

Some Basic Editing Commands

Bold: Hit Function Key **F6** to make bold. Hit **F6** again to turn off Bold.

Underline: Hit Function Key **F8** to underline. Hit **F8** again to turn off Underline.

To change the font and font sizes:

Hit the Function Key **F8** while holding down the **Ctrl** key. This will give you the Font menu.

To change the font, hit the letter **F**. You will get a list of the available fonts. Use the cursor keys to scroll to the font you want and hit Return. You will still be in the Font menu. Hit Return again to return to the text.

To change the font size, hit the letter **S**. Then hit the Down Arrow (Cursor down). You will get a menu of the available font sizes. Highlight the size you want and hit Return. Hit Return again to return to the text.

To move a block of text:

1. You first need to select the block. To do so, place the cursor at the beginning of the block. Next, Hit **F4** while holding down the **Alt** key. This turns on the Mark Text function. Use the cursor keys to highlight the text you wish to select. (If you change your mind and no longer wish to mark the text, just hit **F4** while holding down the **Alt** again. This will turn off the Mark Text function.)

2. The next step is to cut the block of text. To do so, hit the letter **X** while holding down the **Ctrl** key. The block you have selected will disappear from the screen.

3. The last step is to paste the block of text. To do so, place the cursor where you want to move the text. Hit the letter **V** while holding down the **Ctrl** key. The block will reappear in this new location.

To save a document:

Saving a newly created document: Hit Function Key **F10**. The computer will ask you for a filename. The name can be 8 characters long. You can also attach an optional 3 character extension. The format is: XXXXXXXX.XXX
The default drive and path is C:\wpdocs\filename, so you do not need to specify a drive and path.
After you have typed in the filename, hit return. The document will then be saved.

Saving a document that has been changed: Also hit Function Key **F10**. The filename will automatically appear in the box.

If you do not wish to change the filename, hit Return. The

computer will ask you if you really want to replace the old version of the file. Hit **Y**. The changes you have made will be saved.

If you do want to change the filename, type the new name you would like to save the file under. Hit Return. The document will then be saved under the new name. Note: if you change the filename, you will essentially end up saving an "original" version of the file and a "modified" version of the file. This is a useful function for saving multiple copies of a form letter, for example, in which you only change the address block.

To print a document:

Hit the Function Key **F7** while holding down the **Shift** key. You will get the Print menu.

Hit Return to print the document.

To open a document:

If you know the exact filename, hit the Function Key **F10** while holding down the **Shift** key. Enter the name of the file and the computer will open the document.

If you do not know the exact filename, hit the Function Key **F5**. Hit Return. You will get a menu of all the files in the current directory. Use the cursor keys to scroll down to the file you want and hit **1**. This will open the document.

To close a document and/or to exit Wordperfect:

Hit the Function Key **F7**.

If you have made changes in the document (and have not already saved the changes), the computer will ask you if you want to save the changes. Hit **Y** (if you want to save the changes). The computer will then ask you if you want to exit. Hit **Y** to exit. Hit **N** to stay in Wordperfect (hitting **N** will close the current document and allow you to begin a new document.)

If you have not made changes in the document and/or you have already saved your changes, the computer will still ask you if you want to save the changes (same as above). In this case hit **N**. Next hit **Y** to exit. Hit **N** to stay in Wordperfect.