

USING ENVOY

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WordPerfect 6.0

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Welcome

Welcome to WordPerfect®. WordPerfect 6.0 for DOS—the new version of the world’s best-selling word processing software—is the most revolutionary WordPerfect yet. Its new and enhanced features, coupled with an optional graphical editing mode, make it more powerful, yet easier to use than ever. *Getting Started* gives you all the information you need to install and start using WordPerfect.

Registering WordPerfect

As an upgrade user of WordPerfect, your registration/license number is found on your original Certificate of License. When you first start WordPerfect, you are prompted for your Customer Registration number. Enter the number from your original Certificate of License. Once you’ve entered a registration number, you can choose **WP Info** from the **Help** menu to view or edit the number.

Your license number is proof that you own a legal copy of WordPerfect. It may be needed when you call Customer Support, and it will be required if you upgrade to a new version of WordPerfect or order replacement disks.

If you have licensing questions, you can call Customer Registration at the following number:

Customer Registration **(801) 222-4555** (toll)

Installing WordPerfect

This section contains the information you need to install WordPerfect, including the following:

- System Requirements
- Installing WordPerfect on a Hard Disk
- Installing WordPerfect on a Network
- Questions and Answers About Installing

System Requirements

Your computer system must have the following for you to install and run WordPerfect 6.0 for DOS.

Minimum Requirements

- Personal computer using a 286 processor
- 480K free conventional memory
- DOS 3.1 or higher
- Hard disk with 7M free disk space for minimal installation

IMPORTANT: You will not be able to use some advanced functions if you run WordPerfect 6.0 for DOS using the minimum system requirements.

Recommended Requirements

- Personal computer using a 386 processor
- 520K free conventional memory
- DOS 6.0 (or an earlier version with a memory management program)
- Hard disk with 16M free disk space for complete installation
- VGA graphics adapter and monitor

Installing WordPerfect on a Hard Disk

Because WordPerfect files are in compressed format, you must use WordPerfect's installation program to place the files on your hard disk. You'll follow the same steps whether you're installing WordPerfect for the first time or whether you're installing it as a new (upgrade) version.

You don't have to delete an earlier version of WordPerfect from your hard drive before installing WordPerfect 6.0. For example, if you're using WordPerfect 5.1, it may be located in C:\WP51. Installing WordPerfect 6.0 creates a new directory C:\WP60. You can then run either program.

If your disk space is limited, you may want to delete your old version of WordPerfect before installing WordPerfect 6.0. Just be careful not to delete documents, styles, graphics, or macros you'll want to use with WordPerfect 6.0.

To install WordPerfect to your hard disk,

- 1 Insert the **Install 1** disk into drive A (or drive B).
- 2 At the DOS prompt, type **a:install** (or **b:install**), then press **Enter**.
- 3 Read the on-screen instructions carefully and follow the prompts to finish installing WordPerfect.

We recommend the Standard Installation for most users. For more information about installation options or answers to questions you may have while you're installing WordPerfect, refer to *Questions and Answers About Installing* later in this section.

IMPORTANT: When you've finished installing the program to your hard disk, put the original disks in a safe place. Avoid exposing them to sunlight, dust, and magnetic fields (even televisions, telephones, and stereo speakers contain magnets). If one of the original disks becomes damaged or lost, you may not be able to recover the contents of that disk.

Installing WordPerfect on a Network

This section is for the network supervisor who is in charge of installing programs on the network. You can skip this section if you're not installing WordPerfect on a network.

What You Should Do Before You Install WordPerfect

- Ensure that you have sufficient rights or privileges to the drive on which you are going to install. For example, you should be able to copy, rename, write, delete, read, and create files.
- Check to see that at least 16M of disk space is available for a complete installation.
- Verify that the drive letters you specify during installation are consistent with those that are available on your server.
- Make sure the total number of WordPerfect copies in use does not exceed the number printed on your Certificate of License. If you need more copies than your license allows, call the WordPerfect Orders Department to order additional licenses. This number is listed under *WordPerfect Corporation Customer Services* at the end of this guide.

IMPORTANT: Map a search drive to the WordPerfect program directory before you install. Only one search drive is needed to run WordPerfect on Netware.

Starting Install

- 1 Make sure the destination resource (or drive) to which you intend to install WordPerfect is available.
- 2 Insert the **Install 1** disk into drive A (or drive B).
- 3 At the DOS prompt, type **a:install** (or **b:install**) and press **Enter**.

- 4 Read the on-screen instructions carefully and follow the prompts to the Installation Options, then choose Network Installation.
- 5 Continue to follow the prompts to finish the installation.
- 6 If you need help, call WordPerfect Customer Support at the Networks numbers listed under *WordPerfect Corporation Customer Services* at the end of this guide.

What You Should Do After You Install

- Use your network's security system to secure files that are critical to the operation of WordPerfect before it is used regularly on the network.
- Share the WordPerfect directories with (or make them accessible to) all users on the network.
- Set up each user's workstation by including SET and redirection commands in AUTOEXEC.BAT, network profiles, or login scripts as you deem necessary.

Viewing README.NET

The README.NET file contains information about networking WordPerfect that was not available when this guide was printed. This file, which can be printed, has current information on how to troubleshoot network problems and fine-tune WordPerfect on the network.

Setting up Environment Files

A network installation creates an environment file for WordPerfect. Environment files contain startup options that let WordPerfect operate as networked software. See *Appendix L: Networking WordPerfect in Reference* for more information.

Questions and Answers About Installing

The following are answers to questions you may have about installing WordPerfect.

Do I need to delete earlier versions of WordPerfect before I install?

No. A Standard Installation places the 6.0 version in a different directory than earlier versions. Just make certain the PATH= statement in your AUTOEXEC.BAT is referencing only one installation of WordPerfect (for example, either C:\WP51 or C:\WP60).

If your disk space is limited, you can delete your earlier version of WordPerfect, and then install WordPerfect 6.0. Be sure to copy documents, styles, graphics, and macros you want to use in WordPerfect 6.0 to a new directory before deleting the earlier version of WordPerfect.

Which installation option should I choose?

The Standard Installation is the recommended installation option for most users, whether you are installing WordPerfect for the first time or whether you are installing a new (upgrade) version.

The following table shows which installation option to choose:

Installation Option	Use
Standard Installation	To install WordPerfect for the first time, or to install WordPerfect for a new (upgrade) version
Custom Installation	To perform a minimal installation, to install only part of the program (such as printer or learning files), or to install sets of files to directories you specify
Network Installation	To install WordPerfect for use by many users on a network

When installing WordPerfect, a prompt tells me that I don't have enough room to install all the WordPerfect files. What should I do?

You can either exit the installation program and delete unnecessary files from your hard disk to make more disk space available, or you can choose a Custom Installation that lets you select those files you want to install.

Several files, such as Learn files, Speller and Thesaurus files, and sound driver files are not required to run WordPerfect. For example, if your computer isn't set up for sound, you wouldn't need the sound driver files. Of course, these files can be added later through a Custom Installation. See *Appendix M: Program Files in Reference* for a list of the files necessary to run WordPerfect.

What happens to the files I created with earlier versions when I install WordPerfect 6.0?

Nothing. Installing WordPerfect 6.0 creates a new directory (C:\WP60) rather than copying over files in an existing directory that contains an earlier version. You can then run either WordPerfect 6.0 or an earlier version of the program.

If you choose to delete an earlier version of WordPerfect before installing WordPerfect 6.0, copy any files you want to keep to a different directory.

What is the WPC60DOS directory?

WPC60DOS is a shared location directory. This directory contains several files, such as Grammatik, Speller, Thesaurus, and fonts.

How can I conserve disk space?

You can choose Minimal Installation under the Custom Installation option to install only the files necessary for running WordPerfect. This option requires a minimum of 7M of free disk space and does not install the Learn files, Speller, Thesaurus, Grammatik, macros, graphics, and preset Button Bars.

You can also choose Custom Installation and install the program files plus any other files you want.

After you install, you may be able to delete some files, depending on your computer setup. See *Appendix M: Program Files in Reference* to see which files you can delete.

Can I use keyboards, styles, and macros I created with WordPerfect 5.1 in WordPerfect 6.0?

While you cannot use keyboard layouts from an earlier version, you can use any styles you created with WordPerfect 5.1. Simply retrieve the WordPerfect 5.1 files into WordPerfect 6.0, and the program automatically converts these styles so you can use them in WordPerfect 6.0.

You can also use any macro you created in WordPerfect 5.1. WordPerfect 6.0 comes with a macro conversion program that converts your macros, although you may need to edit some complex macros after you've converted them. See the *Online Macros Manual* (choose **Macros** from the **Help** menu).

What is a printer driver and why should I install it?

A printer driver is a file that lets you print to a specific printer. Before you can print documents from WordPerfect, you need to install the appropriate printer driver. You can install printer drivers when you install WordPerfect or at a later time.

While you're installing WordPerfect, each installation option lets you install printers. You can choose your printer from a list of available printer drivers. If your printer is not listed, WordPerfect may still have a printer driver you can order for your printer. See *WordPerfect Corporation Customer Services* at the end of this guide for information about ordering additional printer drivers.

If you have installed WordPerfect and want to add an additional printer driver, find the disk labeled **Install 1** that came with your original WordPerfect 6.0 package. Follow the installation instructions as described earlier in this section until you come to the WordPerfect 6.0 Installation screen. Choose Device Files under Miscellaneous Options, then follow the online prompts to choose the printer driver(s) you want from the Printer Driver(s) options. This procedure installs only the printer files you select.

Installed printer drivers for an earlier version of WordPerfect. Can I use the same drivers?

While you can convert printer files to use with WordPerfect 6.0, we do not recommend using printer drivers from earlier versions of WordPerfect. A standard installation of WordPerfect 6.0 installs updated printer files with your program.

I chose Minimal Installation from the Custom Installation option. Why can't I run the Speller, Thesaurus, or Grammatik?

A minimal installation will install only those files necessary to run WordPerfect. If you want to install writing tools such as Speller, Thesaurus, or Grammatik, choose Custom Installation, then install the files you need.

What are the README files?

README files contain information about program changes made after this guide was printed. You can view README files by retrieving them in WordPerfect or any text editor. You can also print them. The names of the files begin with "README."

I accidentally deleted some WordPerfect files. Can I reinstall only part of WordPerfect 6.0?

Yes. Start the Install program, choose Custom Installation, then select only those files you want to reinstall.

Test Run

Besides offering more power and flexibility, the new WordPerfect 6.0 environment simplifies many word processing tasks. This tour through WordPerfect 6.0 introduces you to the following areas:

- The WordPerfect Screen
- Pull-Down Menus
- Dialog Boxes
- Optional Graphical Editing Modes
- File Conversion
- Windowing
- Button Bar
- Ribbon
- Help
- Printing

The WordPerfect Screen

1 If you haven't already done so, start WordPerfect.

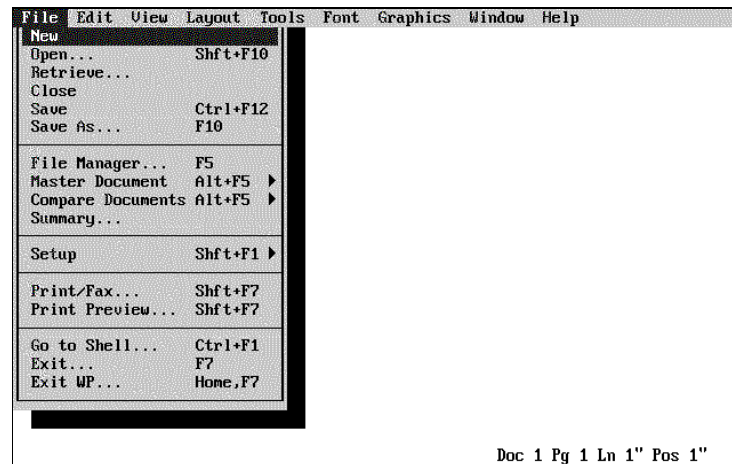
One of the first things you may notice when you start working in WordPerfect 6.0 is that **Esc** is assigned to Cancel, **F1** is assigned to Help, and **F3** brings up a list of open documents.

These new keystroke assignments make WordPerfect 6.0 more consistent with products on other platforms. However, if you prefer the WordPerfect 5.1 keyboard mappings, you can switch back to the old method (**Shift+F1**, **3**, **k**, **OK**, **Close**).

Pull-Down Menus

To make features easier to find, WordPerfect offers pull-down menus. You can display a menu by clicking its name (such as **File**) with the mouse, or by holding down **Alt** and pressing the letter highlighted in the name (such as **Alt+f** for the File menu).

- 1 Click **File** (or press **Alt+f**) to display the File menu.



If you choose a menu item followed by ellipses (...), a dialog box appears. If you choose a menu item followed by a triangle (>), a submenu appears containing additional items.

- 2 Press Right Arrow (→) several times to scroll through the menus and look at the new set of features.
- 3 Press **Esc** twice to return to the document.

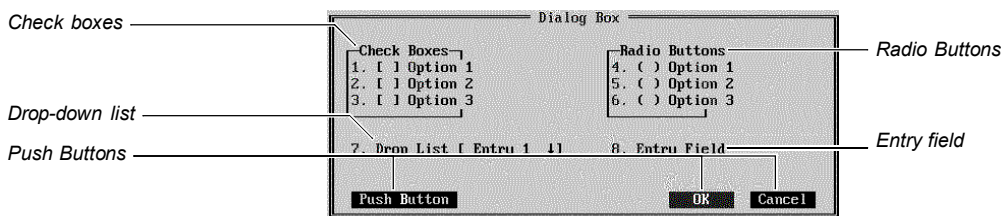
If you prefer function keys over pull-down menus, you're in luck. Most of the WordPerfect 5.1 keystrokes perform the same task in WordPerfect 6.0.

HINT: If you never want to use the pull-down menus, you don't have to. You can use the clean-screen approach that WordPerfect 5.1 offers by turning off the pull-down menus. To turn off the menus, choose **Pull-Down Menus** from the **View** menu. Like many other features on the View menu, this feature can be turned on and off. If the pull-down menus aren't displayed, but you want to use them, press **Alt+=**.

Dialog Boxes

Dialog boxes let you communicate with the WordPerfect program. Dialog boxes in WordPerfect 6.0 are similar to dialog boxes used in other graphical interfaces, such as those found in Macintosh, OS/2, and Windows products.

The following illustration shows some of the items found on a dialog box.



Item	Description
Check Box	A small box corresponding to an option in a dialog box. Clicking on a check box selects or deselects the option.
Pop-Up List	A list of options that is displayed when you click and hold it.
Drop-Down List	Similar to a pop-up list, with the capability to perform a name search if you type text at the top of the drop-down list.
Entry Field	The area in a dialog box where you type text, such as a filename or a number.
Push Button	A graphic representation of an option or a command that activates the option or executes the command when selected.
Radio Button	One of a set of buttons corresponding to options in a dialog box. Only one radio button in a group can be selected at a time.

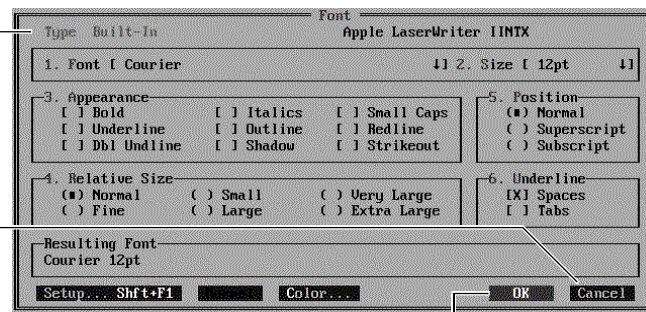
Now let's see how dialog boxes look and work in WordPerfect 6.0.

1 Choose **Font** from the **Font** menu.

Or Press Ctrl+F8

The Font dialog box in Text Mode

Cancel button



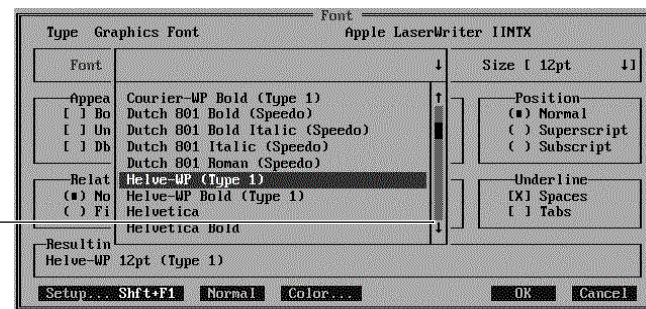
OK button

2 Click **Italics** (or press **3, 4**) to select the **Italics** check box.

3 Select **Font** to display the **Font** drop-down list, then select **Helve-WP (Type 1)**.

HINT: To select an item from a list, you can double-click the item, or highlight the item and press **Enter**.

You can click the scroll arrows to highlight a font.



Notice that several Speedo and Type 1 fonts have been included with WordPerfect 6.0, including Dutch Roman, Swiss, Bodoni-WP, Helve-WP, and Roman-WP. These fonts work for all laser printers and for most printers with graphics capabilities.

4 Select **18** from the **Size** drop-down list.

5 Press the **Tab** key and the arrow keys to move through options on the dialog box.

Experiment with ways of selecting and deselecting options.

6 When you have selected all the options you want, choose **OK** (or press **F7**).

Choosing **OK** (or pressing **F7**) closes the dialog box and activates any options you've selected. Choosing **Cancel** (or pressing **Esc**) closes the dialog box and cancels any options you've selected.

7 Type a sentence or two.

The text you type is formatted with the font and attributes you selected. However, because you are in Text Mode, the font does not appear on the screen.

Optional Graphical Editing Modes

WordPerfect lets you edit your documents using one of three editing modes: Text Mode, Graphics Mode, and Page Mode.

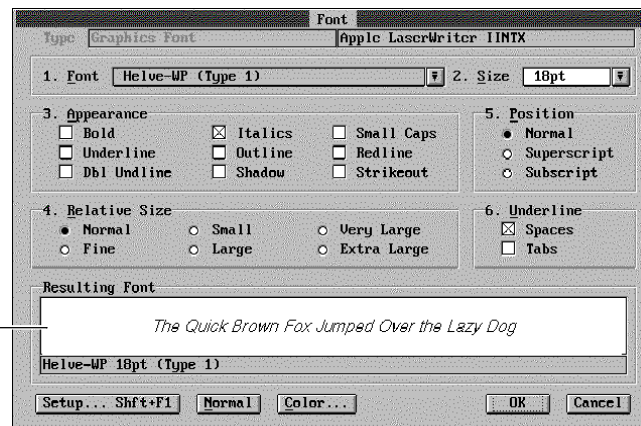
Editing Mode	Description
Text Mode	Text Mode is the same as the only mode offered in WordPerfect 5.1. Text is displayed in a character-based format, and graphics and text boxes are displayed as empty boxes.
Graphics Mode	Graphics Mode lets you view how text will appear when printed. You can also see the contents of graphics boxes and text boxes.
Page Mode	Page Mode is like being able to edit your document in Print Preview. Unlike Graphics Mode, Page Mode displays headers and footers, footnotes, endnotes, and page numbering.

1 Choose **Graphics Mode** from the **View** menu.

Or Press **Ctrl+F3, 3**

2 Choose **Font** from the **Font** menu.

Or Press **Ctrl+F8**



The Resulting Font box

The Font dialog box in Graphics Mode.

3 Select a different font and size.

Notice that the Resulting Font box displays what your text will look like if you choose OK with the current options selected.

4 Choose **OK** (or press **F7**) and type some text using the new font.

File Conversion

You don't have to convert WordPerfect 5.1 files to open (or retrieve) them in WordPerfect 6.0. Let's have you open one of your 5.1 files.

- 1 Choose **File Manager** from the **File** menu (or press **F5**).
- 2 Type the pathname of the directory where your 5.1 files are stored, then choose **OK**.
- 3 Highlight one of your files, then choose **Open into New Document**.

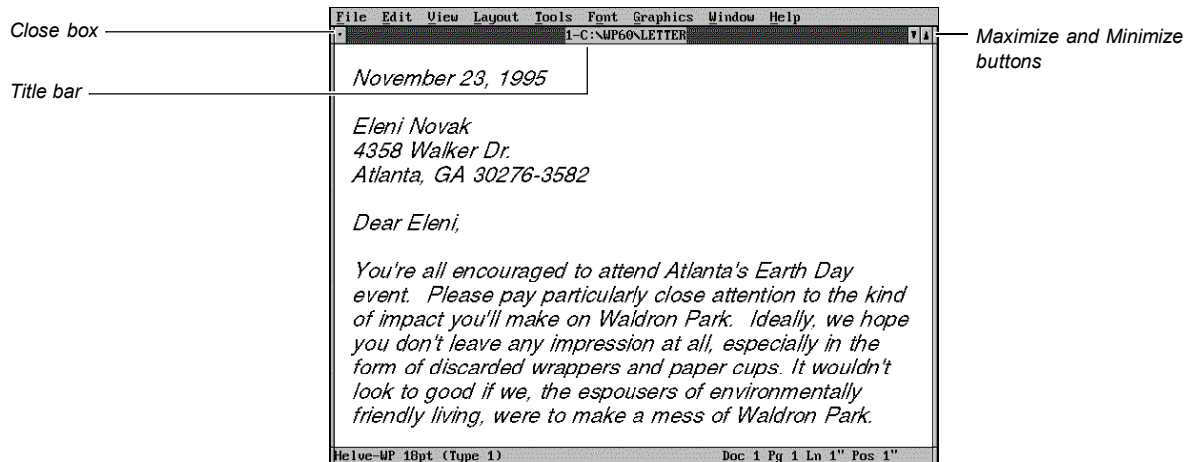
Your WordPerfect 5.1 document is opened into a new document window. You can open as many as nine documents in WordPerfect 6.0 at the same time.

Windowing

You can move and size document windows in WordPerfect 6.0. You can even use scroll bars to scroll through your documents.

- 1 Choose **Frame** from the **Window** menu.

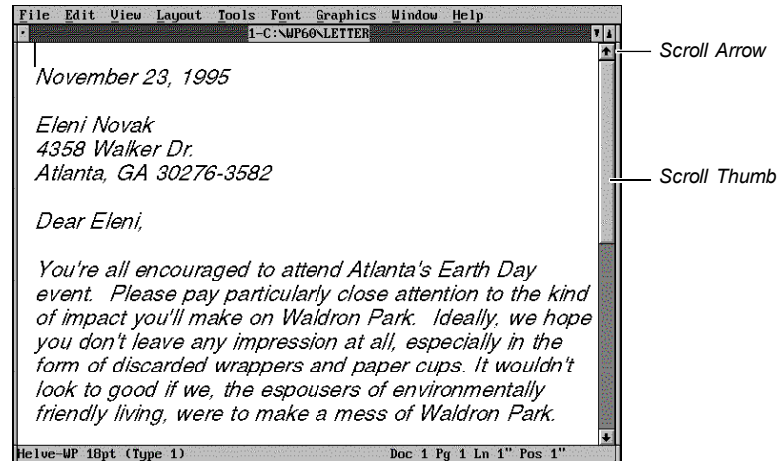
Or Press **Ctrl+F3**, 1, 2



Clicking the Close box lets you exit the document. Clicking the Maximize button expands the document window and removes the title bar and frame. Clicking the Minimize button reduces the document window to a small window.

If you have a mouse, you can size and move document windows. You can size document windows by dragging the left, right, or bottom sides of the window. You can move a window by dragging the title bar.

2 Choose **Vertical Scroll Bar** from the **View** menu.



3 If you have a mouse, use the scroll arrows and scroll thumb to move the cursor through the document.

Notice that the cursor moves down one line each time you click the scroll arrow, and the cursor moves down one screen each time you click the scroll bar outside the scroll thumb. You can also drag the scroll thumb to move the cursor.

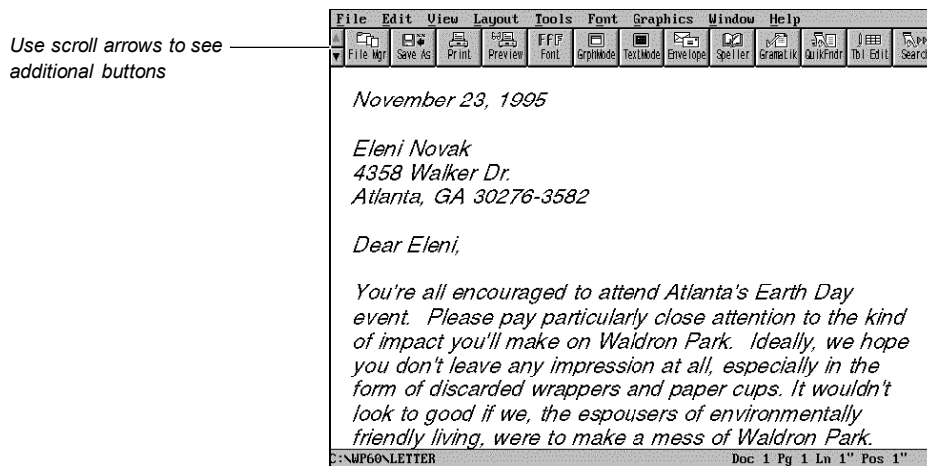
4 Choose **Vertical Scroll Bar** from the **View** menu to turn off the scroll bar.

5 Choose **Maximize** from the **Window** menu (or click the **Maximize** button).

Button Bar

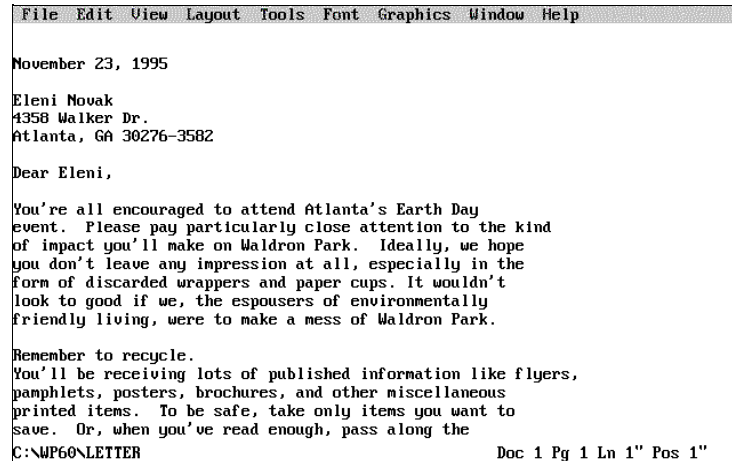
The Button Bar gives you quick access to the features and macros you use most often. However, you need a mouse to use the Button Bar.

1 Choose **Button Bar** from the **View** menu.



The Button Bar appears in Graphics Mode.

2 Click the **Text Mode** button.



Notice that the Button Bar doesn't display unless you turn it on in Text Mode, even though you turned it on in Graphics Mode.

3 Choose **Graphics Mode** from the **View** menu.

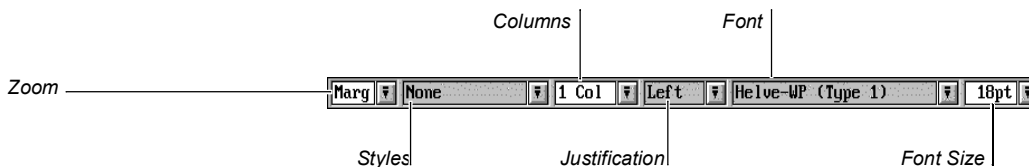
You can delete buttons, change their order, and display them on any side of the screen. You can also create your own Button Bars. For example, you can create one Button Bar for newsletters, another Button Bar for merge functions, and another Button Bar that lets you display other Button Bars.

4 Choose **Button Bar** from the **View** menu to turn off the Button Bar.

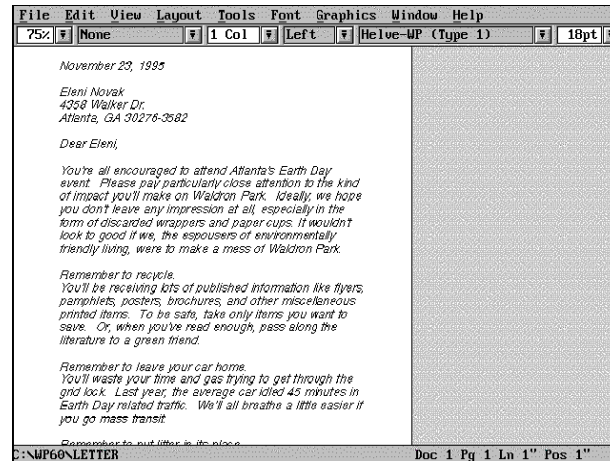
Ribbon

The Ribbon offers additional ways of formatting a document. You need a mouse to use the Ribbon.

1 Choose **Ribbon** from the **View** menu.



- 2 Choose **75%** from the Zoom drop-down list.



Your document is displayed at 75%.

- 3 Choose **Marg** from the Zoom drop-down list to return the document to the full screen.
- 4 With the cursor at the top of the document, choose **Center** from the Justification drop-down list on the Ribbon.

The rest of the document is now centered. Now suppose you think it was a bad idea to center your document. You can use the Undo feature to reverse your last formatting change.

- 5 Choose **Undo** from the **Edit** menu.

Or Press Ctrl+z

The document is no longer centered. Undo is useful for reversing actions such as deleting text, typing text, sorting, or changing a font. You can even undo a global search-and-replace. However, you cannot undo actions that don't affect your document, such as scrolling the cursor or canceling a dialog box.

- 6 Choose **Ribbon** from the **View** menu to turn off the Ribbon.

Help

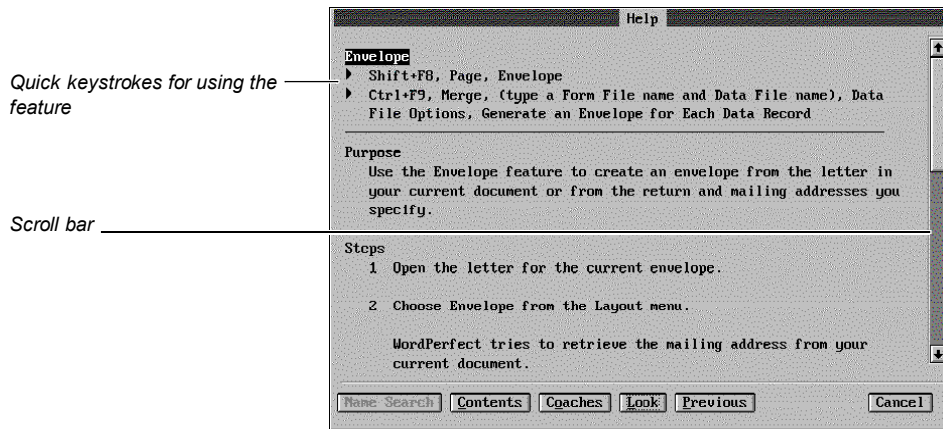
If you have questions about how to use a feature or perform a task in WordPerfect, it's easy to find your answer using the Help feature. For example, suppose you want to know how to create and print envelopes.

- 1 Choose **Index** from the **Help** menu.

Or Press F1, Enter

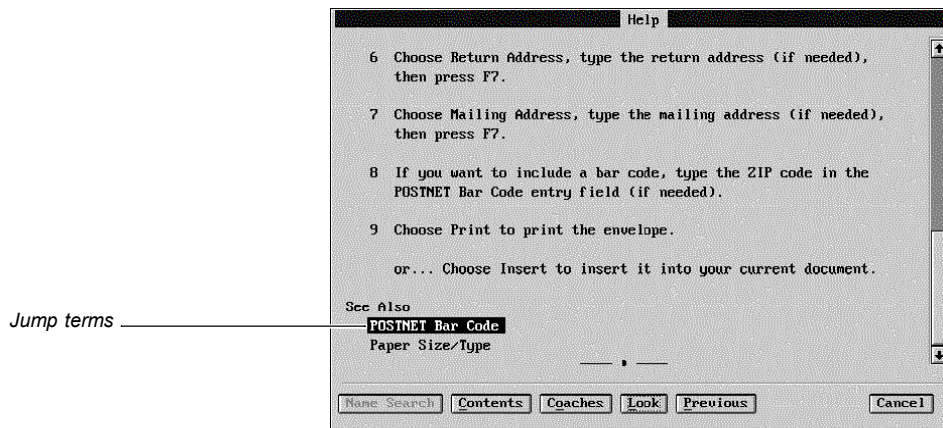
- 2 Choose **Name Search** (click it or type **n**).
- 3 Type **env** and press **Enter**.

- 4 Choose **Look** (or press **Enter**) to see how to create an envelope.



To scroll through a Help topic, you can click the scroll bar or press the arrow keys.

- 5 Scroll through the Envelope topic until you reach the end of the topic.



You can receive additional information on related topics by selecting jump terms.

- 6 Highlight **POSTNET Bar Code** and press **Enter**.

The POSTNET Bar Code topic appears.

- 7 When you are finished looking at the Help screens, choose **Cancel** (or press **Esc**).

WordPerfect's Help system is context-sensitive, which means you can get direct help based on the area of the program in which you're working. For example, if you are in the Font dialog box and you have a question, all you have to do is press **F1**, and the Help topic for Font appears.

Printing

To print a document in WordPerfect, you must first select a printer and specify which port you are using. If you have used the Standard Installation option when installing WordPerfect, you likely selected a printer when you installed. If a printer is not selected or if you want to change the printer that is currently selected, choose **Print** from the **File** menu, then choose **Select**. Highlight the printer you want to use, then choose **Select**. Choose **Close** to return to your document. If you have trouble selecting a printer, see *Print: Select Printer in Reference*.

The printer you select will be in effect for all new documents. If you need to add additional printer drivers to WordPerfect, see *Installing WordPerfect* earlier in this guide for information about installing printer drivers.

You have now finished the Test Run. As you can guess, you have been introduced to only a few of the new features included in WordPerfect 6.0. Please continue to learn and experiment with the program.

New and Enhanced Features

This section explains many of the new and enhanced features of WordPerfect 6.0 for DOS.

Bookmarks and QuickMark

You can now easily mark your place in a document without having to create a macro. You can add bookmarks that remain in your document until you delete them, or you can set a temporary bookmark (QuickMark). You can press **Ctrl+q** to set a QuickMark, and you can press **Ctrl+f** to find the QuickMark.

Borders

It's now easy to create borders for paragraphs, pages, or columns, as well as for graphics and tables. You can select or create border styles that control inside and outside spacing, border lines, shading, and corners.

The screenshot shows a document titled "ECO Services" with a red border. The document content includes a title "ECO Services", a subtitle "Complimentary information for visitors to Green Creek Row", and several columns of text. Three lines of text on the left side of the document are connected to labels: "Paragraph border" points to a line of text, "Column border" points to a vertical line, and "Page border" points to the bottom edge of the page.

Button Bar

The Button Bar feature gives you quick access to the commands and macros you use most often. Buttons on your Button Bars perform commands and macros directly.

Once you have displayed a Button Bar, you can activate any button by clicking it with the mouse (you must have a mouse to use the Button Bar). For example, you can click the File Mgr button to run File Manager, or you can click the Envelope button to create an envelope.



WordPerfect's default Button Bar

You can create as many Button Bars as you want, and you can customize pre-defined Button Bars that ship with WordPerfect, such as Button Bars for Print Preview, Equation Editor, and Image Editor. To learn how to customize Button Bars, see *Button Bar* in *Reference*.

Center All Pages

WordPerfect 6.0 has two separate options for centering pages: Center Current Page and Center Pages. Instead of having to center each individual page in a document, you can now select the Center Pages option to center all pages in the document.

Character Mapping

You can select a different character map depending on the language you are working with. This function lets you change the characters that are mapped to the base 128 characters in WordPerfect.

Codes

Auto Code Placement

In previous versions of WordPerfect, codes were always inserted at the cursor location. WordPerfect 6.0, however, has included the Auto Code Placement feature, which places codes at the beginning of a paragraph or page where appropriate. Auto Code Placement is turned on by default.

For example, codes such as Line Spacing and Tab Set are inserted at the beginning of a paragraph. Codes such as Page Numbering and Paper Size/Type are inserted at the beginning of the page. The code replaces any previous code of the same kind.

Auto Code Placement lets you easily place codes without relying on Reveal Codes. For more information, see *Auto Code Placement* in *Reference*.

Delay Codes

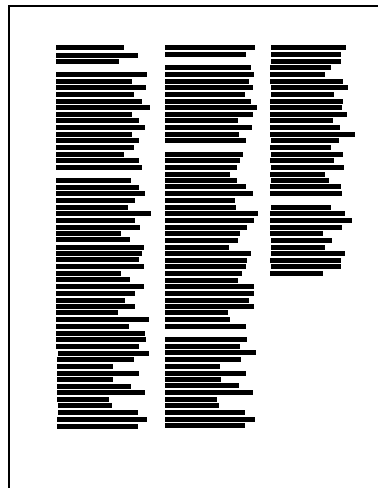
Delay Codes lets you list codes that will take effect a specified number of pages after the current page. Like Auto Code Placement, Delay Codes takes the guesswork out of inserting your codes in exactly the right place.

For example, if you are using letterhead for the first page of your document but you are using normal paper for the rest of the document, you can set the paper size/type for the entire document on the first page. After you set up the paper size/type for the first page, you can place a second paper size/type in Delay Codes.

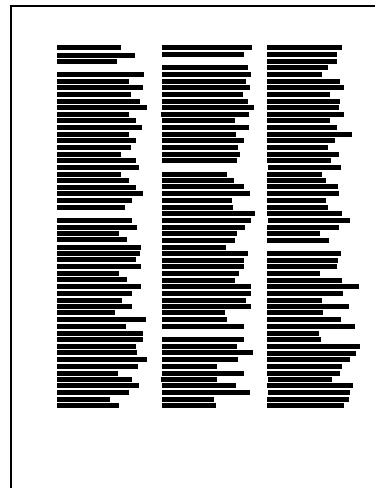
Columns

Balanced Newspaper

In addition to regular Newspaper and Parallel columns, WordPerfect 6.0 now lets you use Balanced Newspaper columns, where the text of each column ends at the same vertical position on the page. If you add or delete text in any of the columns, WordPerfect adjusts the column length automatically.



Regular newspaper columns



Balanced newspaper columns

Footnotes

You can now place a footnote at the bottom of a newspaper column.

Convert Case

You can now use Convert Case to convert text to uppercase or lowercase letters.

Counters

You can use Counters to count or number items (using numbers, letters, and Roman numerals) in your document. This feature is useful for numbered items and lists of figures.

Document Compare

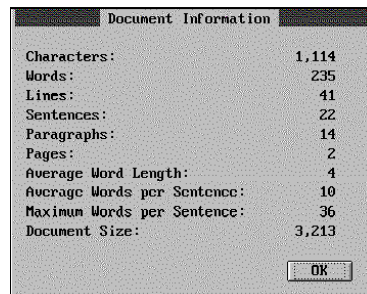
The Document Compare feature in WordPerfect 6.0 lets you compare differences in documents on four levels: paragraph, phrase, sentence, and word.

Document Conversion

A conversion utility (ConvertPerfect) is included with WordPerfect 6.0. This utility, along with other conversion drivers, lets you open and convert files from a variety of other formats. To convert a file from a different format, simply open it into WordPerfect.

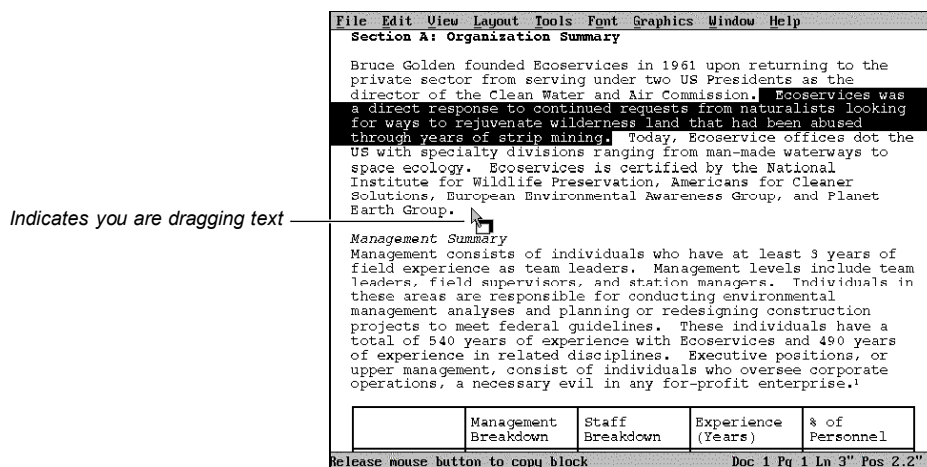
Document Information

Use this feature to quickly access extensive information about a document, such as the number of words, sentences, paragraphs, and pages.



Drag and Drop Text

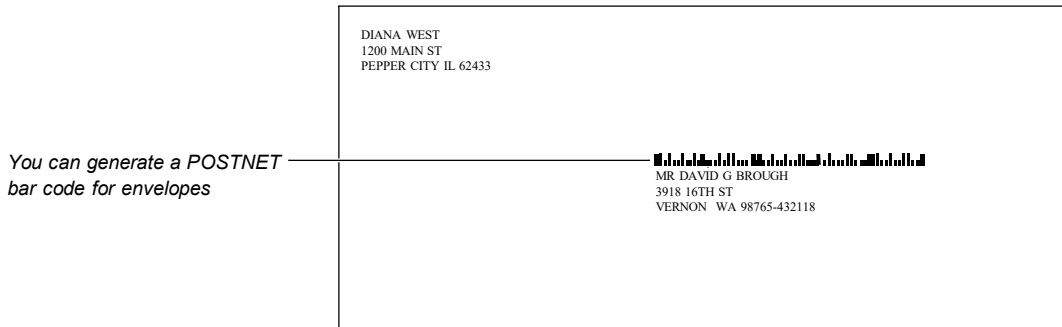
If you have a mouse, you can use Drag and Drop Text to move or copy blocked text in Graphics or Page Mode. Drag across any text in your document to block it, then release the mouse. Move the mouse pointer over the blocked text, then drag the cursor where you want the blocked text to be "dropped." Release the mouse to move the text.



If you want to copy text, hold down the **Ctrl** key while you release the mouse, and the text will be copied instead of moved.

Envelopes

You can use the Envelope feature to create an envelope from the letter in your current document or from the return and mailing addresses you specify. You can also generate an envelope for each data record or specified data records in a merge file.



WordPerfect 6.0 can create a POSTNET (Postal Numeric Encoding Technique) bar code based on any 5-, 9-, or 11-digit ZIP code and print the bar code on an envelope.

E-Mail Capabilities

You can use the Launcher utility in WordPerfect 6.0 to attach documents to WordPerfect Office 4.0 e-mail messages by swapping WordPerfect out to memory and sending mail messages.

Fax Capabilities

You can now send faxes directly from within WordPerfect. WordPerfect supports FaxBios technology and includes the necessary drivers for Class 1, Class 2, or CAS-compliant fax devices. The quality of WordPerfect 6.0 faxed documents is much better than traditional faxed documents because fonts and graphics are preserved in the transfer.

File Management

Open/Retrieve/New

In WordPerfect 5.1, Shift+F10 retrieves a saved file into the blank document screen or into the current document. In WordPerfect 6.0, Shift+F10 lets you either open a file into a new document or retrieve it into the current document. You can use the following commands to perform these tasks:

Command	Task
Open	Opens a saved file into a new document window, or into the current document window if it's blank.
Retrieve	Retrieves a saved file into the current document window.
New	Opens a blank document window.
Save	Automatically saves the active document with the same name in the same location, without confirmation.
Save As	Displays the Save As dialog box, which lets you save the document with a new name, to a different location, or in a different format, such as WordPerfect 5.1 or ASCII text format.

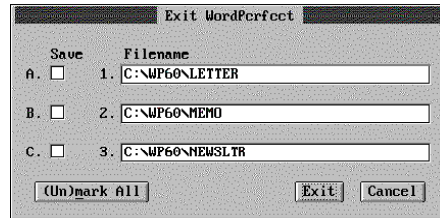
In a new document, the first time you choose Save from the File menu, the Save As dialog box appears. Each subsequent time you choose Save, the document in the active window automatically replaces the copy on disk. WordPerfect no longer asks you if you want to replace the existing document.

Text In/Out

The **Text In/Out** feature in WordPerfect 5.1 has been replaced by the **Open**, **Retrieve**, and **Save As** features in WordPerfect 6.0. To convert a file in WordPerfect 6.0, simply open or retrieve the file, and WordPerfect converts it for you. To save a file in a different format, select the format you want from the **Format** pop-up list on the **Save As** dialog box.

Exit/Close

WordPerfect 6.0 includes two exit features: **Exit** and **Exit WP**. **Exit** prompts you to save a document before exiting. Choosing **Exit WP** displays a dialog box that lets you exit (and save) all documents at once.



The Exit WordPerfect dialog box.

Unlike **Exit**, **Close** automatically closes the current document window, prompting you to save the document only if you have made changes since the last time you saved it.

Sorting Files

You can now sort files by filename, extension, date/time, and file size, as well as by a descriptive name and type.

Last Open File

You can now quickly and easily access the last four files that were opened or saved. While in the Open or Retrieve dialog box, simply press **Down Arrow** (↓), and a list of files is displayed.

You can also replay any of the last four macros you have played by pressing **Alt+F10**, then pressing **Down Arrow** (↓) while in the Play Macro dialog box.

Fonts

Built-In Scalable Fonts

WordPerfect 6.0 includes a number of customized scalable fonts, including TrueType, Bitstream Speedo, Intellifont, and Type 1. These fonts work for all laser printers and for most dot matrix printers.

Automatic Font Changes

Instead of having to exit WordPerfect and use the printer program (PTR.EXE), you can now modify Automatic Font Changes quickly and easily, directly from within WordPerfect 6.0.

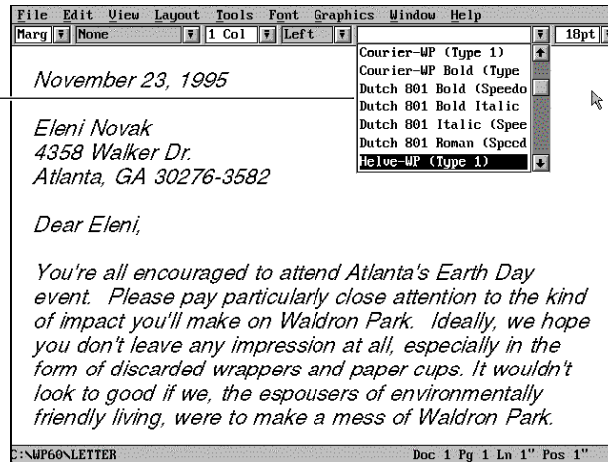
Initial Font

The options for changing the initial font for the current document or for all documents are now located on the Font dialog box.

Some printers (such as Postscript® and HP Laserjet III®) let you use *scalable fonts*. You can specify any size for a scalable font, such as 11pt or 17.5pt. If your printer has scalable fonts, you must include a point size whenever you specify the font.

You can select a font and size from the Font dialog box or from the drop-down list on the Ribbon.

You can change fonts from the Ribbon.



Go To

You can now use volume, chapter, and page to specify where you want to move the cursor.

Grammar Checker

WordPerfect 6.0 now includes Grammatik, the best-selling grammar checker from Reference Software International, a company WordPerfect Corporation recently acquired. You can use this program to check documents for improper usage, punctuation, and other grammar errors.

Graphics

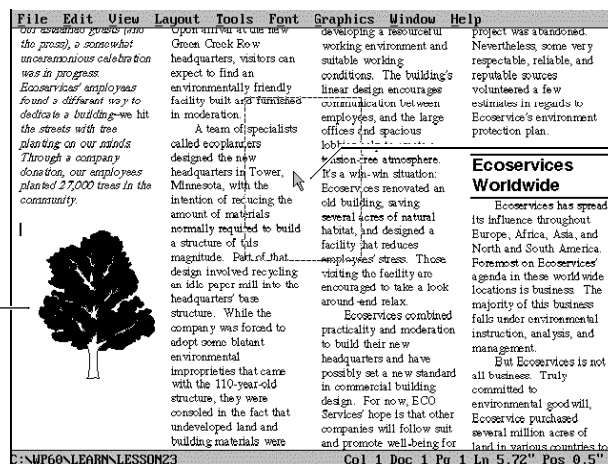
You can now retrieve graphics images directly into your documents. You can do this from File Manager or the Open dialog box by selecting the graphics file, or you can choose **Retrieve Image** from the **Graphics** menu.

Drag and Drop Graphics

WordPerfect lets you see your graphics in the document window in Graphics Mode or Page Mode. You can easily move, size, and edit graphics.

To move a graphic, select the graphics box by clicking on it, place the pointer anywhere inside it, then drag it to a new location. The text will automatically reformat around the graphics box.

The graphic was here . . .



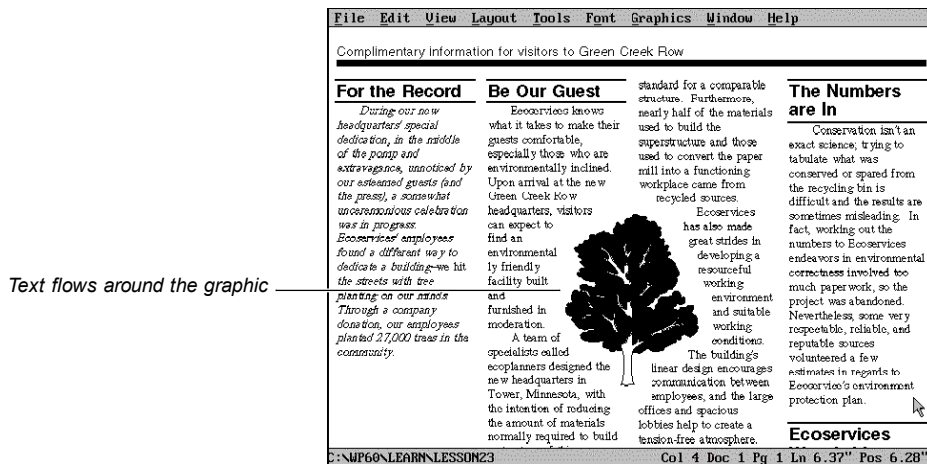
And it's being moved here.

To size a graphics box, click it with the mouse to select it, then drag one of the sizing handles that appear.

To edit a graphic in the Image Editor, double-click the graphic, then choose Image Editor. You have several editing options, including rotating the graphic, changing the brightness and contrast, and flipping the image horizontally or vertically. See *Graphics: Editing Images in Reference*.

Contour Text Flow

You can make text flow around the right side, left side, or both sides of a graphics image. You can also make text flow around the image itself instead of flowing around the graphics box.



Graphics Styles

You can select or create graphics styles that specify options such as the size, position, fill type and border type. For example, you can choose between squared and rounded corners for a graphics box, and you can use a box shadow for any corner of a box and set the color and width of the shadow.

Help

Hypertext Help

The hypertext Help system includes *jump terms*, which let you jump to a related Help topic, *pop-up terms*, which let you view a glossary definition, and buttons that let you move backward and forward through the Help system.

Help in WordPerfect 6.0 is also context-sensitive, which means you can get direct help based on the area of the program in which you're working.

Tutorial and Coaches

The Online Tutorial teaches novice users how to perform basic tasks in WordPerfect such as creating, editing, and saving documents. The Coaches guide you through the steps of several different word processing tasks.

Hidden Text

You can hide text from displaying on the editing screen. Sections of text can be marked to be hidden. You can then choose to hide or show the marked text. This feature is especially useful when you want to "hide" a confidential part of the text from the printer or screen, but still want the information to be part of the document.

Hypertext

This new feature helps you build interactive documents. By clicking on a section of a file with a hypertext link, you can cause the cursor to jump to a different place within the same document, open another document, or play a macro.

Interface

WordPerfect lets you edit your documents using three types of editing modes: Text, Graphics, and Page.

Editing Mode	Description
Text Mode	Text Mode is the same as the only mode offered in WordPerfect 5.1. Text is displayed in a character-based format, and graphics and text boxes are displayed as empty boxes.
Graphics Mode	Graphics Mode lets you view how text will appear when printed. You can also see the contents of graphics boxes and text boxes.
Page Mode	Page Mode is like being able to edit your document in Print Preview. Unlike Graphics Mode, Page Mode displays headers and footers, footnotes, endnotes, and page numbering.

Nine Documents

You can now work with as many as nine documents at a time. Documents can be tiled or cascaded on the screen to let you view, size, minimize or maximize, and copy text easily from one document to another.

Scroll Bars

You can scroll through documents by clicking the scroll arrows with the mouse.

Justification

The Full Justification/All Lines feature allows every line in a paragraph to be justified, including those lines ending in a hard return.

Labels

You can define a label and use that label definition for any printer since WordPerfect 6.0 labels are created independently of a printer driver.

WordPerfect also includes a **Subdivide Page** feature that lets you create several logical pages on one physical page. This feature is useful for creating items such as programs, booklets, cards, and tickets.

Language Modules

A Language Module lets you use features such as Speller, Thesaurus, and Hyphenation in a specific language. If you have purchased Language Modules for WordPerfect 5.1, you should update them for WordPerfect 6.0. For information on updating your Language Modules, call the WordPerfect Orders department. See *WordPerfect Corporation Customer Services* at the end of this guide for ordering information and phone numbers.

Launcher

This utility program will allow for easier integration of third-party programs, such as e-mail packages. When you launch another program, WordPerfect 6.0 will be temporarily swapped out to memory.

Macros

Differences Between WP 5.1 and WP 6.0 Macros

WordPerfect 5.1 and 6.0 record macros differently. WordPerfect 5.1 macros record your keystrokes, while WordPerfect 6.0 macros record the results of keystrokes or mouse selections. For example, instead of recording each keystroke involved in changing your top margin to 2", a WordPerfect 6.0 macro simply records the command: MarginTop(2").

Unlike WordPerfect 5.1 macros, WordPerfect 6.0 macros do not need a macro editor. They are simply WordPerfect documents that can be retrieved, edited, and even formatted in any of the nine WordPerfect document windows. The macro is compiled the first time you save or play it after making any change. If the macro has an error, WordPerfect helps you locate where the problem occurs.

You can even create dialog boxes with WordPerfect 6.0 macros.

Playing Macros

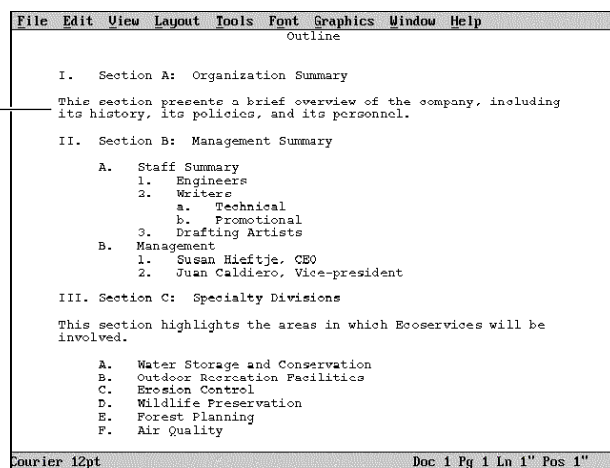
In WordPerfect 6.0, you can play macros from a Button Bar, and you can map macros to your keyboard. For more information, see *Macros* in *Reference* and the *Online Macros Manual* (choose **Macros** from the **Help** menu).

Converting 5.1 Macros

You can also use macros you created in WordPerfect 5.1 by converting them. WordPerfect 6.0 comes with a macro conversion program that converts your macros, although you may need to edit some complex macros after you've converted them. See *Converting 5.1 Macros* in the *Online Macros Manual* (choose **Macros** from the **Help** menu).

Margin Adjustment	The Margin Adjustment option lets you shift text to the right or left relative to the current margin.
Memory Management	WordPerfect 6.0 makes use of disk cache, expanded, and extended memory.
Merge	<p>You can include or exclude a page break between each merged record.</p> <p><i>Conditional Merge</i></p> <p>You no longer have to create separate data files when merging. Instead, you can simply select which data records you want to include in the merge.</p> <p><i>Selectable Merge</i></p> <p>You can now use formulas to define which records are to be merged. For example, you can merge all records that have ZIP Codes between 84057 and 84604.</p> <p><i>Envelopes</i></p> <p>You can create an envelope for each record in a data file, including a POSTNET bar code. These envelopes are automatically inserted at the end of the document.</p>
Network Setup Utility	The new NWPSETUP utility gives network supervisors greater control over every aspect of WordPerfect 6.0. The .SET files can be assigned to groups that correspond to task, printer, department, and so forth. The supervisor can then choose a group to be updated. Any .SET file on the system can be used as the master .SET file from which changes will be copied. Also, both network and local printers can be updated using this utility.
Outlines	Outlines provide an important way to organize information using numbers, bullets, or headings. WordPerfect 6.0 makes it even easier to use an outline.

Body Text



Collapsible Outlines

When you are working with an outline that contains body text between outline items, you can temporarily *collapse* the outline by hiding body text to facilitate editing. You can also hide subordinate levels of the outline so that only the main levels of the outline display.

Outline Bar

You can use the **Outline Bar** to make quick adjustments to your outline. To display the Outline Bar, choose **Outline Bar** from the **View** menu.



See *Outline* in *Reference* for a complete description of the available options on the Outline Bar.

Outline Styles

You can define a style for each level of an outline. For example, you may want to create a numbering format that automatically inserts indents and hard returns where you want them in each level of an outline. See *Outline* in *Reference*.

Page Numbering

Page Numbering lets you choose the type of numbering you want (such as Arabic or Roman numerals) and place page numbers in a specific location on the printed page. In addition to page numbers, you can use chapter and volume numbers that allow you to include numbers for larger subdivisions of your document with a page number. These levels of page numbering are especially useful when working with larger documents.

Print Preview

Zoom In/Out

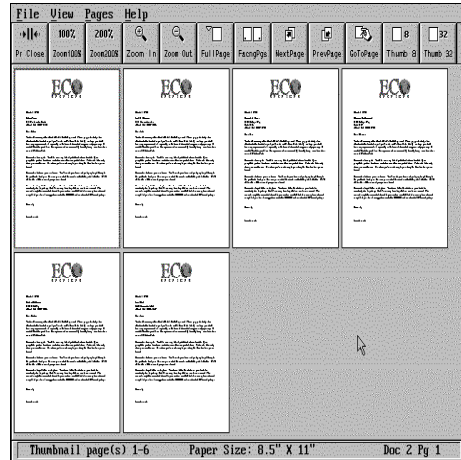
By using the mouse to drag across the area you want to see or by selecting a specific zoom percentage, you can look at various sections of a document in Print Preview. Editing is now easier because you can zoom up to 1000%.

Print Preview/Thumbnails

WordPerfect 6.0 lets you view from 1 to 255 pages of a document at a time in Print Preview. Thumbnails let you see exactly how the flow of information fits into the format of a complete document.

Like the View Document feature in WordPerfect 5.1, the Print Preview feature in WordPerfect 6.0 lets you see what your printed document will look like. Choose Print Preview from the File menu to view your document.

You can view the next page or the previous page, and you can size the viewing area to look at several pages at a time by choosing a menu item or by clicking a button on the Button Bar.



Print Preview showing thumbnail sketches of merged letters.

Printing

Reverse Printing

You can print documents with the last page first so that when the print job is complete, the document will be correctly collated.

Color

You can print color graphics and text to any printer that allows color. You can choose from over 16 million different color combinations and create your own color palettes.

Booklet Printing

You can use *duplex* or booklet printing to print pages of a document for pamphlet-style production. First, use the Subdivide Page feature to place two logical pages on a single printed page. Then select the Print As Booklet option, which automatically orders the pages for you.

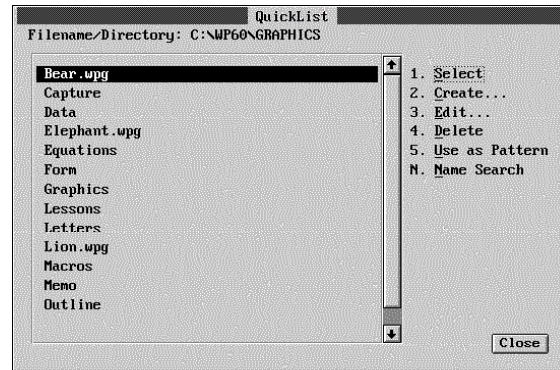
In an 8-page document, for example, WordPerfect will print page 1 with page 8, page 2 with page 7, and so on.

QuickFinder

If you frequently need to search for words or phrases in a group of documents, QuickFinder lets you create, edit, and update indexes of files that are contained in directories, subdirectories, or disks. You can then quickly search the QuickFinder indexes by key words, phrases, or other dictates you specify.

QuickList

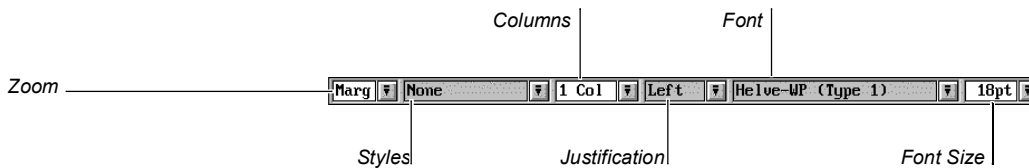
QuickList™ makes it easy for you to access the files and directories you use most. When you define your QuickList, the directories and files you specify are instantly available—you don't have to type a long pathname or click through a hierarchy of drives and directories to reach them.



To learn how to customize the QuickList, see *QuickList in Reference*.

Ribbon

The Ribbon lets you quickly access a variety of features that affect the size and appearance of text in your document, such as choosing a font, changing justification, or defining columns. You can use the Ribbon in Text Mode, Graphics Mode, or Page Mode, but you can only access it with a mouse.



Search and Replace

In WordPerfect 6.0, you can search for and replace specific codes—such as Margins, Fonts, Justification, and Styles—as well as general codes.

Sound

If your hardware supports sound, you can play back recorded sound clips in any WordPerfect 6.0 document. This feature is especially useful when you want to dictate a message or comment about an existing file. You can even pause the sound clip as you work, so actual dictation is possible using only WordPerfect and the necessary hardware. A sound clip appears in the document as a comment. The comment describes what the sound clip contains.

Speller

You can now *chain* or link multiple dictionaries in WordPerfect 6.0. You can also set up the Speller to check for numbers in words, double word verification, and notification of irregular capitalization.

Styles

You will find Styles more powerful, yet easier to use in WordPerfect 6.0. Styles are now designated as paragraph, open, or character, making them more intuitive. Styles can also be linked to other styles, so that when the first style is turned off, a second style is automatically turned on.

You can now use Styles anywhere in the program where some kind of customizable setup is available. Styles can also be saved to style libraries and later retrieved into other documents.

Line Styles

You can choose from several pre-created Line styles for graphics lines, border lines, table lines, or graphics box lines. The Lines styles include single, double, dashed, dotted, thick, extra thick, thick thin, and thin thick. You can also customize your own Line styles.

Fill Styles

You can customize your own Fill styles by using a variety of colors, gradient shade options, and predefined patterns.

Border Styles

Fill Styles and Line Styles can be used to create Border Styles. You can use border styles for paragraphs, columns, pages, graphic boxes, and tables.

Graphics Styles

You can easily create a graphics box rather than having to choose from a figure, user, text, or table box. You can then select or create a Box Style to select such things as the size, positioning, and border options of the graphics box.

Style Libraries

Styles you create can be used only in the current document, unless you save the list in a style library that can be retrieved into other documents.

While you work on a document, you can access all the styles you have created for that document, as well as styles from a *personal style library* or a *shared style library*.

A personal style library is a file containing a list of graphics and text styles you have assembled for creating a certain type of document, such as a newsletter. A shared library works like personal style libraries; however, it is designed for use on a network where many different users can access it.

System Styles

WordPerfect 6.0 stores *system styles* in the WordPerfect program file. These styles affect various features such as Outline, Header, Footnote, Figure Box, Double Border, and Thick Line.

If you want to edit a system style for use with future documents, you can copy the edited style to a personal or shared library, then use that library for every document you want the edited style to affect.

Subdivide Page

You can divide a physical page into several logical pages. You can use Subdivide Page (instead of the Labels feature) to create items such as programs, booklets, cards, and tickets.

Table of Authorities

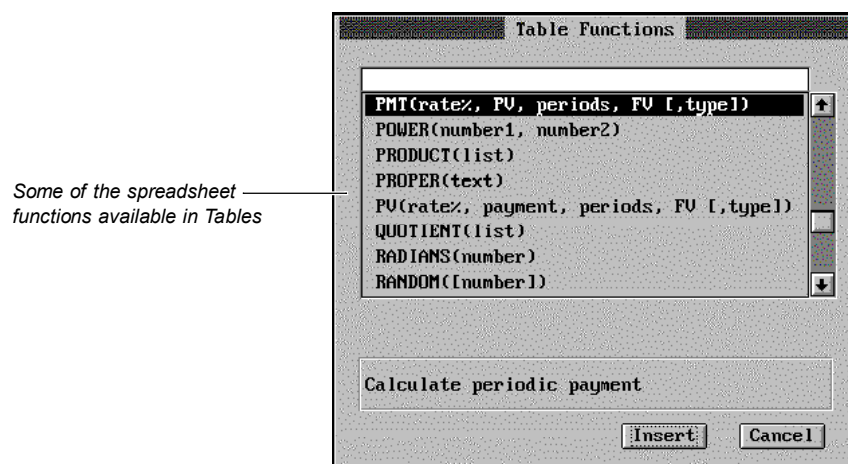
The Table of Authorities feature lets you see a list of the short forms and sections in a document.

Tables

Table borders in WordPerfect 6.0 are now independent of table lines and can be turned on or off as a whole. Fill patterns, customizable lines, and spreadsheet capabilities have been added to Tables in WordPerfect 6.0.

Spreadsheet Functions in Tables

Spreadsheet capabilities are built into the WordPerfect 6.0 Tables feature. These capabilities let you accomplish many spreadsheet functions without having to buy a separate spreadsheet package.



Names

You can create names for tables, columns, rows, cells, and ranges of cells that you have blocked. These named items can then be accessed from other tables in the same document.

Point Mode

When you are creating a formula, you can select Point Mode and specify exactly which cells you want to be included in the formula.

Floating Cells

The floating cell feature lets you use the figure from a table formula in a different place in your document. If you update the figures in the table, the figure in your document will be updated automatically.

Template Documents

WordPerfect 6.0 comes with several professionally designed documents (such as MEMO.TEM and LETTER.TEM) that you can open and edit. The .TEM extension is short for *template*. These documents are called templates because you can use them repeatedly to create a specific type of document, such as a memo or a letter. Templates are located in your documents directory (for example, C:\WPDOCS) or your Learn directory (for example, C:\WP60\LEARN).

Undo

In addition to the Undelete feature, WordPerfect 6.0 has an Undo feature.

- | | |
|----------|--|
| Undo | Reverses the most recent change to the document |
| Undelete | Displays and lets you restore any of your last three deletions |

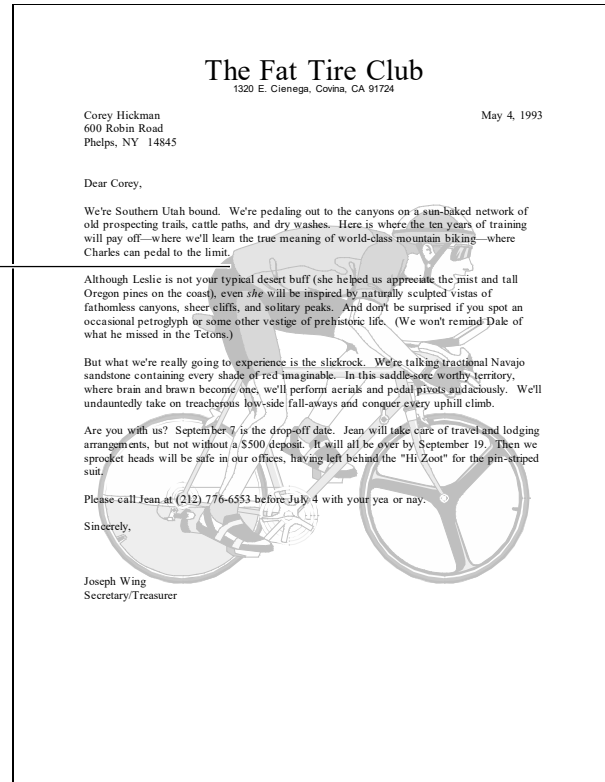
You can use Undo to reverse most actions such as typing or deleting text, inserting graphics, sorting, and changing margins and tabs. You cannot undo an action that does not change the document, such as moving the cursor or closing a dialog box.

HINT: Undelete works the same way in WordPerfect 6.0 as it does in WordPerfect 5.1. While Undelete is an effective means of moving text in WordPerfect 5.1, you may find it easier to move text in WordPerfect 6.0 using the **Cut** (Ctrl+x), **Copy** (Ctrl+c) and **Paste** (Ctrl+v) commands.

Watermarks

The Watermark feature lets you superimpose printed text over a background image, both of which can be generated by WordPerfect at the same time.

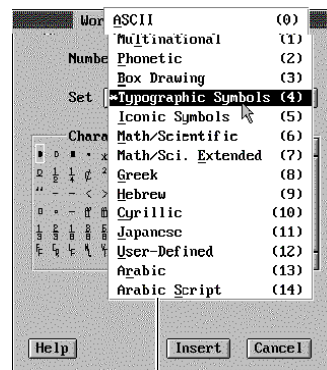
Watermark



This feature eliminates the need to use rubber stamps or customized stationery.

WordPerfect Characters (Compose)

Like the Compose feature in WordPerfect 5.1, the WP Characters feature in WordPerfect 6.0 lets you insert extended characters into your documents. The quick keystroke for inserting special characters is Ctrl+w.



Set Pop-up List

To insert a WordPerfect character, you can select the character from one of the character sets, or you can type the character set number in the Number entry field, just as you would when using Compose.

Zoom

In both Graphics Mode and Page Mode, you can choose how closely you would like to look at your document. In version 5.1, because of font or formatting variables, text often "ran off" the edge of the screen, making it necessary to scroll back and forth to edit the document. You can now see the entire document on the screen, regardless of what type of font is selected.

Questions and Answers

This section contains answers to many of the questions you may encounter when running WordPerfect 6.0 for DOS. It includes the following topics:

- File Compatibility
- Fonts
- License Numbers
- Macros
- Memory
- Printing
- Screen Display
- Speed

For a more comprehensive list of questions or problems, see *Appendix R: Troubleshooting in Reference*.

File Compatibility

How do I convert WordPerfect document files which were created in earlier versions of WordPerfect?

Documents created in earlier versions of WordPerfect are compatible with WordPerfect 6.0 and are automatically converted as they are opened or retrieved in WordPerfect.

How do I convert documents which were created in word processors other than WordPerfect?

Open or retrieve the document, and WordPerfect 6.0 will detect the document format, even if it is not in WordPerfect format. The Convert File Format dialog box appears, with the format of the file highlighted.

If WordPerfect does not list the exact format of your document when you open it, select the closest format. For example, if you have an Ami Pro 3.0 document, select the Ami Pro 2.0 format. WordPerfect will then convert compatible codes to the 2.0 format. When you are finished editing the document, save it as a WordPerfect file. Otherwise, the file will be saved in the original file format.

Can I use the same Speller files for WordPerfect 6.0 that I used in earlier versions?

No. You cannot use the WordPerfect 5.1 main dictionary (.LEX file) in WordPerfect 6.0. If you created a supplementary dictionary (.SUP file) in WordPerfect 5.1, you can retrieve it into WordPerfect 6.0, and then run a spell check on it. This lets you add these words to your WordPerfect 6.0 supplementary dictionary.

Can I use the same Language Modules for WordPerfect 6.0 that I used with WordPerfect 5.1?

No. If you purchased Language Modules for WordPerfect 5.1, you must update them for WordPerfect 6.0. For information on updating your Language Modules, call the WordPerfect Orders department. This number is listed under *WordPerfect Corporation Customer Services* at the end of this guide.

Fonts

Why don't my screen fonts look the same as my printed fonts?

WordPerfect lets you view documents in three different editing modes: Text, Graphics, and Page. Text Mode displays your document in monospaced characters, similar to the display of earlier versions of WordPerfect. The screen characters do not reflect the type of font or the font size you are using in your document.

Graphics and Page Mode imitate a WYSIWYG (What You See Is What You Get) environment. WordPerfect displays your document closer to the way it will look when it prints. When you are typing, WordPerfect matches the fonts you see on the screen as closely as possible to your printer fonts. Attributes such as italics, bold, and underline appear italicized, bolded, and underlined. If you don't like the printer fonts WordPerfect matches with the fonts you see on your screen, you can map your own fonts. See *Font Setup* in *Reference*.

I use a third-party font program with other programs. Can I use these fonts in WordPerfect 6.0?

WordPerfect 6.0 supports the following font types: AutoFont, Bitstream Speedo, CG Intellifont, Type 1, TrueType, and HP LaserJet (Bitmapped Fonts). If your third-party font program falls within one of these font types, you can easily install your font to WordPerfect using Font Setup. See *Font Setup* in *Reference* for more information about installing fonts.

License Numbers

I lost my license card. Can I get a new license?

If you can provide proof of purchase, WordPerfect will send you a new license number. For more details, contact Customer Registration. See the phone number listed under *Welcome* at the beginning of this guide.

Macros

Can I use macros I created with WordPerfect 5.1 in WordPerfect 6.0?

Yes. WordPerfect 6.0 comes with a macro conversion program that converts your macros. With some complex macros, you may need to make some changes to the macro after you've converted it. See the *Online Macros Manual* for more information (choose **Macros** from the **Help** menu).

Where is the macros manual?

WordPerfect 6.0 comes with an extensive *Online Macros Manual*. While running WordPerfect, choose **Macros** from the **Help** menu to access the *Online Macros Manual*. For a quick list of macro commands, you can press **Ctrl+PgUp**, then choose **Macro Commands**.

I can't use my Ctrl key to name macros. Why?

WordPerfect reserves Ctrl keys for use in development. You cannot name a macro using the Ctrl key. You'll also notice that WordPerfect uses the Alt key in combination with certain keys to access pull-down menus. For example, Alt+f accesses the File menu. If you use keystrokes, you may not want to name macros using the Alt key with those keys that access pull-down menus.

If you do create a macro using the Alt key with a key that accesses a pull-down menu, the macro keystroke will override the menu option.

Memory

Why do I keep getting Out of Memory messages?

Your computer's memory may be insufficient for the tasks you are trying to perform. WordPerfect requires a minimum 480K of the available conventional memory in your computer to run (we recommend at least 520K).

To find out how much memory you have available, choose **WP Info** from the **Help** menu when running WordPerfect. See *Memory* in *Reference* for more information.

You may need additional memory when you work with large files or perform certain functions, such as converting documents, printing, working with graphics, or using Speller

and Thesaurus. You can purchase a memory manager and expanded or extended memory to free up more conventional memory. See your vendor or dealer.

Another possibility is that your system is not configured properly. If you have configured your memory as expanded rather than extended, or if you have allocated too much memory to the RAM drive, your computer may not have enough memory to perform. For more information on configuring your system, see your DOS manual.

Printing

Can I use the same printer files in WordPerfect 6.0 that I used for earlier versions?

While you can convert printer files to use with WordPerfect 6.0, we do not recommend using printer drivers from earlier versions of WordPerfect. A Standard Installation of WordPerfect 6.0 installs updated printer files with your program.

What should I do if I'm experiencing printer problems?

See *Appendix R: Troubleshooting in Reference*. It contains sections on printing tips and common problems and solutions. If you continue to have problems, feel free to call Customer Support.

Screen Display

Why does WordPerfect sometimes make my text spread out so much that I have to scroll back and forth to read it all?

If you are in Text Mode and have selected a small font or a proportionally sized font, the text may extend beyond the edge of the screen, requiring you to scroll back and forth. Since Text Mode doesn't display the fonts as they will be printed, with some fonts the screen must shift to fit all the characters that will be printed on one line.

Text does not extend beyond the screen in Graphics Mode or Page Mode since fonts appear on the screen as they will be printed.

How can I scroll from left to right?

You can select **Horizontal Scroll Bar** from the **View** menu so that a scroll bar displays at the bottom of the screen. You can then drag the scroll bar with your mouse.

You can also use the arrow keys to scroll across the screen. See *Cursor Movement in Reference* for more information about cursor movement and scrolling.

Speed

What can I do to speed up WordPerfect 6.0 for DOS?

To make WordPerfect run faster, you can do the following:

- Add memory to your system. WordPerfect requires a minimum of 480K available conventional memory (520K recommended).
- Use a disk cache program.
- Remove any Terminate and Stay Resident (TSR) programs.
- Use the /R startup option to load the entire WP.FIL file into expanded or extended memory.
- Use a memory manager program to free up more conventional memory.
- Use Text Mode rather than Graphics Mode or Page Mode.
- Limit the number of document windows open at one time (you can have up to nine open).
- Avoid extra large documents. Consider dividing documents over 50 pages into smaller files.

Calling Customer Support

If you need assistance beyond what the Help feature and WordPerfect manuals can provide, feel free to call Customer Support. Customer Support is designed to offer you fast, courteous service in response to any questions you have about WordPerfect.

Before calling, be prepared to explain your problem. Try to duplicate it, then write down what happened step by step. Also, be at your computer and try to have the following available:

- *WordPerfect Reference*
- Original (master) WordPerfect 6.0 for DOS disks
- License number and WordPerfect program date (You can display these by choosing **WP Info** from the **Help** menu)
- The brand name, type, and model of your computer, graphics card, and mouse

If your problem is related to your printer or sheet feeder, you need to know:

- The brand name, type, and model of your printer, and the release date of your printer (.ALL) file
- The brand name, type, and model of your sheet feeder

To provide you with the most efficient service, we have created specialized support groups. If you call the number for the group that most closely corresponds to your problem, we can assist you in a more effective and timely manner. The phone numbers for Customer Support are listed under *WordPerfect Corporation Customer Services* at the end of this guide.

In addition to traditional phone support, WordPerfect Corporation offers a variety of other support services, such as the WordPerfect InfoShare Fax Service, WordPerfect Corporation Bulletin Board Service (BBS), and WordPerfect Forums on CompuServe. See *Additional Customer Support Services* under *WordPerfect Corporation Customer Services*.

WordPerfect Corporation Customer Services

Orders

To order WordPerfect 6.0 for DOS or other WordPerfect products, use one of the Orders numbers listed below. For competitive pricing, see your local reseller. If you're outside the United States, U.S. Territories, or Canada, please contact your WordPerfect Affiliate office or local reseller.

You can also contact WordPerfect Corporation about the availability and prices of other product components (such as disks, templates, and manuals), using a number listed below:

Orders	(800) 321-4566 (toll-free) (801) 226-6800 (toll)
International Information	(801) 222-4200 (toll)
Fax	(801) 222-5077 (toll)

Supplementary Materials and Services

WordPerfect Corporation offers other supplementary materials and services for WordPerfect 6.0, including the following:

- Additional Coaches, Coaches source files, and documentation on creating Coaches
- Utilities disk (including PTR program, Speller Utility program, and so forth)
- Additional printer drivers

- Additional graphic drivers
- Additional fonts
- Macros manual (printed version of the *Online Macros Manual*)
- PTR manual
- Certification program information (for certifying instructors and systems engineers as well as authorized training centers)
- Training materials (such as course outlines, class exercises, transparency masters, student handouts, and demonstration files)

You can receive detailed information about the availability and cost of these and other materials by calling one of the Information Services numbers listed under *General Information* at the end of this section, or by using the WordPerfect InfoShare Fax Service. For more information on InfoShare, see *WordPerfect Corporation InfoShare Service* under *Additional Customer Support Services* later in this section.

Customer Support

If you have a question or problem when using WordPerfect, you may want to look at the *Questions and Answers* section in this guide and *Appendix R: Troubleshooting in Reference*.

If you still can't find the answer, feel free to call Customer Support or use one of the additional Customer Support services (such as the WordPerfect InfoShare Fax Service, the WordPerfect Corporation Bulletin Board Service (BBS), and WordPerfect Forums on CompuServe) described later in this section.

Before you call Customer Support, be ready to explain your problem or the kind of information you need. Make sure you're at your computer when you call.

If you're an English version user within the United States, U.S. Territories, or Canada, you can get toll-free support by dialing the numbers listed below. If you are outside the United States, Puerto Rico, the U.S. Virgin Islands, or Canada, please contact your local WordPerfect Affiliate or authorized reseller for customer support.

Installation of WordPerfect Software

For assistance when installing WordPerfect 6.0 for the first time, when installing an upgrade, or for answers to general installation questions, call the following numbers:

Installation	(800) 228-9012 (toll-free) (801) 228-9954 (toll)
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General Features

For assistance when using WordPerfect features, call the following numbers:

Equations, Graphics, Sound, Tables	(800) 228-9006 (toll-free) (801) 228-9952 (toll)
Macros, Merge	(800) 228-9013 (toll-free) (801) 228-9951 (toll)
All Other Features	(800) 228-9038 (toll-free) (801) 228-9950 (toll)

Printing, Faxing, and Using Fonts

For assistance when selecting a printer, setting up print options, or experiencing printing problems in WordPerfect, call the number below that corresponds to the type of printer you use. You can also call any of the numbers if you have problems faxing WordPerfect documents directly from your computer using a fax modem or a fax server on a network.

Laser or PostScript Printer	(800) 228-9027 (toll-free) (801) 228-9955 (toll)
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Dot-matrix Printer and All Other
Printers

(800) 228-9032 (toll-free)
(801) 228-9956 (toll)

For help with printer hardware problems or when ordering printer accessories, such as toner or font packages, contact your local dealer.

Networks

If you're a system administrator and you need assistance when installing and troubleshooting WordPerfect on a Local Area Network (LAN), call the following numbers:

Networks **(800) 228-9019** (toll-free)
(801) 228-9953 (toll)

Additional Customer Support Services

After-Hours Support

You can receive after-hours support for WordPerfect products by calling **(801) 222-9010**. This number is *not* toll free. You can call during the following mountain standard time hours:

Monday	2:00 a.m. to 7:00 a.m., 6:00 p.m. to 7:00 a.m.
Tuesday, Wednesday, Thursday	6:00 p.m. to 7:00 a.m.
Friday	6:00 p.m. to 10:00 p.m.
Saturday	8:00 a.m. to 4:00 p.m.
Sunday	Closed

WordPerfect Corporation InfoShare Service

If you have a fax machine, you can get information about WordPerfect Corporation products, supplementary materials and services, and Customer Support solutions to common problems. Through InfoShare, you can receive documents that contain detailed information in response to technical questions and problems.

To receive faxed information, dial one of the numbers listed below. You can obtain a listing of available documents and then use document ID numbers to request the specific documents you want. You can call either by picking up the handset of your fax machine and dialing or by using a regular phone and at the end of the message entering the number of the fax machine to which you want the documents sent.

InfoShare Fax Service **(800) 228-9960** (toll-free)
(801) 228-9920 (toll)

WordPerfect Corporation BBS

If you have a modem and communications software package, you can access WordPerfect Corporation's Bulletin Board Service (BBS).

You can use the BBS to send questions to Customer Support and enhancement suggestions to Development. You can also transfer problem files to Customer Support through the BBS.

Use the following numbers to access the BBS:

BBS (1200 or 2400 baud modems) **(801) 225-4414** (toll)
BBS (9600 baud V.32 modems) **(801) 225-4444** (toll)

WordPerfect Forums on CompuServe

If you have a CompuServe membership, you can get support in the WordPerfect forums. Though normal CompuServe charges apply, the forums are free of any surcharges, and there are no membership fees to access the public set of message sections and libraries.

The WordPerfect forums contain files you can download, including printer drivers, press releases, product brochures, software change notices, troubleshooting information, and utilities. The forums also contain information about WordPerfect Corporation services, such as certified instructor programs, conferences, and software subscriptions. To access the forums, enter **GO WORDPERFECT** at the CompuServe prompt.

Electronic Support for the Hearing Impaired

Customers with a telecommunications device for the deaf (TDD) or teletypewriter (TTY) may obtain electronic support Monday through Friday from 8 a.m. to 4 p.m. mountain standard time at the following numbers:

Electronic Support for the Hearing Impaired	(800) 321-3256 (toll-free) (801) 228-9906 (toll)
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WordPerfect Corporation Customer Support Fax

If you have a question or problem using WordPerfect, you can fax your question or a description of your problem directly to WordPerfect Customer Support at the following number:

Fax Number	(801) 222-4377 (toll)
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Direct Correspondence

If you have a question or problem using WordPerfect, you can write directly to WordPerfect Corporation at the following address:

ATTN CUSTOMER SUPPORT
WORDPERFECT CORPORATION
1555 NORTH TECHNOLOGY WAY
OREM UT 84057-2399






General Information

For answers to nontechnical questions about WordPerfect Corporation products, call the following:



Information Services	(800) 451-5151 (toll-free) (801) 225-5000 (toll)
Information Services—French	(800) 321-2318 (toll-free) (801) 222-5050 (toll)

Using ENVOY

NAVIGATING

-  Go to first page
-  Go to last page (you are on the last page now)
-  Go to next page
-  Go to previous page
-  Go to next view
-  Go to previous view
- Go to page (Ctrl+G)

SEARCH

-  F3 Find next
-  Ctrl+F3 Find previous

ONLINE HELP

-  A complete Help system with detailed information is just waiting for you to explore!

It includes the following sections:

Contents Using Help About Envoy
How Do I... Search For Help On

BLUE TEXT

Click on [blue text](#) to go to a new location in the document.