











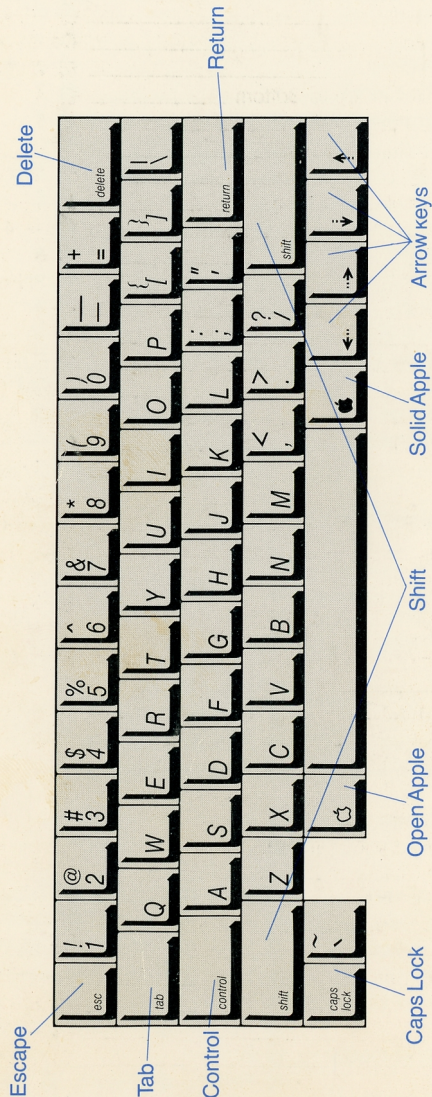
Keystrokes

Most function keys are pressed together with ,  or "Control." For example:

  means to hold down  and press "5"

 ,  means to hold down  and press "—" , then release  and press "4"

Control-E means to hold down "Control" and press "E"




Apple IIe and IIc keyboard

Starting WordPerfect

One Disk Drive


With the *WP* diskette in the drive, switch on your computer. A message appears on the status line.

REPLACE The *WP* diskette with your *Work* diskette



 Start WordPerfect

Two Disk Drives

With the *WP* diskette in drive 1, and the *Work* diskette in drive 2, switch on your computer. A message appears on the status line.

 Start WordPerfect



Saving Documents


  Display the "Document to be Saved:" message


ENTER A filename

If the filename already exists on disk, you may either replace the old file with the document on your screen or enter another name.

Clearing the Screen



  Display the "Save Document? (Y/N) Y" message


 Do not save the document on your screen


 Clear the screen

Exiting WordPerfect

Always exit WordPerfect properly before turning off your machine.

  Display the "Save Document? (Y/N) Y" message

 Do not save the document on your screen

 Clear the screen

Turn off your machine or load another program.

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QRENWP47/1.1

WordPerfect

Quick Reference for the Apple IIe & IIc

Features

Feature	Keystrokes
Advance Up/Down	⌘ 7
Alignment Character	⌘ 5
Append Block (Block on)	⌘ 9
Back	⌘ 3, Return
Binding Width	⌘ -, 3 or ⌘ -, 4, 1
Block	⌘ 0
Block, Cut/Copy (Block on)	⌘ 9
Block, Delete (Block on)	Delete
Bold	⌘ 4
Cancel	⌘ 1
Cancel Printing	⌘ -, 4
Caps Lock	Caps Lock
Center	⌘ 9
Center Page Top to Bottom	⌘ 4
Change Prefix	⌘ 3
Change Print Options	⌘ -
Codes	⌘ 2
Conditional End of Page	⌘ 4
Continuous Forms	⌘ -, 4, 3
Copy	⌘ 9
Create	⌘ 3, Return, 2
Cut	⌘ 9
Date	⌘ =
Del	⌘ Delete
Delete	Delete
Delete (List Files)	⌘ 3, Return, 2
Delete EOL	⌘ →
Delete EOP	⌘ ↓
Delete Word	⌘ Delete
Display Printers and Fonts	⌘ -, 4
Escape	Esc
Exit	⌘ =
Extended Tabs	⌘ 5
Extra	⌘ =
Flush Right	⌘ Esc
Font	⌘ 3
Footers	⌘ 4
Footnote	⌘ 8
Format a Disk	⌘ 3, Return, 2
Format Date	⌘ =, 2
Full Text Print	⌘ -
"Go" (Resume Printing)	⌘ -, 4
H-Zone, Set	⌘ 5, 5
Hand-Fed Forms	⌘ -, 4, 3
Hard Hyphen	⌘ -
Hard Page	⌘ Return
Hard Return	Return
Hard Space	⌘ Space Bar
Headers	⌘ 4
Help	⌘ ? or ⌘ ?

Feature	Keystrokes
Hyphenation, Cancel	⌘ 1
Hyphenation On/Off	⌘ 5, 5
⌘ Indent	⌘ Tab
⌘ Indent	⌘ Tab
Insert Date	⌘ =, 2
Insert Printer Command	⌘ 3
Line Format	⌘ 5
Lines per Inch	⌘ 3
List Files	⌘ 3
Lock	⌘ 3, Return, 2
Look	⌘ 3, Return
Lowercase Conversion (Block on)	⌘ =
Macro	⌘ 6
Macro Define	⌘ 6
⌘ Margin Release	⌘ Space Bar
Margins	⌘ 5
Merge	⌘ 0
Merge Codes	⌘ 0
Merge E	Control E or ⌘ 0
Merge R	Control R or ⌘ 0
Merge eXecute	Control X or ⌘ 0
Move	⌘ 9
Name Search	⌘ 3, Return
New Page Number	⌘ 4
New Pathname	⌘ 3
Number of Copies	⌘ -, 3 or ⌘ -, 4, 1
Overstrike	⌘ 7
Page Format	⌘ 4
Page Length	⌘ 4
Page Number Column Positions	⌘ 4
Page Number Position	⌘ 4
Page Print	⌘ -
Pitch	⌘ 3
Prefix	⌘ 3, Return, 2
Print	⌘ -
Print (List Files)	⌘ 3, Return
Print a Document	⌘ -, 4
Print Format	⌘ 3
Print to Disk	⌘ -, 4, 3
Printer Control	⌘ -
Printer Information	⌘ -, 4
Printer Number	⌘ -, 3 or ⌘ -, 4, 1
Proportional Spacing	⌘ 3, 1,*
Rename	⌘ 3, Return, 2
Replace	⌘ 2
Retrieve	⌘ 7
Retrieve Text (List Files)	⌘ 3, Return
Retrieve Text (Move)	⌘ 9
Return	Return
Rewrite	⌘ 1

Feature	Keystrokes
Right Justification	⌘ 3
Save	⌘ 8
⌘ Search	⌘ > or ⌘ 2
⌘ Search	⌘ < or ⌘ 2
Select Print Options	⌘ -, 4
Select Printers	⌘ -, 4
Set Date	⌘ =, 2
Set H-Zone	⌘ 5, 5
Sheet Feeder Bin Number	⌘ 3
Sheet Feeders	⌘ -, 4, 3
Spacing	⌘ 5
Speller	⌘ =
Stop Printing	⌘ -, 4
Super/Subscript	⌘ 7
Suppress Page Format	⌘ 4
Tab	Tab
Tab Align	⌘ Esc
Tab Set	⌘ 5
Text Out	⌘ =
Top Margin	⌘ 4
Typeover	⌘ =
Underline	⌘ 5
Underline Style	⌘ 3
Uppercase Conversion (Block on)	⌘ =
Utilities	⌘ 3, Return
Volumes on Line	⌘ 3
Widow/Orphan	⌘ 4

Cursor Control

Go To	⌘ G
Home	⌘ Return
Word Left	⌘ ←
Word Right	⌘ →
Screen Down	⌘ M or ⌘ Return ↓
Screen Up	⌘ I or ⌘ Return ↑
Screen Left	⌘ J or ⌘ Return ←
Screen Right	⌘ K or ⌘ Return →
Page Down	⌘ ↓
Page Up	⌘ ↑
Begin of Text	⌘ U or ⌘ Return, ⌘ Return ↑
End of Text	⌘ N or ⌘ Return, ⌘ Return ↓
Begin of Line	⌘ H or ⌘ Return, ⌘ Return ←
End of Line	⌘ L or ⌘ Return, ⌘ Return →
↑ Begin of Codes	⌘ Y or ⌘ Return, ⌘ Return, ⌘ Return ↑
← Begin of Codes	⌘ B or ⌘ Return, ⌘ Return, ⌘ Return ←