

WordPerfect[®] Workbook

for NeXT[®] Computers

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WordPerfect Corporation, 1555 N. Technology Way, Orem, Utah 84057, U.S.A.
Telephone: (801) 228-9910 • Telex: 820618 • FAX: (801) 228-2377

Table of Contents

Introduction	v
Customer Support	ix
WordPerfect Software	x
International Affiliates	xi
Section 1: Business Memo	
Lesson 1: Business Memo—Basic Features	3
Lesson 2: Business Memo—The Ruler	15
Section 2: Corporate Report	
Lesson 3: Corporate Report—Replace and Find	29
Lesson 4: Corporate Report—Speller and Thesaurus	35
Lesson 5: Corporate Report—Header/Footer, Footnote, and Comment	41
Lesson 6: Corporate Report—Format	49
Lesson 7: Corporate Report—Styles	57
Lesson 8: Corporate Report—Table of Contents	69
Section 3: Newsletter	
Lesson 9: Newsletter—Columns	79
Lesson 10: Newsletter—Images	87
Lesson 11: Newsletter—Text Boxes	95
Section 4: Advanced Features	
Lesson 12: Advanced Features—Merge	109
Lesson 13: Advanced Features—Sort	121
Lesson 14: Advanced Features—Macros	135
Glossary/Index	147



Introduction

The *WordPerfect Workbook* will help you understand how to create and format a variety of documents using WordPerfect. As you create and format these documents, you will use basic WordPerfect features such as the Ruler and Styles. You will also use the more sophisticated WordPerfect features such as Graphics, Columns, and Table of Contents.

Before You Begin

This workbook assumes that you are familiar with a NeXT computer and that you know how to perform each of the following tasks:

- Start your computer
- Click
- Double-click
- Select text
- Drag
- Choose a command from a menu
- Choose options (such as radio buttons, check boxes, and pop-up list items)
- Highlight

If you don't understand these tasks, please see the *NeXT Getting Started* manual that came with your system. Part one of *NeXT Getting Started* will explain how to set up the computer and the printer. Part two provides valuable information to new users about basic word processing features such as moving within a document and using the mouse and keyboard.

After reading through the information in *NeXT Getting Started*, you are ready to begin the lessons in this workbook.

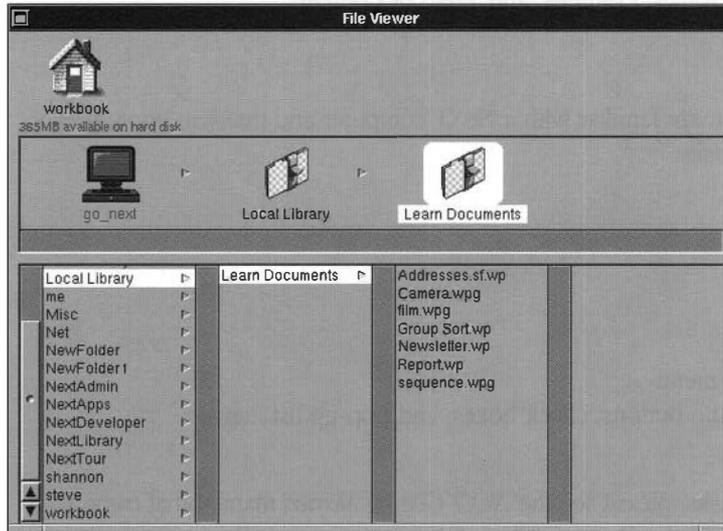
Learn Documents

When you installed WordPerfect onto your NeXT computer, the Learn Documents folder was automatically loaded. And since you will be making changes to the Learn Documents as you go through the lessons in this workbook, you will need to have your own copy of the Learn

Documents folder. Making your own copy will enable other people to go through the lessons too.

To make your own copy, simply follow these steps.

1 From the File Viewer, click Local Library, then click Learn Documents.



2 Drag the Learn Documents icon (folder on bottom shelf) into your home workspace (house on top shelf) and release the mouse button while holding down the Alternate key.

As you press the Alternate key, the arrow will change to a double square. And as you drag the folder into your house, the door will open.

The screens in this workbook display “workbook” as the home workspace (as seen above). Your house will display your name (or the name you gave it) as your home workspace.

About This Workbook

Step-by-step instructions for using a feature or performing a task look like this:

1 Choose Page from the Format menu.

An indented paragraph just below a step, like this, explains what happens next or gives additional information about the step.

A step that requires you to type information looks like this:

1 Type Helen in the text field.

Text that is blue is text that you will actually type—either in the document or in a text field.

Important: When you see the word *important* in bold, the text to the right will give you information that you should be sure to read.

Workbook Organization

The workbook is divided into four sections. If you are familiar with the topics discussed in Section 1, feel free to begin with Section 2. If you are familiar with the topics discussed in Section 2, start with Section 3. You should not, however, start with a lesson in the middle of a section.

Section 1: Lessons 1-2

In this section you will create and modify a business memo. Lesson 1 is a review of basic word processing features. In Lesson 2 you will learn how to use the Ruler.

Section 2: Lessons 3-8

In this section you will edit a corporate report. You will use features such as Speller, Thesaurus, Header/Footer, Footnote, and Comment. You will also create and apply styles and generate a table of contents.

Section 3: Lessons 9-11

In this section you will format a newsletter. You will learn how to create and adjust features such as Columns and Graphics.

Section 4: Lessons 12-14

As you work through this section, you will learn about more sophisticated word processing features such as Merge, Sort, and Macros.

Important: Do not change the margins, alignment, line spacing, or other formatting options before starting any lesson. If you do, some of the steps in the lesson may not work properly.

Information for Advanced Users

The reference manual for WordPerfect on the NeXT is actually on-line. If it has not yet been installed, refer to the installation instructions you received with the WordPerfect optical or floppy disks. To access the more detailed information contained in the on-line reference manual, follow the steps below.

1 Choose Info from the WordPerfect menu, then choose Help.

The Help panel appears. When using Help, you have two options. You can select the topic you want to access by using either an alphabetical list or a menu-driven hierarchy. In this workbook, you will use the list.

2 Scroll through the topics on the Help panel until you find Help, then highlight it.



3 Click OK.

The Help section of the on-line reference manual appears on the screen. (You can also double-click on any topic, and the corresponding section will appear on the screen). The Help section gives detailed information about how to use the on-line reference manual.

Customer Support

WordPerfect for NeXT is backed by a customer support system designed to offer you courteous service. If you've exhausted all other help avenues and need a friendly voice to assist you with a problem, follow these steps:

- Try to duplicate the problem, step by step, to see exactly what was done.
- Be at your computer when you call Customer Support and have your license number at hand.
- You can reach WordPerfect for NeXT Customer Support by dialing: **(801) 228-9910**.

WordPerfect Software

WordPerfect word processing software is also available for the IBM PC (and most compatibles), Personal System/2, and OS/2, and for Amiga, Apple IIe/IIc, Apple IIGS, Atari ST, and Macintosh computers, as well as IBM 370, Data General, and VMS systems. Contact your local WordPerfect dealer for more information.

Versions of WordPerfect are also available in selected languages other than U.S. English. Contact a WordPerfect International Regional Office for more information.

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WordPerfect International Regional Offices

If you purchased this product within the U.S. and want to register your license outside the U.S. and Canada with the WordPerfect Corporation International Affiliate Office in your area, entitling you to local customer support and update notices, you will be charged a maximum of 25% of the local retail price.

Eastern Europe

WordPerfect Europe, Barbizonlaan 25, 2908 MB Capelle a/d IJssel, THE NETHERLANDS,
Telephone: (31 10) 40 70 100, Telex: (844) 25093, Telefax: (31 10) 45 66 255

Latin America

WordPerfect América Latina, 1555 N. Technology Way, Orem, UT 84057, U.S.A., Telephone: (1 801) 222 4200, Telex: 820618, Telefax: (1 801) 222 4277

South Pacific Rim

WordPerfect Pacific, Building 2, 25 Sirius Road, Lane Cove NSW 2066, AUSTRALIA, Telephone:
(61 2) 415 5222, Technical Support: (61 2) 415 5333, Telefax: (61 2) 418 7505

United Kingdom

WordPerfect United Kingdom, Weybridge Business Park, Addlestone Road, Weybridge, KT15 2UU, UNITED KINGDOM, Telephone: (44 932) 850505, Sales: (44 932) 850500, Telex: (851) 916005, Telefax: (44 932) 843497

Western Europe

WordPerfect Europe, Barbizonlaan 25, 2908 MB Capelle a/d IJssel, THE NETHERLANDS,
Telephone: (31 10) 40 70 100, Telex: (844) 25093, Telefax: (31 10) 45 66 255

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Section 1: Business Memo

Lesson 1: Basic Features

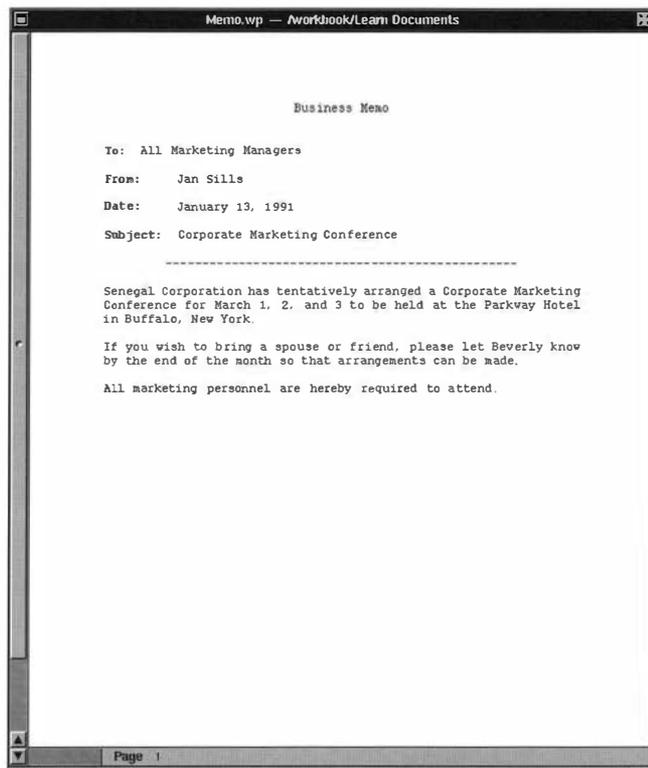
Lesson 2: The Ruler

Lesson 1: Business Memo—Basic Features

As you create a business memo, you will learn to do the following:

- Open a New Document
- Center Text
- Change Text Attributes
- Indent Text
- Delete Text
- Save a Document
- Print a Document
- Quit WordPerfect

At the end of this lesson, your memo should look like this:



Open a New Document

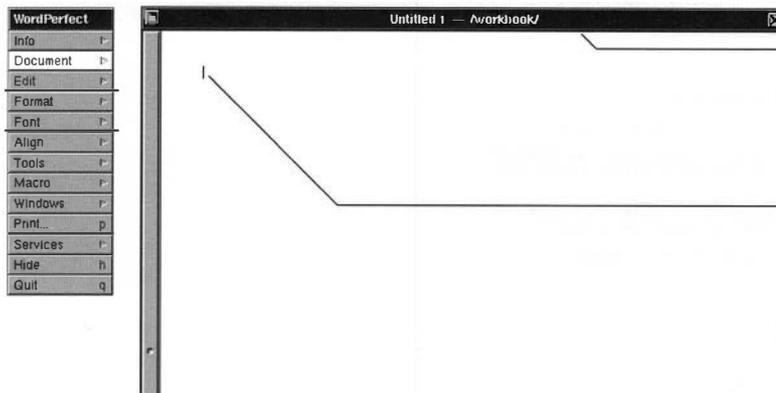
If you haven't already started WordPerfect,

1 Double-click the WordPerfect application icon.



2 Choose New from the Document menu.

An untitled document appears on the screen.



The title bar displays the document name. A new document is always untitled until you save and name it.

The insertion point indicates where you can type text, delete text, or insert graphics from another application.

Center Text

Using a word processor allows you to manipulate text quickly. You can align the left or right margins, center text, or justify it. To change the alignment, simply choose the appropriate commands from the Align menu.

1 Choose Center from the Align menu.

2 Type Business Memo

The text is centered as you type. To triple space,

3 Press Return three times.

The insertion point moves three lines down and back to the left margin.

Change Text Attributes

When you type characters, they appear in plain text, unless you change the text attribute. The following sentences represent some of the different kinds of text attributes you can use.

This is plain.

This is bold.

This is underline.

This is italic.

This is outline.

This is shadow.

This is ^{superscript}.

This is _{subscript}.

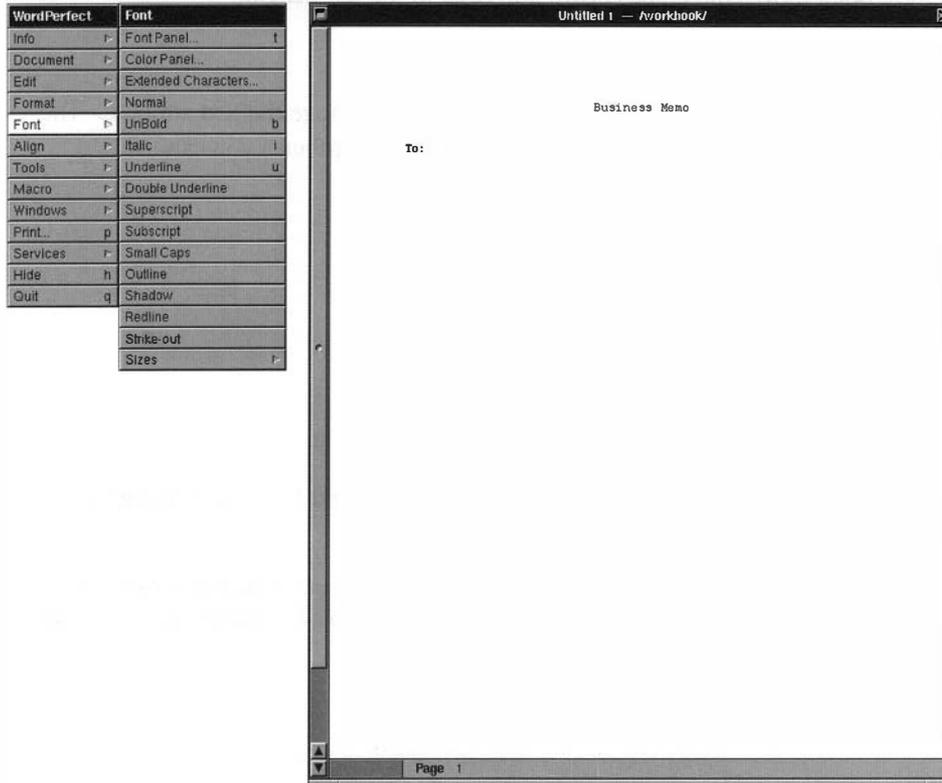
You can change text attributes by choosing the appropriate command from the Font menu either before you type text or after you select text.

*To the right of some commands on the menus, you will see keyboard equivalents such as **b** (bold) or *i* (italics). In other words, to choose Bold, you can hold down the Command key and press **b**. To choose Italics, you can hold down the Command key and press *i*.*

In this memo, you will bold the words *To*, *From*, *Date*, and *Subject*.

1 Choose Bold from the Font menu.

2 Type To:.



3 Choose Unbold from the Font menu to discontinue bolding.

4 Press Tab, then type All Marketing Managers

The text attribute is now plain instead of bold.

5 Press Return twice.

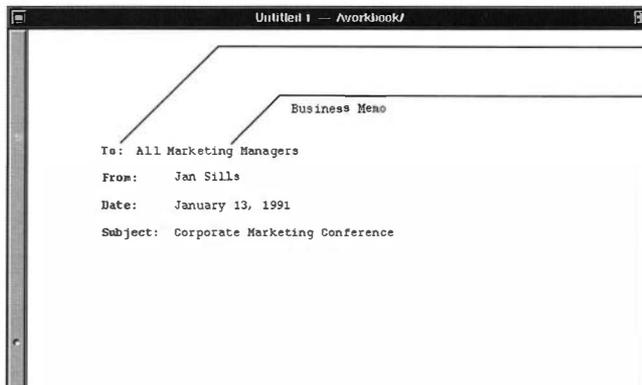
8 Repeat steps 1 through 5 to add the following text.

From: Jan Sills

Date: January 13, 1991

Subject: Corporate Marketing Conference

Don't worry about aligning the descriptions—you'll do that in the next section. Your document should now look like this:



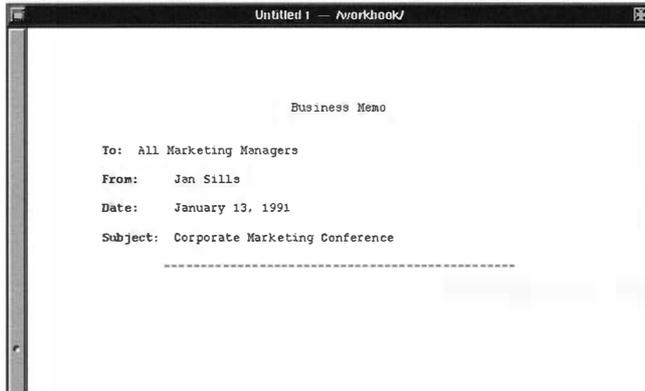
These words should be bold.

This text should be plain.

Type Text

As you type text, you do not need to press Return at the end of every line—the text wraps automatically. Press Return once when you want to begin a new paragraph on the next line or twice to double-space between paragraphs. Follow the instructions below to finish typing the letter.

- 1 If you have not done so, press Return twice to begin on a new line.**
- 2 Choose Center from the Align menu.**
- 3 Hold down the hyphen key (-) until a line covers approximately three-fourths the width of the page.**



4 Press Return twice.

5 Type the following two paragraphs. Press Return twice between the two paragraphs.

Senegal Corporation has tentatively arranged a Corporate Marketing Conference for March 1, 2, and 3 to be held at the Parkway Hotel in Buffalo, New York.

If you wish to bring a spouse or friend, please let Beverly know by the end of the month so that arrangements can be made.

Indent

The Indent feature allows you to indent an entire paragraph. While Tab affects the alignment of a single line only, Indent affects the alignment of all subsequent lines until you press Return.

1 Place the insertion point before the first character in the word *Senegal*.

2 Choose Indent from the Align menu.

To remove the indent,

3 With the insertion point still at the beginning of the indented paragraph, press Delete.

The indent in the first paragraph is removed.

Delete Text

There are several ways to delete text. To remove characters to the left of the insertion point, press Delete. You can also delete by selecting any amount of text and then pressing Delete. To delete one word at a time,

1 Place your insertion point anywhere in the word *arranged* (first sentence).

2 Press Shift-Delete.

The word *arranged* and the space that follows disappear.

You can use the Undo command to undo the last deletion.

3 Choose Undo from the Edit menu.

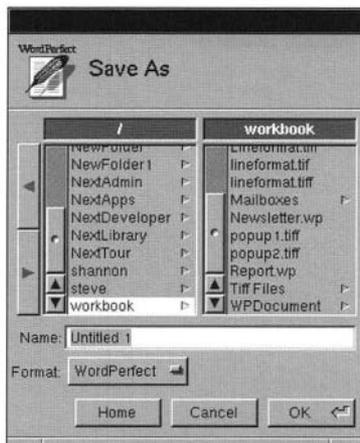
The deleted text reappears.

Save

The memo you have typed appears on the screen, but it has not been saved. Unless you save the document, it will no longer exist when you exit WordPerfect.

To save the new document in your Learn Documents folder,

1 Choose Save from the Document menu.



The first time you save a document, a Save As panel appears. You can name your document and save it inside any folder on any disk you choose.

2 Click the Learn Documents listing.

Important: If the Learn folder does not exist, then you probably did not install the Learn files. See the Installation instructions that came with your WordPerfect disk(s) to install the Learn Documents folder.

3 Type Memo in the Name text field.

4 Click OK or press Return.

The document is saved in the Learn Documents folder with the name "Memo.wp." The title bar now displays the new name of the document.

The document is saved on the disk, but a copy remains open so that you can continue to make changes to it. Now each time you save your changes, the document on the screen will automatically replace the previously saved copy on disk to the current filename without prompting you.

5 Place the insertion point at the end of the last paragraph.

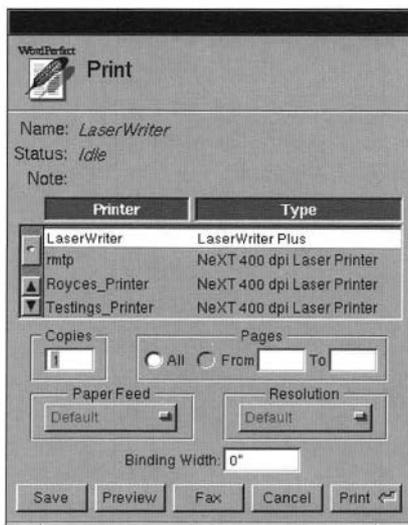
8 Press Return twice, then type All marketing personnel are hereby required to attend.

Important: If you need to save your original document, as well as the changed document, you can use Save As. For information on Save As, see the on-line reference manual.

Print a Document

To print a copy of the document,

- 1 **Make sure your printer is turned on and ready to print.**
- 2 **Choose Print from the WordPerfect menu.**



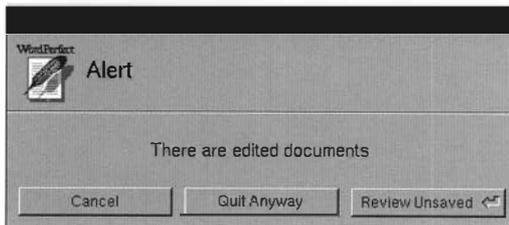
The Print panel lets you make basic printing decisions about your document.

- 3 **With the desired printer selected, click Print or press Return.**

Quit WordPerfect

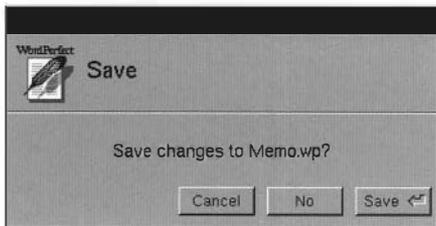
Before logging out, be sure to quit WordPerfect.

1 Choose Quit from the WordPerfect menu.



Because you made changes to the memo without saving it, an alert panel appears when you quit WordPerfect.

2 Click Review Unsaved.



Clicking Review Unsaved allows you to save each edited document before quitting WordPerfect.

3 Click Save.

When you click Save, the revised Memo on the screen replaces the Memo that you saved earlier.

If you had clicked No, the Memo on the screen would have been deleted from memory, and the original Memo in the Learn folder would have remained unchanged.

If you want to continue with Lesson 2, double-click the WordPerfect icon.

Summary

To *open a new document* in WordPerfect, choose New from the Document menu.

To *center* text, choose Center from the Align menu.

To *change text attributes*, choose an attribute from the Font menu. Choosing the same text attribute when it is turned on will turn it off.

To *indent* text, choose Indent from the Align menu.

To *delete* text, use the Delete key to remove characters to the left of the insertion point.

To *save* a document for the first time, choose Save from the Document menu, select the appropriate folder, type the name of the document, and click OK. To save the document with a new name, choose Save As from the Document menu and rename the document.

To *print* a document, choose Print from the WordPerfect menu, then click Print in the Print panel.

To *quit* WordPerfect, choose Quit from the WordPerfect menu.

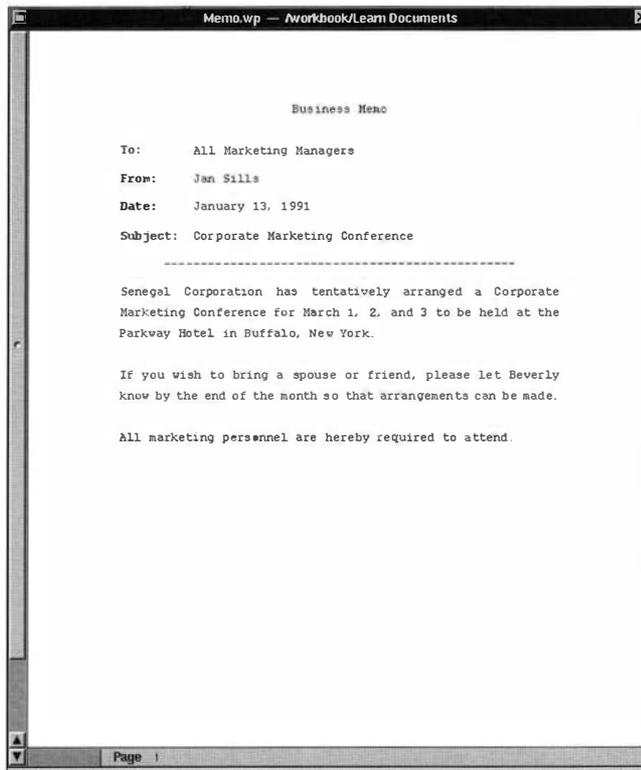
Lesson 2: Business Memo—The Ruler

The Ruler is a quick alternative to several commands found in the Format menu. When displayed, it appears at the top of the document window.

In this lesson, you will use the Ruler to do the following:

- Delete and Set Tabs
- Change Left and Right Margins
- Change Line Spacing
- Change View Size

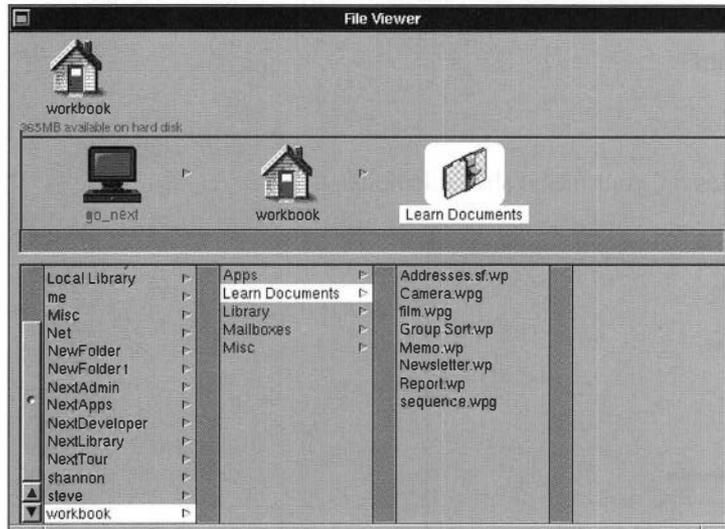
When you have completed this lesson, your memo should look like this:



Before You Begin

You don't need to double-click the application icon to start WordPerfect each time. You can open WordPerfect either by double-clicking the icon of any WordPerfect document or by double-clicking the name of the document in the File Viewer.

1 From the File Viewer, choose the Learn Documents folder.



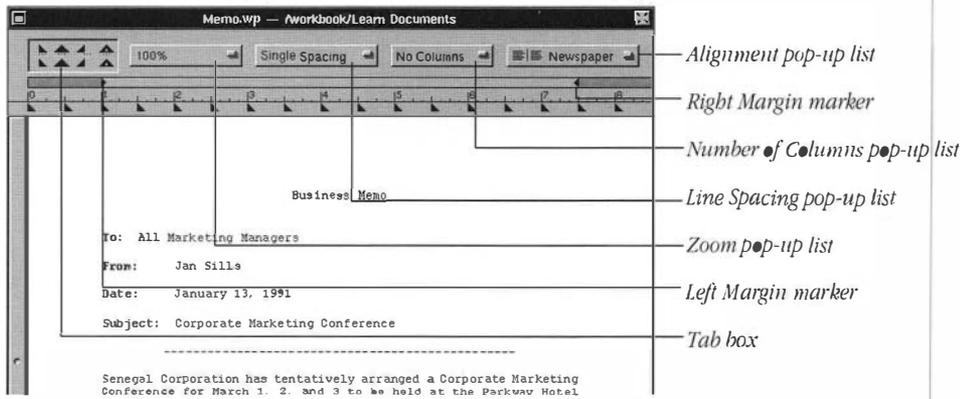
2 Double-click Memo.wp.

WordPerfect starts and the Memo document opens.

Show the Ruler

You can display the Ruler on the screen by choosing Show Ruler from the Format menu. When the Ruler is displayed, you can hide it by choosing Hide Ruler from the Format menu.

1 Choose Show Ruler from the Format menu.



Important: Changes to the Ruler affect either 1) the paragraph(s) containing selected text, or 2) the paragraph in which the insertion point is placed and all paragraphs that follow.

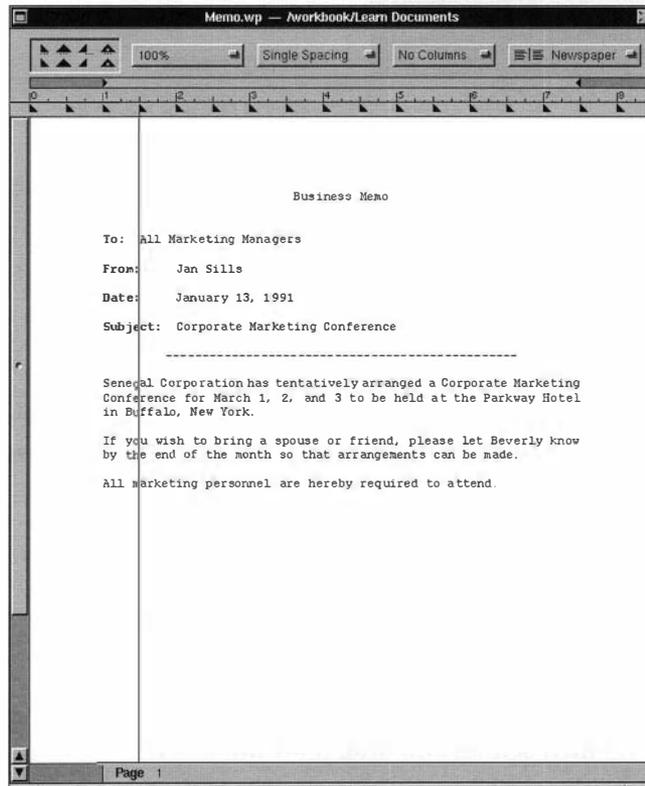
2 Place the insertion point anywhere in the title, “Business Memo.”

Delete and Set Tabs

In WordPerfect documents, left tabs are set every half inch. You can remove these tabs by dragging them off the Ruler. And you can add tabs by dragging the desired tab marker from the tab box onto the Ruler.

1 Click the tab located at the 1.5-inch setting and drag it off the Ruler.

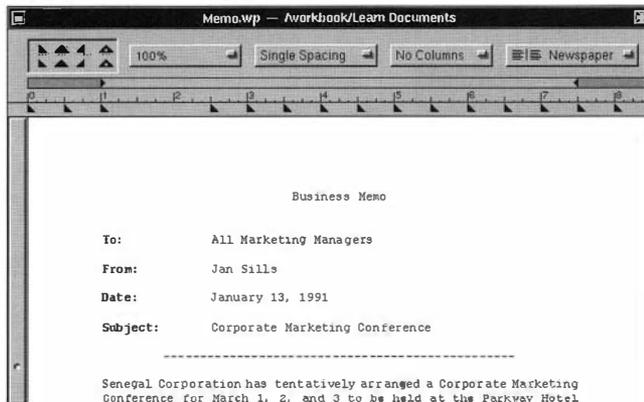
As you set or drag a tab, a vertical line helps you see the position of the tab setting within the text.



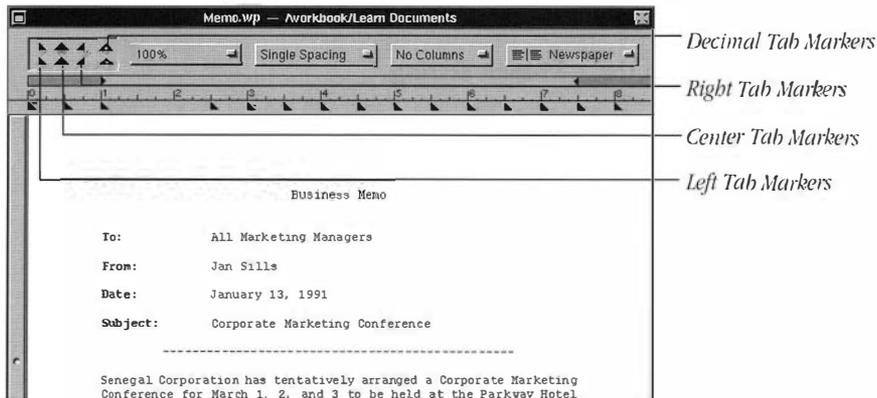
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18

The descriptions are now lined up at the 2-inch tab setting.

2 Drag the 2-inch tab marker off the Ruler.



The descriptions are now lined up at 2.5 inches. You can set a new tab by selecting the left tab symbol in the tab box and dragging it onto the Ruler.

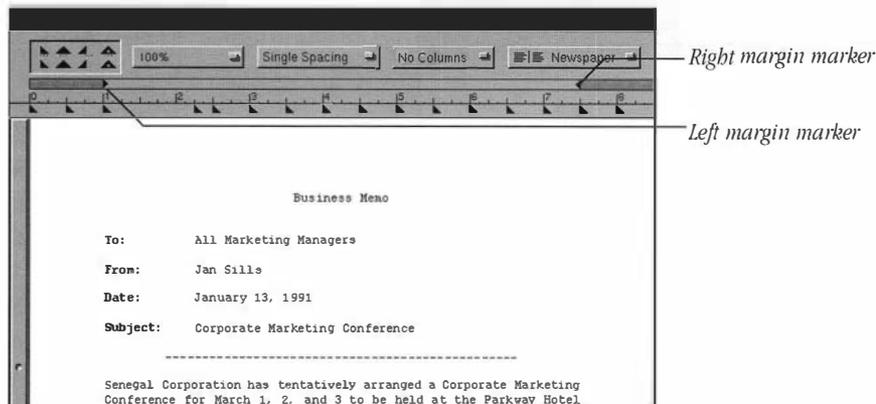


3 Drag the left tab symbol from the tab box to the 2.25-inch mark to set a new tab.

The descriptions are now set at 2.25 inches on the Ruler.

Change Left and Right Margins

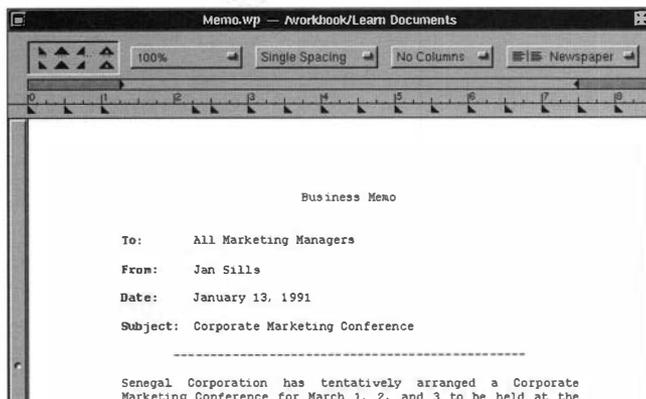
You can change the margins by moving the margin markers on the Ruler.



The margins are currently set at 1 inch and 7.5 inches on the Ruler. To widen each margin,

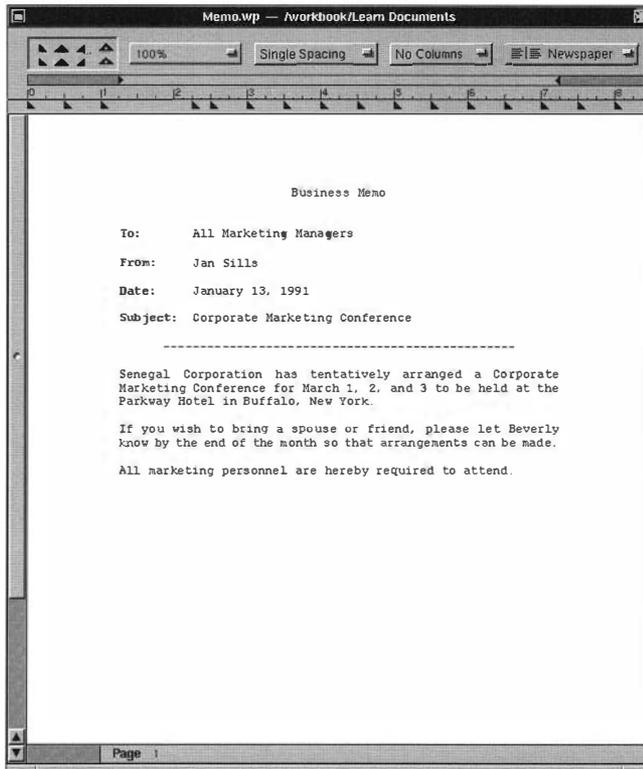
- 1 Place the insertion point anywhere in the title, “Business Memo.”
- 2 Drag the left margin marker to the 1.25-inch setting.

The left margin now begins 1.25 inches from the left side of the page instead of the default 1-inch margin.



3 Drag the right margin marker to the 7.25-inch setting.

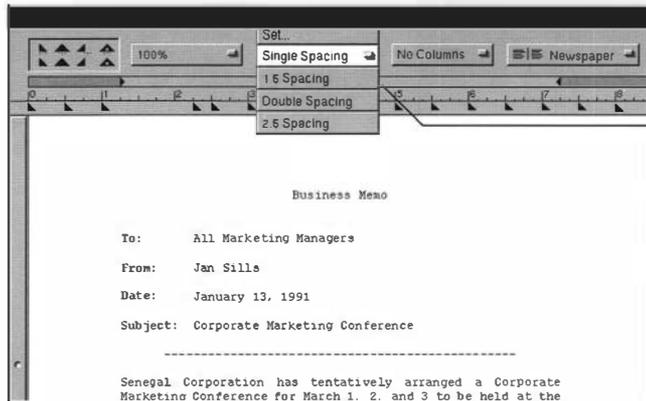
The right margin now begins 1.25 inches from the right side of the page instead of the default 1-inch margin.



Notice that the margins have changed not only for the current paragraph, but also for all the paragraphs that follow.

Change Line Spacing

The Ruler contains several pop-up lists that let you select various options. Pop-up lists are identified by a shadow behind a small box. When you click on a pop-up list, a set of options “pops up.”



Boxes with shadows indicate pop-up lists.

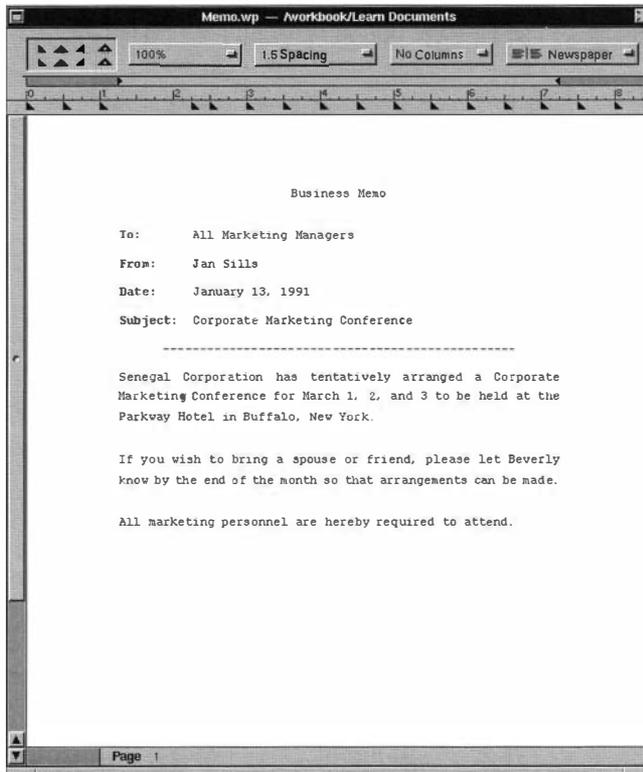
Line Spacing pop-up list.

22

You can use the Line Spacing pop-up list on the Ruler to set the spacing between lines.

1 Place the insertion point anywhere in the paragraph beginning with “Senegal.”

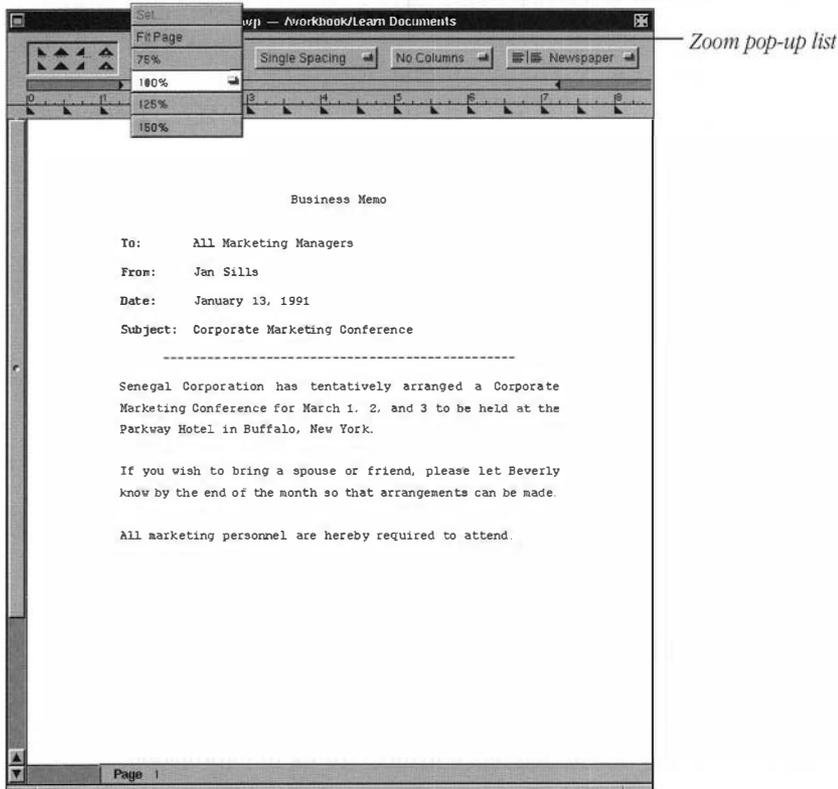
2 Choose 1.5 Spacing from the Line Spacing pop-up list.



If you want to use any other type of line spacing, such as triple-spacing, you can choose Set from the Spacing pop-up list. See the on-line reference manual for more information.

Change View Size

You can change the view size of your document by using the Zoom pop-up list. This feature is useful for editing graphics or small font sizes. The Fit Page option is useful for viewing the layout of your entire page.



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24

1 Choose 150% from the Zoom pop-up list.

The text is fifty percent greater than its actual size.

2 Choose 75% from the Zoom pop-up list.

The text is twenty-five percent smaller than its actual size.

3 Choose 100% from the Zoom pop-up list to return the text to its actual size.

Using the Zoom pop-up list does not affect the size or format of the text when you print your document. However, the view size is saved with your document and will be retrieved the next time you open your document.

Hide the Ruler

To remove the Ruler from the screen,

1 Choose Hide Ruler from the Format menu.

The Ruler is no longer displayed.

2 Choose Save from the Document menu.

If you want to work on the next lesson at a later time, choose Quit from the WordPerfect menu.

If you want to move to the next lesson, choose Close Window from the Windows menu. The Memo document will close, and WordPerfect will remain open.

Summary

The Ruler lets you see the format of your document and make quick changes. The Ruler offers alternatives to several commands found in the Format menu.

To *show* the Ruler, choose Show Ruler from the Format menu.

To *change a margin*, drag the margin marker to the desired setting.

To *delete or set tabs*, drag the appropriate tab marker off the Ruler or to the Ruler at the desired setting.

To *change line spacing*, click on the Line Spacing pop-up list and drag to the desired setting.

To *change view size*, click on the Zoom pop-up list and drag to the desired percentage. The view size is saved with the document.

To *hide* the Ruler, choose Hide Ruler from the Format menu.

You can also use the Ruler to create columns (Lesson 10), and display certain panels. For more information, see the on-line reference manual.

Section 2: Corporate Report

Lesson 3: Replace and Find

Lesson 4: Speller/Thesaurus

Lesson 5: Headers, Footers, and Comments

Lesson 6: Format

Lesson 7: Styles

Lesson 8: Table of Contents

Lesson 3: Corporate Report—Replace and Find

The Replace and Find feature allows you to find any specified text in your document. In this lesson, you open a document that has already been created. It is a four-page corporate report that recommends an advertising approach for a film company. After you open this document, you will perform the following tasks:

- Find a Single Word
- Replace and Find a Word

Before You Begin

If you have not started WordPerfect,

1 Double-click Report.wp in the Learn Documents folder.

WordPerfect starts and the Report document opens.

If you have already started WordPerfect, choose Open from the Document menu. Click on Learn Documents, then double-click on Report.wp.

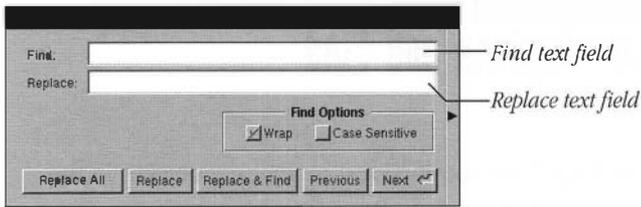
Find a Single Word

Suppose you want to search for the word *budget*.

1 With your insertion point at the beginning of the document, choose Find from the Edit menu.

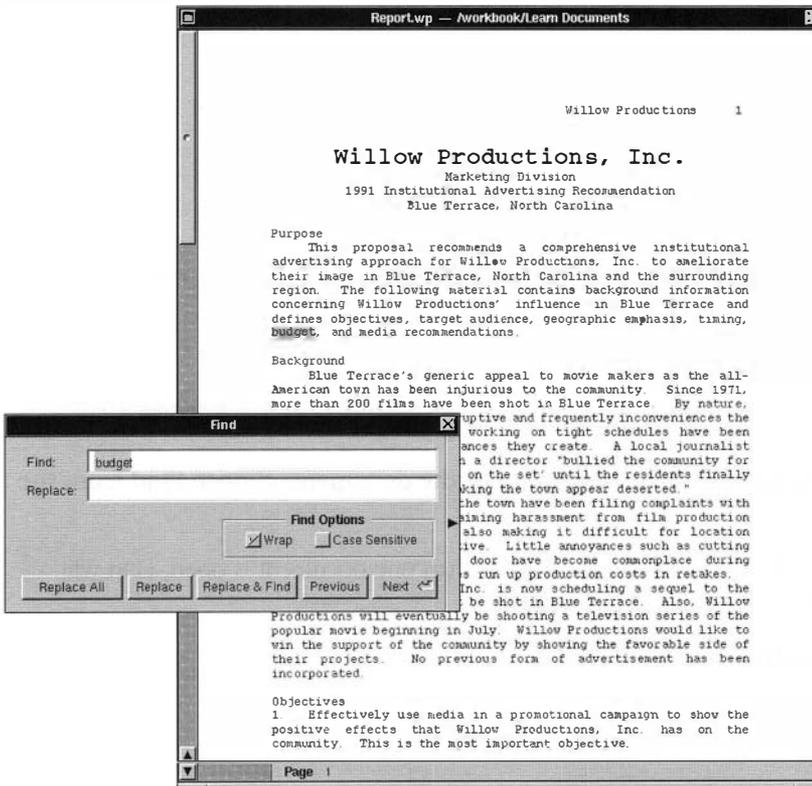
Find only works on one document at a time. If more than one document is open, Find will search in the active window.

2 Choose Find Panel from the Find menu.



3 Type *budget* in the Find text field.

4 Click Next.



The panel remains on the screen, and the word *budget* is selected.

5 Click Next to search for the next occurrence.

The next occurrence of *budget* is selected.

6 Click the close button to close the Find panel.

Replace and Find

Suppose you want to change some—but not all—occurrences of the word *community* to *area*. You can use the Find Panel to replace and find this word as many times as you need to.

Setting up the Panel

To set up the panel, follow the instructions below.

1 With your insertion point at the beginning of the Report document, choose Find from the Edit menu, then choose Find Panel.

The text you searched in the previous example—*budget*—appears selected in the Find text field.

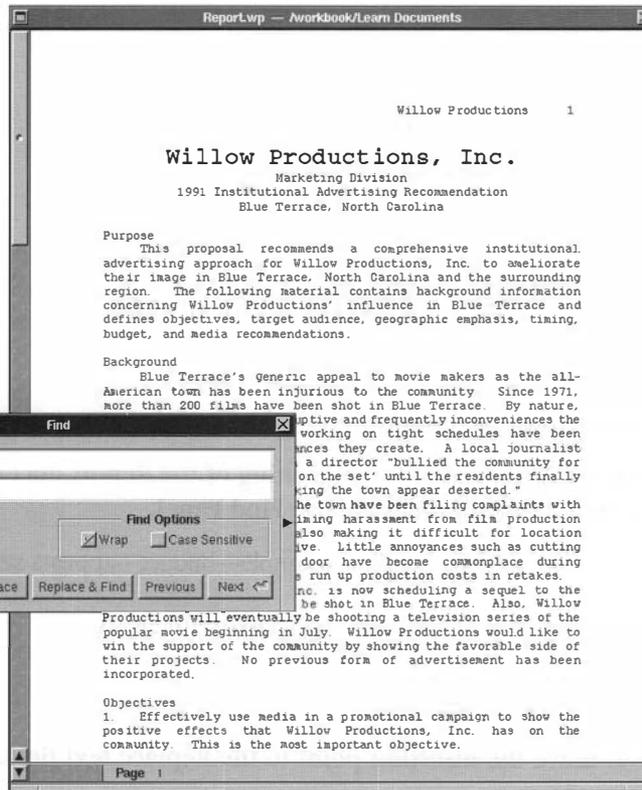
2 Type *community* in the Find text field.

This word replaces the word from the previous search.

3 Press Tab to move the insertion point to the Replace text field.

You can also click in the Replace text field to move the insertion point.

4 Type *area* in the Replace text field.



.....
32

Wrap is used to search a document from the insertion point to the end of the document, then from the beginning of the document back to the original insertion point. Without it, the document is searched only from the insertion point to the end of the document.

Using Replacement Options

You can click one of several options:

- Replace All—replaces all occurrences of the selected text in the document.
- Replace—changes the selected text, and then waits for you to choose another option.
- Replace & Find—replaces the selected text and then finds the next occurrence.
- Previous—finds the previous occurrence of the text.
- Next—leaves the selected text unchanged and selects the next occurrence of the text.

1 Click Next.

The word *community* is selected.

2 Click Replace & Find.

The first occurrence of *community* is changed to *area*, and the search wraps around to find the next occurrence. Because this occurrence is part of a quotation, you shouldn't change it.

3 Click Next.

No change is made, and the next occurrence is selected.

4 Click Replace.

The word *community* is changed to *area*.

5 Click the close button on the Find panel.

If you want to continue with the next lesson, save the document and proceed.

If you want to work on the next lesson at a later time, choose Quit from the WordPerfect menu, click Review Unsaved, then click Save.

Summary

WordPerfect provides you with many options when you are searching text. You can search through the main body of the document, or you can search subdocuments such as headers, footers, footnotes, and others.

WordPerfect also lets you change words, sizes, and attributes while searching in your document.

To *find* text, type the text you want changed in the Find panel, then click Next.

To *replace and find* text, type the text you want changed in the Find text field on the Find panel. Type the replacement text in the Replace text field, then click Replace and Find.

For more information, see the on-line reference manual.

Lesson 4: Corporate Report—Speller and Thesaurus

The WordPerfect Speller lets you check your documents for misspelled words (“carrott”), duplicate words (“the the”), and words with numbers (“Rain3bow”).

The WordPerfect Thesaurus lets you view the synonyms and antonyms of a specified word. You can also replace the specified word with a word from the Thesaurus.

In this lesson, you will learn to use the following:

- Speller
- Thesaurus

Before You Begin

You should have completed Lesson 3 before you begin this lesson.

If you have not started WordPerfect,

1 Double-click Report.wp in the Learn Documents folder.

WordPerfect starts and the Report document opens.

If you have already started WordPerfect, make sure the Report document is open.

Speller

To check your document for spelling,

1 Choose Speller from the Tools menu.

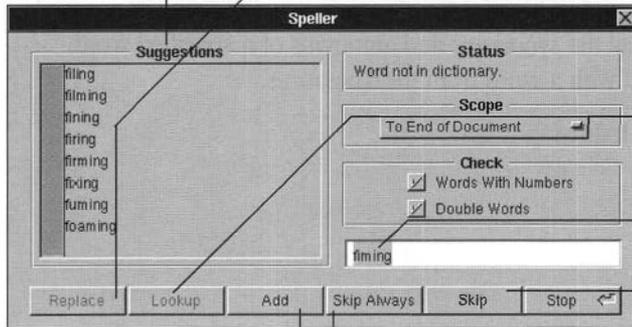
The Speller panel will appear. It lets you choose options and change settings before you begin the spell check. The defaults are set so that if you click Start, the Speller starts at the beginning and checks the entire document. You can also run a spell check on the current page, on the current word, from the insertion point to the end of the page, or from the insertion point to the end of the document.

2 Choose Document from the Scope pop-up list.

3 Click Start.

The Suggestions box contains a list of possible spellings for the selected word.

To replace the word, type a new word or select one from the Suggestions list, then choose Replace.



To check the spelling of a word, type it in the text field, then choose Lookup.

The word flming is displayed in the text field.

Choose Skip to skip only the next occurrence of the word.

Choose Add to add the word to your supplemental dictionary.

Choose Skip Always to skip the word for the rest of the spell check.

The word *flming* is misspelled.

4 Click *flming* in the Suggestions list, then click Replace.

You can also replace the misspelled word by double-clicking the correct word from the Suggestions list.

The next word to appear is *Letz*. Because this word is part of a title, you should skip the word.

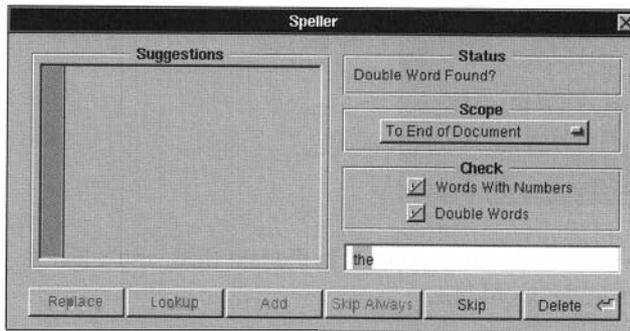
5 Click Skip Always.

Because you clicked Skip Always, the Speller will bypass all remaining occurrences of the selected word during the current spell check.

The next word to appear is *Laura*. Add this word to your supplemental dictionary.

B Click Add.

The next highlighted word is *the*. The Speller selects the second occurrence of the double word. The panel changes, giving you the option of deleting one word by clicking Delete, or keeping them both by clicking Skip.

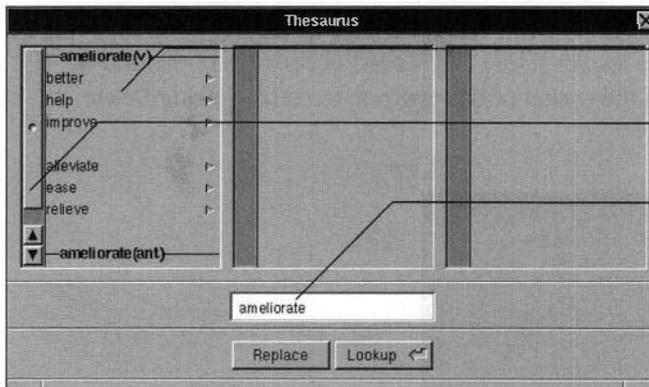


- 7 Click Delete.**
- 8 Click the close button to close the Speller panel.**

Thesaurus

To look up and replace a word using the Thesaurus,

- 1 Select the word *ameliorate* in the first paragraph.**
- 2 Choose Thesaurus from the Tools menu.**



WordPerfect shows synonyms of the selected word.

The scroller lets you see additional synonyms and antonyms.

The selected word is displayed in the text field.

The Thesaurus panel appears. The word *ameliorate* appears in the text field, and a list of its synonyms and antonyms appears in the word box.

You decide that you like the word *improve* better than *ameliorate*.

3 Double-click the word *improve*.

The word *improve* replaces the word *ameliorate* in the document.

38

Viewing Multiple Word Lists

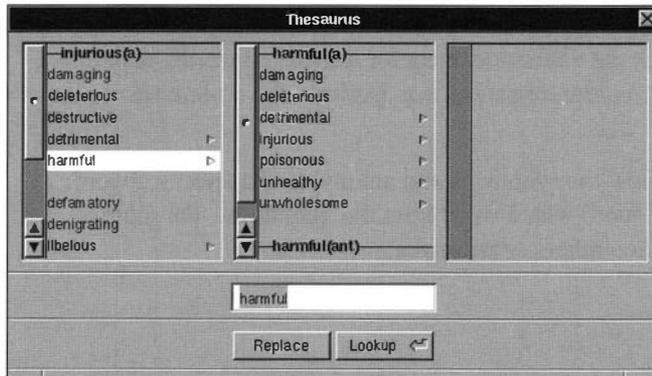
You can display as many as three word lists at one time in the Thesaurus panel.

1 Select the word *injurious* in the paragraph entitled “Background.”

2 Choose Thesaurus from the Tools menu.

The Thesaurus panel appears.

3 Click *barmful* to view a new word list.



A second word list appears.

4 Click *detrimental* to view a new word list.

A third word list appears. After looking at all the options, suppose you want to use *detrimental* instead of *injurious*. Because *detrimental* is listed in the text field, you can click Replace.

5 Click Replace.

The word *detrimental* replaces the word *injurious*.

If you want to continue with the next lesson, save the document and proceed.

If you want to work on the next lesson at a later time, choose Quit from the WordPerfect menu, click Review Unsaved, then click Save.

Summary

To *check* the spelling in a document, choose Speller from the Tools menu, then click Start.

To *look up* a word in the Thesaurus, highlight the word in your document. Choose Thesaurus from the Tools menu, then click Lookup.

To *view* multiple listings in the Thesaurus, click a word in the list that has an arrow to the right of it (indicating multiple listings). Its synonyms and antonyms will appear in the column to the right.

The WordPerfect Speller lets you check the entire document for misspelled words, duplicate words, and words with numbers. For more information, see *Speller* in the on-line reference manual.

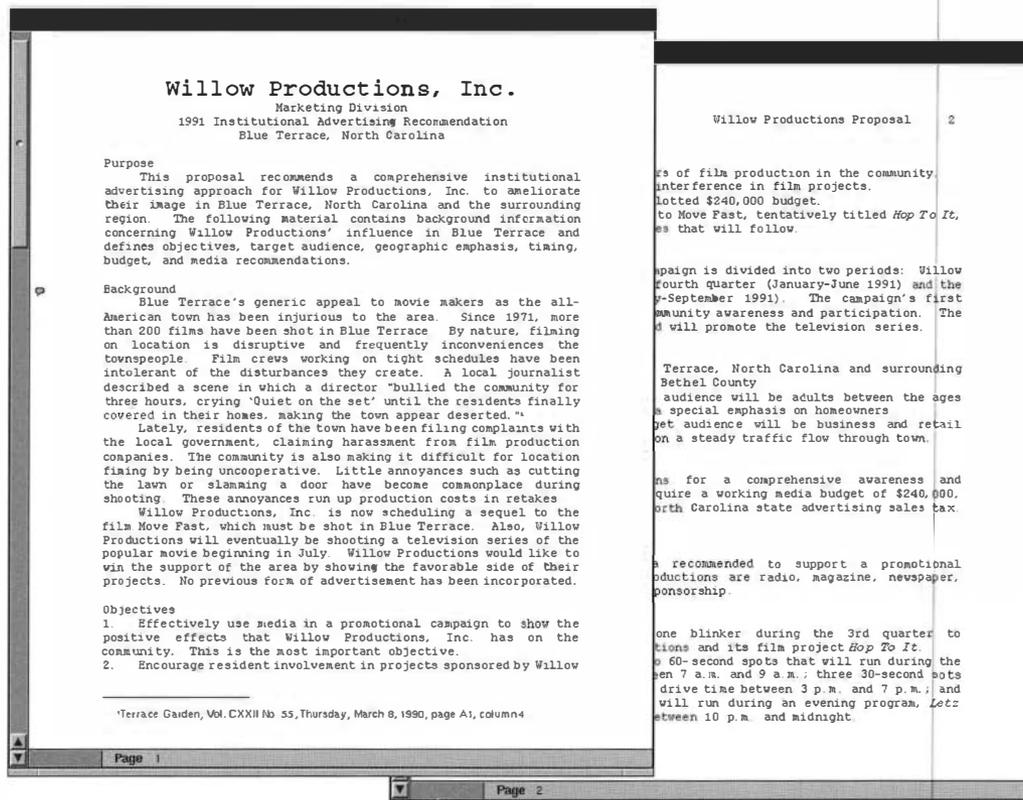
The WordPerfect Thesaurus lets you view the synonyms and antonyms of a specified word. If you want, you can replace a specified word with a word from the Thesaurus. For more information, see *Thesaurus* in the on-line reference manual.

Lesson 5: Corporate Report—Header/Footer, Footnote, and Comment

This lesson will help you become familiar with some of the more unique WordPerfect features. When you complete this lesson, you will know how to access and modify the following features:

- Header/Footer
- Footnote
- Comment

At the end of this lesson, the first and second page of your corporate report should look like this:



Before You Begin

If you haven't already started WordPerfect,

1 Double-click Report.wp in the Learn Documents folder.

WordPerfect opens and the Report document appears on the screen.

If you have started WordPerfect, make sure the Report document is open.

Access a Header/Footer

As you look at the first page of the corporate report, you see a header, *Willow Productions 1*, in the upper right corner. Notice that you can't move your insertion point into the text. Neither the mouse nor the arrow keys will allow you to access the header text. When you move the mouse into the header text, the I-beam becomes an arrow. To access the header, follow the steps below.

1 Double-click anywhere in the text of the header.

The header text appears on the screen, allowing you to make changes.

2 Place the insertion point after the word *Productions*.

3 Press the Space Bar and then type Proposal.

4 Click Exit Header A at the top of the page to return to the document.

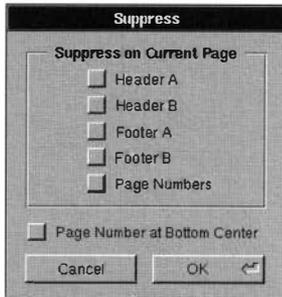
The document returns to the screen, and you can see the changes made to the header. To access or modify a footer, follow the same procedures as outlined for the header. For more detailed information on the Header/Footer feature, see the on-line reference manual.

Suppress a Header

If you create the header while your insertion point is at the beginning of your document, the header will appear on every page—unless it is suppressed. Since you don't need a header on the first page of your document, follow the steps below to suppress it.

1 Place the insertion point on the first page of the document.

- 2 Choose Page from the Format menu, then choose Suppress.**



- 3 Click the Header A check box.**

- 4 Click OK.**

The header no longer appears on the first page; it begins on page 2.

Create a Footnote

Notice that the corporate report includes a quote at the end of the second paragraph on the first page. To insert a footnote, simply follow the steps below.

- 1 Place the insertion point after “. . . deserted.”**
- 2 Choose Footnote from the Format menu, then choose New.**

The insertion point displays to the right of a superscript 1.

- 3 Type Terrace Garden, Vol. CXXII No. 55, Thursday, March 8, 1990, page A1, column 4.**
- 4 Click Exit Footnote 1 at the top of the screen to return to the document.**

The superscript 1 is automatically inserted after the quote. And the footnote displays at the bottom of the page. If you add footnotes between previously created footnotes, they will all be renumbered automatically.

Report.vwp — Workbook/Learn Documents

Willow Productions, Inc.
Marketing Division
1991 Institutional Advertising Recommendation
Blue Terrace, North Carolina

Purpose
This proposal recommends a comprehensive institutional advertising approach for Willow Productions, Inc. to ameliorate their image in Blue Terrace, North Carolina and the surrounding region. The following material contains background information concerning Willow Productions' influence in Blue Terrace and defines objectives, target audience, geographic emphasis, timing, budget, and media recommendations.

Background
Blue Terrace's generic appeal to movie makers as the all-American town has been injurious to the area. Since 1971, more than 200 films have been shot in Blue Terrace. By nature, filming on location is disruptive and frequently inconveniences the townspeople. Film crews working on tight schedules have been intolerant of the disturbances they create. A local journalist described a scene in which a director "bullied the community for three hours, crying 'Quiet on the set' until the residents finally covered in their homes, making the town appear deserted."¹

Lately, residents of the town have been filing complaints with the local government, claiming harassment from film production companies. The community is also making it difficult for location filming by being uncooperative. Little annoyances such as cutting the lawn or slamming a door have become commonplace during shooting. These annoyances run up production costs in retakes.

Willow Productions, Inc. is now scheduling a sequel to the film Move Fast, which must be shot in Blue Terrace. Also, Willow Productions will eventually be shooting a television series of the popular movie beginning in July. Willow Productions would like to win the support of the area by showing the favorable side of their projects. No previous form of advertisement has been incorporated.

Objectives

1. Effectively use media in a promotional campaign to show the positive effects that Willow Productions, Inc. has on the community. This is the most important objective.
2. Encourage resident involvement in projects sponsored by Willow

*Terrace Garden, Vol. CXXII No. 55, Thursday, March 8, 1980, page A1, column 4

Page 1

Superscript 1

Footnote

For more information on Footnotes or Endnotes, see the on-line reference manual.

Access a Footnote

As with the Header/Footer feature, you can't move the insertion point into the actual text of the footnote. If you need to modify a footnote,

- 1 Double-click anywhere within the text of the footnote.

The insertion point will now blink within the text of the footnote, allowing you to make changes.

2 Click Exit Footnote 1 at the top of the screen to return to the document.

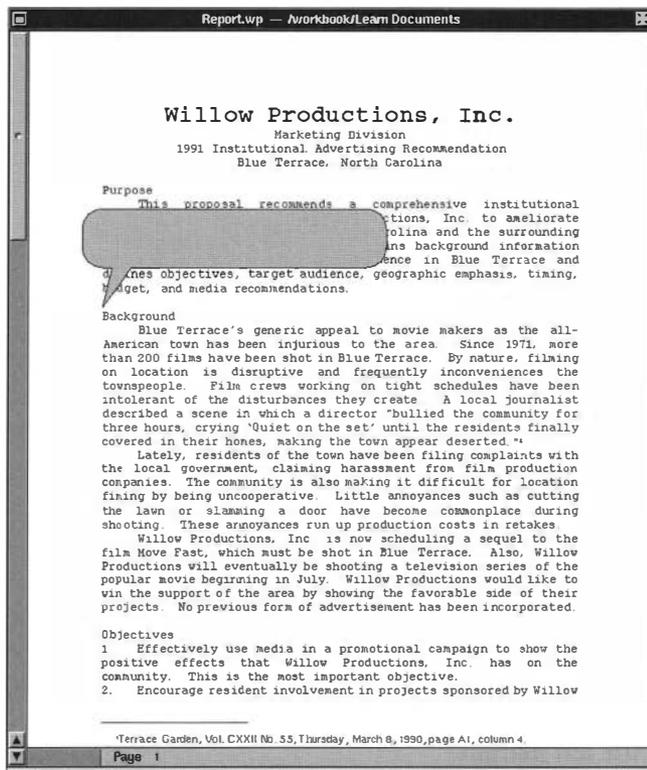
Create a Comment

The Comment feature allows you to insert comments or questions about the document. To create a comment, follow the steps below.

1 Place the insertion point before the heading “Background.”

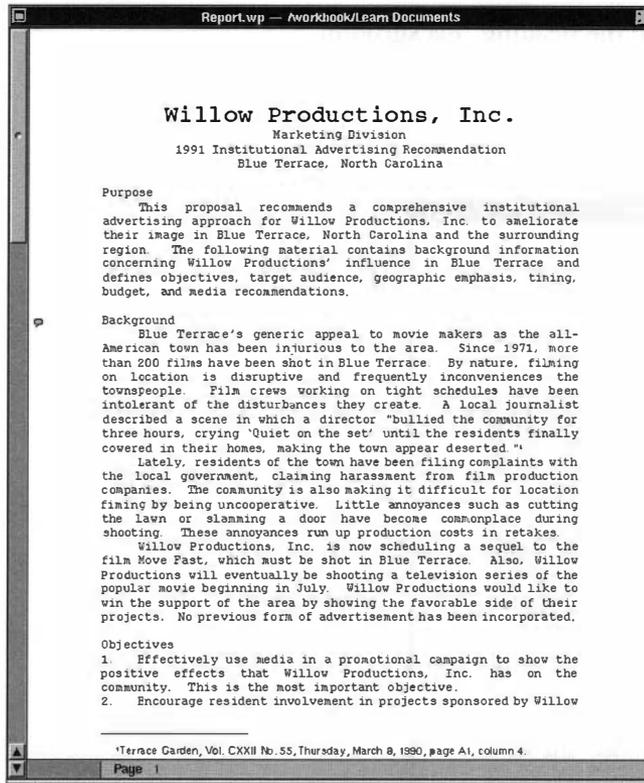
2 Choose New Comment from the Edit menu.

The insertion point blinks inside a balloon caption on the screen.



- 3 Type I just finished reading the entire proposal. It looks great. Thanks for all your hard work.
- 4 Click anywhere in the text of the document to close the comment text field.

Notice the small comment icon that is now in the left margin. This icon lets the reader know that there is a comment or question about the document. Although you can see the icon on your screen, it won't appear on the printed document.



46

Access and Delete a Comment

To open the comment text field and then delete it, follow the steps below.

- 1 Click on the Comment icon in the left margin.

The text field appears with the message that you just typed. If this were an actual comment that you were receiving from someone else, you could respond by typing a new comment, or you could change the comment. To delete the comment,

2 Choose Select All from the Edit menu, then press Delete.

3 Click anywhere in the text of the document.

The comment icon no longer appears in the left margin.

If you want to continue with the next lesson, save the document and proceed.

If you want to work on the next lesson at a later time, choose Quit from the WordPerfect menu, click Review Unsaved, then click Save.

Summary

To *access* a header, footer, or footnote, double-click anywhere in its text.

To *suppress* a header/footer, choose Page from the Format menu, then choose Suppress. Click a Header/Footer, then click OK.

To *create* a footnote, choose Footnote from the Format menu and click New.

To *create* a comment, choose New Comment from the Edit menu.

To *delete* a comment, select the text within the comment text field and press Delete.

For further information on these features, see the on-line reference manual.

Lesson 6: Corporate Report—Format

As you continue working on the corporate report, you will learn how to use the following features:

- Line Layout
- Hanging Indents

Before You Begin

You should have completed Lessons 4 and 5 before you begin this lesson.

If you have not started WordPerfect,

1 Double-click Report.wp in the Learn Documents folder.

WordPerfect starts, and the Report document opens.

If you have already started WordPerfect, make sure the Report document is open.

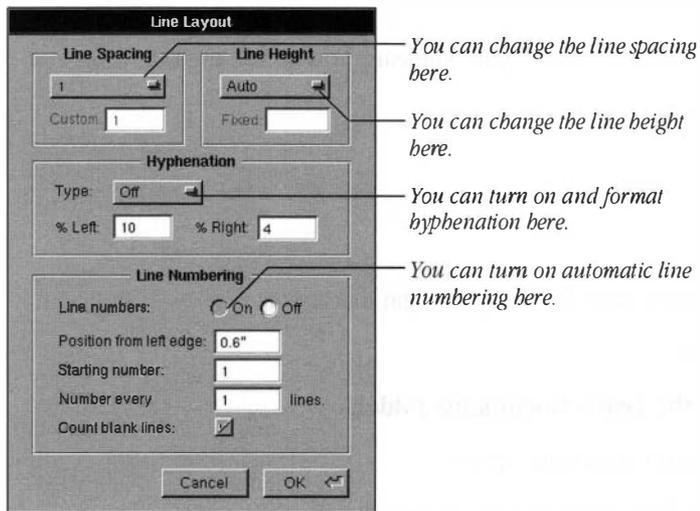
Line Layout

You can use the Line Layout panel to change the height of lines and the space between lines, to turn on line numbering and hyphenation, and to adjust the margin settings.

As you may recall, in Lesson 2 you used the Ruler to change from single spacing to one-and-a-half line spacing. In this lesson, you will use the Line Layout panel to make the same change to the corporate report.

1 Place the insertion point anywhere in the title, “Willow Productions, Inc.”

- 2 Choose Line from the Format menu, then choose Layout.



50

- 3 Choose 1.5 from the Line Spacing pop-up list.
- 4 Click OK.

The text is now formatted at one-and-a-half line spacing.

Hanging Indents

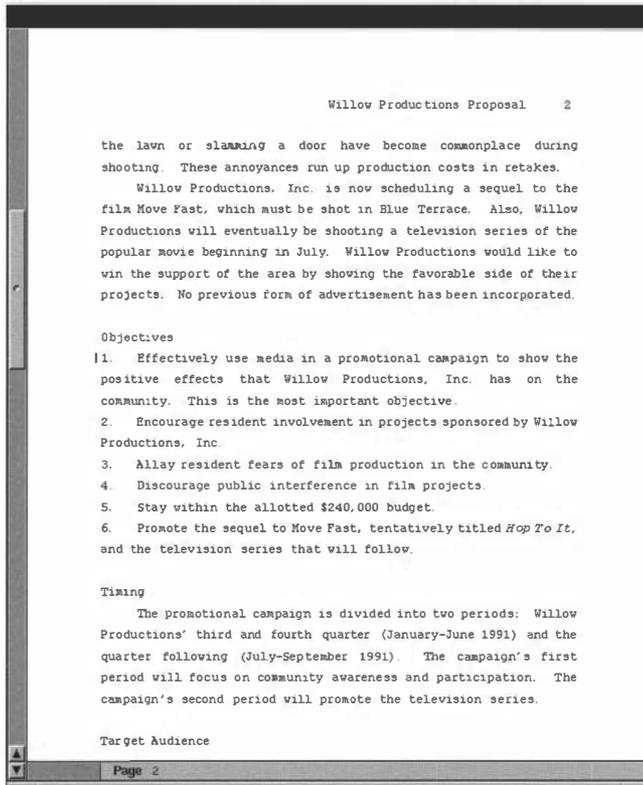
You can use a hanging indent to indent all but the first line of a paragraph.

The diagram shows three paragraphs within a rectangular frame, each with a line pointing to its indent type:

- First-line indent:** The first line of the paragraph is indented, while the rest of the lines are aligned with the left margin.
- Indent:** All lines of the paragraph are indented from the left margin.
- Hanging indent:** The first line of the paragraph is aligned with the left margin, while the subsequent lines are indented.

In this lesson, you will create a hanging indent for the six steps under the Objectives section of the report.

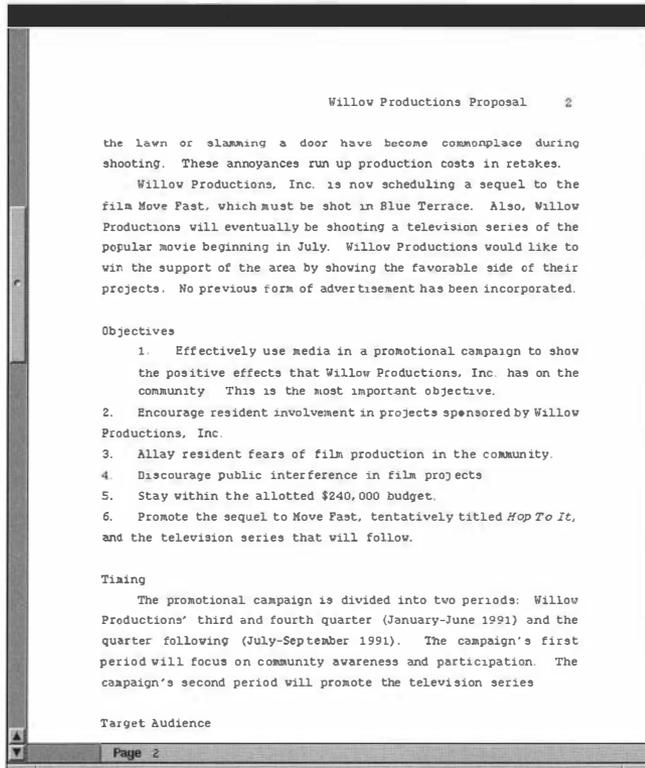
1 Place the cursor before the number 1 of the first objective.



52

2 Choose Indent from the Align menu.

The first objective is indented.

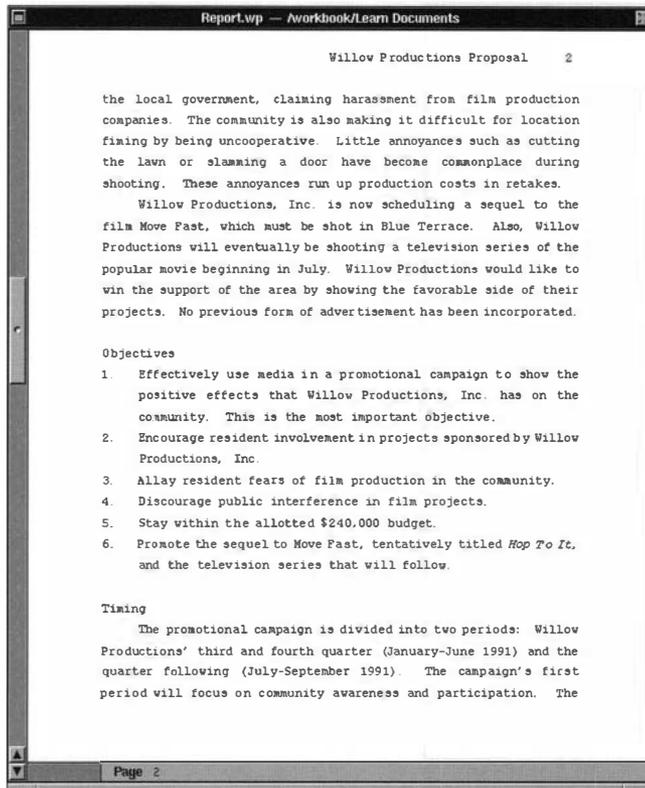


3 Choose Margin Release from the Align menu.

The hanging indent affects only the current paragraph.

4 Repeat the above steps for objectives 2 through 6.

Your objectives should now look like this:



54

If you want to continue with the next lesson, save the document and proceed.

If you want to work on the next lesson at a later time, choose Quit from the WordPerfect menu, click Review Unsaved, then click Save.

Summary

Using the Line Layout panel, you can make changes to the height of lines, the space between lines, line numbering, and hyphenation.

A hanging indent creates a paragraph in which the first line is flush left and all remaining lines are indented.

To *change line spacing*, choose Line from the Format menu, then choose Layout.

To *create a hanging indent*, choose Indent from the Align menu, then choose Margin Release.

Lesson 7: Corporate Report—Styles

The Styles feature allows you to create a “pattern” for text that needs to have a specific format. For example, suppose that you are writing a report and you want all the headings to be bold, 18-point Helvetica. Instead of having to choose these options one by one for each heading in the report, you can create and name a style which contains each option. Then you can apply this style to each of the headings. Styles save time and ensure that the text is uniformly formatted.

Movie Clips

Volume VII, Number II
January 1991

Modern Day Boom Towns

Hollywood's raid on suburban America is making merchants. That's why vendors don't balk at the having directors, cinematographers, actors, and swarming around quiet city centers. Film crews staggering movie budgets that translate into success for local retailers. In many instances, businesses notice a 320-350% increase in sales. Here are a few overnight success stories:

Teaneville, Oklahoma

To film the 11-minute binging scene in *Tomorrow We Dine*, director Lynn LeBaron required 2 weeks of shooting and 52,200 doughnuts, 600 gallons of chocolate milk, 700 loaves of cinnamon bread, 3,000 pastries, and 29 bran muffins. The gluttonous order amounted to 4 months' worth of sales at Georgia's Glazin' Goodies.

Harmony Park, West Virginia

While the sleeper *Polka, Okeydokey!* was being filmed on location, Royce Bybee did his own hop-step-close-step by spending every waking hour for 3 weeks resoling 2,475 pairs of dancing shoes. For the first time since he opened his shoe repair business, Mr. Bybee was able to close shop for 6 weeks and shuffle across Europe.

Orange Bluff, Texas

"At least it's steady," says Todd Wood about his modest paying job as the local undertaker. But Hollywood helped him see a different side to his career choice. The filmmakers of *The Mole People* commissioned Mr. Wood to dig 356 holes (at a whopping \$125 a plot), almost three times the entire town's population.

Anywhere, USA

By pure coincidence, surely, wherever a film production crew ends up shooting location shots, local drug stores notice a 150% increase in Valium sales.

Movie Clips

Volume VII, Number II
January 1991

Modern Day Boom Towns

Hollywood's raid on suburban America is making money for merchants. That's why vendors don't balk at the inconvenience of having directors, cinematographers, actors, and teamsters swarming around quiet city centers. Film crews on location bring staggering movie budgets that translate into staggering profits for local retailers. In many instances, businesses notice a 320-350% increase in sales. Here are a few overnight success stories:

Teaneville, Oklahoma

To film the 11-minute binging scene in *Tomorrow We Dine*, director Lynn LeBaron required 2 weeks of shooting and 52,200 doughnuts, 600 gallons of chocolate milk, 700 loaves of cinnamon bread, 3,000 pastries, and 29 bran muffins. The gluttonous order amounted to 4 months' worth of sales at Georgia's Glazin' Goodies.

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Anywhere, USA

By pure coincidence, surely, wherever a film production crew ends up shooting location shots, local drug stores notice a 150% increase in Valium sales.

As you continue working on the corporate report, you will learn to do the following:

- Create a New Style
- Apply a Style
- Edit a Style

Before You Begin

You should have completed Lessons 3 through 6 before you begin this lesson.

If you have not started WordPerfect,

1 Double-click Report.wp in the Learn Documents folder.

WordPerfect starts, and the Report document opens.

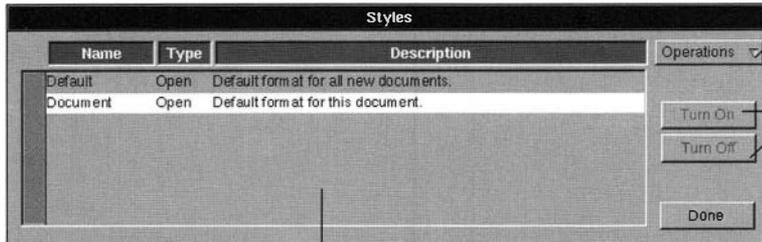
If you have already started WordPerfect, make sure the Report document is open.

Create a New Style

It may help to think of a style as a rubber stamp. Instead of writing or typing the same thing every time, you use the stamp again and again, with minimal effort. Similarly, a style lets you quickly “stamp” the same formats throughout a document.

To create a new style,

1 Choose Styles from the Format menu.



These commands allow you to create, edit, delete, save, retrieve, and update styles.

Use these to turn styles on and off within your document.

This box displays the Name, Type, and Description of each existing style.

2 Choose Create from the Operations pull-down menu.



This text field lets you name the style.

This text field lets you describe the style.

The Type box lets you specify whether the style will be open or paired.

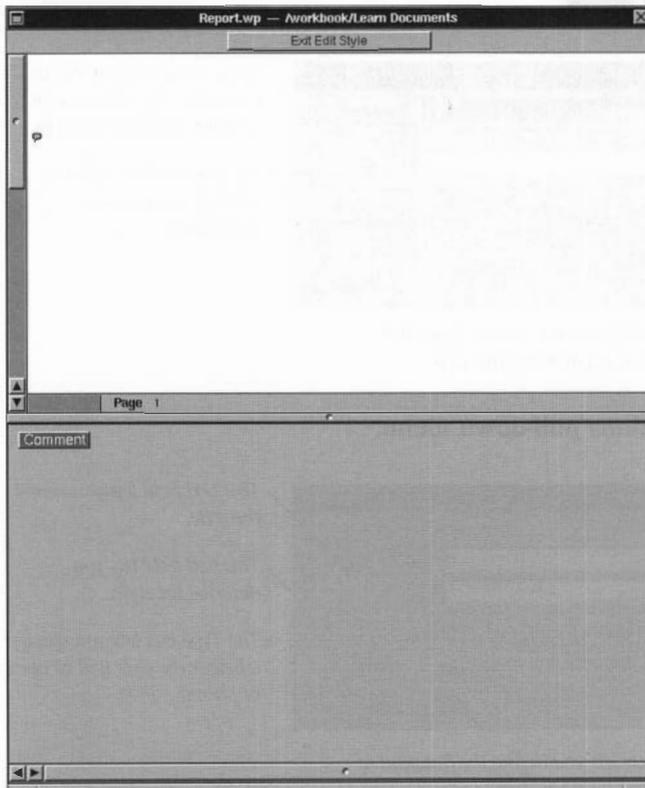
The Enter box lets you define the function of the Return key for each style.

Important: Applied styles affect either 1) the selected text (paired), or 2) the paragraph containing the insertion point, as well as all subsequent text (open).

3 Type Level 1 in the Name text field.

4 Click OK.

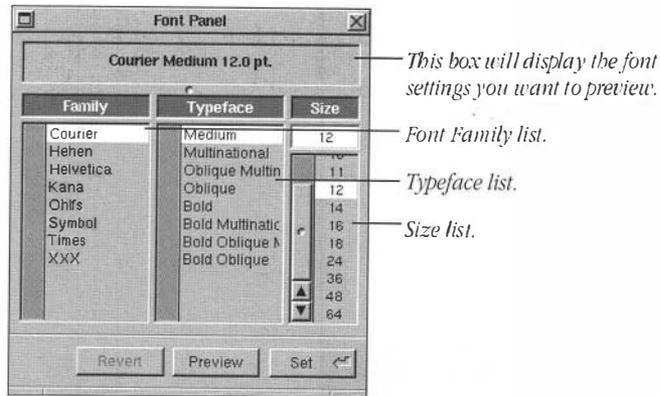
The Edit Style screen appears with the Inspector displayed on the bottom half of the screen.



Specifying Character Format

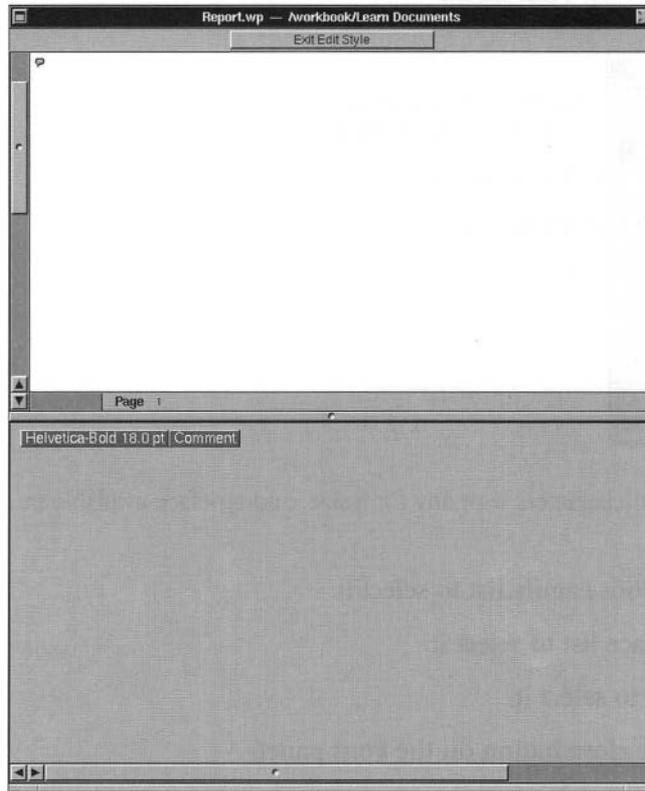
Suppose that you want to format the main headings (Level 1) in bold, 18-point Helvetica. Instead of choosing the commands one by one from the Font and Style menus, you can make all of these changes at once by opening the Font panel.

1 Choose Font Panel from the Font menu.



The Font Panel lets you format characters with any font, size, and typeface available in WordPerfect.

- 2 Click Helvetica in the Font Family list to select it.**
- 3 Click Bold in the Typeface list to select it.**
- 4 Click 18 in the Size list to select it.**
- 5 Click Set, then click the close button on the Font panel.**



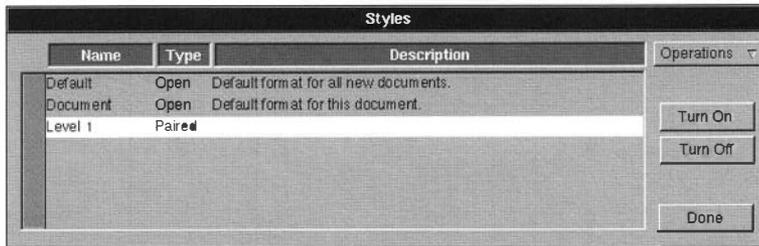
6 Click **Exit Edit Style**.

Apply a Style

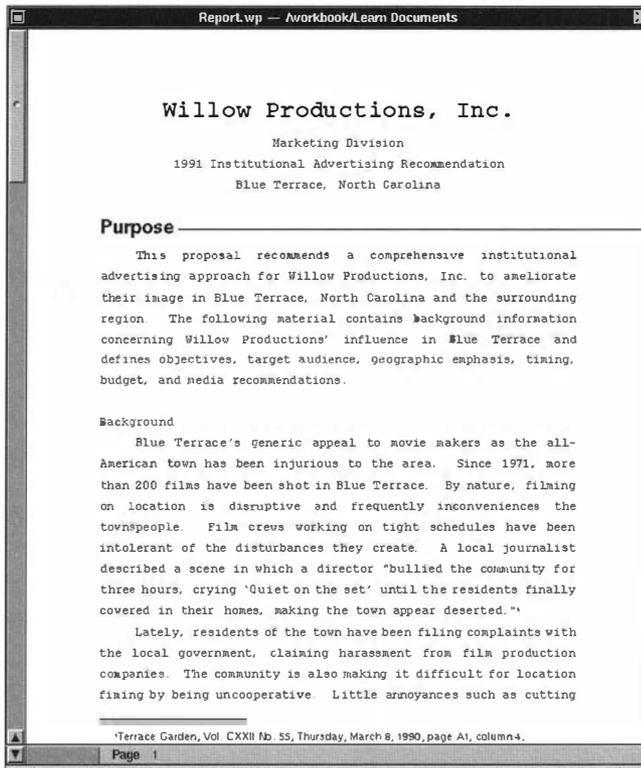
After you create a style, you can apply it to quickly format other paragraphs or headings. Created styles appear in the Styles panel when you choose **Styles** from the **Format** menu.

1 Select **Purpose**.

2 Choose Styles from the Format menu.



3 Choose Turn On.



The new style is applied so that the selected text is in bold and 18-point Helvetica.

4 Follow the same procedure to apply the Level 1 style to the following headings:

Background
Objectives
Timing
Target Audience
Budget
Media Recommendations

Edit a Style

One of the advantages of using styles is that if you change your mind about the text attributes, you don't have to make changes to each paragraph. You can simply edit the style, and the changes will affect every paragraph to which the style is applied.

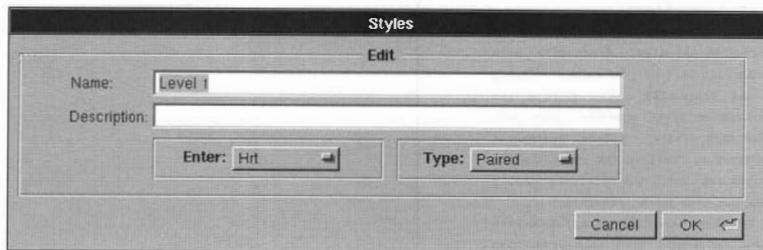
For example, if you decide that you want your headings to be italicized as well as bold, you can simply edit the style. After you do, each title with the Level 1 style applied will automatically be italicized.

1 Choose Styles from the Format menu.

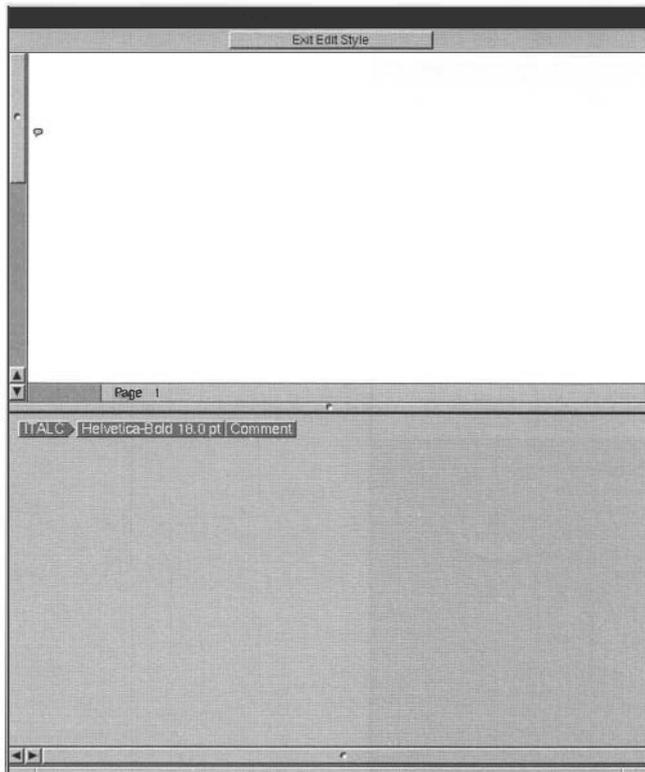
2 Select *Level 1* in the Styles panel.

When editing a style, your insertion point can be anywhere in the document. Any text with the selected style will be affected.

3 Choose Edit from the Operations pull-down menu.



- 4 Click OK.
- 5 Choose *Italic* from the Font menu.



- 6 Click **Exit Edit Styles**.

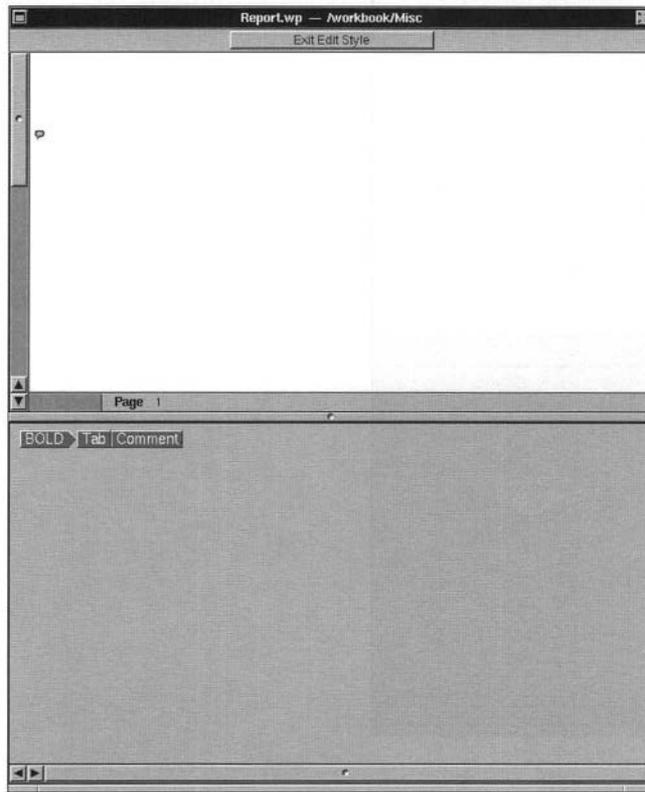
The style has been edited; the headings are now italicized.

Creating a Level 2 Style

The following secondary headings are located near the end of the document: Radio, Magazine, Newspaper, and Newsletter. To create a new style for these headings,

- 1 Choose **Styles** from the **Format** menu, then choose **Create** from the **Operations** pull-down menu.

- 2 Type Level 2 in the Name field, then click OK.
- 3 Choose Bold from the Font menu.
- 4 Press Tab.



The Bold and Tab format codes appear in the lower window, indicating that they will be part of the style.

- 5 Click Exit Edit Styles.

Applying the Style

Now you will apply the newly created style to the secondary headings.

- 1 Select *Radio*.

2 Choose Styles from the Format menu.

3 Choose Level 2, then click Turn On.

The word *Radio* is bold, and a tab is inserted before it.

4 Follow the same procedure to apply the Level 2 style to the following headings:

Magazine

Newspaper

Newsletter

Now you will apply the style as you enter text.

5 Place the insertion point on a blank line after the paragraph under “Newsletter,” then press Return.

6 Choose Styles from the Format menu.

7 Choose Level 2, then click Turn On.

A tab is automatically inserted, and you are ready to type a new secondary heading.

8 Type Civic Sponsorship.

9 Choose Styles from the Format menu.

10 Choose Level 2, then choose Turn Off.

11 Press Return, then press Tab and type the following paragraph:

A \$10,000 contribution in cash and a \$20,000 contribution in audio equipment to the Gallery of Live Performance will secure the top-center program position during the Improvisational Theatre Workshop’s “Laugh Lines” production. Willow Productions will share the back cover with two other sponsors.

If you want to continue with the next lesson, save the document and proceed.

If you want to work on the next lesson at a later time, choose Quit from the WordPerfect menu, click review Unsaved, then click Save.

Summary

A style is a group of formats that can be repeated throughout a document. After you create a style, you can apply it to quickly format other paragraphs or headings. Defined styles appear on the menu when you choose Styles from the Format menu.

To *create* a style, choose Styles from the Format menu. Choose Create from the Operations pull-down menu, then insert the codes.

To *apply* a style, select the text to be changed. Choose Styles from the Format menu. Choose the desired style, then click Turn On.

To *edit* a style, choose Styles from the Format menu, then choose Edit. Click OK, then add or delete the desired formatting codes.

Lesson 8: Corporate Report—Table of Contents

When writing a report, you often need to include a table of contents, lists of graphs and illustrations, and an index. Instead of having to create these appendages manually, you can generate them by marking text. WordPerfect will do the rest.

You create a table of contents by marking the appropriate section headings. WordPerfect then generates a list of the entries and their corresponding page numbers in the order they appear in the document. You can include as many as five levels in a table of contents.

In this lesson, you will learn how to create a table of contents for the corporate report by following three basic steps:

- Mark the text you want to include
- Define the location and the format of the table of contents
- Generate the table of contents

Before You Begin

You should have completed Lessons 3 through 7 before you begin this lesson.

If you have not started WordPerfect,

1 Double-click **Report.wp** in the **Learn Documents** folder.

WordPerfect starts and the Report document opens.

If you have already started WordPerfect, make sure the Report document is open.

Mark the Text

The first step in creating a table of contents is marking the headings that will be included in the table. You can mark the text either while you are writing the document or after you have finished. When you mark text, you must assign it a level.

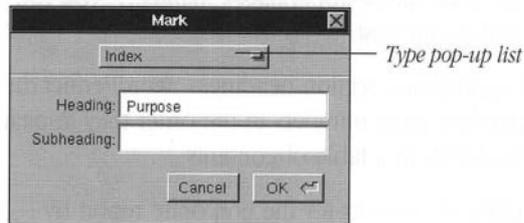
Marking First-Level Headings

There are seven first-level headings. You will select the headings one at a time, and then mark them using the Mark panel.

1 Double-click *Purpose* to select it.

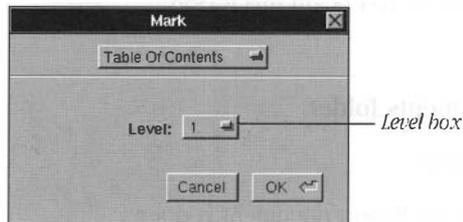
Don't worry about any text formatting (such as fonts, sizes, and styles). All text formats are ignored when you generate the table.

2 Choose Mark Text from the Tools menu, then choose Mark.

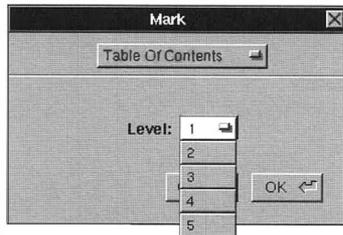


The Type pop-up list lets you specify the type of appendage you will be generating. For example, when you specify Table of Contents, the text marked will be included in the table of contents.

3 Choose Table of Contents from the Type pop-up list.



With table of contents selected on the pop-up list, you can choose the level (1 through 5) for the selected text. Because *Purpose* is a first-level heading, you can leave it at the default.



4 Click OK.

Purpose is no longer highlighted, and the Mark panel remains open.

5 Click inside the document, then double-click *Background* to select it.

6 Click OK in the Mark panel to mark the selected text.

The Mark panel remains open, and the selected word is no longer highlighted.

7 Follow the same procedure to mark the remaining first-level headings:

Objectives

Timing

Target Audience

Budget

Media Recommendations

Marking Second-Level Headings

There are five second-level headings. To mark these as second-level headings, you must change the level from 1 to 2 in the Level pop-up list on the mark panel.

1 Double-click *Radio* to select it.

2 Click the Mark panel to activate it.

Table of Contents remains defined in the Type pop-up list.

3 Choose 2 from the Level pop-up list.

4 Click OK.

5 Follow the same procedure to mark the following as second-level headings:

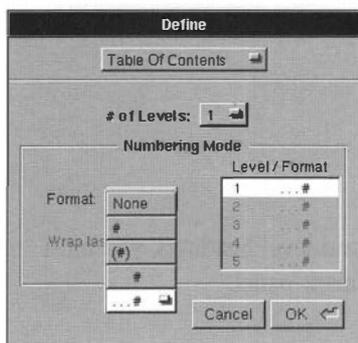
- Magazine
- Newspaper
- Newsletter
- Civic Sponsorship

Define Table of Contents

The next step is to define the location and format of the table of contents. The most common place to put the table of contents is at the beginning of the document.

- 1 Place the insertion point at the beginning of the document (at the left margin on the same line as Willow Productions, Inc.).**
- 2 Choose Mark Text from the Tools menu.**
- 3 Choose Define from the Mark Text menu.**
- 4 Choose Table of Contents from the Type pop-up list.**

72



The Format pop-up list provides five different formats from which to choose (# represents the page number):

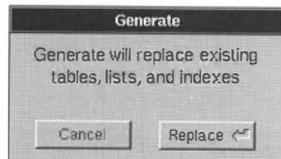
Format	Example
None	Index
#	Index 2
(#)	Index (2)
#	Index 2
... #	Index ...2

- 5 Choose # flush right—without dot leaders—from the Format pop-up list (the fourth option).**
- 6 Highlight 2 in the Level/Format box.**
- 7 Choose # flush right—without dot leaders—from the Format pop-up list.**
- 8 Choose 2 from the # of Levels pop-up list.**
- 9 Click OK.**

Generate Table of Contents

Now that you have marked the text for your table of contents and defined the numbering style for each level in your table, you are ready to generate the table of contents at the insertion point.

- 1 Choose Mark Text from the Tools menu.**
- 2 Choose Generate from the Mark Text panel.**



- 3 Click Replace.**

Several message panels will display while the table of contents is being generated.

Reformatting the Table of Contents

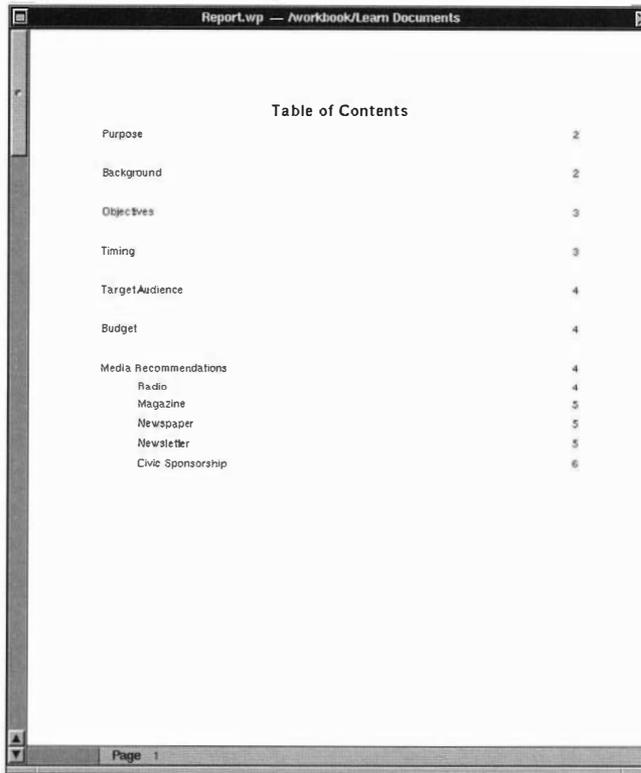
Because the table of contents should be on a separate page, it's a good idea to add a page break and renumber the pages so that the first page of the report is numbered "1."

- 1 With the insertion point still at the left margin (before Willow Productions, Inc.), choose Page Break from the Format menu.**

The next step is to change the first page from page 2 to page 1.

- 2 With the insertion point at the beginning of the title, choose Page from the Format menu, then choose Layout.**
- 3 Type 1 in the New Number field, then click OK.**
- 4 Place the insertion point at the beginning of the table of contents.**
- 5 Choose Center from the Align menu, then type Table of Contents.**
- 8 Highlight Table of Contents.**

7 Using the Font panel, change the font setting to 16-point, bold Helvetica.



The screenshot shows a window titled "ReportLwp — /workbook/Learn Documents". The main content is a "Table of Contents" with the following items and page numbers:

Purpose	2
Background	2
Objectives	3
Timing	3
Target Audience	4
Budget	4
Media Recommendations	4
Radio	4
Magazine	5
Newspaper	5
Newsletter	5
Civic Sponsorship	6

At the bottom of the window, it says "Page 1".

Print Report

You have completed the report. To save and print it,

- 1 Choose Save from the Document menu.**
- 2 Choose Print from the WordPerfect menu, then click Print.**
- 3 Click OK to confirm.**
- 4 Choose Quit from the WordPerfect menu.**

You have completed Section 2 of the Workbook. If you want to continue with the next lesson, double-click the WordPerfect application icon to start WordPerfect.

Summary

You can mark text in WordPerfect to generate tables of contents, indexes, lists of figures and illustrations, tables of authorities, and many other lists.

To *mark* text for a table of contents, select the desired text. Choose Mark Text from the Tools menu, then choose Mark. Set the definitions in the Mark panel, then click OK.

To *define* the location and type of the table of contents, place your insertion point at the desired location. Choose Mark Text from the Tools menu, then choose Define. Set the definitions, then click OK.

To *generate* the table of contents, choose Mark Text from the Tools menu. Choose Generate, then click Replace.

For more information about these features, see the on-line reference manual.

Section 3: Newsletter

Lesson 9: Columns

Lesson 10: Images

Lesson 11: Text Boxes

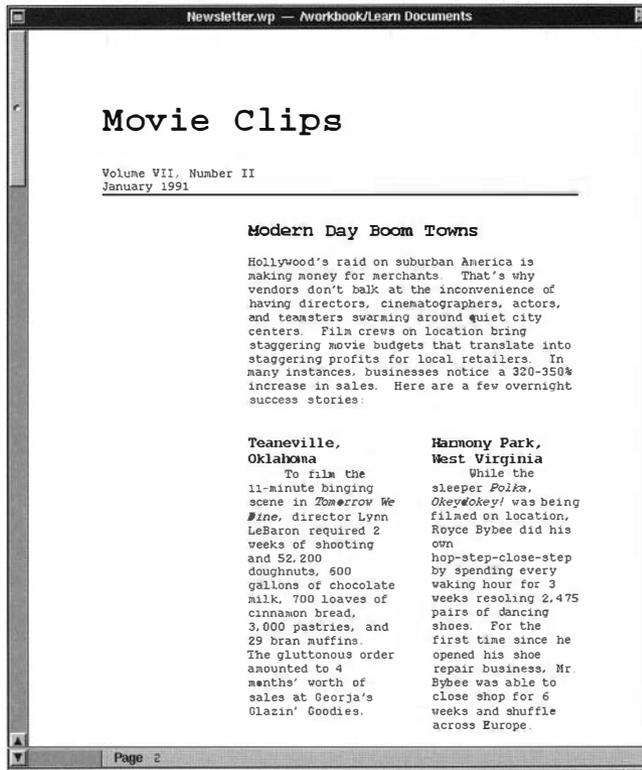
Lesson 9: Columns

WordPerfect lets you create three different styles of columns—newspaper, parallel, or extended parallel. From the Ruler, you can define between 2 and 24 columns at any desired column width.

In this lesson, you will learn to do the following:

- Create a Line
- Change Alignment
- Define Columns
- Define a Second Set of Columns

After you define the columns, the first page of your document should look like this:



Before You Begin

If you have not started WordPerfect,

1 Double-click **Newsletter.wp** in the **Learn Documents** folder.

WordPerfect starts and the Newsletter document opens.

If you have already started WordPerfect, make sure the Newsletter document is open.

Create a Line

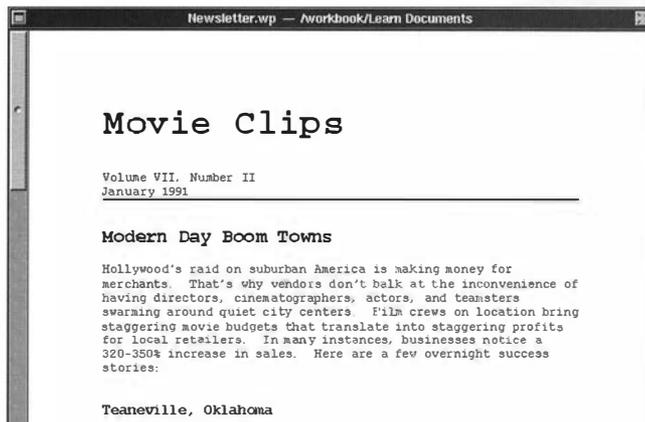
WordPerfect lets you create borders and lines in your document using the Graphics feature. You can create a border around a single character, a paragraph, a page, or a set of columns. And you can specify the border position and type. You can also create vertical and horizontal lines.

In this lesson, you will create a horizontal line that will extend from your left margin to your right margin.

1 Place the insertion point on the line below the date (January 1991).

2 Choose Graphics from the Tools menu, then choose Horizontal Line.

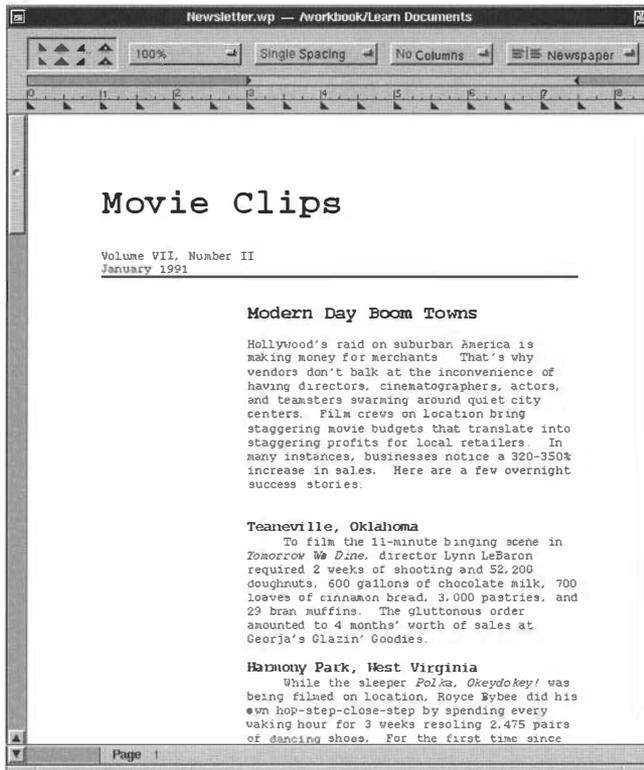
A horizontal line will appear in your document.



Change Alignment

To leave the left side of the page blank, change the left margin from 1 inch to 3 inches. You will insert a text box in this blank space later.

- 1 Place the insertion point anywhere in the “Modern Day Boom Towns” title.
- 2 Choose Show Ruler from the Format menu.
- 3 Drag the left margin marker to the 3-inch setting.



The margin for the text from the paragraph containing the insertion point to the end of the document is now set at 3 inches.

Define Columns

You can define three different types of columns:

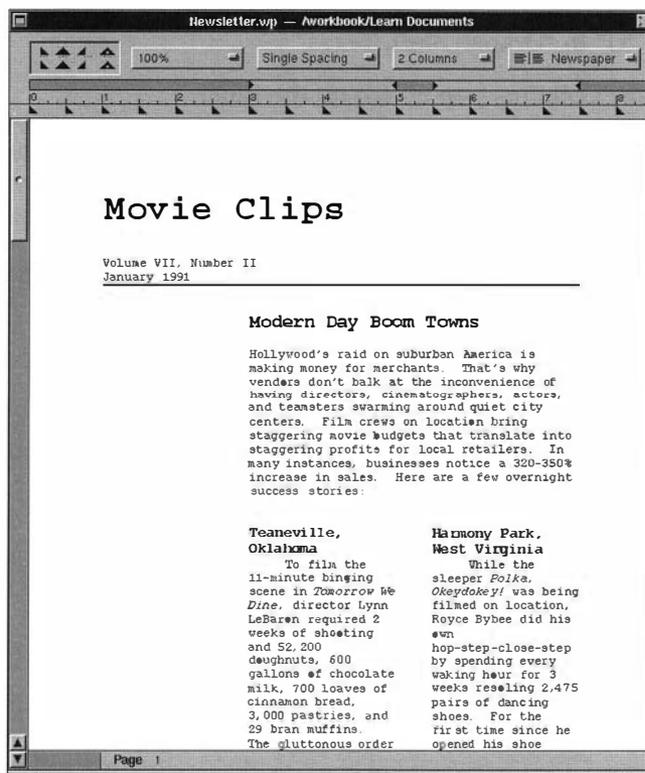
- Newspaper
- Parallel
- Extended Parallel

Newspaper columns are used for text that flows from the bottom of one column to the top of the next, as in newspapers, newsletters, and brochures. When the last column on the page is filled, the insertion point moves to the first column on the next page.

In this lesson, you will create newspaper columns for the text beginning with “Teaneville, Oklahoma.” After you define a two-column format on the first page, you will use the Ruler to define a three-column format for the remaining pages.

- 1 Place the insertion point anywhere in the “Teaneville, Oklahoma” heading.**
- 2 Choose 2 Columns from the Columns pop-up list on the Ruler.**

The heading and all subsequent text is placed in a two-column format.



The next step is to create a three-column format beginning on the second page. To create this three-column format, you must redefine the columns.

Define a Second Set of Columns

If you try to create a second column definition without turning the column definition off where you want the change to be, the previously set column format changes to the new column definition. For example, if you define a three-column format while the insertion point is placed in a two-column format, the three-column format replaces the two-column format.

To use two different column definitions in the same document, turn the column definition off and then define the new column definition.

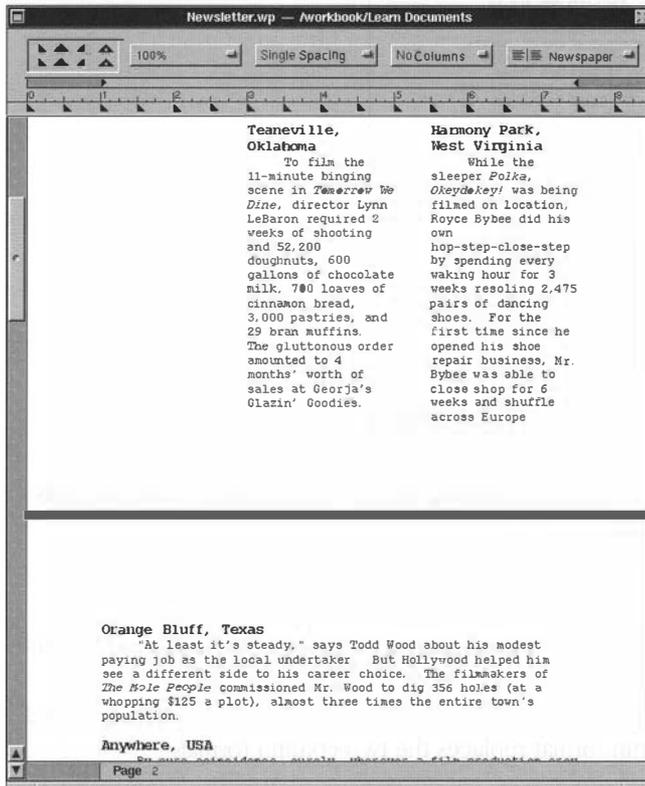
1 Place the cursor before the “O” in “Orange Bluff, Texas.”

2 Choose Columns Off from the Columns pop-up list on the Ruler.

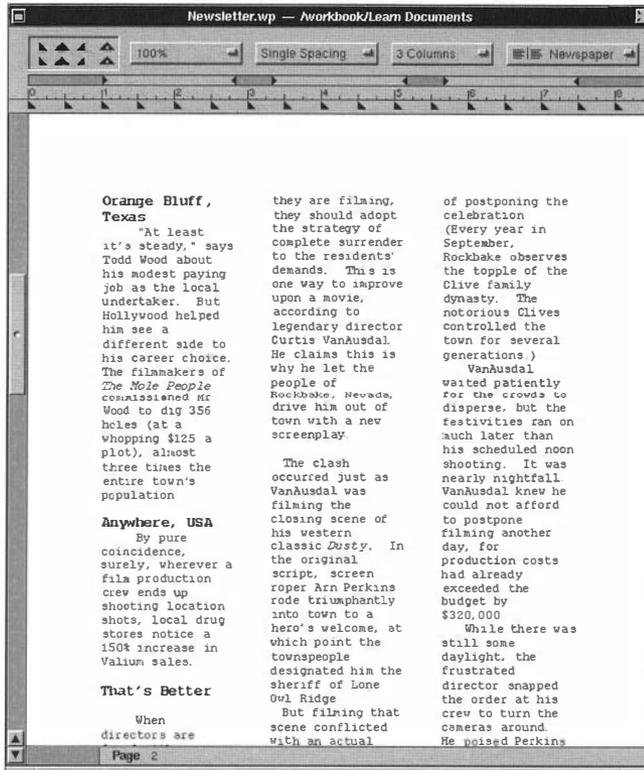
The text following the insertion point moves to the second page. The first page stays in the two-column format while the remaining pages have no columns. You will need to move the left margin back to the 1-inch setting before you create the new three-column definition.

3 With the cursor still inserted before the “O,” drag the left margin marker to the 1-inch setting.

84



4 Choose Three Columns from the Columns pop-up list.



The text reformats. The remainder of the document is placed in a three-column format with the left margin at 1 inch.

5 Choose Hide Ruler from the Format menu.

If you want to continue with the next lesson, save the document and proceed.

If you want to work on the next lesson at a later time, choose Quit from the WordPerfect menu, click Review Unsaved, then click Save.

Summary

From the Ruler, you can define between 2 and 24 columns—at any desired column width.

To *create a horizontal line*, choose Graphics from the Tools menu, then choose Horizontal Line.

To *change alignment*, choose Show Ruler from the Format menu. Drag the margin marker to the desired setting.

To *define* columns, choose the desired column definition from the Columns pop-up list on the Ruler.

To *define a second set of columns*, choose Columns Off from the Columns pop-up list. With the insertion point at the desired location, choose the new column definition from the Columns pop-up list.

Lesson 10: Newsletter—Images

You can insert an image directly into a document, and text will reformat around the image. You can also frame, size, and move the image within a document.

In this lesson, you will learn to do the following:

- Insert an Image
- Size and Move an Image
- Remove a Frame

Before You Begin

You should have completed Lesson 9 before you begin this lesson.

If you have not started WordPerfect,

1 Double-click Newsletter.wp in the Learn Documents folder.

WordPerfect starts and the Newsletter document opens.

If you have already started WordPerfect, make sure the Newsletter document is open.

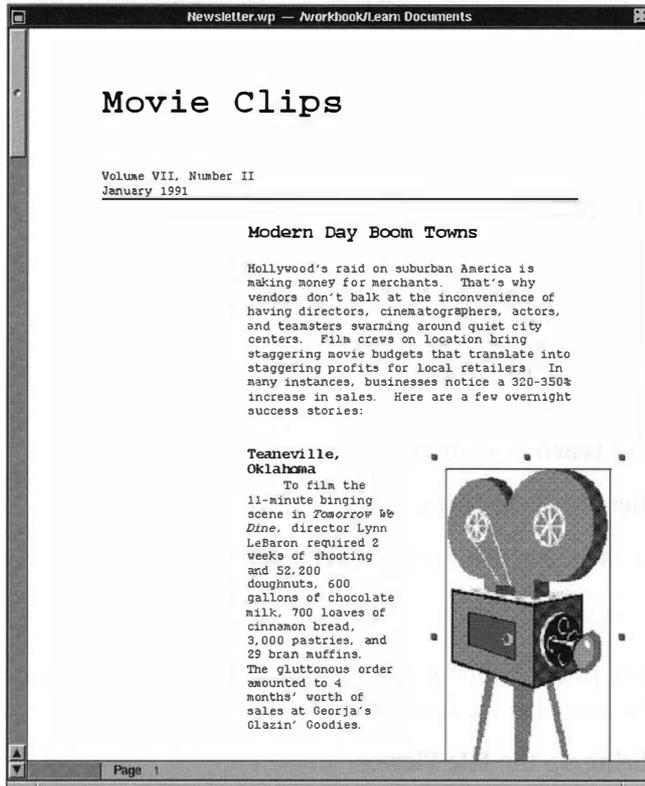
Insert an Image

When an image has already been created, you can insert it into your document. The image you will insert is labeled “Camera.wpg.” It is located in the Learn Documents folder.

1 Double-click the NeXT icon to bring up the File Viewer.

2 Click Camera.wpg in the Learn Documents folder.

- 3 Click on the Camera.wpg icon on the bottom shelf (icon path) and drag it into the Newsletter document.

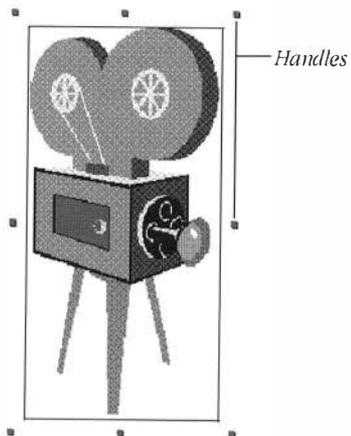


88

The image appears in the text. Now you will size it, move it, and remove the frame.

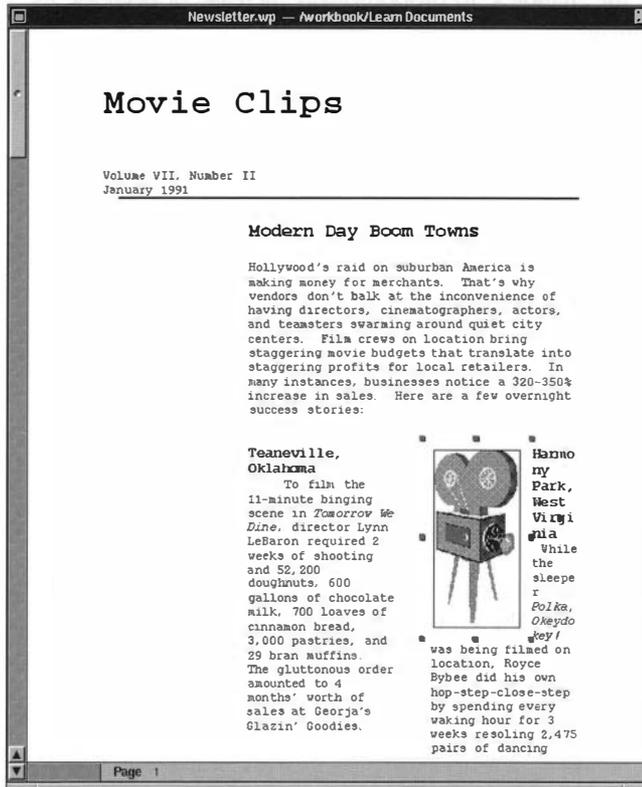
Size and Move an Image

When an image is selected, you can use the “handles” to proportionally increase or decrease its size. The text will reformat around the image.



The image is selected, as indicated by the various handles. You can size it by dragging any of the handles. The image (by default) will maintain the same proportions.

- 1 Drag one of the handles to size the image to approximately half its original size.

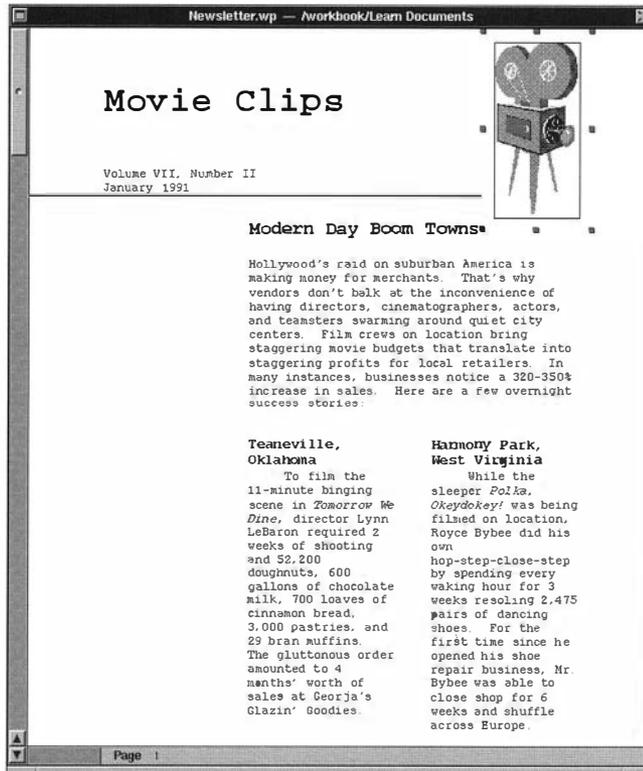


90

To move the image,

- 2 Click inside the image box and drag the image to the upper right-hand corner of the first page.

Make sure you don't drag any of the handles, or you'll size the image.

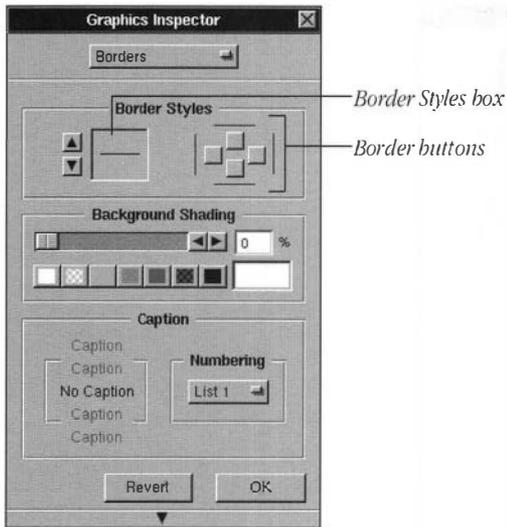


Remove the Frame

Images are framed by default when you insert them into your document. Since the camera that you just inserted will look better without a frame, you will need to remove the borders.

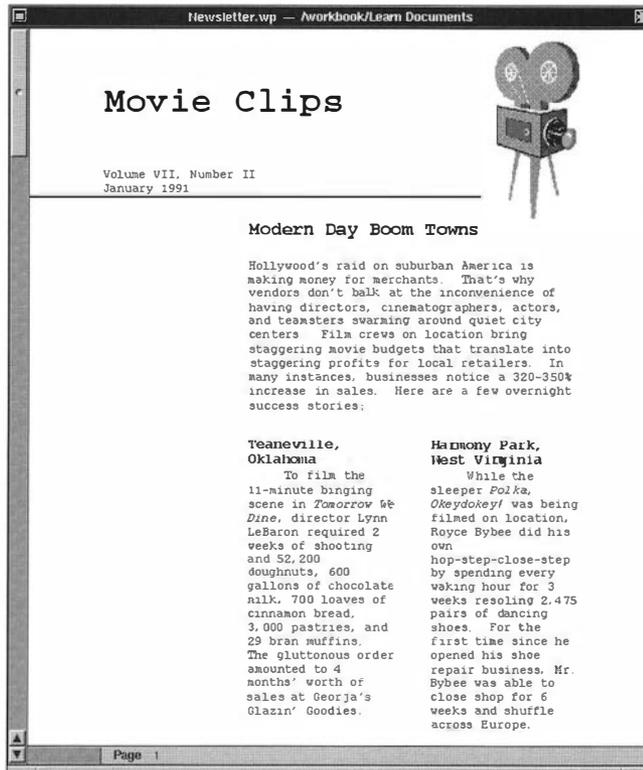
- 1 Click inside the image to select it if it isn't already selected.
- 2 Choose Graphics from the Tools menu, then choose Graphics Inspector.

- 3 Click Position from the pop-up list (on the top of the panel) and drag to Borders.



92

- 4 With the Border Styles box blank, click all four Border buttons, then click OK.
- 5 Click twice inside the document.



The first click activates the document window, and the second click deselects the image.

The frame no longer appears around the camera image.

If you want to continue with the next lesson, save the document and proceed.

If you want to work on the next lesson at a later time, choose Quit from the WordPerfect menu, click Review Unsaved, then click Save.

Summary

To *insert* an image, simply drag the icon directly into your document. The text will automatically reformat around the image.

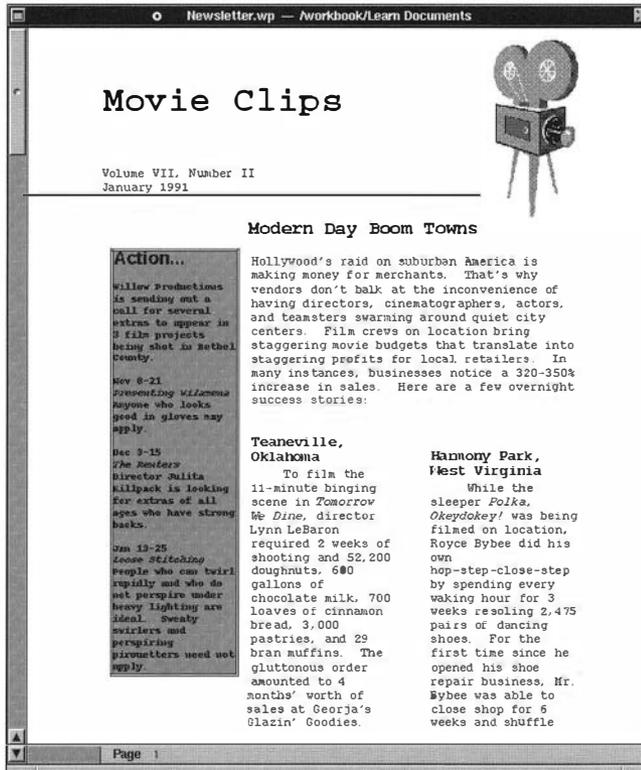
To *size* an image within a document, select it and then drag one of the handles until the image is the correct size.

To *move* an image within a document, click inside the image to select it. Then drag the image to the desired location.

To *remove* a frame, click inside the image to select it. Choose Graphics from the Tools menu, then choose Graphics Inspector. From the Borders panel, make sure the Borders Style box is blank. Click all four Border buttons, then click OK.

Lesson 11: Newsletter—Text Boxes

Using a text box is like creating a document within a document. When you create a new text box, the insertion point appears on a blank screen, ready for you to begin typing.



You can use most WordPerfect commands and features inside a text box. You can move the text box within a document, and the text in your document automatically reformats around the box. You can add a caption and place a border around a text box. You can even shade the background of the box.

In this lesson, you will learn to do the following:

- Create a Text Box
- Position a Text Box
- Edit a Text Box
- Shade a Text Box
- Frame a Text Box

Before You Begin

You should have completed Lessons 9 and 10 before you begin this lesson.

If you have not started WordPerfect,

1 Double-click Newsletter.wp in the Learn Documents folder.

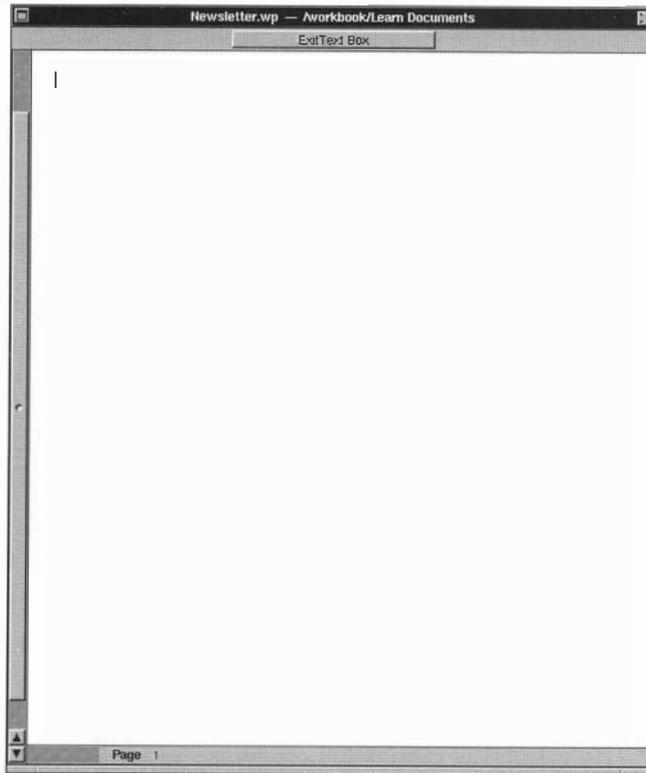
WordPerfect starts and the Newsletter document opens.

If you have already started WordPerfect, make sure the Newsletter document is open.

Create a Text Box

To create a text box,

- 1 Place the insertion point on the blank line between “Modern Day Boom Towns” and the paragraph below it (near the top of page 1).**
- 2 Choose Graphics from the Tools menu, then choose Text Box.**



The insertion point will appear on a blank screen, allowing you to type text. From this mode you can change the font, size, and style of the text.

- 3 Choose Turn Justification Off from the Align Menu.**
- 4 Choose Font Panel from the Font menu.**
- 5 Choose Courier from the Family list, then choose Bold from the Typeface list.**

Because you will add a gray background to the text box, bolding the text in the text box will make it more readable.

- 6 Choose 10 from the Size list, then click Set.**

7 Type Action . . . and press Return twice.

8 Type the following:

Willow Productions is sending out a call for several extras to appear in 3 film projects being shot in Bethel County.

Nov 8-21

Presenting Wilamena

Anyone who looks good in gloves may apply.

Dec 3-15

The Renters

Director Julita Killpack is looking for extras of all ages who have strong backs.

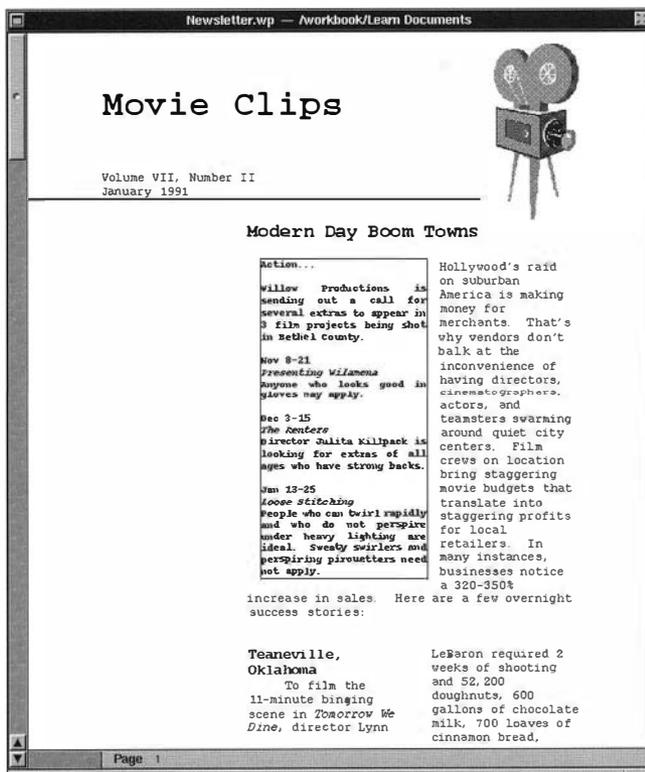
Jan 13-25

Loose Stitching

People who can twirl rapidly and who do not perspire under heavy lighting are ideal. Sweaty swirlers and perspiring pirouetters need not apply.

9 Click Exit Text Box to return to the document.

Your document should now look like this:

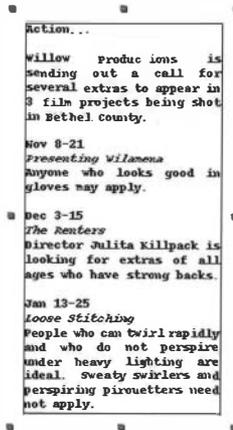


Position a Text Box

You can select a text box by clicking anywhere inside it. When the text box is selected, you can use the handles to size it. You can also drag the box to move it.

- 1 Choose Show Ruler from the Format menu if it is not already displayed.

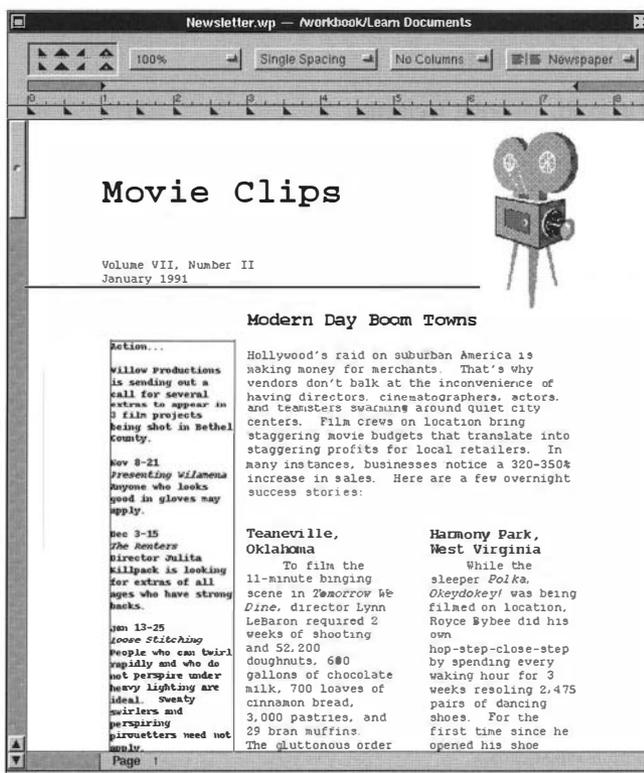
2 Click inside the text box to select it.



3 Click inside the text box and drag it to the left margin (so that the border containing the left handle of the text box is at the 1-inch setting).

The text reformats around the text box. Because the text box extends past the three-inch margin, you should make the box more narrow.

4 Drag the right handle to the 3-inch mark to narrow the width of the text box.



When you resize a text box, the text inside the box is reformatted. The right side of the text box should be narrow enough so that it does not move into the regular text.

Edit a Text Box

You can edit the contents of a text box by triple-clicking within the text box.

1 Triple-click anywhere inside the text box.

The insertion point appears in the Text Box screen, allowing you to make changes.

2 Select "Action . . ."

- 3 Choose Helvetica and bold from the Font panel.
- 4 Choose 18 from the Font panel, then click Set.
- 5 Click Exit Text Box to return to the document.

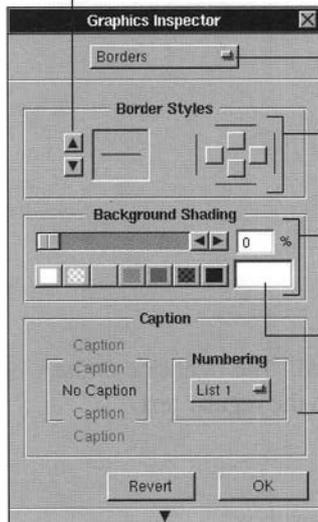
The word *Action* is now formatted in bold, 18-point Helvetica.

Shade a Text Box

To select a text box background,

- 1 Command-click on the text box to bring up the Graphics Inspector panel.
- 2 Click Position from the pop-up list (on the top of the panel) and drag to Borders.

The Border Styles box allows you to select the border type.



This pop-up list contains the four levels of editing for boxes.

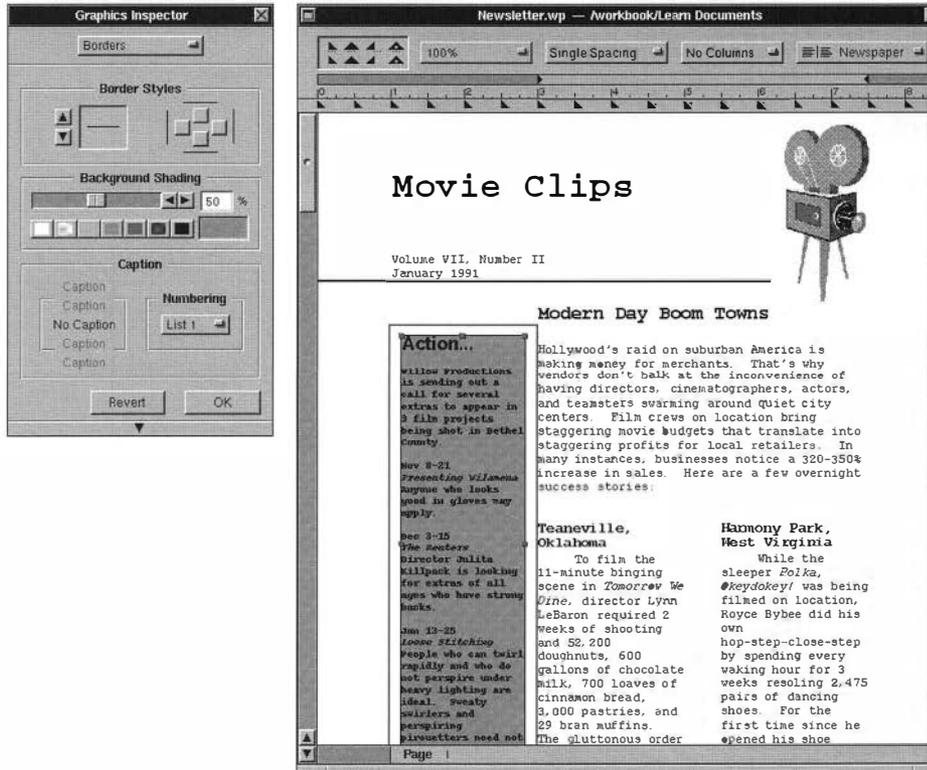
The Border buttons allow you to specify top, bottom, left, and right for your border.

You can use the arrows, the sliding button, or the percentage field to set the shading for the text box.

This box displays the actual shading.

This section allows you to set caption positioning specifications.

- 3 Click on the right arrow in the Background Shading section until the percentage box reads 50.



- 4 Click OK to set the shading.

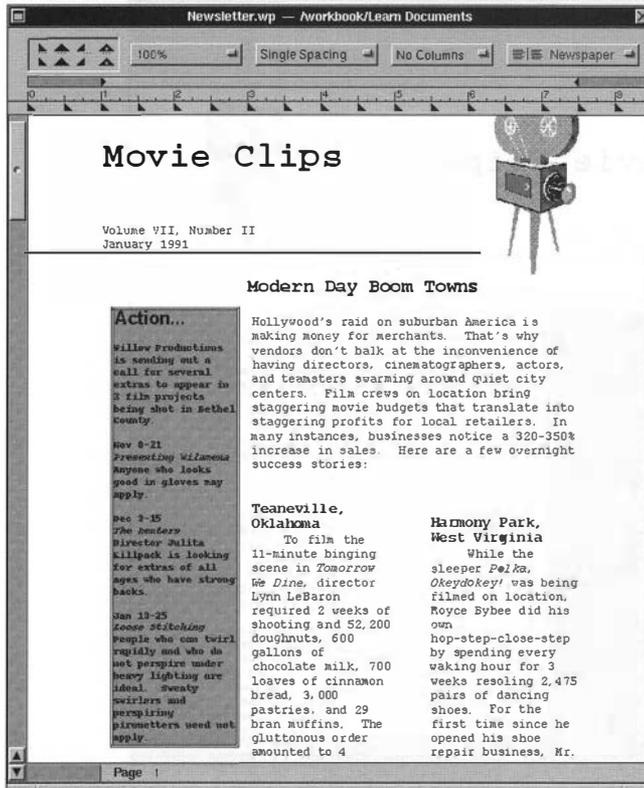
Frame a Text Box

With the Graphics Inspector panel still open,

- 1 Click the down arrow in the Border Styles box until the double-line border is selected.
- 2 Click all four Border buttons to frame all sides of the text box.

3 Click OK, then click twice in the document.

Your document should now look like this:



104

If you want to continue with the next lesson, save the document and proceed.

If you want to work on the next lesson at a later time, choose Quit from the WordPerfect menu, click Review Unsaved, then click Save.

Summary

When you choose Text Box from the Graphics menu, the insertion point appears inside the Text Box screen, ready for you to begin typing. Using a text box is like creating a document within a document.

To *create* a text box, choose Graphics from the Tools menu, then choose Text Box.

To *position* a text box, click once inside the box to select it, then drag the box to the desired location.

To *edit* the text in a text box, triple-click inside the box.

To *shade* a text box, choose Graphics from the Tools menu, then choose Graphics Inspector. Click on the Position pop-up list and drag to Borders.

To *frame* a text box, choose Graphics from the Tools menu, then choose Graphics Inspector. Select the border type, then click the desired Border buttons.

For more information, see the on-line reference manual.

Section 4: Advanced Features

Lesson 12: Merge

Lesson 13: Sort

Lesson 14: Macros

Lesson 12: Advanced Features—Merge

The WordPerfect Merge feature lets you merge documents such as address files, mailing labels, and form letters. For example, suppose that you have to write the same letter to twenty different people. Instead of typing all twenty letters, you can let the Merge feature generate the letters for you. All you have to do is create two documents—the “Primary File” (form letter) and the “Secondary File” (names and addresses of the people to whom the letters will be sent).

After you create the primary and secondary files, you can merge them to create a third file containing all twenty letters. Then when you print the merged document, you will have twenty separate letters addressed to twenty different people.

In this lesson, you will learn to do the following:

- Create a Secondary File
- Create a Primary File
- Merge the Primary and Secondary Files
- Print the Merged Document

Before You Begin

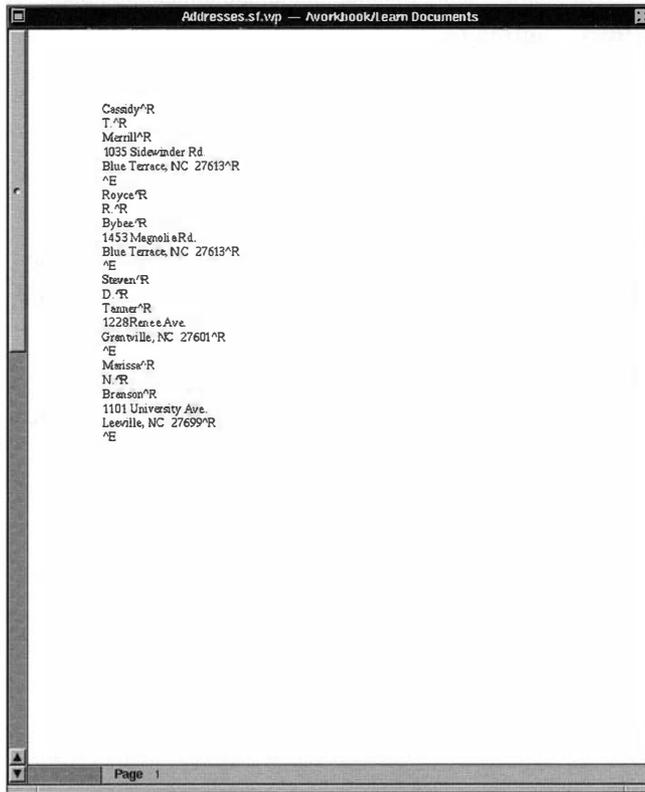
If you have not started WordPerfect,

- 1 Double-click the WordPerfect application icon.**
- 2 Choose New from the Document menu to open a new document.**

If you have already started WordPerfect, simply open a new document.

Create a Secondary File

So that you can better understand the merge process, you will create the secondary file first. The secondary file contains four *records* of information that indicate the name, company, and address of the persons to whom the letters are addressed.



The information in each record is divided into *fields*. A field can be as short as a single word or as long as several pages.

Creating the First Record

You will create four records—each containing four fields. The first field in each record contains the individual's first name; the second field contains the middle initial; the third contains the last name; and the fourth contains the address.

When creating the secondary file, you should make sure you have the same number of fields in each record.

To create the first record,

1 Choose Merge Codes from the Tools menu.

Merge Codes
From Keyboard
Date
Field
Start Macro
Next Record
Show Message
New Primary
End of Field
End Record
Stop Merge
New Secondary
Print
Update Screen
Transfer Codes

The Merge Codes menu contains the codes used in the primary and secondary files. See the on-line reference manual for a complete definition of each merge code.

2 Type Cassidy.

3 Press Control-r (hold down the Control key and press r) or click End of Field in the Merge Codes menu.

The End of Field merge code (^R) appears at the end of the first line, and the insertion point is placed on the next line. Do not press Return, or an extra line will be added when the letter is merged.

4 Type T., then press Control-r.

5 Type Merrill, then press Control-r.

The fourth field contains two paragraphs.

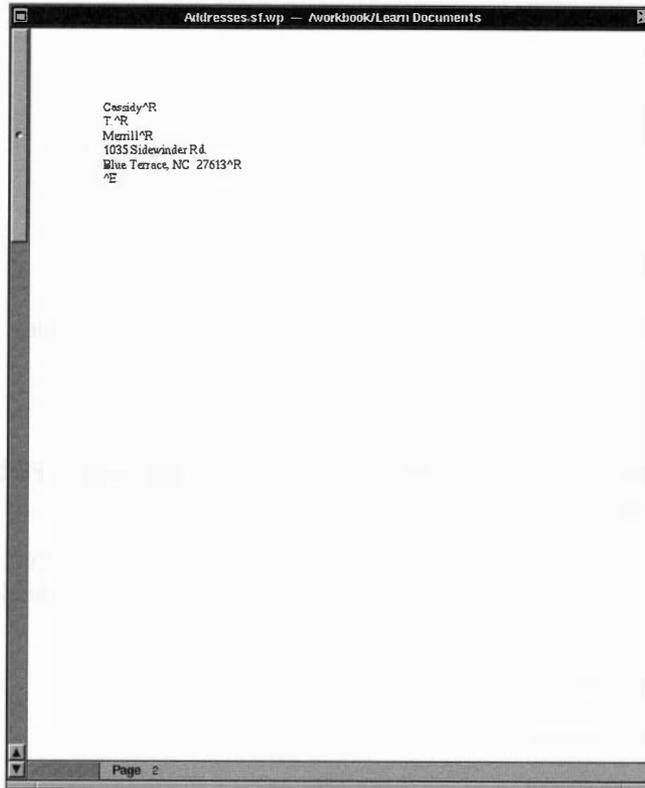
6 Type 1035 Sidewinder Rd., then press Return (do not add an End of Field code).

7 Type Blue Terrace, NC 27613, then press Control-r.

The merge code is again placed at the end of the line, and the insertion point appears on the next line.

8 Press Control-e or click End of Record on the Merge Codes menu.

The End of Record merge code (^E) is placed at the end of the line, and the insertion point appears on the next line.



Creating the Remaining Records

You have created the first of four records in the secondary file. Now you will create the second, third, and fourth records.

- 1 Follow the same procedure to create the remaining records. Remember to press Return—not End of Field—after the first address line.**

Royce^R
R.^R
Bybee^R
1453 Magnolia Rd.
Blue Terrace, NC 27613^R
^E
Steven^R
D.^R
Tanner^R
1228 Renee Ave.
Grantville, NC 27601^R
^E
Marissa^R
N.^R
Branson^R
1101 University Ave.
Leeville, NC 27699^R
^E

- 2 Choose Save from the Document menu.**
- 3 Type Secondary File and click OK.**
- 4 Choose Close Window from the Windows menu to close the Secondary File document.**

Create a Primary File

Like a secondary file, a primary file contains merge codes. Some of these codes insert records from the secondary file, while other codes insert the date or print the document.

To create a primary file in this lesson, you will type a form letter that leaves places for the names and addresses from the secondary file you just created.

Inserting the Date Merge Code

As you type the form letter, you insert merge codes in the document.

- 1 Choose New from the Document menu to open a new document.**
- 2 Choose Page from the Format menu, then choose Center Page.**

When printed, the letter will be centered from top to bottom.

- 3 Choose Merge Codes from the Tools menu.**
- 4 Press Control-d or click Date on the Merge panel.**

A date merge code (^D) is inserted in the document. When the primary and secondary files are merged, the current date will be inserted.

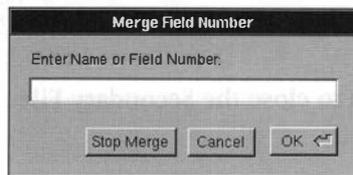
- 5 Press Return twice.**

Pressing Return twice leaves a blank line between the date and the name of the addressee.

Inserting Field Number Merge Codes

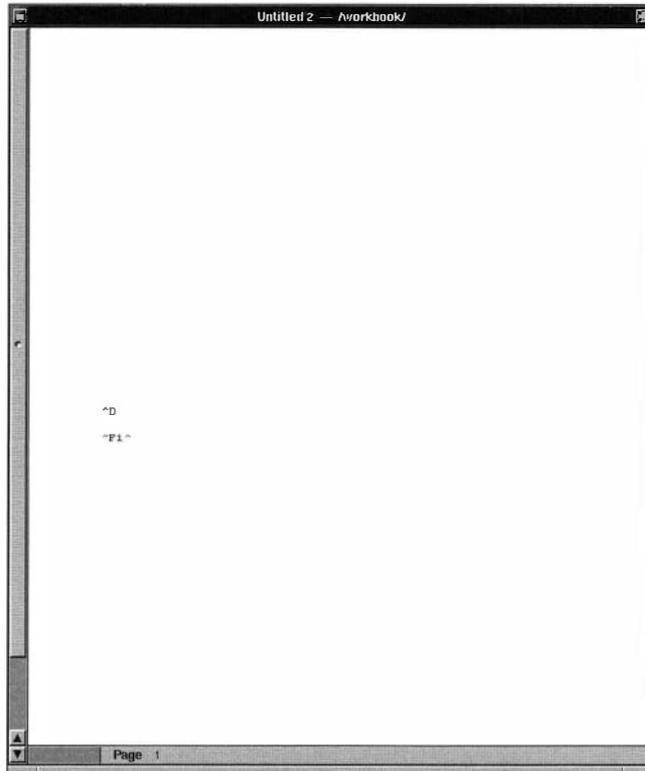
Because the records in the secondary file contain consistent fields (1=first name, 2=middle initial, 3=last name, and 4=address), you can specify where each field goes in your primary file.

- 1 Press Control-f or click Field on the Merge Codes menu.**



The Merge Field Number panel lets you choose which of the fields in each record will be inserted at the current insertion point.

- 2 Type 1 to select the first field, then click OK.**



When creating form letters, WordPerfect inserts the first field of the current record when it encounters the ^F1^ merge code.

- 3 Press the Space Bar once to insert a space between the first name and the middle initial.**
- 4 Press Control-f, type 2 in the text field, then click OK.**
- 5 Press the Space Bar.**
- 6 Press Control-f, type 3 in the text field, then click OK.**
- 7 Press Return.**

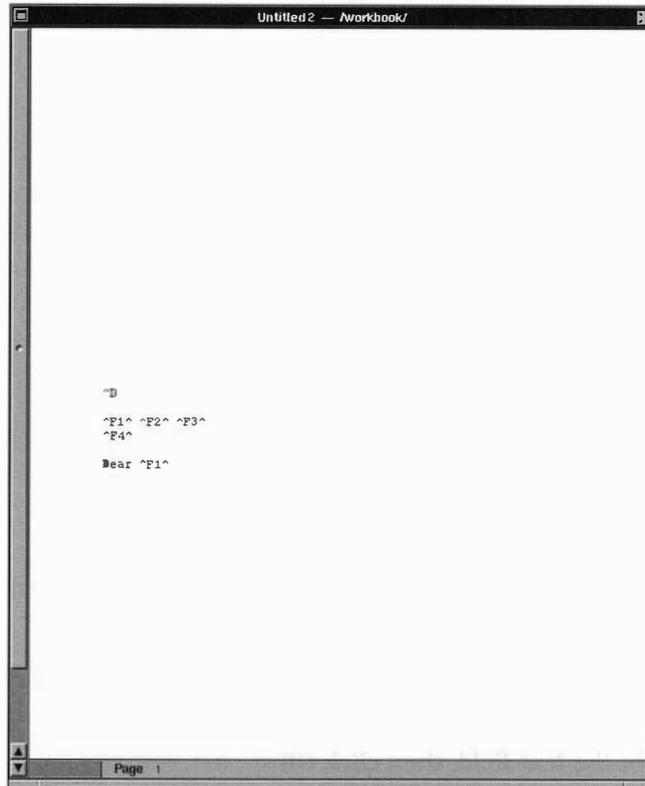
8 Press Control-f, type 4, then click OK.

9 Press Return twice, then type Dear.

10 Press the Space Bar.

Pressing the Space Bar adds the necessary space before the name of the addressee.

11 Press Control-f, type 1 (first name) in the text field, then click OK.



Finishlog the Letter

Now that you have added the merge codes, you can finish typing the letter.

- 1 Insert a comma after the Field code, then press Return twice.**
- 2 Type the following paragraphs to finish the letter.**

Because you've been so gracious to host us in your town, we'd like to show you the same courtesy by inviting you to ours.

We'd like you and your family to join us in North Hollywood, CA, for a fun-filled weekend Friday, March 8 through Monday, March 11. We'll provide all transportation, lodging, meals, entertainment, and even a little spending money.

We hope you'll find this invitation irresistible. Please RSVP by January 20. We're eager to meet with you again.

Sincerely,

Shellae M. Gilbert

- 3 Choose Save from the Document menu.**
- 4 Type Letter.pf and click OK.**

The .pf indicates that this is your primary file.
- 5 Choose Close Window from the Windows menu.**

Merge the Primary and Secondary Files

Now that you have created the primary and secondary files, you are ready to merge them.

- 1 Choose New from the Document menu to open a new document.**
- 2 Choose Merge from the Tools menu.**

A Merge Primary panel appears from which you can choose your primary file.
- 3 Choose Letter.pf.wp from the Learn Documents folder, then click OK.**

A Secondary Merge panel appears from which you can choose the secondary file.

4 Choose Secondary File.wp from the Learn Documents folder, then click OK.

Primary File

^F|^E2^^E3^
^F4^

Dear ^F1^,

Because you've been so gracious to host us in your town, we'd like to show you the same courtesy by inviting you to ours.

We'd like you and your family to join us in North Hollywood, CA, for a fun-filled weekend Friday, March 8 through Monday, March 11. We'll provide all transportation, lodging, meals, entertainment, and even a little spending money.

We hope you'll find this invitation irresistible. Please RSVP by January 20. We're eager to meet with you again.

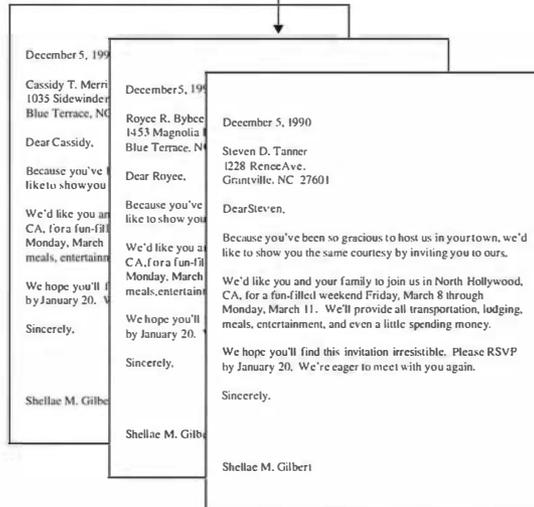
Sincerely,

Shellae M. Gilbert

Secondary File

Cassidy^R
T.^R
Merrill^R
1035 Sidewinder Rd.^R
Blue Terrace, NC 27613^R
^E
Royce^R
R.^R
Bybee^R
1453 Magnolia Rd.^R
Blue Terrace, NC 27613^R
^E
Steven^R
D.^R
Tanner^R
1228 Renee Ave.^R
Grantville, NC 27601^R
^E
Marissa^R
N.^R
Branson^R
1101 University Ave.^R
Lecsville, NC 27699^R
^E

118



The merge creates four letters, each divided by a page break.

Save and Print the Merged File

Now you will save and print the document containing the merged letters.

- 1 Choose Save from the Document menu.**
- 2 Type Form Letters and click OK.**
- 3 Choose Print from the WordPerfect menu, then click Print.**

Notice that each letter contains a different name and address.

- 4 Choose Close Window from the Windows menu to close the document.**

If you want to continue with the next lesson, open a new document and continue.

If you want to work on the next lesson later, choose Quit from the WordPerfect menu.

Summary

To *create a secondary file*, choose New from the Document menu, then choose Merge Codes from the Tools menu. Insert the appropriate codes while creating the document.

To *create a primary file*, choose New from the Document menu, then choose Merge Codes from the Tools menu. Insert the appropriate field codes as you create the document.

To *merge* the primary and secondary files, choose New from the Document menu. Then choose Merge from the Tools menu. Select the primary file and click OK, then select the secondary file and click OK.

To *print* the merged document, choose Print from the WordPerfect menu and click Print.

The WordPerfect Merge feature is a powerful and useful tool that can do much more than create address files. For more information, see the on-line reference manual.

Lesson 13: Advanced Features—Sort

WordPerfect lets you sort nearly any type of text in a document. You can do something as simple as alphabetize a list of words, or you can sort thousands of address records. You can sort three different kinds of items in WordPerfect—lines, merge records, and groups.

In this lesson, you will do the following:

- Use Line to sort a Word List
- Use Merge to sort a Secondary Merge File
- Use Group to sort a Group List

Before You Begin

You should have completed Lesson 12 before you begin this lesson.

If you haven't started WordPerfect,

1 Double-click the WordPerfect application icon.

2 Choose New from the Document menu.

If you have already started WordPerfect, simply open a new document.

Sort a Word List

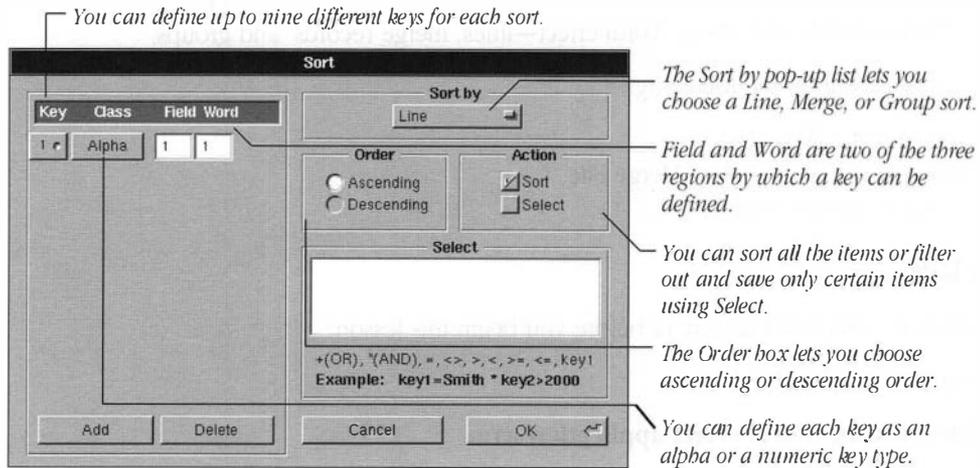
When you sort a list of words, you sort lines. A line is any word or section of text ending with a single hard return. A line can be as short as a single word or as long as a paragraph. Each line in the list below is followed by a single hard return.

1 Type the following list of words in your new document:

Banana
Apple
Cherry
Pineapple
Watermelon
Orange
Pear
Grape
Lemon

Now suppose you want to arrange these words in alphabetical order. In this example, think of each word (fruit) as a line.

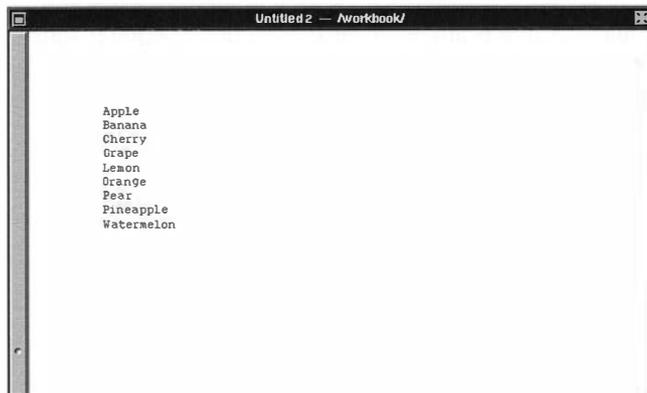
2 Choose Sort from the Tools menu.



122

Since all of the defaults apply to this list, simply

3 Click OK.



The list of lines (fruits) is now sorted alphabetically in ascending order.

4 Choose Close Window from the Windows menu.

5 Click No to close without saving.

Sort Merge Records

Merge records are records in a secondary merge file separated by End of Record (^E) codes. For example, you would sort the address list you created in Lesson 12 (below) using Merge.

```
Cassidy^R
T.^R
Merrill^R
1035 Sidewinder Rd.
Blue Terrace, NC 27613^R
^E
Royce^R
R.^R
Bybee^R
1453 Magnolia Rd.
Blue Terrace, NC 27613^R
^E
Steven^R
D.^R
Tanner^R
1228 Renee Ave.
Grantville, NC 27601^R
^E
Marissa^R
N.^R
Branson^R
1101 University Ave.
Leeville, NC 27699^R
^E
```

After you have created a merge file, you can sort the list in several different ways. For example, you may want to sort a list of addresses by zip code to get a bulk discount rate at the post office. Or you may want to sort by last name to create a telephone directory.

When sorting, you often use several “keys.” When the entries in the first key are identical, the second key determines the sort order. When the entries in the first and second keys are identical, the third key determines the sort order, and so on. You can use up to nine keys.

To sort the secondary file from Lesson 12, you will use three keys—zip code, last name, and first name. When two records have identical zip codes (first key), they will be sorted by the individual's last name (second key). When two records have the same zip code and last name, they will be sorted by the individual's first name (third key). When you sort the records, the fields in the record stay together, and the records are placed in the specified order.

1 From the File Viewer, double-click Addresses.sf in the Learn Documents folder.

This learn document contains the same information that you created in Lesson 12.

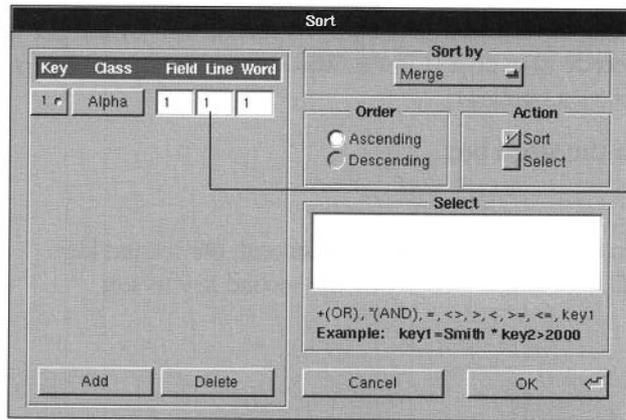
2 Choose Sort from the Tools menu.

3 Drag the Sort panel to the bottom left-hand corner of your screen.

Defining the First Key

When you define the first key, you specify the main criterion for the sort. You will be sorting the addresses according to zip code.

1 Choose Merge from the Sort by pop-up list.



When you perform a Merge Sort, you can use Line as an added key definition.

Merge records are divided into fields, then into lines, then words. Fields are separated by End of Field codes (^R), lines are separated by returns, and words are separated by spaces.

Each record you created in Lesson 12 contains three fields:

- Field 1 First Name
- Field 2 Middle Initial
- Field 3 Last Name
- Field 4 Address

2 Double-click on 1 in the Field box to select it.

3 Type 4 in the Field box.

Field 4 (the address) is now selected as the first key.

Field 4 is divided into two lines (separated by a return). Since the zip code is on the second line in Field 4,

4 Press Tab, then type 2 in the Line box.

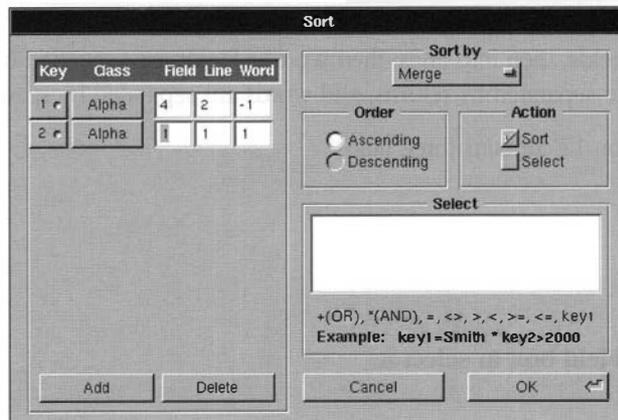
The actual zip code needs to be specified as the first key—the first sort criterion. But the zip code can be in the third, fourth, or fifth word position. To sort records by the last word (no matter how many words precede it), type a -1 in the Word box. (The minus sign is made with the same key that makes a hyphen).

5 Press Tab, then type -1 in the Word box.

Defining the Second Key

When the zip codes (first key) in two or more records are identical, the second key determines which of the two will appear first. To define the second key to sort alphabetically by last name,

1 Click Add.



The second key information appears. Because the individual's last name in each record is the first word in the third field on the first line, you will need to type a 3 in the Field box and leave the Line and Word boxes at the default (1).

- 2 Press Tab until your cursor appears in the Field box, then type 3.

The screenshot shows the 'Sort' dialog box with the following configuration:

Key	Class	Field	Line	Word
1	Alpha	4	2	-1
2	Alpha	3	1	1

Sort by: Merge

Order: Ascending, Descending

Action: Sort, Select

Select: [Empty text box]

+(OR), *(AND), =, <>, >, <, >=, <=, key1
Example: key1=Smith *key2>2000

Buttons: Add, Delete, Cancel, OK

Defining the Third Key

When the zip codes (first key) and last names (second key) in two or more records are identical, the third key determines the sort order. Define the third key to sort by first name.

- 1 Click Add.

The screenshot shows the 'Sort' dialog box with the following configuration:

Key	Class	Field	Line	Word
1	Alpha	4	2	-1
2	Alpha	3	1	1
3	Alpha	1	1	1

Sort by: Merge

Order: Ascending, Descending

Action: Sort, Select

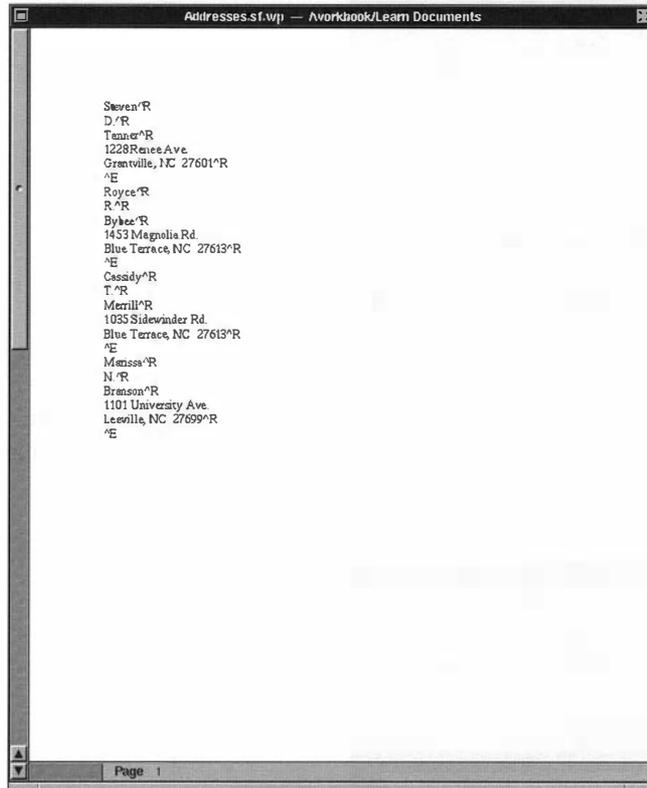
Select: [Empty text box]

+(OR), *(AND), =, <>, >, <, >=, <=, key1
Example: key1=Smith *key2>2000

Buttons: Add, Delete, Cancel, OK

The individual's first name in each record is the first word in the first field on the first line. Since the defaults are set at 1, you can leave the Field, Line, and Word boxes as they are.

2 Click OK.



.....
128

Notice that the merge records are sorted by zip code. The second and third records contain identical zip codes, so their order is determined by last name. Thus, the Dybee record is sorted before the Merrill record.

3 Choose Close Window from the Windows menu.

4 Click No to close without saving the document.

Sort a Group List

Groups are sections of text separated by two or more hard returns. For example, suppose you want to sort this document:

LAX to Oahu
\$399 Round Trip
7 Nights Accommodations
Reynolds Regency

LAX to Maui
\$789 Round Trip
10 Nights Accommodations
Talofa Plaza

LAX to Maui
\$643 Round Trip
10 Nights Accommodations
Mahalo Sands

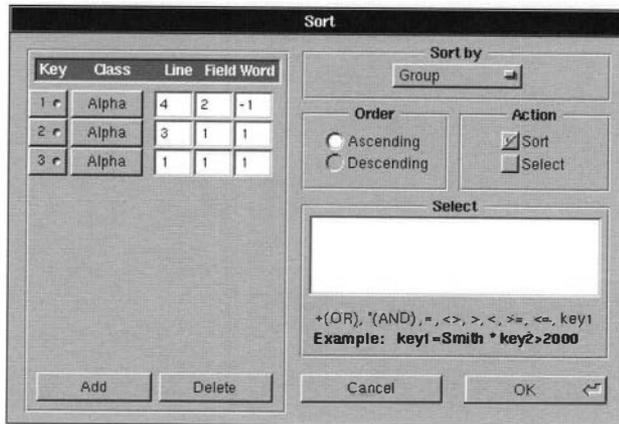
Each group contains four lines. When you sort these groups, each set of lines will stay together.

- 1 From the File Viewer, double-click Group Sort.wp in the Learn Documents folder.**
- 2 Choose Sort from the Tools menu.**
- 3 Drag the Sort panel to the bottom left of the screen.**

Defining the First Key

The destination will be the first key.

1 Choose Group from the Sort by pop-up list.



.....
130

Group records are divided into lines, then into fields, then words. Lines are separated by returns, fields are separated by tabs or indents, and words are separated by spaces.

Each group in the document contains four lines:

- Line 1 Flight departure and destination
- Line 2 Package price
- Line 3 Length of stay
- Line 4 Hotel

The flight information is on Line 1 in Field 1. However, the actual destination needs to be specified as the sort criterion. But it's in the third word position. To sort records by the last word (no matter how many words precede it), type a -1 in the Word box. (The minus sign is made with the same key that makes a hyphen).

Currently, the keys in the Sort panel reflect the previous sort definitions. To change the first key,

2 Double-click on 4 in the Line box to select it.

3 Type 1 in the Line box.

4 Press Tab, then type 1 in the Field box.

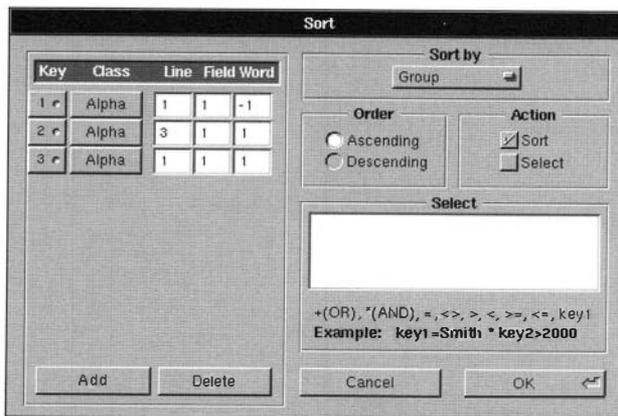
Since the Word box already displays -1, you can press Tab to leave it as it is. The destination is now selected as the first key.

Defining the Second Key

When the destinations (first key) in two or more groups are identical, the second key determines the sort order. Define the second key as the length of stay. Because the number of days (length of stay) is the first “word” in the first field for this line, you will type a 1 in the Field and Word boxes, and a 3 in the Line box.

1 Press Tab until your insertion point appears in the Line box of Key 2, then type 3.

2 Press Tab twice to leave the Field and Word boxes set at 1.



The screenshot shows a 'Sort' dialog box with a table of keys and various sorting options.

Key	Class	Line	Field	Word
1	Alpha	1	1	-1
2	Alpha	3	1	1
3	Alpha	1	1	1

Sort by: Group

Order:
 Ascending
 Descending

Action:
 Sort
 Select

Select:

+(OR), *(AND), =, <>, >, <, >=, <=, key1
Example: key1=Smith *key2>2000

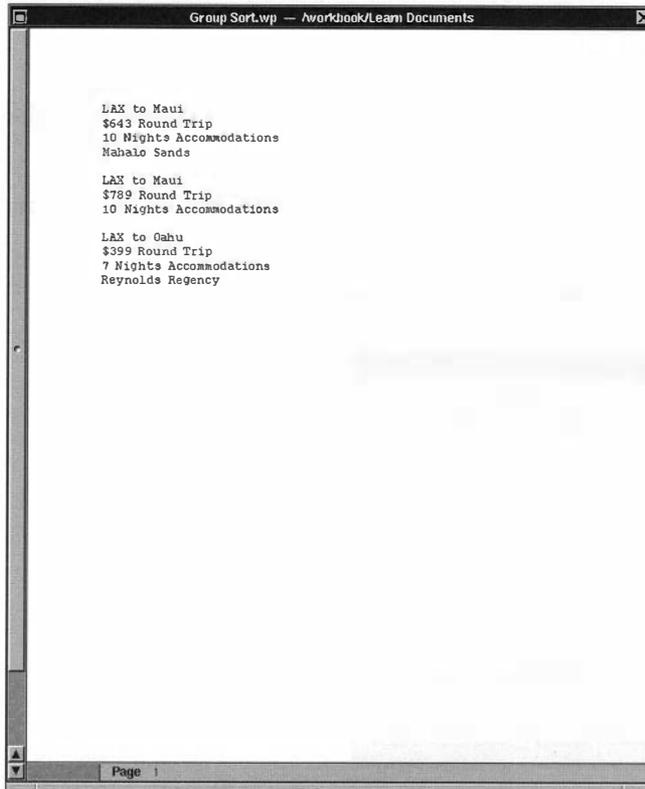
Buttons: Add, Delete, Cancel, OK

Defining the Third Key

When the destinations (first key) and length of stay (second key) in two or more groups are identical, the third key determines the sort order. Define the third key to sort by the price of the flight package.

Since the price in each group is on the second line, you will need to enter a 2 in the Line box. You can leave the Field and Word boxes set at 1 because the price is the first word in the first field.

- 1 Press Tab until your insertion point appears in the Line box of Key 3, then type 2.
- 2 Click OK.



.....
132

Notice that the groups are sorted by destination. Since the destination and the length of stay are identical for the first and second groups, the price of the flight package determines the sort order.

- 3 Choose Close Window from the Windows menu.
- 4 Click No to close without saving the document.

If you want to continue with the next lesson, simply proceed.

If you want to work on the next lesson at a later time, choose Quit from the WordPerfect menu.

Summary

The Sort feature lets you arrange a group of text items either alphabetically or numerically.

Lines are items separated by a single hard return. Merge records are separated by End of Record codes (^E). Groups are separated by two or more hard returns.

The items you sort are divided into regions. A Line Sort is divided into fields and then words. A Merge record sort is divided into fields, then lines, then words. A Group sort is divided into lines, then fields, then words. You use the line, field, and word definitions to specify how you want the items sorted.

To *sort by Line*, choose Sort from the Tools menu, then click OK.

To *sort by Merge Records*, choose Sort from the Tools menu. Choose Merge from the Sort by pop-up list. Define the keys, then click OK.

To *sort by Group*, choose Sort from the Tools menu. Choose Group from the Sort by pop-up list. Define the keys, then click OK.

For more information, see the on-line reference manual.

Lesson 14: Advanced Features—Macros

Macros enable you to quickly perform repetitive tasks such as creating an inside address or a closing for a letter.

In this lesson, you will learn to do the following:

- Record a Macro
- Run a Macro
- Edit a Macro
- Add a Macro to Your User Menu
- Assign an Accelerator Key to a Macro

Before You Begin

If you have not already done so,

- 1 Start WordPerfect.**
- 2 Choose New from the Document menu.**

If you are already in WordPerfect, open a new document for this exercise.

Record a Macro

Imagine for a moment that you have become the Public Relations Vice President at Senegal Advertising. As a new vice president, you have a lot of letters to write that will undoubtedly have the same closing.

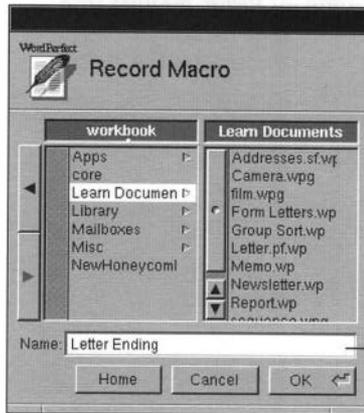
Instead of typing the same closing at the end of every letter, you can create a macro that will do it for you. Then all you have to do is select a command from a menu and your closing will be inserted.

To record a macro,

- 1 Choose Record from the Macro menu.**
- 2 Type Letter Ending in the Name text field.**

3 Highlight the Learn Documents folder.

The macro will be saved in your Learn Documents folder.



You can save the macro anywhere in your folder.

Name text field

4 Click OK.

When the panel closes, the document window reappears, and changes to the document are recorded.

5 Type the following letter closing:

Sincerely,

Renee B. Tanner
Public Relations Vice President

The macro records changes as you make them. You can tell that the macro is recording by checking the bottom of the window. It displays "Macro Def" when a macro is recording.

8 Choose End macro from the Macro menu.

Run a Macro

Now try using your new macro.

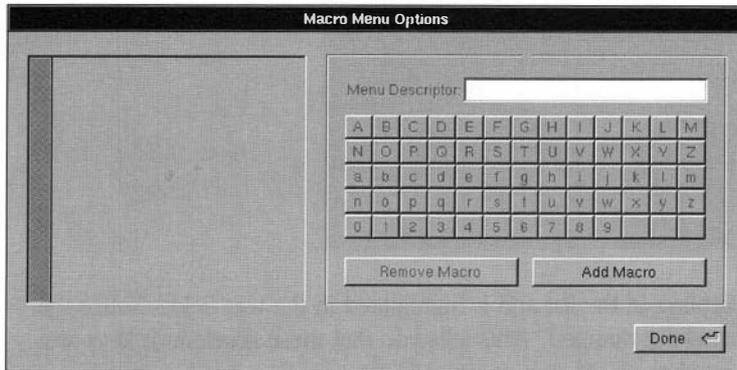
- 1 Press Return a few times to begin on a blank line.**
- 2 Choose Run from the Macro menu.**
- 3 Click Letter Ending.wpm in the Learn Documents folder, then click OK.**

The Letter Ending macro will run, beginning at the insertion point. You can run this macro at any time.

Add a Macro to the User Menu

If there is a macro that you use frequently, you can add it to your User menu for easier access.

- 1 Choose Menus from the Macro menu.**



- 2 Click Add Macro.**
- 3 Click Letter Ending.wpm, then click OK.**

The Letter Ending macro is added to the Macro Menu Options list, as well as to the User menu.

4 Click Done.

The Macro Menu Options panel closes. To run the added macro from the User menu,

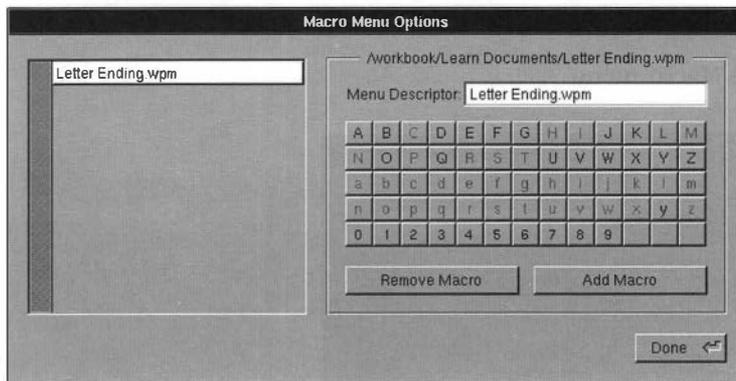
5 Press Return a few times to begin on a blank line.

B Choose User from the Macro menu, then click Letter Ending.wpm.

Assigning an Accelerator Key to a Macro

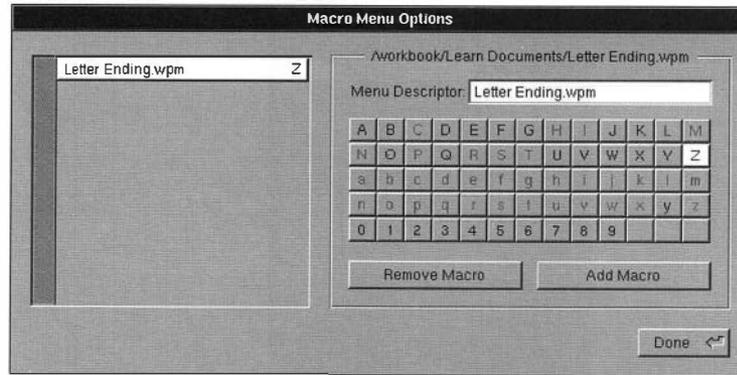
You can also assign an accelerator key to any macro you have added to your User menu. Then you can run the macro by using the assigned accelerator.

1 Choose Menus from the Macro menu.



The Letter Ending macro displays in the list and is highlighted in the text field. Notice that some of the keys on the panel are dimmed. This tells you that these accelerator keys are already assigned to either another macro or a program feature (such as bold or italic).

- 2 Click Z in the box that displays the keys.



Notice that the Z now appears to the right of Letter Ending.wpm.

- 3 Click Done.

The Macro Menu Options panel closes, and the document screen displays. To test the macro accelerator key,

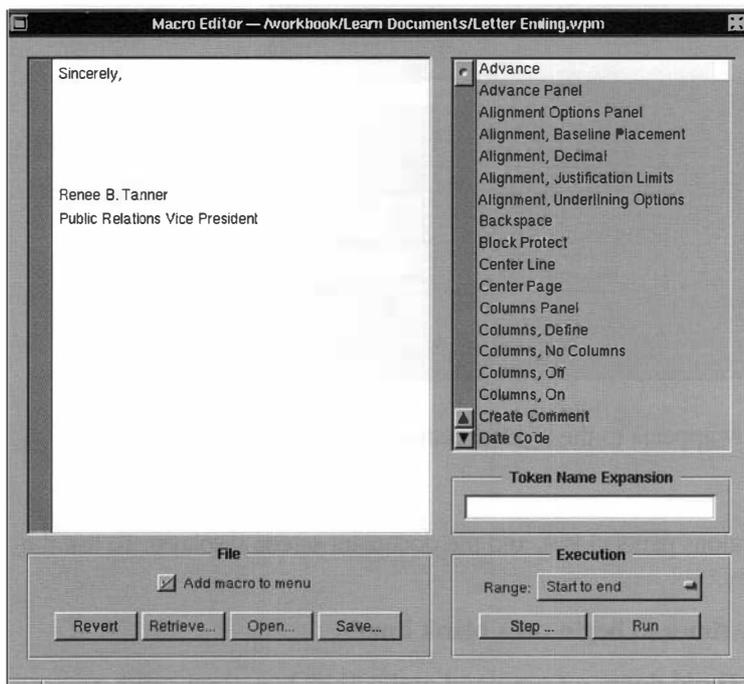
- 4 Press Return a few times to begin on a blank line.
- 5 Press Command-Z (hold down a Command and a Shift key, then press z).

Edit a Macro

You'll want to change your macros from time to time for various reasons. For instance, imagine that the president of Senegal Corporation decides to retire, making you the new president. Of course, you will need to edit the title in your Letter Ending macro as soon as possible. To change your title in the closing to "President," you simply need to remove the unnecessary text.

- 1 Choose Edit from the Macro menu.
- 2 Choose Open from the File section of the Macro Editor panel.

3 Click Letter Ending.wpm, then click OK.

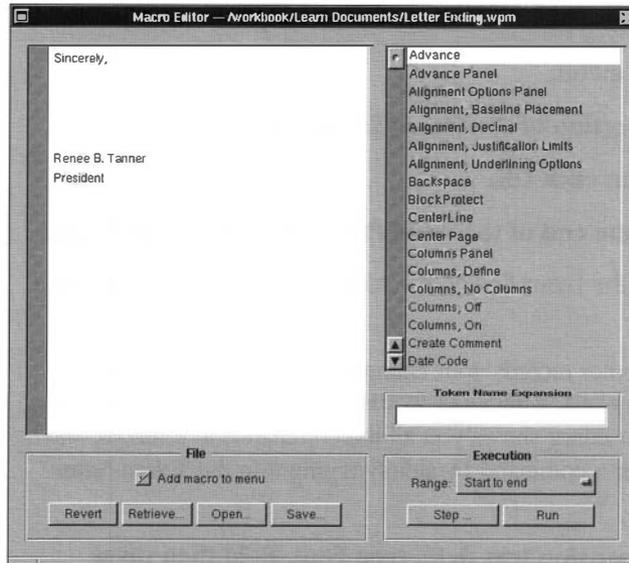


This will select the Letter Ending macro. Notice that the inspector tokens are displayed in the edit window.

4 Select “Public Relations Vice ” in the Macro Editor.

Be sure to include the space after “Vice.”

5 Press Delete.



8 Click the close button.

An alert panel appears asking if you would like to save the changes to the macro.

7 Click Yes.

If you had clicked No, the changes you made to the macro would not have been saved. The macro would have remained as it was before you edited it.

Now use the assigned macro accelerator key to run the edited macro.

8 Press Return a few times to begin on a new line.

9 Press Command-Z.

You can also use the edit command to create macros. For further information, see the on-line reference manual.

Using Macro Commands in the Macro Editor

Something is still missing from the Letter Ending macro—the company’s name. Fortunately, the Macro Editor also lets you add commands to a macro.

- 1 Choose Edit from the Macro menu.**
- 2 Choose Open from the File section of the Macro Editor panel.**
- 3 Click Letter Ending.wpm, then click OK.**
- 4 Move the insertion point to the end of the word *President*, then press Return.**

Currently, the last item displayed in the Letter Ending macro is “President.” You will need to type the company name in bold.

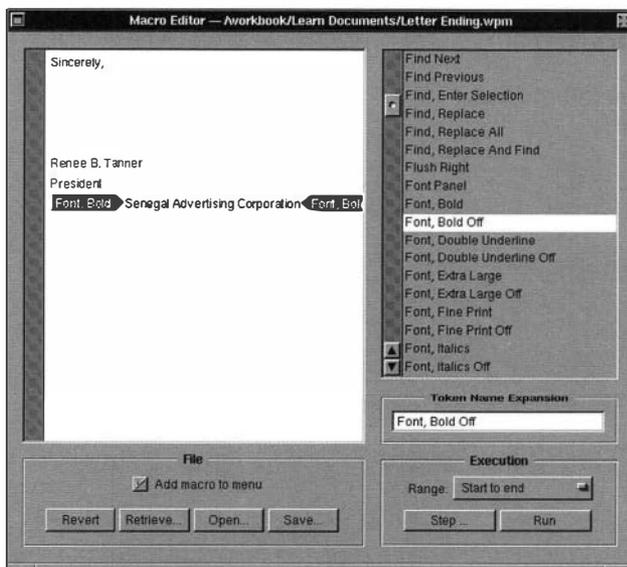
When you create a macro, the computer records your changes and translates them into macro commands. A command is a word or series of words that instructs WordPerfect to perform a certain action. The Macro Editor shows you all the commands in a macro, and lets you modify them. You can enter a command by simply typing it in the Token Name Expansion text field.

- 5 Click in the Token Name Expansion text field, type Font, Bold then press Return.**

The bold token is added to the macro.

- 6 Type Senegal Advertising Corporation.**

7 Double-click Font, Bold Off in the list of codes.



8 Click the close button, then click Save.

9 Press Command-Z to run the edited macro.

You can also run the macro by clicking Run in the Execution section of the Macro Editor panel.

Summary

Macros are used to quickly perform repetitive tasks.

To *record a macro* choose Record from the Macro menu, then enter the desired keystrokes and commands in the document window. When you have finished, choose End Macro from the Macro menu.

To *run a macro* choose Run from the Macro menu, then select the macro. You can also use the assigned accelerator key.

To *add a macro* to your User menu, choose Menus from the Macro menu. Click Add, highlight the macro you want to add from the Open panel, then click OK.

To *edit a macro* choose Edit from the Macro menu.

See the on-line reference manual for more information.

Glossary/Index

Glossary

accelerator key

A combination of keys that you can use instead of the mouse for choosing a command. You hold down the Command key while typing the character shown next to the command in the menu (using Shift, not Alpha Lock, for capital letters).

active window

The window currently available for use. Any commands you choose apply only to the active window. The title bar in an active window is black.

alert panel

A small window that calls your attention to a distinctive situation. An alert panel can be closed by clicking Cancel or OK.

alignmant

The way the text lines up on a page, in a column, or in a text box. Text can be left aligned, right aligned, centered, or justified.

alpheanumeric

Composed of letters and numerals. When you sort *alphanumerically*, you sort beginning with the first number or letter in the word, regardless of how many numbers are in the word. For example, if you sort alphanumerically in ascending order, the number 325" would be sorted before the number 8" because the number 3" comes before the number 8."

application

A software program that you can use on your NeXT computer. WordPerfect is an application.

automatic hyphenation

An option that directs WordPerfect to hyphenate text automatically. If WordPerfect cannot find the word, a panel will appear, allowing you to position the hyphen.

Cancel button

A button that appears in panels. Clicking this button cancels any options you have selected in the panel. It will also close the panel.

check box

A small box next to an option in a panel. Clicking an empty check box selects the option; clicking a marked check box deselects the option.

choose

Click on a menu option to choose it. Or choose an item on a pop-up list by clicking and dragging until the item is highlighted, then releasing the mouse button.

click

To point to something on the screen using the pointer, then press and release the mouse button.

close

To remove a window or panel from the screen.

close button

The small button containing an X in the right corner of the window's title bar. When the X is partially drawn, it means that the window contains unsaved changes or that its contents aren't up-to-date. Clicking the close button closes the window.

command

A word or phrase in a menu that describes an action that the computer can perform. When chosen from a menu, the command is performed or a panel appears.

command-click

Hold down the Command key and click.

copy

To duplicate text or an image and place it on the pasteboard.

cut

To remove text or an image and place it on the pasteboard.

decimal tab

A tab setting that aligns decimal points in lists of numbers.

default

The option WordPerfect uses automatically unless you specify otherwise.

default folder

The folder where files will automatically be saved to and retrieved from unless another folder is specified.

defaults

The startup settings of WordPerfect. These default settings may be changed. But unless you save the new default settings, they will be reset to the original ones each time you start the program.

delete key

A key on your keyboard that deletes the character to the left of the insertion point.

delete right

Holding down the Alternate key and then pressing the Delete key lets you delete one character to the right of the insertion point.

document

A file created using WordPerfect or other applications.

document window

The window used in WordPerfect to create or edit documents.

dimmed

Commands and options that are not available under the current circumstances are dimmed (gray instead of black).

double-click

To press and release the mouse button twice in rapid succession.

drag

To move by pointing either to the item you want to move or to the text you want to select, then pressing the mouse button, moving the mouse, and releasing the mouse button.

edit

To modify text, images, or other items in your document.

file

A collection of information stored on a disk. Documents, applications, macros, and dictionaries are examples of files.

folder

A place where applications and files (including WordPerfect documents) can be stored.

font attributes

Properties that describe the appearance of text: font family (such as Times), typeface (for example, whether Times Bold or Times Roman), and size (in points).

footer

Information located at the bottom of a page within a document. A footer typically includes document information and a page number.

format

A collective term for margins, spacing, page length, point size, and the general visual appearance of the printed page.

frame

Lines used to separate and make an image or text box stand out from the rest of the items on the page.

handles

The small solid squares that appear on the border of an image or text box that has been selected. You can use these handles to size an image or text box.

hanging indent

A type of indent in which all but the first line in a paragraph are indented.

hard page break

A page break created by choosing Page Break from the Format menu.

hard return

Pressing Return to move the insertion point to a new line creates a hard return.

header

Information located at the top of a page in a document. A header typically includes document information and a page number.

I-beam

The shape the pointer assumes when inside a document window or inside a text box.

icon

A small graphic image that represents an application, a document, a folder, or a file.

indent

The amount of space a line or paragraph is inset or extended from the normal margin of a paragraph.

insertion point

The place in a document where text and graphics will be inserted or deleted (usually represented by a blinking vertical bar).

Inspector

When it is turned on, it displays (in the bottom portion of the window) the codes inserted into your document.

Justified

Text aligned on both the left and right sides of the page, column, or text box.

keys

Keys are used to determine the order in which Lines, Merges, and Groups are sorted.

left aligned

Text lined up on the left side of a page, column, or text box. The right side is ragged. Also referred to as flush left, unjustified, and ragged right.

macro

A special file that contains a series of commands and keystrokes that can be used repeatedly.

margin

The distance between the edge of the page and the text.

margin marker

The bar on the Ruler that lets you change the margin width of the left or right margins.

page break

The separation between the end of one page and the beginning of another.

panel

A box that lets you make decisions about WordPerfect features. When you choose a command with ellipses (. . .) from a menu or from another panel, a panel opens.

paragraph

A section of text that ends with a hard return.

paste

To copy the contents of the pasteboard into the active document at the insertion point.

pasteboard

The temporary holding place for text or graphics that have been cut, copied, or appended. The item remains on the pasteboard until you cut or copy an additional item, or until you turn off the computer.

point size

The size of characters in text measured in points.

pointer

The icon on the screen that moves as you move the mouse (usually an arrow or an I-beam). When the computer is performing an operation that must be completed before you can continue to work, the pointer displays as a disk.

pop-up list

A list that appears when you click an option on the Ruler or on a panel. A pop-up list can be identified by the shadowed box on the right side of the bar.

radio button

One of a set of round buttons found before options in a panel. Only one radio button in a set may be selected at a time.

Return

A key you press to start a new paragraph or to confirm the selected options in a panel.

right aligned

Text lined up on the right side of a page, column, or text box. The left side is ragged. Also referred to as flush right and ragged left.

Ruler

A graphic representation of a ruler that lets you change the format of the paragraph(s) containing selected text, or of the paragraph in which the insertion point is located and all subsequent text.

save

To store document information on disk.

scroll

To move through information in a window or section of a window when there's more than can be displayed at one time, so that a different part of the information is visible.

scroll button

A button that you click or press to scroll by small increments. Scroll buttons appear in scrollers and can also stand alone as separate controls.

scroll knob

A variable-sized box in a scroller that moves as you scroll and that you can drag to scroll.

scroller

The gray bars on the left side of the window that let you move vertically through the document. Each scroll bar has scroll arrows at either end which may be clicked and a scroll knob which may be dragged.

select

To highlight text by dragging across it. Or to highlight an image or a text box by clicking inside it.

selection

Text, image, or text box that has been selected.

size

To increase or decrease the size of an image or text box.

subdocument

A collective term for headers, footers, comments, endnotes, and footnotes.

suppress

To remove a header, footer, or page number for a single page only. The suppressed feature then continues on the next page.

tab

A means of aligning text or establishing indentations at a certain location.

text box

A WordPerfect feature that lets you create a document within a document. You can size, move, shade, or frame a text box.

text style

A type of character formatting such as bold, italics, underline, subscript, and superscript.

title bar

The top line of a window that displays the window's title. You can move a window by clicking on the title bar and dragging the window. The window is active when the title bar is black.

window

The area that displays information on the workspace. When you open a WordPerfect document, the document appears in a window.

workspace

The screen environment in which you do your work.

wrap

A WordPerfect feature that automatically moves the last word you're typing and the insertion point to the beginning of the next line when the insertion point nears the right margin as you are typing.

zoom

To expand or reduce the image of a document or graphic on the screen. Zooming does not change the actual size of the text or graphics.

Index

A

accelerator keys 5
active window 29, 93
add
 frame 103-104
 macro to menu 137-138
 text 6-7
 word 36
address file 110
align
 margins 4, 20
 text 4
apply style 62-63
automatic date 113

B

bold text 5
borders *see* frame

C

cancel *see* undelete
center
 page 113
 text 4
change
 font 5, 60-61, 75
 graphic box size 89-91, 100-101
 line height 49
 line spacing 22, 49
 margins 4, 20, 81
 point size 60-61
 text alignment 4
 text attributes 5, 13
 view size 24-25

character format 60-61
codes
 inspector 59, 61
 merge 111-113
columns
 define 82
 extended 82
 newspaper 82
 parallel 82
 redefine 83
Command key 5
Control key 5, 111
create
 columns 25, 82
 comment 45-47
 footnote 43
 frame 103-104
 line 80
 styles 58-62
 text box 96-99

D

defaults 20-21
define
 columns 82
 table of contents 72-73
define styles *see* create styles
delete
 comment 46-47
 tabs 17-19, 25
 text 9, 13, 37
 see also remove
Delete key 13
dialogue boxes *see* panel

disk
 floppy 9-10
 hard 9-10
 optical 9-10
 double-space *see* spacing
 double words 37

E

edit
 macro 139-141
 footnotes 43-45
 style 64-65
 text box 101-102
 erase *see* delete
 exit *see* quit

F

find
 single word 29-31
 replace and, 31-33
 first-line indent 51
 floppy disk *see* disk
 footer 42
 footnote 43-45
 frame 91-92, 103-104
 full justify *see* justify text

G

generate table of contents 73-75
 graphics
 insert 87-88
 move 82-84, 99-101
 size 82-84, 100-101
 group sort 129-132

H

handles
 image 89
 text box 99-100
 hanging indent 51-54
 hard disk *see* disk
 hard return 121, 129, 133
 header 42-43
 help viii

I

indent
 first-line 51
 hanging 51-54
 paragraph 8
 insert
 images 87-88
 page breaks 73-74
 italics 5

J, K

justify text 4
 keys
 accelerator 138-139
 arrow 42
 sort 124
 keyboard equivalents *see* accelerator keys

L

Learn documents v
 Learn folder 9
 left align text 4
 left justify *see* left align text
 line spacing 22, 49-50
 lines 80