

# WordPerfect

## for the Apple IIGs

### Starting WordPerfect

#### One or Two Disk Drives

Insert the /WordPerfect diskette into the drive connected directly to the computer, and turn on the computer.

#### Hard Disk

Turn on the computer, then run the WP.SYS16 program.

### Retrieving Documents

- 1 Choose **Retrieve** from the File menu.
- 2 Type the name of the file you want to retrieve, then click on **OK**.

### Saving Documents

- 1 Choose **Save As** from the File menu.
- 2 Type a filename, then click on **OK**.

### Clearing the Screen

- 1 Choose **Close** from the File menu.
- 2 Click on **No** twice to clear the screen without saving the document.

### Exiting WordPerfect

- 1 Choose **Close** from the File menu.
- 2 Click on **Yes**, type a filename, then click on **OK** to save the document, or click on **No** to not save the document.
- 3 Click on **Yes** to exit WordPerfect.

# Features

| Feature                       | Keystroke Equivalent | Feature                 | Keystroke Equivalent |
|-------------------------------|----------------------|-------------------------|----------------------|
| Advance Down                  |                      | ^G Chain to Macro       |                      |
| Advance Up                    |                      | ^N Next Record          |                      |
| Alignment Character           | Apple-a              | ^O Message              |                      |
| Append                        |                      | ^P Primary File         |                      |
| Beginning of Document         | Apple-1              | ^Q Quit                 |                      |
| Beginning of Document (Codes) |                      | ^R End of Field         |                      |
| Beginning of Line             | Apple-Comma          | ^S Secondary File       |                      |
| Beginning of Line (Codes)     |                      | ^T To Printer           |                      |
| Block                         | Option-b             | ^U Update Screen        |                      |
| Bold                          | Apple-b              | ^V Transfer             |                      |
| Cancel                        |                      | ^X Execute              |                      |
| Case Convert                  |                      | Move Page               |                      |
| Center                        |                      | Move Paragraph          |                      |
| Center Page                   |                      | Move Sentence           |                      |
| Clean Screen                  |                      | New                     | Apple-n              |
| Close                         | Option-c             | New Page                | Apple-Return         |
| Colors                        |                      | New Page Number         |                      |
| Conditional End of Page       |                      | Number Lock             |                      |
| Copy                          | Apple-c              | Open                    |                      |
| Cut                           | Apple-x              | Overstrike              | Apple-o              |
| Date Format                   |                      | Page Down               |                      |
| Defaults                      | Apple-d              | Page Length             |                      |
| Delete End of Line            | Apple-Rt Arrow       | Page # Column Position  |                      |
| Delete End of Page            | Apple-Dn Arrow       | Page Number Position    |                      |
| Delete Left                   |                      | Page Print              |                      |
| Delete Right                  |                      | Page Up                 |                      |
| Delete Word                   | Apple-Delete         | Paste                   | Apple-v              |
| End of Document               | Apple-9              | Print                   |                      |
| End of Line                   | Apple-Period         | Printer Control         | Apple-p              |
| Endnote Create                |                      | Quit                    | Apple-q              |
| Endnote Edit                  |                      | Repeat Count            |                      |
| File Management               | Apple-f              | Retrieve                | Apple-r              |
| Flush Right                   | Option-f             | Rewrite Screen          |                      |
| Font and Pitch                |                      | Right Justification     |                      |
| Footnote Create               |                      | Save                    |                      |
| Footnote Edit                 |                      | Save As                 | Apple-s              |
| Footnote Options              |                      | Screen Down             |                      |
| Footnote Renumber             |                      | Screen Left             |                      |
| Go To Character               | Apple-g              | Screen Right            |                      |
| Go To Page                    |                      | Screen Up               |                      |
| Hard Hyphen                   | Apple-Dash           | Search                  |                      |
| Hard Space                    | Apple-Sp Bar         | Search and Replace      |                      |
| Headers and Footers           | Apple-h              | Sheet Feeder Bin Number |                      |
| Help                          |                      | Show Clipboard          |                      |
| Hide Codes                    | Option-s             | Show Codes              | Option-s             |
| Home                          | Option-Return        | Spacing                 |                      |
| Hyphenation                   |                      | Speller                 |                      |
| Hyphenation Zone              |                      | Subscript               | Option-Dn Arrow      |
| Indent, Left                  | Apple-Tab            | Superscript             | Option-Up Arrow      |
| Indent, Left/Right            | Option-Tab           | Suppress Page Format    |                      |
| Insert Date                   |                      | Switch Documents        |                      |
| Insert Printer Command        | Apple-i              | Tab Align               |                      |
| Lines Per Inch 6              |                      | Tab Set                 |                      |
| Lines Per Inch 8              |                      | Tab, Extended           |                      |
| Macro Define                  |                      | Thesaurus               | Apple-t              |
| Macro Execute                 |                      | Top Margin              |                      |
| Margin Release, Left          | Option-Sp Bar        | Typeover                |                      |
| Margins                       | Apple-m              | Underline               | Apple-u              |
| Merge                         |                      | Underline Style         |                      |
| ^C Console                    |                      | Undo                    | Apple-z              |
| ^D Date                       |                      | Widow/Orphan Protect    |                      |
| ^E End of Record              |                      | Word Left               | Option-Lt Arrow      |
| ^F Field Number               |                      | Word Right              | Option-Rt Arrow      |