program before turning off your computer. To do so,

1 Press **Exit** (F7).

If there are no programs in memory, you are immediately returned to the DOS prompt.

If there are still programs in memory, the Shell prompts: "Save information in all programs? (Y/N) Y".

2 If you press **n**, the Shell exits all the programs for you without saving any of the information in them, and then gives you a prompt.

3 Press **n** to remain in the Shell.

or

Press **y** to exit the Shell.

If you press **y**, the Shell returns you to any programs in memory which have unsaved changes and lets you begin the saving process.

After all the programs have been exited, the Shell returns you to the DOS prompt.

Calculator

Feature	Keys
Add	+
Clear All	Shift-F1
Clear Entry	F1
Colors	F9
Divide	/
Exit	F7
Financial Functions	F8
Help	F3
Memory Clear	Ctrl-F2
Memory Recall	Shift-F2
Memory Store	F2
Multiply	*
Percent	%
Power	^
Programmer Functions	F6
Shell	Ctrl-F1
Scientific Functions	F4
Statistical Functions	F10
Subtract	–
Tape	F5
Total	Enter or =

Calendar

Feature	Keys
Adjust	F6
Bold	F6
Cancel	F1
Copy	F4
Date	Shift-F5
Delete All Items	Ctrl-Backspace
Delete One Item	Backspace
Exit	F7
File Format	Ctrl-F5
Go to Date	Ctrl-Home
Help	F3
Insert a New Item	Insert
Move	Shift-F4
Mark Current Item	*
Next Day	PgDn
Next Window	Tab
Outline	F9
Previous Day	PgUp
Previous Window	Shift-Tab
Print	Shift-F7
Retrieve	Shift-F10
Save	F10
Screen	Ctrl-F3
▸Search	F2
◂Search	Shift-F2
Shell	Ctrl-F1
Switch	Shift-F3
Underline	F8

File Manager

Feature	Keys
Cancel	F1
Copy	F4
Exit	F7
File Search	F5
Help	F3

Feature	Keys
Mark/Unmark All	Alt-F5
Print	Shift-F7
Shell	Ctrl-F1
▸Search	F2
◂Search	Shift-F2

Macro/Program Editors

Feature	Keys
Append (Block on)	Shift-F4
Append Clipboard (Block on)	Ctrl-F1, 3
Auto Indent (PE)	Shift-F8, 3
Auto Wrap (ME)	Alt-F8, 4
Backspace	Backspace
Backup	Alt-F8, 1
Beep	Alt-F8, 2
Beginning of Line	Home, Home, ←
Beginning of Text	Home, Home, ↑
Binary Mode (PE)	Ctrl-F5
Block	F9 or Alt-F4
Bottom	Alt-F9
Cancel	F1
Cancel Printing	Shift-F7, 3
Caps Lock	Caps Lock
Case Convert (Block on)	Shift-F3
Change Default Directory	F5, =, directory
Change Directory	F5, Enter, 7
Clipboard Append (Block on)	Ctrl-F1, 3
Clipboard Save (Block on)	Ctrl-F1, 2
Codes	Alt-F3
Colors	Ctrl-F3, 4
Comment (ME)	Shift-F1
Control Character (PE)	Ctrl-F3, 5
Copy (Block On)	F4
Copy (file)	F5, Enter, 8
Copy Line	Alt-F6
Create Directory	F5, Enter, 7, directory
Date	Shift-F5
Date Format	Shift-F5, 2
Delete	Del
Delete (file)	F5, Enter, 2
Delete Directory	F5, Enter, 2
Delete to End of Line	Ctrl-End
Delete to End of Page	Ctrl-PgDn
Delete Word	Ctrl-Backspace
Delete Word Left	Home-Backspace
Delete Word Right	Home-Delete
Duplicate Line	Shift-F6
Duplicate Word	F6
End of Line	Home, Home, →
End of Text	Home, Home, ↓
Enter	Enter
Escape	Esc
Exit	F7
Full Macro (ME, Print)	Shift-F7, 1
Full Text (PE, Print)	Shift-F7, 1
Functions (ME)	Ctrl-F10
Go To	Ctrl-Home
Go to DOS	Ctrl-F1, 1
Go to Shell	Ctrl-F1, 1 (If started from Shell)
Hard Page (PE)	Ctrl-Enter
Hard Return	Enter
Help	F3
Home	Home
Insert Date	Shift-F5, 1

Feature	Keys
Interpret	Ctrl-F5
Line Format (PE)	Shift-F8
List Files	F5
Look (file)	F5, Enter, 6
Macro	Alt-F10
Macro Def	Ctrl-F6
Macro Def (PE)	Ctrl-F10
Macro Delay	Ctrl-PgUp, value
Macro Pause	Ctrl-PgUp, Enter
Macro Pause Message (ME, shell macros only)	Ctrl-F10 (2), 3
Mark Files	* or Home, *
Middle	Shift-F9
Move (Block on)	Ctrl-F4
Name Search	F5, Enter, F2, filename
Null (PE)	Alt-F1
Options	Alt-F8
Original Backup	Alt-F8, 1
Page (PE, Print)	Shift-F7, 2
Page Down	PgDn
Page Up	PgUp
Page Header	Ctrl-F8
PgUp/PgDn (PE)	Alt-F8, 4
Print	Shift-F7
Print Format	Ctrl-F8
Rename (file)	F5, Enter, 3
Replace	Alt-F2
Retrieve	Shift-F10
Retrieve	F5, Enter, 1
Retrieve Clipboard	Ctrl-F1, 2
Return	Enter
Rewrite	Ctrl-F3, Enter
Save	F10
Save (Clipboard, Block on)	Ctrl-F1, 2
Screen	Ctrl-F3
Screen Down	Home, ↓ or + (num pad)
Screen Left	Home, ←
Screen Right	Home, →
Screen Up	Home, ↑ or –(num pad)
Scroll	Ctrl-F3, 2
Scroll Lock	Scroll Lock
▸Search	F2
◂Search	Shift-F2
Search (List Files)	F5, Enter, 7
Search Options	Alt-F8, 3
Select Device	Shift-F7, 4
Shell	Ctrl-F1
Size	Ctrl-F3, 3
Special Characters	Ctrl-V, value
Switch	F8 or Shift-F3
Tab Every 8 (PE)	Shift-F8, 1
Tab Ruler	Ctrl-F3, 1
Timed Backup	Alt-F8, 1
Top	Ctrl-F9
Typeover	Insert
Undelete	F1
Value	Ctrl-V
Varying Tabs (PE)	Shift-F8, 2
Window	Ctrl-F3, 1
Word Left	Ctrl-←
Word Right	Ctrl-→
Wrap (ME)	Ctrl-F2
Wrap (ME, Options)	Alt-F8, 4

Mail

Feature	Keys
Bold	F6
Cancel	F1
Exit	F7
Help	F3
List	F5
Mark, Unmark All	Alt-F5
Options	Shift-F8, Shift-F1
Print	Shift-F7
Retrieve	Shift-F10
Save	F10
Screen Update	Ctrl-F3
▸Search	F2
◂Search	Shift-F2
Send	F9
Shell	Ctrl-F1
Switch	Shift-F3
Text In/Out	Ctrl-F5
Underline	F8

Notebook

Feature	Keys
Add Record	F9
Bold	F6
Date	Shift-F5
Dial	F4
Delete Record	Delete
Exit	F7
Go To Record #	Ctrl-Home, #
Help	F3
Insert Record	Insert
Mark/Unmark All (LD)	Alt-F5 or Home,*
Middle	Shift-F9
Next Field (RD)	Tab
Next Record (LD)	PgDn
Next Marked Record (LD)	Home, PgDn
Previous Field	Shift-Tab
Previous Marked Record	Home, PgUp
Previous Record	PgUp
Print	Shift-F7
Retrieve	Shift-F10
Save	F10
▸Search	F2
◂Search	Shift-F2
▸Search and Mark	Alt-F2
◂Search and Mark	Ctrl-F2
Setup	Ctrl-F3, Shift-F8
Shell	Ctrl-F1
Sort	Ctrl-F9
Switch	Shift-F3
Underline	F8

ME—Macro Editor
PE—Program Editor
LD—List Display
RD—Record Display