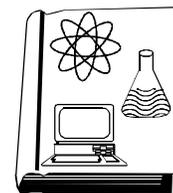




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## 8 Painless Ways to Leave DOS Behind: Keying Your Way from WordPerfect for DOS to WPWin

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Applies to: WordPerfect/Windows, all versions, including 32-bit.

I'm like a lazy old dog. I don't *wanna* learn any new tricks, and I don't chase mice! My old keyboard tricks from WordPerfect 5.1/DOS suit me just fine, and unless I find some new tricks awfully easy to remember, I'm just not gonna learn 'em. So there.

Of course, that was before WordPerfect 6.0/Windows came along, and before I discovered how Windows keystrokes are the same in most Windows programs. So there's just *one* new set of keyboard shortcuts for this canine to remember, and I'll be set for all of Windows. That's a pretty good doggy yum-yum, er, I mean a pretty good incentive to learn these new keystrokes.

### 1. CUA

Windows programs share a set of keystrokes, commands, and terms, called the Common User Access keyboard, or CUA. These keystrokes are the same wherever you are in Windows, as long as the creator of the program followed the standard set of commands. WordPerfect 6.0 for Windows has two predefined keyboards for general use; the other keyboard "WP/DOS Compatible," emulates most, but not all, of the commands from DOS versions of WordPerfect. That's an old set of tricks, and one that doesn't really suit the Windows environment. As installed, WPWin6.0 uses the CUA keyboard, and that's the new set of tricks we'll look at here.

CUA is the reason that we have had to learn that what was Exit is now Close, what was Search is now Find, and the familiar List Files is now Open. For example, Alt-F4 is Exit in WPWin 6.0, just as it is in the Windows Program Manager. Close a document in WordPerfect with Ctrl-F4, just as you would close a spreadsheet in Quattro Pro for Windows. Control-I is for Italics, whether you are in WordPerfect or in Windows Write. These keystrokes are that one set of tricks that can stay with you throughout all your software.

### 2. New Command Names

CUA means more than just standard keystrokes. The pull-down menus are also standardized, with a File menu nearly always on the left, and Help on the right. Under File, choosing X for Exit will end nearly all Windows

programs. Menu entries showing a triangle pointing right lead to another menu, and entries with an Ellipsis(...) lead to a dialog box. Even the names of commands have been standardized, so that familiar functions have changed names, like *Setup* has become *File, Preferences*.

The best example of these changes is moving text. Our trusty old friend *Block* is now *Select*, and *Block* and *Move* have become *Cut* and *Paste*. Moving a piece of text still accomplishes the same thing that it did in DOS WP5.1, but all the words are different now. Take a look: Position the insertion point at the beginning of the text to move (position the WP51 cursor). Hold down the Shift key and move the insertion point to select the text (press *Block* (Alt-F4) and move the cursor to block the text). Press Ctrl-X to Cut the text from the document and place it in the clipboard (press *Move* (Ctrl-F4), 1) *Block*, 1) *Move*). Move the insertion point to the bottom of the document by pressing Ctrl-End (press home, home, down). Press Ctrl-V to Paste the text from the clipboard (press Enter to retrieve).

Need several copies of the text? Pressing *Paste* (Ctrl-V) several more times will paste more copies of the clipboard contents, while in DOS WP5.1, you could add more copies by pressing *Retrieve* (Shift-F10), Enter for each copy of the block to add. The Windows version is easier to remember: for extra copies, just *Paste* again, rather than trying to remember the *Retrieve-without-a-filename* trick.

### 3. Control-Key Tricks

Each of the Control-key combinations is also shown on the pull-down menus, so if you don't remember the new shortcut key you need, find the command in the menus, and the shortcut keystroke will be listed on the right. On the File menu, the shortcut keys are Ctrl-N to open a New document screen, Ctrl-O to Open an existing document, Ctrl-T to open a Template, and Ctrl-S to resave a document. Ctrl-S is particularly handy for resaving a document quickly--it saves the current document without asking whether to replace the existing document. By comparison, the *Save As* (F3) command prompts you for a new filename, and it also replaces the old *Text Out* command, by letting you select a file type from the Format drop down list at the bottom of the **Save As** dialog box.

On the Edit menu, Undo's shortcut key is Ctrl-Z. Undo is a new trick for DOS WP5.1 users and it can reverse the last editing action taken, unlike the *Undelete* function from WP51's *Cancel* key, which brings back any of the three most recent deletions. *Undelete* has been moved as well; it is available on the Edit menu, or by pressing Ctrl-Shift-Z.

Next, the Insert menu includes the replacement for the WP/DOS *Compose* feature. Ctrl-W is used in WPWin 6.0 to add any of the WordPerfect Characters to text. Still in the Insert menu, you can use Ctrl-D to add the date to your document as text, or Ctrl-Shift-D to add the date code instead, so that your document will always show the current date.

Within the Layout menu, the last two groups of Control-key shortcuts add justification or font codes. For switching justification, use Ctrl-L or Ctrl-R for Left or Right justify, Ctrl-E for Center, and Ctrl-J for Full justification. Finally, you can use Ctrl-B, Ctrl-I, or Ctrl-U to add Bold, Italics, or Underline to your font choice. If any text is selected when you use these shortcut keys, the selected text will be marked for the chosen effect, otherwise, the font appearance attribute will be turned on at the insertion point.

#### 4. Movement Around the Document

*Go To* used to be on my Ctrl-Home key. Now *Go To* has more power and needs its own dialog box, so that's what pops up when you press Ctrl-G, and now you can choose to return to the last position, or a page number, or a bookmark or table. So what's on Ctrl-Home now? Pressing Ctrl-Home once takes you to the top of the document, after any non-printing codes, just like Home, Home, Up Arrow did in WP/DOS. Pressing Ctrl-Home twice moves the insertion point before the codes, like Home, Home, Home, Up Arrow. Most of the movement codes have changed in WPWin 6.0, but they are easier to remember now. Ctrl-End replaces Home, Home, Down Arrow for moving to the bottom of a document, and the old Delete-to-End-of-Line function has moved to Ctrl-Delete, where it makes more sense. All of the deletion commands are now based on either the Backspace or the Delete key, so it's more difficult to accidentally delete chunks of text.

#### 5. Cancel Everything!

F1 is Cancel, right? WordPerfect Corporation began using F1 for Cancel and F3 for Help long before Windows became popular and established Escape for Cancel and the F1 key as the standard Help key. WordPerfect for DOS can use these keystrokes as an alternate keyboard option, starting with the 6/29/90 interim release of DOS WP5.1, and DOS WP 6.0 uses them as part of the default keyboard.

So now F1 is Help. Then what's F3? The F3 key is now used for Open. Open is almost the same as Retrieve, but it's just not the same as pressing List Files(F5), 1) Retrieve. Open means to read a file from disk, and place it in a document of its own, but Retrieve inserts the file into the document already on screen. Most of the time, Open is all we need, but sometimes you may need to retrieve another file into the report that you're writing. Choosing File, Open, and double-clicking on the file you need may seem reasonable to an old WP51 user, but WPWin 6.0 will not ask you whether to "Retrieve into current document?" and instead will Open the second document in another document window. If you need to pull a second file into the document already on screen, pull down the Insert menu, and select File.

#### 6. Some Things Don't Change

As a longtime user of WordPerfect 5.1/DOS, and more recently as a user of 6.0, there are some keystrokes that have become automatic. To turn Reveal Codes on or off, I reached for Alt-F3 in 5.1, and I still do: Some function keys are the same in all these editions of WordPerfect. Styles (Alt-F8), Thesaurus(Alt-F1), Macro Play (Alt-F10), Macro Record (Ctrl-F10) are also unchanged. Although Search has become Find, it's still on the F2 key.

#### 7. Buried Tricks

Some old familiar features of WP51 just aren't to be found in WPWin 6.0, right? With Block turned on, you can use the Switch key (Shift-F3) in WP/DOS to convert text to uppercase or lowercase. The new convert case function of WPWIN 6.0 has moved to the Edit menu, and it not only converts text to upper or lower case, but can also capitalize just the first letter of each word, shown in the submenu as Initial Capitals. Not every word will have an

uppercase first letter: words that normally would not be capitalized in a title are skipped, including *and*, *or*, *but*, and *the*.

Now that Cancel has possession of the Escape key, Repeat has moved to Shift-F10. Repeat still works by repeating the next single-key action after dismissing the dialog box. For example, to add a group of 50 equals signs in a row, press Repeat (Shift-F10), type *50* and press Enter, Equals.

## 8. Completely New Tricks

Finally, WPWin 6.0 has some tricks that are completely new. Many of these replace macros from WP/DOS. For example, the Edit macro from DOS WP5.1, or the 6.0/DOS equivalent EditCode.WPM, were used to edit any code, simply by locating the cursor on the code to be edited, and starting the macro, which would open the menu that added that code to your document. No longer needed, with this new trick: with Reveal Codes turned on, use the mouse to point at the code to edit, and double-click to open the dialog box that created it.

Another new mouse trick: point at something on the screen and click the right mouse button once. A small menu will pop-up, and the items on that menu will be for features that match whatever you pointed at.

My favorite new trick in WPWin 6.0 is the blank screen. Really. Press Alt-Shift-F5, click OK, and everything will go away. No more button bars, power bars, rulers, Windows controls, scroll bars, or status bars. Nothing but my document on screen and my workspace will stay nice and clean until I choose to bring back all the power tools of WPWin 6.0 by pressing Escape. Feels almost like the old, familiar WP/DOS blank screen, and with all these new keystrokes, I can do nearly anything I need to in this nice clean new yard. And right now, I'm going in out in that yard to practice my new tricks. Woof!

*Jerry Stern is a WordPerfect Certified Resource, a Corel Solution Partner, a Lifetime Member of the Association of Shareware Professionals, and the author of Graphcat and FileTiger.*

## Keystroke Conversions from DOS WordPerfect

Action	WordPerfect for Windows	DOS WP
<b>Movement Keystrokes</b>		
Top of document before codes	Ctrl-Home, Ctrl-Home	Home, Home, Home, Up
Top of document after codes	Ctrl-Home	Home, Home, Up
Page Up or Down	Alt-PageUp or Alt-PageDown	PageUp or PageDown
Screen Up or Down	PageUp or PageDown	Home, Up-Arrow or Down-Arrow
Switch Documents	Next Doc (Ctrl-F6)	Switch (Shift-F3)
Go to beginning of line	Home	Home, left
Go to end of line	End	End
Go to page #	Ctrl-G, enter page number	Ctrl-Home, enter page number
Go to last position	Ctrl-G, double-click <i>Last Position</i>	Ctrl-Home, Ctrl-Home
Go one column left or right	Alt-Left Arrow or Alt-Right Arrow	Alt-Left Arrow or Alt-Right Arrow
<b>Editing Keystrokes</b>		
Undelete	Ctrl-Shift-Z	Cancel (F1)
Delete to end of line	Ctrl-Delete or Shift-End, Delete	Home, Delete
Delete current word	Ctrl-Backspace	Ctrl-Backspace
Delete to end of page	Ctrl-Shift-Delete	Ctrl-Page-Down
Cut (Move)	Ctrl-X or Ctrl-Delete	Move (Ctrl-F4), (1) Block, (1) Move (WP51) or Ctrl-X (WP60)
Copy	Ctrl-C or Ctrl-Insert	Move (Ctrl-F4), (1) Block, (2) Copy (WP51) or Ctrl-C (WP60)
Paste	Ctrl-V or Shift-Insert	Retrieve (Shift-F10), Enter
Undo	Ctrl-Z	Ctrl-Z (WP60 Only)
Repeat	Shift-F10	(Esc)
<b>Insertions</b>		
Hard page break	Ctrl-Enter	Ctrl-Enter
Compose and WP Characters	Ctrl-W	Ctrl-V or Ctrl-2 (WP51) or Ctrl-W (WP60)
Insert page number	Ctrl-Shift-P	Ctrl-B
Hard space	Ctrl-Space	Home, space
Hard Hyphen	Ctrl-Hyphen	Home, Hyphen
Soft Hyphen	Ctrl-Shift-Hyphen	Ctrl-Hyphen
Insert Date	Ctrl-D	Date/Outline (Shift-F5), (1) Date Text

Action	WordPerfect for Windows	DOS WP
<b>CUA Shortcuts</b>		
Italics	Ctrl-I	Shift-F11
Bold	Ctrl-B	Bold (F6)
Underline	Ctrl-U	Underline (F8)
Normal	Ctrl-N	Font (Ctrl-F8), (3) Normal
Save	Ctrl-S	Save (F10)
Open	Ctrl-O	Retrieve (Shift-F10)
New	Ctrl-N	Alt, File, New (WP60 only)
<b>Commands Moved and Renamed</b>		
Open into new document	Open (Ctrl-O)	List Files (F5)
Retrieve into current document	Insert, File	Retrieve, with confirmation
WP Settings	File, Preferences	Setup(Shift-F1)
<b>Universal Keystrokes</b>		
Play a macro	Macro (Alt-F10)	Macro (Alt-F10)
Record a macro	Macro Record/Stop (Ctrl-F10)	Macro Define (Ctrl-F10)
Styles	Styles (Alt-F8)	Style (Alt-F8)
Thesaurus	Thesaurus (Alt-F1)	Thesaurus (Alt-F1)
Search	Find (F2)	Search (F2)
Toggle Reveal Codes	Reveal Codes(Alt-F3)	Reveal Codes(Alt-F3) or (F11)

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