


**Osborne** 

# WORDPERFECT 6

FOR WINDOWS

THE  
**POCKET  
REFERENCE**

**A Handy Reminder of All  
the Important Commands  
and Features**

*Patricia Shepard and  
Carole Boggs Matthews*

**Covers Release 6**

2-005-10

2-005-10-1



# WORDPERFECT 6 FOR WINDOWS:

## THE POCKET REFERENCE

---

---

**Patricia Shepard and  
Carole Boggs Matthews**

**Osborne McGraw-Hill**

Berkeley New York St. Louis San Francisco  
Acidand Bogotá Hamburg London Madrid  
Mexico City Milan Montreal New Delhi Panama City  
Paris São Paulo Singapore Sydney  
Tokyo Toronto

## CONTENTS

Introduction	ix
<b>Basics</b>	
Starting WordPerfect for Windows	1
Window Information	2
Menu Structure	4
Creating a Document	9
Naming and Saving a Document	15
Printing a Document	15
Closing a Document	16
Opening a Document	16
Working with Multiple WordPerfect Documents	17
Moving Between WordPerfect and Other Windows Applications	20
Using Help	20
Understanding Default Settings	21
Exiting WordPerfect for Windows	21
<b>Features and Commands</b>	
ABBREVIATIONS	23
ADVANCE	24
APPEND	25
BACKUP	26
BAR CODES	27
BASELINE PLACEMENT	28
BINDING	29
BLOCK PROTECT	30
BOLD	30
BOOKMARK	31
BORDERS	32
BOXES	34
BULLETED AND NUMBERED LISTS	35
BUTTON BAR	36
CASE	37
CENTERING	38
CHARACTERS	40

CHART . . . . .	41
CLIPBOARD CONTENTS . . . . .	43
CLOSING A DOCUMENT WINDOW . . . . .	44
COACH . . . . .	44
CODES . . . . .	45
COLOR . . . . .	45
COLUMNS . . . . .	47
COMMENTS . . . . .	50
CONCORDANCE . . . . .	51
CONDITIONAL END OF PAGE . . . . .	52
CONVERTING DOCUMENT FILES . . . . .	52
COPY . . . . .	53
COUNTERS . . . . .	54
CROSS-REFERENCE . . . . .	55
CUT . . . . .	57
DATABASE . . . . .	57
DATE . . . . .	57
DELAY CODES . . . . .	59
DELETE . . . . .	60
DIRECTORIES . . . . .	61
DISPLAY SETTINGS . . . . .	63
DOCUMENT COMPARE . . . . .	63
DOCUMENT INFO . . . . .	64
DOCUMENT SUMMARY . . . . .	65
DOS, GO TO . . . . .	67
DOUBLE INDENT . . . . .	67
DOUBLE-UNDERLINE . . . . .	67
DRAFT VIEW . . . . .	68
DRAG AND DROP . . . . .	68
DRAW . . . . .	69
ENDNOTES . . . . .	70
ENVELOPES . . . . .	72
ENVIRONMENT . . . . .	73
EQUATIONS . . . . .	73
EXIT . . . . .	75
FIND . . . . .	75
FLUSH RIGHT . . . . .	76
FONTS . . . . .	78
FOOTERS . . . . .	80

FOOTNOTES . . . . .	81
GENERATE . . . . .	82
GO TO . . . . .	83
GRAMMAR . . . . .	83
GRAPHICS . . . . .	85
HARD SPACE . . . . .	91
HEADERS/FOOTERS . . . . .	91
HELP . . . . .	93
HIDDEN TEXT . . . . .	93
HIDE BARS . . . . .	94
HYPERTEXT . . . . .	94
HYPHENATION . . . . .	96
IMPORT DATA . . . . .	98
INDENT . . . . .	100
INDEX . . . . .	101
INITIAL CODES . . . . .	104
INITIAL FONTS . . . . .	105
INSERT FILE . . . . .	105
ITALIC . . . . .	105
JUSTIFICATION . . . . .	106
KERNING . . . . .	108
KEYBOARD LAYOUT . . . . .	109
LABELS . . . . .	113
LANDSCAPE ORIENTATION . . . . .	113
LANGUAGE . . . . .	113
LETTER SPACING . . . . .	114
LINE . . . . .	114
LINE HEIGHT . . . . .	114
LINE NUMBERING . . . . .	115
LINE SPACING . . . . .	116
LINK . . . . .	116
LISTS . . . . .	117
LOCATION OF FILES . . . . .	119
MACROS . . . . .	119
MAIL ENABLE . . . . .	120
MARGIN RELEASE (BACK TAB) . . . . .	121
MARGINS . . . . .	121
MARK TEXT . . . . .	122
MASTER DOCUMENTS . . . . .	122

SIZE . . . . .	164
SMALL CAPS . . . . .	165
SORT . . . . .	165
SPACING . . . . .	169
SPELLER . . . . .	169
SPREADSHEET . . . . .	173
STRIKEOUT . . . . .	173
STYLES . . . . .	174
SUBDIVIDE . . . . .	180
SUPERSCRIPIT OR SUBSCRIPT . . . . .	181
SUPPRESS . . . . .	181
TABLE OF AUTHORITIES . . . . .	182
TABLE OF CONTENTS . . . . .	184
TABLES . . . . .	186
TABS . . . . .	191
TEMPLATE . . . . .	193
TEXTART . . . . .	195
THESAURUS . . . . .	197
TYPEOVER . . . . .	198
TYPESETTING . . . . .	199
UNDELETE . . . . .	199
UNDERLINE . . . . .	199
UNDO . . . . .	200
UNITS OF MEASURE . . . . .	200
WATERMARK . . . . .	201
WIDOW/ORPHAN . . . . .	203
WORD COUNT . . . . .	203
WORD/LETTER SPACING . . . . .	203
WORDPERFECT CHARACTERS . . . . .	205
ZOOM . . . . .	205

## Appendix

Shortcut Keys . . . . .	207
-------------------------	-----

MATH	124
MENU EDITOR	125
MERGE	126
MOUSE USAGE	130
MOVE	130
NEW DOCUMENT	131
OPEN A DOCUMENT	131
OTHER CODES	132
OUTLINE (APPEARANCE)	132
OUTLINING	133
OVERSTRIKE	137
PAGE BORDERS	138
PAGE BREAK	138
PAGE NUMBERING	139
PAGE VIEW	141
PAPER SIZE	142
PARAGRAPH SPACING	144
PASSWORD	144
PASTE	146
PREFERENCES	146
PRINT	148
PRINTERS	150
QUICKFINDER	151
QUICKFORMAT	152
QUICKLIST	153
QUICKMARK	154
QUICKMENU	155
REDISPLAY	155
REDLINE	155
REPEAT	156
REPLACE	157
RETURNS	158
REVEAL CODES	158
RULER BAR	159
SAVE	159
SEARCH	160
SELECT TEXT	160
SHADOW	163
SHOW	163