User's Guide

▨ **NOVELL**® for WINDOWS

USING ENVOY

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WordPerfect 6.1

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Getting
Started

Welcome

Welcome to WordPerfect®. WordPerfect 6.1 for Windows offers a number of new product advancements that allow users to write better, work smarter, transition easier, and integrate perfectly. From small, time-saving touches to revolutionary new ways of processing documents, WordPerfect is the word processor used by more people.

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Recommended System Requirements

- Personal computer using a 386 processor
- 6M RAM or more
- Hard disk with 27M free disk space
- Windows 3.1 running in enhanced mode
- VGA graphics adapter and monitor
- Maintain 4M or more of available disk space for temporary files

Because some WordPerfect features are not accessible from the keyboard, we recommend that you use a mouse.

Installing WordPerfect on a Hard Disk

To install PerfectOffice, see the installation instructions in the *Up and Running* guide.

Because the WordPerfect files are compressed, you must use the WordPerfect setup 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 as a new (upgrade) version.

If you have questions before you install, refer to *Questions and Answers about Installing* later in this section.

To install WordPerfect on your hard disk,

1   Start Windows if you've not already done so.

2   Insert the **Install 1** disk into drive A (or drive B).

3   Choose **Run** from the **File** menu in the Windows Program Manager.

4   Type **a:setup** (or **b:setup**), then choose **OK**.

5   Type in your name and product license number, then choose **Continue**.

6 Choose **Install**, choose one of the installation types, then follow the on-screen prompts to finish installing WordPerfect. (You will be able to install to any drive you want.)
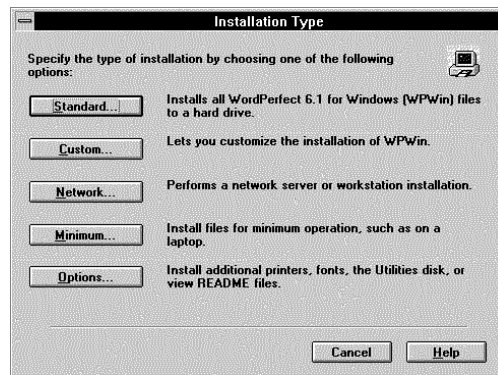
If you have questions about installing, you can choose **Help** in the Install windows.

We recommend a Standard installation for most users. For more information about installation options, refer to *Questions and Answers about Installing* later in this section.

IMPORTANT: When you've finished installing the program on 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).

Installing WordPerfect on a Network

For information about installing WordPerfect on a network, see *Appendix D: Networking WordPerfect*.

Questions and Answers about Installing

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

No. A Standard installation replaces the existing copy of WPWin 6.0, wherever it is. Existing documents, graphics, and macros will not be copied over. However, any customizations you made to WordPerfect 6.0 will be lost when you install WordPerfect 6.1.

Which installation option should I choose?

The Standard installation is the recommended installation type for most users. The following table shows which installation option to choose:

Installation Type	Use
Standard	To install WordPerfect for the first time or to install a new (upgrade) version
Custom	To customize your installation by installing only part of the program or sets of files to directories you specify
Network	To install WordPerfect for use by many users on a network server or workstation
Minimum	To install the minimum files necessary to run WordPerfect for Windows
Options	To install printer drivers, fonts, the Utilities disk, or to view README files.

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

Exit the setup program and delete unnecessary files from your hard disk to make more disk space available. You can also choose Custom or Minimum installation.

Several files, such as Spell Checker, Thesaurus, and sound driver files are not required to run WordPerfect. These files can be added later using Custom installation. See *Appendix E: Program Files* for a list of the files necessary to run WordPerfect.

How can I conserve disk space?

Choose Minimum installation to install only the files necessary for running WordPerfect. This option requires a minimum of 12M of free disk space and does not install the Spell Checker, Thesaurus, Grammatik, macros, graphics, preset Toolbars, and Help files.

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 E: Program Files* to see which files you can delete.

Which directories were installed?

WordPerfect for Windows is located in two main directories: \OFFICE\SHARED\WPC20, which includes files used in other WPGroup products, such as Spell Checker and Thesaurus, and \OFFICE\WPWIN, which includes files specific to the WordPerfect program. If you installed a previous version of WordPerfect 6.0 for Windows, WordPerfect 6.1 is installed over the files in those same directories.

[Illustration not shown]

Directory	What it contains
GRAPHICS	Clip art images that you can insert in your document.
TEMPLATE	Subdirectories containing template documents.
MACROS	Useful macros that are included with WordPerfect.
WPDOCS	Nothing, after you install. However, this is where you may want to save your files.

I chose Minimum as the Installation Type. Why can't I run the Spell Checker, Thesaurus, or Grammatik?

A Minimum installation will install only those files necessary to run WordPerfect. If you want to install writing tools such as Spell Checker, Thesaurus, or Grammatik, choose Custom installation, then install the files you want.

I accidentally deleted some WordPerfect files. Can I reinstall only part of WordPerfect 6.1?

Yes. Start the WordPerfect setup program, choose Custom installation, then select those files you want to reinstall.

*How can I remove WordPerfect 6.1 for Windows from my computer?*

The setup program includes an Uninstall option, which allow you to remove WordPerfect 6.1 for Windows files from your computer. From the Program Manager in Windows, double-click the **WPWin 6.1 Setup** icon. Choose **Standard** to remove all files that WordPerfect installed, or choose **Custom** to select the files you want to remove. Files you created or modified will not be removed.

Things You Need to Know

If you are new to WordPerfect and word processing, we suggest you begin with the Tutorial available from the Help menu in WordPerfect.

Starting WordPerfect for Windows

If you haven't already done so, start Windows, then double-click the WordPerfect icon.
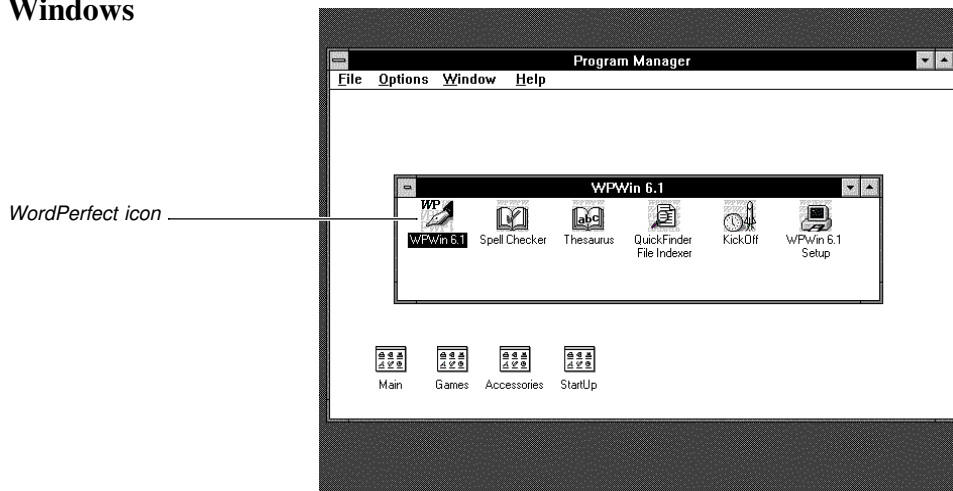
WordPerfect icon

WordPerfect 6.1 for Windows offers an intuitive interface where you can customize the Power Bar, Toolbar, status bar, keyboards, and menu bars.

Menu bar

Toolbar

Power Bar

Insertion point

Typing area

Mouse pointer

Status bar
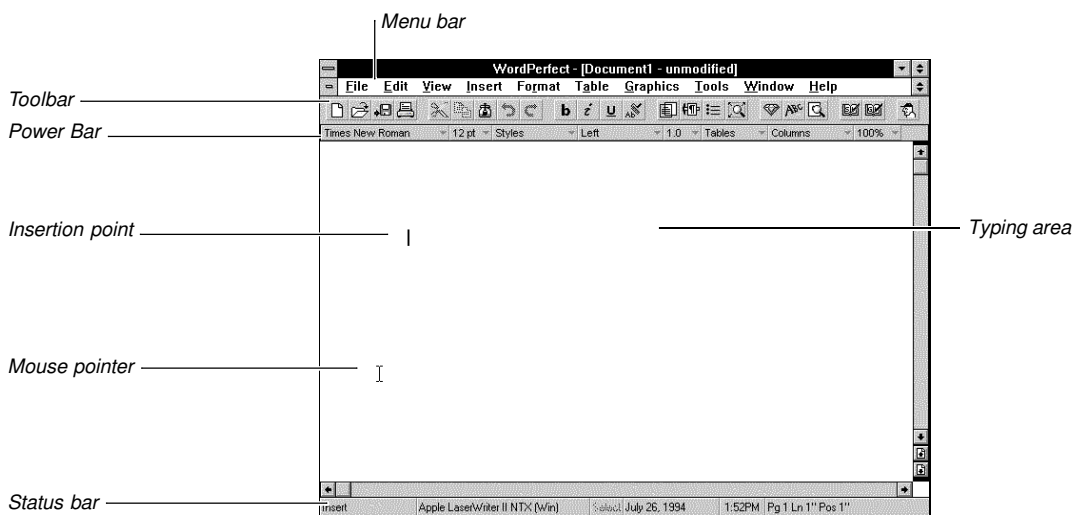
The document window

WordPerfect 6.1 for Windows Terms

To remain consistent with other Windows applications, we refer to common terms, features, and objects by their Windows names. The following table is a comparison of WordPerfect for DOS terms that are different in WordPerfect 6.1 for Windows:

| WordPerfect for DOS	WordPerfect 6.1 for Windows
Block (5.1, 6.0)	Select
Compose (5.1, 6.0)	WP Characters
Cursor (5.1, 6.0)	Insertion Point
Editing screen (5.1)	Document Window
Exit (5.1, 6.0)	Exit/Close
List Files (5.1)	Open
Look (5.1)	View
Macro Define/Execute (5.1)	Macro Record/Play
Move/Copy/Retrieve (5.1)	Cut/Copy/Paste
Print Preview (5.1, 6.0)	Full Page View
Printer Functions (5.1, 6.0)	Typesetting
Program (5.1, 6.0)	Application
Retrieve (5.1, 6.0)	Open or Insert File
Save (5.1)	Save/Save As
Search (5.1, 6.0)	Find
Setup (5.1, 6.0)	Preferences
Text In/Out (5.1)	Open/Save As

Using Menus

WordPerfect provides both pull-down menus and QuickMenus that make it easy to find and use program features. You can customize pull-down menus for quick access to the features you use most often.

Pull-Down Menus

Display pull-down menus by clicking a menu name from the menu bar (such as Insert). You can also hold down Alt and press any of the highlighted or underlined letters (such as Alt+i for the Insert menu).

*The help prompt gives information on the highlighted menu item.*

Insert menu displayed

Shortcut key
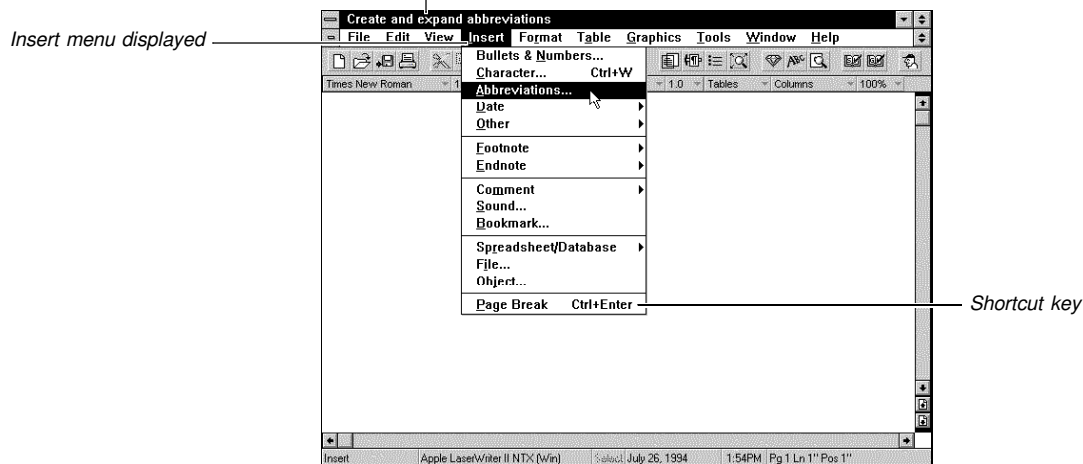
Help prompts also appear when you position the pointer over other areas of the document window, such as the Power Bar, Toolbar, and status bar.

QuickMenus

QuickMenus provide easy access to specific WordPerfect features. To display a QuickMenu, place the mouse pointer in the document window, then click the right mouse button.

*QuickMenu is displayed by pressing the right mouse button in the document window.*
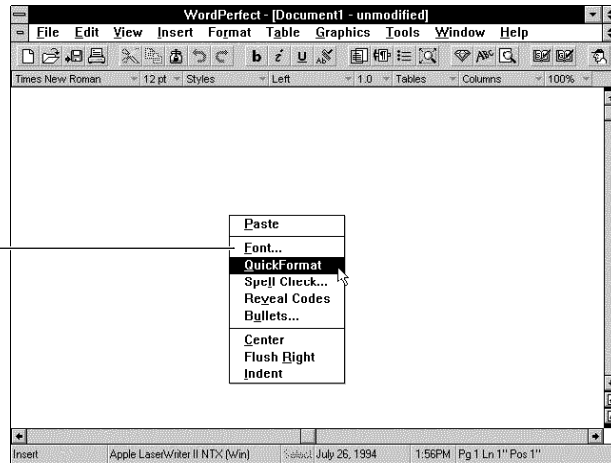
Click the left mouse button in another area of the document window to close the menu without selecting an option.

Using Dialog Boxes

WordPerfect 6.1 for Windows dialog boxes include preview windows that show how changes will look before they are applied to a document. You can also access Help from any dialog box to get information about dialog box options.

The preview window shows how changes will look before you apply them to a document.
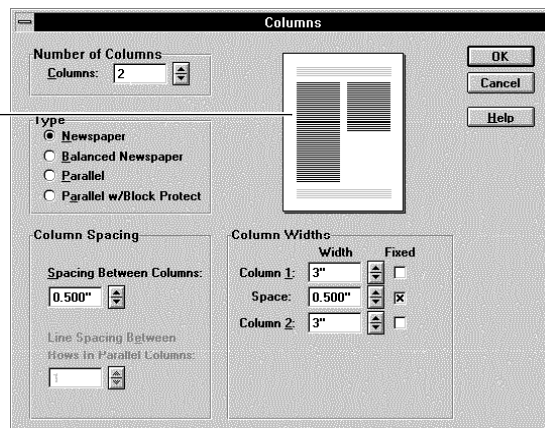
To exit from a menu or dialog box without performing any action, press **Esc** or choose **Cancel**.

Typing, Editing, and Formatting Hints

If you're new to word processing, choose **Tutorial** from the **File** menu. Here are some typing and editing tips:

- When you're typing, do not press **Enter** at the end of each line. The text you type will automatically wrap to the next line. Press **Enter** when you finish typing a paragraph.

- Don't use the space bar to indent the beginning of a paragraph or to center text— the text in your document may not align properly when you print it. To indent the first line of a paragraph, press **Tab**. To center a line, choose **Line** from the **Format** menu, then choose **Center**.

- Don't use the space bar to go to the next line. If you use the space bar to go to the next line, those extra spaces will remain when you edit your document. As a result, you may have gaps in your paragraphs. Instead, press **Enter** to go to the next line.

- Don't use the Enter key to move to the next page. If you press Enter several times to move to the next page, you may end up with unwanted blank lines in the middle of a page after you edit your document. Instead, press **Ctrl+Enter** to start a new page.

- Take time to learn WordPerfect. It may seem tedious at first, but you'll end up saving a lot of time.

Using Templates

Every time you create a new document, you use a *template* to establish all formatting and screen settings for the document. Templates let you achieve a consistent look in your documents. You can also tie macros, custom Toolbars, or custom menus to templates. When you open WordPerfect, the default template is selected.

You can create your own templates or use the predefined templates that come with WordPerfect.
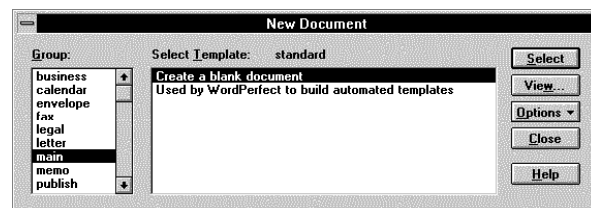
When you select a template, WordPerfect automatically opens a new document window using the selected template.

Using the Power Bar and Toolbar

The Power Bar, a narrow horizontal strip of buttons near the top of the screen, gives you a quick way to access features you use often. The Power Bar can be customized to suit your needs.

Toolbar

Power Bar

When you point to a button, WordPerfect displays its name in a QuickTip.
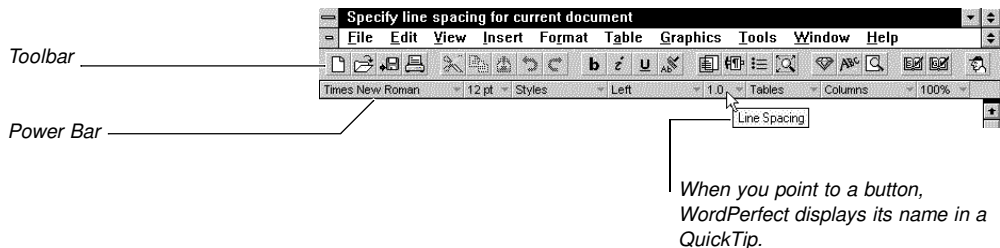
Notice that a help prompt describing the feature appears across the top of the screen when you place the pointer over an icon on the Power Bar.

The Toolbar gives you quick access to editing features. It also lets you automate the menu items, features, executable files, macros, and other Toolbars you use most often. You can select from one of many predefined Toolbars that are included with WordPerfect, or you can create your own.

Printing

To print a document in WordPerfect, you must first select a printer and specify which port you are using. If a printer is not selected, or if you want to change the printer that is currently selected, see *Print: Select Printer*.

Exiting WordPerfect

You should exit WordPerfect before you turn off your computer.

1 Choose **Exit** from the **File** menu.

2 Choose **No** to close any open documents without saving changes and to exit WordPerfect.

or

Choose **Yes** to save changes to your document, then name the file if needed.

A Quick Tour of WordPerfect

Go through the following Quick Tour to review word processing skills and to learn about some of the new, time-saving features WordPerfect 6.1 for Windows offers.

HINT: If you are new to word processing, choose **Tutorial** from the **Help** menu.

Opening a Document

WordPerfect 6.1 provides easy conversions from the WordPerfect 5.x file format. In addition, WordPerfect 6.1 converts many other major application formats, such as Microsoft Word 6.0 and Ami Pro 3.01. You can also convert WordPerfect 5.x macros.

To open an existing document,

1 Choose **Open** from the **File** menu.

You can use the QuickList to access commonly used directories.

Open As Copy option
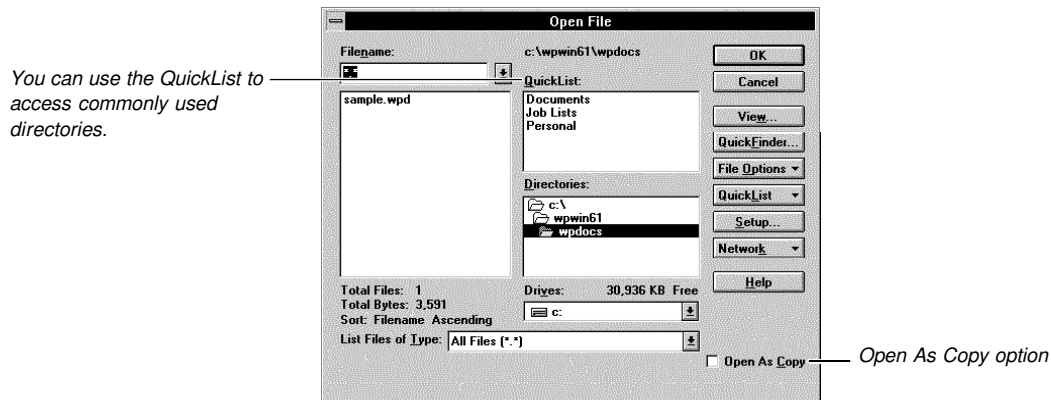
The Open File dialog box gives you all the capabilities of a file manager program.

The Open File dialog box lists files in the directory in which you last saved or opened a document.

2 Select **Open As Copy**.

When you open a document with Open As Copy selected, the document is opened as a read-only copy of the original file, which you can't save over the original file. However, you can save the document with a different name. Selecting this option removes the risk of saving unwanted changes to a document and saves time, because you can base your new document on something you have already created.

3 Select **sample.wpd**, which is located in the WPDOCS directory, then choose **OK**.

If you can't find this file to open, open any document, or type a couple of paragraphs in the document and continue.

HINT: To quickly open one of the last documents you worked on, you can choose the document name from the bottom of the **File** menu.
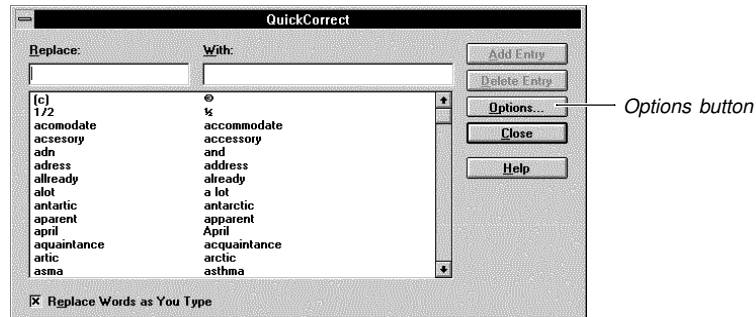
Typing and Editing Text

WordPerfect has added several new features that will make your work easier.

Using QuickCorrect
You can turn on QuickCorrect to automatically fix errors and improve your documents as you type.

**1** Choose **QuickCorrect** from the **Tools** menu.

As you type, any word in the left column will be replaced with the corresponding word in the right column.

2 Type **tehn** in the Replace text box, press **Tab**, type **then** in the With text box, then choose **Add Entry**.

3 Add any other common typos you make, such as "canada" ("Canada") and "bagal" ("bagel").

Not only can QuickCorrect fix spelling errors as you type, but it will also correct capitalization, clean up extra spaces, put in typeset-quality quotation marks, and more.

4 Choose **Options**.
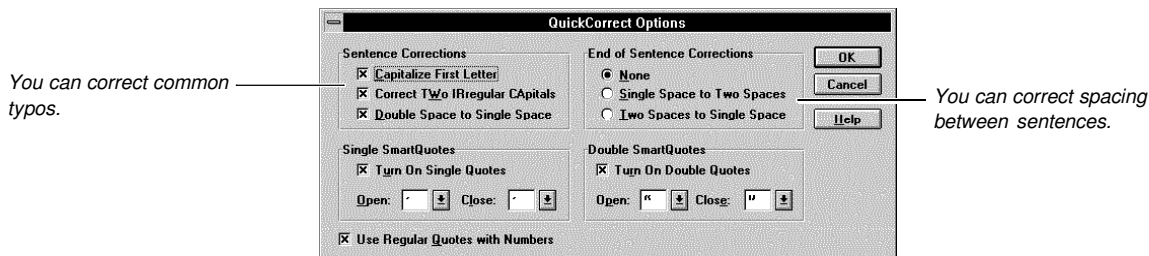
You can let WordPerfect correct capitalization and use double quotes (" ") as you type.

5 Select or deselect any options you want, then choose **OK**.

6 Choose **Close** to return to your document.

7 At the end of the first large paragraph, type **Teh solution tehn is to teach safety.**

Notice that "teh" turned into "the" and "tehn" turned into "then" as you typed.

Using QuickSelect

You can select words, sentences, and paragraphs using a variety of methods.

1 To use QuickSelect, click a word, then drag to select word by word.

You can also click three times, then drag to select sentence by sentence, or you can click four times, then drag to select paragraph by paragraph.

**2** Click once in the left margin to select the nearest sentence.

If you double-click in the left margin, the nearest paragraph will be selected. If you drag the pointer down the left margin, text will be selected one sentence at a time.

3 Place the insertion point in the word "safety" (first paragraph) below the title.

4 Click ![b] to turn on bold.

If no text is selected when you apply an attribute, such as bold or italic, the current word is formatted.

5 Click the *right* mouse button in the left margin, then choose **Select Sentence**.
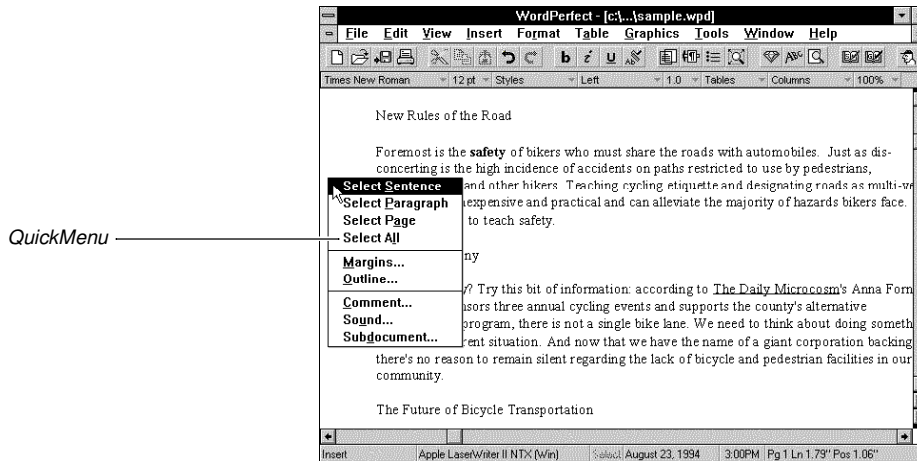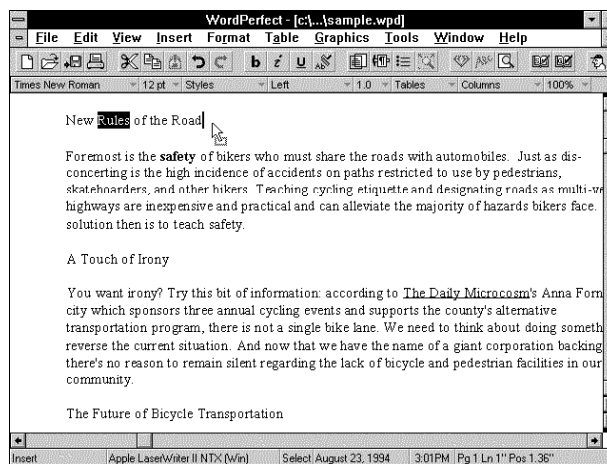

QuickMenu ————

You can click in the margin with the right mouse button to display a QuickMenu.

Dragging and Dropping Text

You can use the mouse to move or copy selected text.

1 Double-click the word "Rules" in the title at the top of the document.

2 Move the mouse pointer over the selected word, drag the insertion point to end of the line, then release the mouse button.

You can use the mouse to drag text from one place to another.

Whenever you move text using cut and paste or drag and drop, WordPerfect 6.1 "cleans up" the spaces, which means you don't have to go back and manually add or delete spaces.

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

Using Multiple Level Undo and Redo

In order to give you the freedom to safely explore document editing and formatting options, WordPerfect 6.1 offers you up to 300 levels of Undo and Redo.

1   Choose **Undo/Redo History** from the **Edit** menu.

You can undo any of these actions.
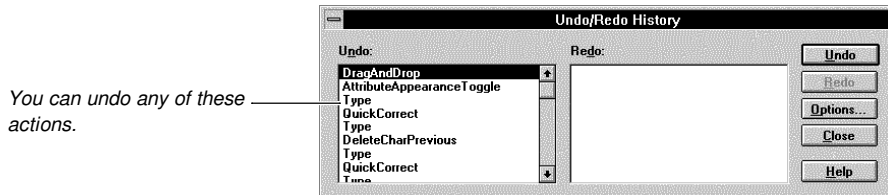
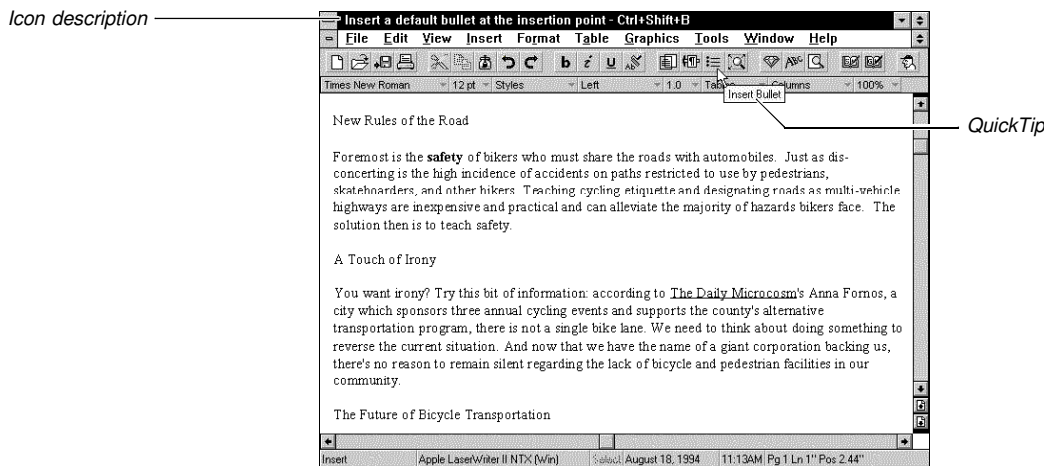*You can undo multiple editing actions one at a time or several at a time.*

2   Select **DragAndDrop**, then choose **Undo**.

3   Choose **Close**.

Using the Toolbar

Using QuickTips

If you don't know what an icon on the Toolbar does, just place your pointer over an icon to view a QuickTip.

**1**   Place your mouse pointer over ⊞ on the Toolbar.

Icon description

QuickTip

Hold the pointer over an icon to see what it does.

Using Additional Toolbars

WordPerfect 6.1 offers several different Toolbars that help you get your work done. Some of the Toolbars appear automatically when you choose a feature. For instance, when you create a table, the Table Toolbar is displayed. Other Toolbars help you accomplish specific tasks.

1 Click the Toolbar with your right mouse button.
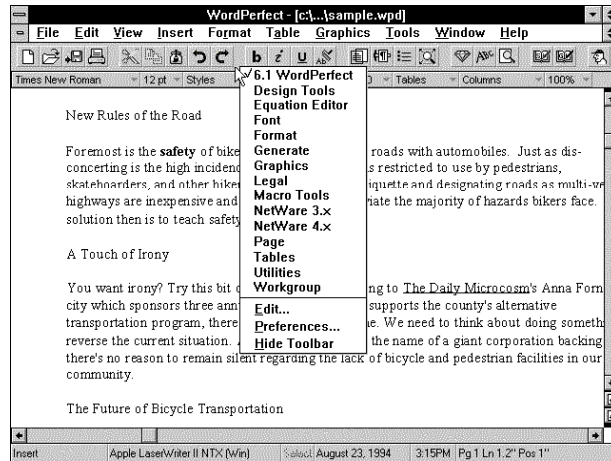
You can select a different Toolbar using the QuickMenu.

2 Choose **Design Tools** from the QuickMenu.

3 Experiment with some of the design tools located on the right side of the Toolbar.

4 To display the default Toolbar again, click the Toolbar with your right mouse button, then choose **6.1 WordPerfect**.

Finding and Replacing Word Forms

You can now search for all forms of a word, and you can even replace them with the correct forms of another word. For example, you could find all forms of the word "speak" (spoke, speaking) and replace them with the correct form of the word "talk" (talked, talking).

1 Press **Ctrl+Home** to move the insertion point to the beginning of your document.

2 Choose **Find and Replace** from the **Edit** menu.

3 Choose **Word Forms** from the **Type** menu on the dialog box.

4 Type **ride** in the Find text box, press **Tab**, then type **bike** in the Replace With text box.

5 Choose **Find**, then choose **Replace**.

6 Replace the next two word forms.

7 Choose **OK** when all the word forms have been found, then choose **Close**.

Using QuickFormat with Auto Update

If you already use QuickFormat in WordPerfect for Windows, you know how easy it is to "pick up" formatting from one section of text and "paint" it to other locations. Now with WordPerfect 6.1, QuickFormat automatically ties text together so that if you make changes in one location, all other text previously painted is automatically updated as well.

1 Select the heading "A Touch of Irony," then choose **Font** from the **Format** menu.

2 Select a different font and size, then choose **OK**.